



**TOWN OF HOPKINTON**  
**SELECT BOARD MEETING AGENDA**  
Tuesday, December 15, 2020 6:00 PM  
Remote Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81409224094?pwd=b1psZUtnNm54MHJLNzhaRlhoanEzUT09>

Passcode: 174645

Or Telephone:

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

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

Webinar ID: 814 0922 4094

Or iPhone one-tap :

US: +16468769923,,81409224094# or +13017158592,,81409224094#

International numbers available: <https://us02web.zoom.us/j/81409224094>

**6:00 PM**

**CALL TO ORDER**

1.

**EXECUTIVE SESSION**

- i. To consider approving executive session Minutes for Dec. 1, 2020;
- ii. Pursuant to M.G.L. c.30A, §21(a) (Purpose 6) to consider strategy with respect to the purchase, lease, sale or value of real property in relation to the former Liberty Mutual property (Frankland Rd.), 0 Hayden Rowe (Dunbar), 0 Hayden Rowe (Metrowest Holdings), 0 East Main St. (Mezitt) property, and the lease of property on East Main St. to the 26.2 Foundation, because an open meeting may have a detrimental effect on the negotiating position of the Board.

**6:15 PM**

**CALL TO ORDER - OPEN SESSION**

2.

**PLEDGE OF ALLEGIANCE**

**6:16 PM**

**PUBLIC FORUM**

3.

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

**6:25 PM**

**COVID-19 UPDATE**

4.

The Select Board will receive an update on the Town's response to the Covid-19 pandemic.

**6:35 PM**

**CONSENT AGENDA**

5.

- i. **MINUTES** - The Select Board will consider approving the Minutes of the 12/1/2020 and 12/8/2020 meetings.

**6:40 PM**

**ANNUAL LICENSE RENEWALS**

6.

The Select Board will consider renewing annual licenses for the following businesses:

- Common Victualler Licenses and associated licenses - Royal Pizza, Muffin House Cafe, Dunkin Donuts/Hopkinton Donuts LLC, Hop-Yo, Starbucks Coffee, The Spoonery, Starbucks at Price Chopper, Dunkin Donuts/South St. Donuts, Hillers

Pizza, Aramark at Dell 171 South St, Aramark at Dell 176 South St, Aramark at Dell 42 South St, Aramark at Dell 228 South St., Angel's Hilltop Cafe

- Section 12 All-Alcohol On Premises Licenses and associated licenses - Pan Thai, Hopkinton Country Club, 110 Grill, Cornell's Irish Pub (includes Alteration of Premises for permanent outdoor dining), Dynasty Restaurant, Woodville Rod & Gun Club Inc., Ko Restaurant, Bill's Pizzeria Kitchen & Bar, Central Public House, Carbone's Restaurant, Quattro/Bison Burger.
- Section 12 On Premises Wine & Malt Licenses and associated licenses - Hopkinton Spoon, Bittersweet
- Section 19C Farmer Brewery Pouring Permit and associated licenses - Start Line Brewing
- Section 15 All-Alcohol Package Store License and associated licenses - Country Farm Liquor, Marty's Fine Wines, Hopkinton Wine and Spirits
- Section 15 Wine & Malt Package Store License and associated licenses - The Vin Bin, Hopkinton Friendly Service Inc.
- Municipal Street License - MetroWest Regional Transit Authority
- Livery/Limousine License - Able Limousine

Supporting Exhibits: Yearly License Renewals for Calendar Year 2021 - Dec. 15, 2020; Application & Permitting Team Comments, Cornell's Irish Pub Alteration of Premises

**6:50 PM**

**BOARD/COMMITTEE APPOINTMENTS**

6.

The Select Board will consider making appointments to the Cultural Council. One term expired 11/17/20 and 3 terms expire 12/19/20. Terms are for 3 years.

New Applicants: Nasiba Mannan, Katie Pierce

- Term 1, expired 11/17/20: Incumbent: Darlene Hayes (requests reappointment)
- Term 2, expires 12/19/20: Incumbent: Richard Jacobs (requests reappointment)
- Term 3, expires 12/19/20: Incumbent: Jonathan Meltzer (requests reappointment)
- Term 4, expires 12/19/20: Incumbent: Laura Stacey (requests reappointment)

Supporting Exhibits: Applications Received

**7:00 PM**

**2021 ANNUAL TOWN MEETING WARRANT**

7.

The Select Board will consider voting to open the 2021 annual town meeting warrant, and will discuss its own potential ATM articles, including any General Bylaw changes.

Supporting Exhibits: Annual Town Meeting & Budget Timeline; Draft General Bylaw Amendments - Depositing of Leaves & Debris; Trench Safety Officer Bylaw; Dog Licensing; Street Opening Permits

**7:05 PM**

**TOWN MANAGER REPORT**

8.

- i. Main Street Corridor Project
- ii. Lift Hiring Freeze: Procurement & Grants Manager
- iii. Night Work on South St., on dates in December and January, Eversource
- iv. All Hands Meeting

Supporting Exhibits: Town Manager Report

**7:15 PM**

**LIAISON REPORTS/BOARD INVITES**

9.

Supporting Exhibits: FY 21 Liaison Assignments

**7:20 PM FUTURE BOARD AGENDA ITEMS**

10. Board members will identify future agenda items.

**7:25PM ADJOURN**

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**Correspondence to Select Board**

1. Board of Appeals Notice of Decision - 97 South St.

**Upcoming Select Board Meetings**

1. January 5, 2021
2. January 11, 2021 (Joint Meeting with School Committee, Appropriation Committee)
3. January 19, 2021
4. January 26, 2021

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

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

### PROCEDURE FOR CONVENING AN EXECUTIVE SESSION

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

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

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

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

### RECORDS RELATING TO AN EXECUTIVE SESSION

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

### MODEL MOTION FOR CONVENING IN EXECUTIVE SESSION

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

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

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

## **PURPOSES FOR CONVENING IN EXECUTIVE SESSION**

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

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



**TOWN OF HOPKINTON**  
**OFFICE OF THE TOWN MANAGER**  
Norman Khumalo

**YEARLY LICENSE RENEWALS FOR CALENDAR YEAR 2021**  
**December 15, 2020**

The Select Board will consider approving the annual license renewals below for calendar year 2021.

Per state law, all liquor license proponents are required to sign and date their license renewals during the month of November.

Permitting Team Inspection Reports were sent to the Fire, Police, Health and Inspectional Services Departments in September for inspection. The Treasurer has reviewed each business for tax compliance. If taxes were owed, each applicant was provided the relevant information, and payment was requested. All Fire, Police and Inspectional Services inspection have been successfully completed. *Note: Due to Covid-19, no Health Dept. inspections have been completed at this time.*

“No Contingencies” means there are no outstanding requirements.

“Contingencies” means there are outstanding items to be addressed, including Town inspection which may include the correction of identified deficiencies, and payment of back taxes owed.

The Select Board and Town Manager’s Office greatly appreciates the hard work of our town departments, and the business community for choosing Hopkinton as their place to do business.

**1. MGL Ch. 138 Section 12: All Alcoholic Beverages, and associated licenses for the premises**

- a) Carbone’s Restaurant, Inc., 280 Cedar Street  
Licenses: Restaurant All Alcoholic Beverages, Common Victualler, Entertainment (recorded music)  
***Contingencies: Health Dept. Inspection***
  
- b) Scanlon, LLC, DBA Cornell’s Irish Pub, 229 Hayden Rowe  
Licenses: Restaurant All Alcoholic Beverages, Common Victualler, Entertainment (juke box, TV, recorded music)  
**New: Request for Alteration of Premises to increase the area of the permanent outdoor dining area, to provide 50 seats. Site Plan Review is required and an application has been submitted to the Planning Board.**

***Contingencies: Health Dept. Inspection; Site Plan Approval from Planning Board for alteration of a portion of the parking lot for outdoor dining.***

- c) P. & L., Inc., DBA Dynasty Restaurant, 77-A West Main St.  
Licenses: Restaurant All Alcoholic Beverages, Common Victualler, Entertainment (juke box, live entertainment, special events & holidays in the bar area)  
***Contingencies: Health Dept. Inspection***
  
- d) Ko Inc., DBA Ko Restaurant, 25 Hayward Street  
Licenses: Restaurant All Alcoholic Beverages, Common Victualler, Entertainment (2 radios, 11 televisions)  
***Contingencies: Health Dept. Inspection***
  
- e) O & T Inc., DBA Pan Thai, 15 Main Street  
Licenses: Restaurant All Alcoholic Beverages, Common Victualler, Entertainment  
***Contingencies: Health Dept. Inspection***
  
- f) Zio's Quattro, Inc., DBA Quattro/Bison Burger, 22 South St. #101 & 102  
Licenses: Restaurant All Alcoholic Beverages, Common Victualler.  
***Contingencies: Health Dept. Inspection; Personal Property taxes owed***
  
- g) 110 Grill LS Hopkinton LLC, DBA 110 Grill, 1 Lumber St., Suite #120  
Licenses: Restaurant All Alcoholic Beverages, Common Victualler, Entertainment (recorded and live music; amplification system)  
***Contingencies: Health Dept. Inspection***
  
- h) DKW LLC, DBA Central Public House, 42 Main St.  
Licenses: Restaurant All Alcoholic Beverages, Common Victualler, Entertainment (recorded music)  
***Contingencies: Health Dept. Inspection***
  
- i) N. Serres Corporation, DBA Bill's Pizzeria, 14 Main St.  
Licenses: Restaurant All Alcoholic Beverages, Common Victualler, Entertainment (live music Saturdays 7-10 indoors)  
***Contingencies: Health Dept. Inspection***
  
- j) Triad Development & Management, LLC, Hopkinton Country Club, 204 Saddle Hill Rd.  
Licenses: Restaurant All Alcoholic Beverages, Common Victualler, Entertainment  
***Contingencies: Health Dept. Inspection***

- k) Woodville Rod & Gun Club, 252 Wood St.  
Licenses: Club All Alcoholic Beverages, Common Victualler, Entertainment (recorded and live music, juke box)  
***Contingencies: Health Dept. Inspection***

**2. MGL Ch. 138 Section 12: Wine & Malt Beverages, and associated licenses for the premises**

- a) The Hopkinton Spoon, Inc, DBA The Spoon, 1 Lumber St.  
Licenses: Restaurant Wine & Malt Beverages, Common Victualler, Entertainment (1 TV and recorded music)  
***Contingencies: Health Dept. Inspection***
- b) Dunne & Oliveira, LLC, DBA Bittersweet, 22-24 Main St.  
Licenses: Restaurant Wine & Malt Beverages, Common Victualler, Entertainment (film night, music, comedy, storytelling, private parties)  
***Contingencies: Health Dept. Inspection***

**3. MGL Ch. 138 Section 19C: Farmer Brewery Pouring Permit and associated licenses for the premises**

- a) Craftlife Brewing Company, DBA Start Line Brewing, 151R Hayden Rowe  
Licenses: Farmer Brewery Pouring Permit, Common Victualler, Entertainment (recorded and live music, amplification system)  
***Contingencies: Health Dept. Inspection***

**4. MGL Ch. 138 Section 15: Package Store All Alcoholic Beverages and associated licenses for the premises**

- a) RKY HPTK Corporation, DBA Hopkinton Wine & Spirits, 77 West Main St.  
Licenses: Package Store All Alcoholic Beverages.  
***Contingencies: Health Dept. Inspection***
- b) Siegal & Sons Investment, Ltd, DBA Marty's Fine Wines, 61 Main St.  
Licenses: Package Store All Alcoholic Beverages, Common Victualler, Entertainment (recorded music, amplification system)  
***Contingencies: Health Dept. Inspection***



- c) Rashmi Corp., DBA Country Farm, 3 Cedar St.  
Licenses: Package Store All Alcoholic Beverages  
*No contingencies*

**5. MGL Ch. 138 Section 15: Package Store Wine & Malt Beverages and associated licenses for the premises**

- a) The Belladora Corporation, DBA The Vin Bin, 22 South St.  
Licenses: Package Store Wine & Malt Beverages, Common Victualler, Entertainment  
*Contingencies: Health Dept. Inspection*
- b) Hopkinton Friendly Services, Inc., DBA Hopkinton Mobil, 92 West Main St.  
Licenses: Package Store Wine & Malt Beverages  
*No Contingencies*

**6. MGL Ch. 140: §2: Common Victualer Licenses and associated licenses for the premises**

- a) Price Chopper Operating Co. of Massachusetts, Inc., Price Chopper #231, Starbucks, 167 West Main St.  
Licenses: Common Victualler  
*Contingencies: Health Dept. Inspection*
- b) Hopkinton Donuts LLC, DBA Dunkin Donuts, 78 West Main St.  
Licenses: Common Victualler  
*Contingencies: Health Dept. Inspection*
- c) South Street Donuts, DBA Dunkin Donuts, 76 South St.  
Licenses: Common Victualler  
*Contingencies: Health Dept. Inspection*
- d) Starbucks Corporation, DBA Starbucks Coffee #20122, 85 West Main St.  
Licenses: Common Victualler, Entertainment (recorded music)  
*Contingencies: Health Dept. Inspection*
- e) Hopkinton Spoon Inc., DBA The Spoonery, 1 Lumber St. Suite 103  
Licenses: Common Victualler, Entertainment (recorded music)  
*Contingencies: Health Dept. Inspection*
- f) Hop-Yo, 36 Main St.

Licenses: Common Victualler, Entertainment (2 TV's, recorded music)

***Contingencies: Health Dept. Inspection***

g) Muffin House Cafe, 35 Main St.

Licenses: Common Victualler

***Contingencies: Health Dept. Inspection; Personal Property taxes***

h) Hopkinton Food, Inc, DBA Royal Pizza, 30 Main St.

Licenses: Common Victualler

***Contingencies: Health Dept. Inspection***

i) Aramark, 42 South St., 171 South St., 176 South St. and 228 South St.

Licenses: Common Victualler

***Contingencies: Health Dept. Inspection***

j) Angel's Hilltop Cafe, 285 West Main St.

Licenses: Common Victualler

***Contingencies: Health Dept. Inspection, Personal Property taxes owed***

k) Hiller's Pizza, 77 West Main St.

Licenses: Common Victualler

***Contingencies: Health Dept. Inspection***

## **7. MGL Ch. 151A Section 1: Municipal Street License**

a) MetroWest Regional Transit Authority, 15 Blandin Ave, Framingham MA

Licenses: Municipal Street License.

***No contingencies***

## **8. Town of Hopkinton Livery License Regulations: Livery License**

a) Able Limousine, Inc., 102 East Main St.

Licenses: Limousine/Livery

***Contingencies: Personal Property taxes owed***



2020005

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
 MONETARY TRANSMITTAL FORM

**AMENDMENT-Change or Alteration of Premises Information**

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

ECRT CODE: RETA

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

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

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

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN  STATE  ZIP CODE

For the following transactions (Check all that apply):

- New License
- Change of License Type (i.e. club / restaurant)
- Change of Manager
- Change of Officers/Directors
- Change of Ownership Interest
- Change Corporate Name
- Change of DBA
- Alteration of Licensed Premises
- Change of Location
- Other
- Change of Class (i.e. Annual/ Seasonal)
- Change of License Type (i.e. club / restaurant)
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Issuance/Transfer of Stock/New Stockholder
- Change Corporate Structure (i.e. Corp / LLC)
- Change of Hours
- Pledge of Collateral (i.e. License/Stock)
- Management/Operating Agreement

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

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



**AMENDMENT-Change or Alteration of Premises Information**

**Change of Location**

- Chg of Location/Alteration of Premises Application
- Financial Statement
- Vote of the Entity
- Supporting financial records
- Legal Right to Occupy
- Floor Plan
- Abutter's Notification
- Advertisement

**Alteration of Premises**

- Chg of Location/Alteration of Premises Application
- Financial Statement
- Vote of the Entity
- Supporting financial records
- Legal Right to Occupy
- Floor Plan
- Abutter's Notification
- Advertisement

**1. BUSINESS ENTITY INFORMATION**

Entity Name

Municipality

ABCC License Number

Scanlon LLC

Hopkinton

2020-002

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

outside dining year round.

**APPLICATION CONTACT**

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

Name

Title

Email

Phone

Ellen Scanlon

Manager

ellenscanlon@verizon.net

5089049008

**2. ALTERATION OF PREMISES**

**2A. DESCRIPTION OF ALTERATIONS**

Please summarize the details of the alterations and highlight any specific changes from the last-approved premises.

fenced in area with Tents + Tables + Chairs .

**2B. PROPOSED DESCRIPTION OF PREMISES**

Please provide a complete description of the proposed premises, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

See above

Total Sq. Footage

~~400~~ 3473

Seating Capacity

50

Occupancy Number

50

Number of Entrances

2

Number of Exits

5

Number of Floors

1

# AMENDMENT-Change or Alteration of Premises Information

## 3. CHANGE OF LOCATION

### 3A. PREMISES LOCATION

Last-Approved Street Address

Proposed Street Address

### 3B. DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

Total Sq. Footage

Seating Capacity

Occupancy Number

Number of Entrances

Number of Exits

Number of Floors

### 3C. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises. (E.g. Deed, lease, letter of intent)

Please indicate by what means the applicant has to occupy the premises

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

Yes  No

#### 4. FINANCIAL DISCLOSURE

Associated Cost(s): (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):

Associated Cost(s): 10,000

#### SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
N/A	N/A
Total:	

#### SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
N/A			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

## APPLICANT'S STATEMENT

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

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

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

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

Signature: Ellen Scanlon

Date: 11-18-20

Title: Manager

## ADDITIONAL INFORMATION

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.



**CORPORATE VOTE**

The Board of Directors or LLC Managers of Scanlon LLC  
Entity Name

duly voted to apply to the Licensing Authority of Hopkinton and the  
City/Town

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on 11-18-20  
Date of Meeting

For the following transactions (Check all that apply):

- Alteration of Licensed Premises
- Change of Location
- Other

"VOTED: To authorize Colm Scanlon  
Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

A true copy attest,

Ellen Scanlon  
Corporate Officer /LLC Manager Signature

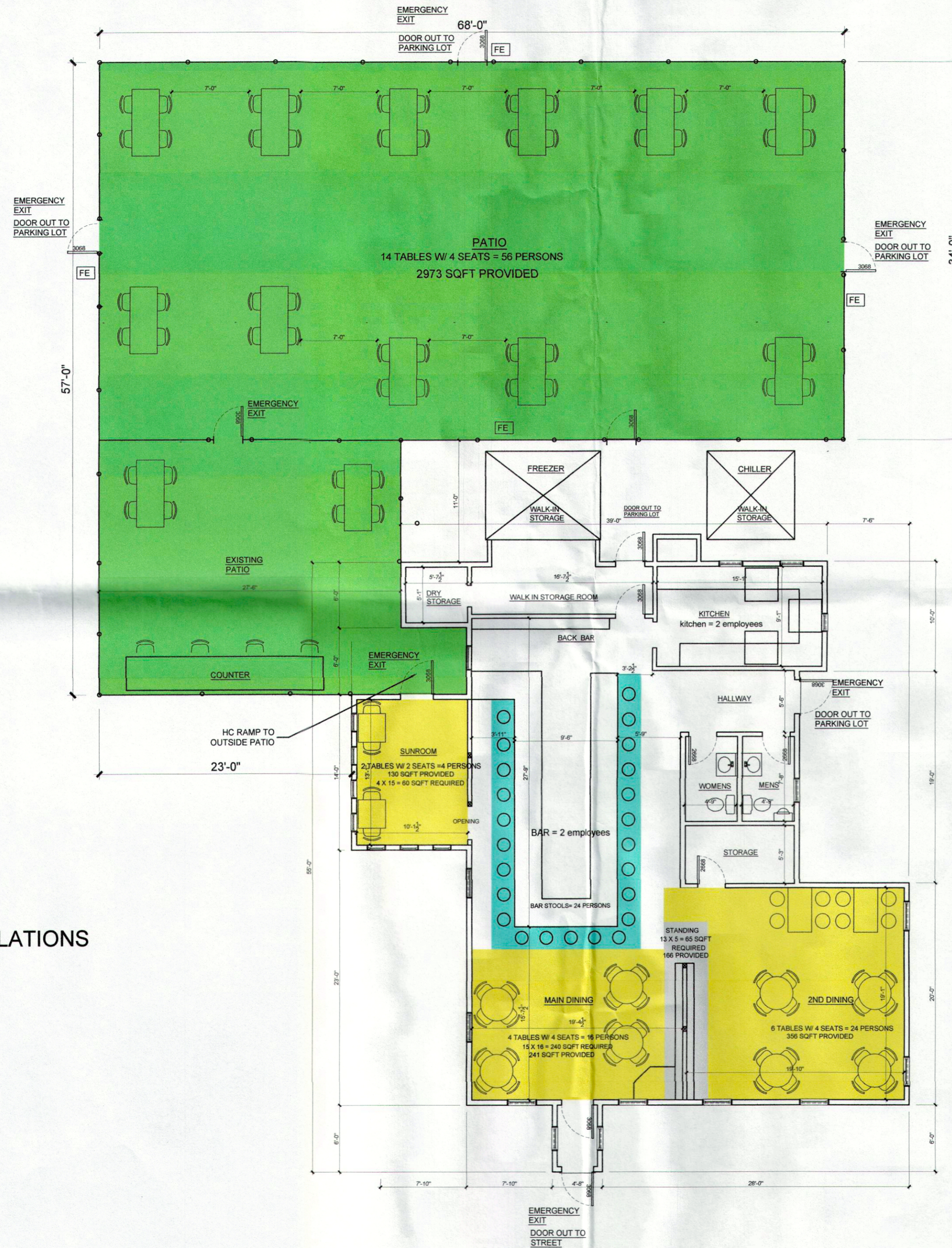
ELLEN Scanlon  
(Print Name)

For Corporations ONLY

A true copy attest,

\_\_\_\_\_  
Corporation Clerk's Signature

\_\_\_\_\_  
(Print Name)



NOTES:

- [FE] FIRE EXTINGUISHER
- EMERGENCY LIGHTS OVER FIRE EXIT DOORS WITH PUSHBARS LOCKS IN NEW PATIO
- PATIO LIGHTING WILL BE INSTALLED ON NEW FENCING

2009 IBC AND 780 CMR REGULATIONS

TABLE 1004.1.1  
MAXIMUM FLOOR AREA ALLOWANCES PER OCCUPANT

FUNCTION OF SPACE	FLOOR AREA IN SQ. FT. PER OCCUPANT
Accessory storage areas, mechanical equipment room	300 gross
Agricultural building	300 gross
Aircraft hangars	500 gross
Airport terminal	
Baggage claim	20 gross
Baggage handling	300 gross
Concourse	100 gross
Waiting areas	15 gross
Assembly	
Gaming floors (keno, slots, etc.)	11 gross
Assembly with fixed seats	See Section 1004.7
Assembly without fixed seats	
Concentrated (chairs only-not fixed)	7 net
Standing space	5 net
Unconcentrated (tables and chairs)	15 net

PROJECT NAME:  
EXIST. CONDITIONS:  
**CORNELL'S RESTAURANT/BAR**  
229 HAYDEN ROWE  
HOPKINTON, MA

**ACROPOLIS**  
DESIGN CONSULTANTS

18 DARBY STREET, WORCESTER, MA 01605  
TEL: (774) 362-3187 [info@acropolisdesign.org](mailto:info@acropolisdesign.org)



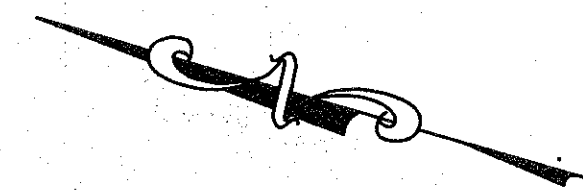
NO.	DATE	REVISION:

DRAWING NAME:  
ARCHITECTURAL  
**FIRST FLOOR PLAN**

PROJECT NUMBER:      DRAWN BY:  
   R.HERNANDEZ  
SCALE:                      DATE:  
3/16" = 1'-0"              10/16/2020

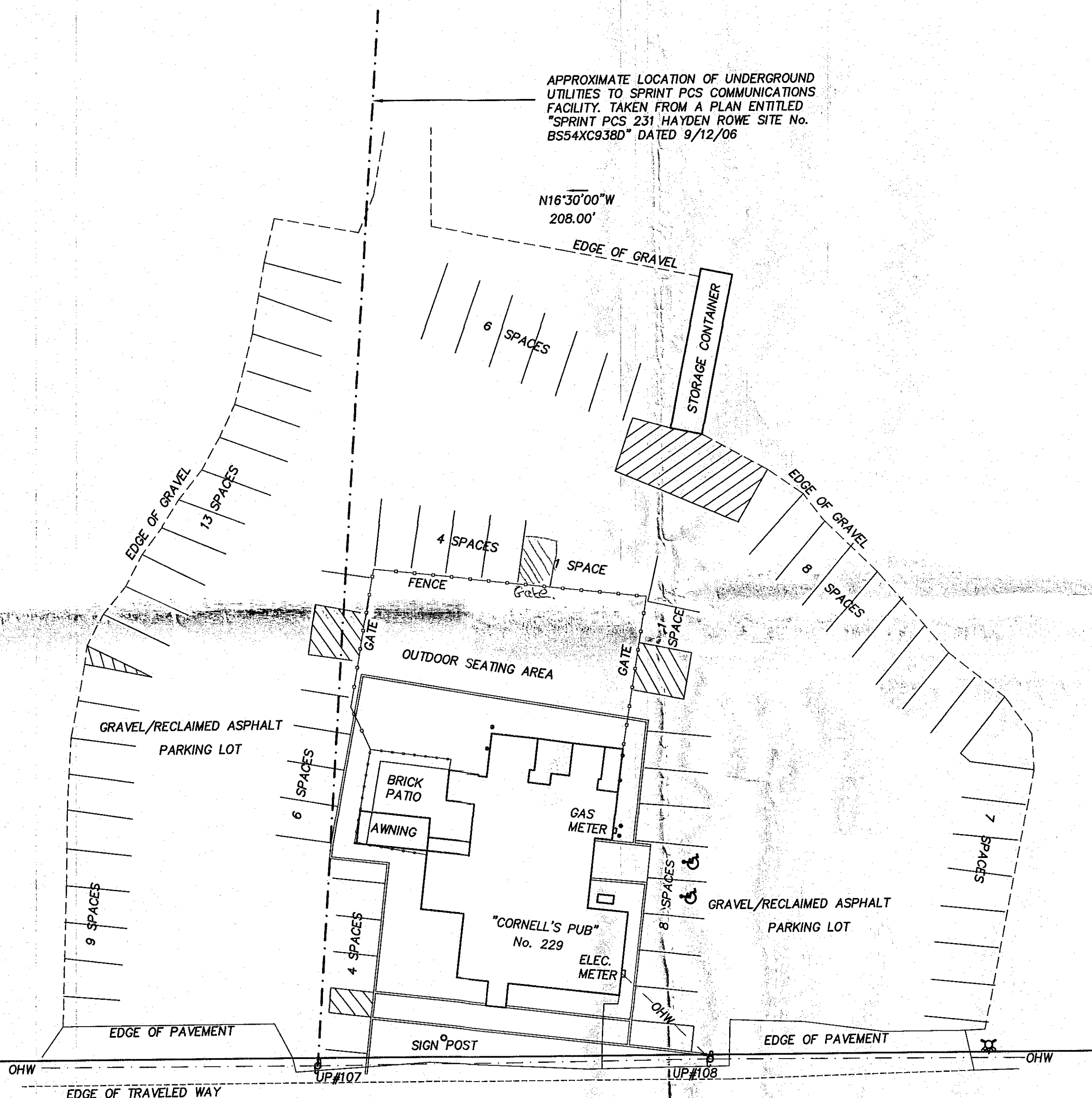
DRAWING NUMBER:

**A-1**



APPROXIMATE LOCATION OF UNDERGROUND UTILITIES TO SPRINT PCS COMMUNICATIONS FACILITY. TAKEN FROM A PLAN ENTITLED "SPRINT PCS 231 HAYDEN ROWE SITE No. BS54XC938D" DATED 9/12/06

N16°30'00"W  
208.00'



NOTE: PARKING STRIPES PAINTED ON GRAVEL/ RECLAIMED ASPHALT PARKING LOT 67 TOTAL PARKING SPACES

PREPARED FOR: COLM SCANLON  
RECORD OWNER: ODOWN SCANLON LLC  
DEED REFERENCE: MIDDLESEX COUNTY REGISTRY OF DEEDS DEED BOOK 59358 PAGE 94  
PLAN REFERENCE: PLAN No.1380 OF 1949  
ZONING DISTRICT: RESIDENTIAL B

**PARKING LOT AS-BUILT PLAN**  
**229 HAYDEN ROWE STREET**  
**HOPKINTON, MASSACHUSETTS**  
SCALE: 1"=20'      AUGUST 12, 2020

**O' DRISCOLL**  
**LAND SURVEYING Co.**  
LAND SURVEYING · GPS MAPPING · LAND CONSULTING  
46 COTTAGE STREET · MEDWAY, MASSACHUSETTS 02053 (508) 533-3314

## Permitting Team Comments

Cornell's Irish Pub, 229 Hayden Rowe  
Alteration of Premises Application - Increase Outdoor Dining Area

11/25/2020

Other than any building code requirement comments Chuck might have on the construction of the tent (snow load and such), all of the heating and lighting stuff, and will the area be accessible (floor material) my only comment is do we think allowing parking immediately adjacent to the tent to be safe. It looks like there might be a fence but what type is it and will it stop a vehicle from driving into the new dining area? Remove parking from these areas or require bollards and parking curbs if we have the authority to do that.

Would this trigger a PB review? If it is considered permanent do they need to go that route?

Dave Daltorio  
Town Engineer/Facilities Director

---

11/25/2020

If they are altering the parking area they would need PB review for Site Plan. Not sure there would be anything else that would trigger PB review. But I also agree with the parking concern. Is a fence sufficient? I would suggest the same as Dave, either move the parking (which would then certainly require PB review) or place bollards/barriers to protect the diners.

John Gelcich  
Principal Planner

---

11/25/2020

Here were my questions and the applicant's responses:

1. Will you be replacing the temporary fence that is there now with a permanent fence, and if so, do you have specifications on the fence that show the type and style, and height? **Yes with vinyl fencing six feet high and three fire exit doors fitted with alarms**
2. What measures/features will be used to prevent cars from driving into or hitting the fence? **Installing parking curbs outside vinyl fence**
3. Will there be any changes to the ground/floor surface inside the enclosed area? **No changes to the ground on the inside**

Elaine Lazarus

Assistant Town Manager

---

11/25/2020

I don't think curb alone is sufficient. I can't think of a place in Hopkinton where there isn't at least a sidewalk between the curb and the side of a building (or tent). Can anyone think of a location where parking is right up to the wall of a building with only a parking curb between the two? What they propose doesn't seem sufficiently safe for the folks inside.

What is the floor material? Does it meet accessibility requirements and can it be properly cleaned? Should we ask Shaun?

Dave Daltorio  
Town Engineer/Facilities Director

---

11/30/2020

The DPW has no comment on this application.

John K. Westerling  
Director of Public Works

## Application Form

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### Profile

Nasiba

First Name

Mannan

Middle Initial

Last Name

[REDACTED]

Email Address

[REDACTED]

Home Address

[REDACTED]

Suite or Apt

[REDACTED]

City

[REDACTED]

State

[REDACTED]

Postal Code

[REDACTED]

Primary Phone

[REDACTED]

Alternate Phone

Health Plans Inc

Employer

Manager, Quality & Accreditation

Job Title

---

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

Cultural Council: Submitted

---

### Interests & Experiences

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

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

Being a Council Member can help me to give back to my community, know what's happening, and I can provide my insights and unique and diverse perspective in enriching cultural programs and initiatives around town.

[Nasiba\\_A\\_Mannan\\_QM1252019.docx](#)

Upload a Resume

# Nasiba Mannan

[linkedin.com/in/nasiba-mannan-507b776](https://www.linkedin.com/in/nasiba-mannan-507b776)  
818.472.7045 nasiba.mannan@gmail.com

## Health Care and Managed Care Quality Management/Compliance & Quality/Clinical/Performance Measurement Data Analytics Expert

I am a health care product management professional. dealing with planning, forecasting of a product, or marketing of a product or products at all stages of the product lifecycle.

Dynamic, hands-on, Health Care Quality Expert with experience managing large enterprise quality/compliance projects that meet demanding time restraints and exceed all expectations. Demonstrated ability to motivate, organize and lead all varieties of quality/compliance performance measurement projects and teams across multiple locations, with a variable track record of managing complex quality and compliance projects while delivering on time, under budget and above expectations. Ability to manage many projects at once while working within strict deadlines and maintaining professionalism. Skilled in providing effective leadership in fast-paced, deadline-driven environments, with outstanding oral and written presentations and communication skills. Excel at turning individuals into teams that work efficiently and exceed expectations. Proficient in quality and compliance language, quality measures and interpreting it into business required documentations for client and developers.

- I have developed product roadmaps from conceptualizing, to defining and prioritizing, and/or marketing the product to clients.
- Worked closely with a cross functional team the internal and external partners, including physicians, executives and team members for product development
- Create detailed product requirements based on clients' needs and regulatory requirements.

### Highlights:

- Utilized exceptional written and verbal communication skills to interpret and manage client requests and develop resources that ultimately improved the company's HEDIS software \* Quality Measurement Software
- Acted as a liaison between various departments to understand, document, and communicate performance measurement requirements
- Hands on experience managing performance improvement life cycle
- Lead quality departments delivering excellent results on certification and performance improvement

- Program Management
- Product Owner/Manager
- Quality and Compliance
- Vendor Management

- Business Analysis/Business Systems Analysis
- Client Relations
- NCQA/HEDIS/MS/DMHC
- Regulatory Affairs
- Tableau

- JIRA
- HEDIS
- Agile/Sprint
- Product Life Cycle
- HER
- Quality Measures
- Performance Improvement

● BRD



## EXPERIENCE

### **Health Plans Inc. Westborough, MA Manager, Quality & Accreditation**

**January 2019 - Present**

- Strategic Quality Certification, Health UM, Quality Roadmap, URAC Program Certification Delivery. Compliance Reporting, Healthcare Information System
- Partnered with business teams in developing a roadmap for URAC Certification for the Health Utilization Management for Care Management
- Created business case, defined product features list, MVP (minimum viable product) – concept and vision documentation
- Worked on managing the prototype development projects using offshore development teams
- Created product roadmap, user stories, release plans and baseline requirements documents
- Gathered data dictionary for URAC metrics and source data sets
- Developed quality measurement and governance for data and report
- Currently manage three clients with URAC projects and provide business analysis for them as well which includes BRD, Analysis, client support, test site reviews, program queries, validation of computer systems etc.

### **Massachusetts Care Coordination Network (MCCN) - Worcester, MA Director, Quality Management**

**January 2018-January 2019**

- Oversight, design and implementation of the Massachusetts Care Coordination Network's (MCCN's) Quality Management Program.
- Work closely with EOHHS, ACOs, the Governing Board, and Director of Integrated Care Management & Coordination to adhere to MCCN Quality Management metrics aimed at measuring the impact and effectiveness of the integrated care management service delivery line.
- Direct the Quality Management Committee (QMC), consisting of members from each Affiliated Partner, to develop the QM design and process to meet quality outcomes and serve as liaison between QM Partner staff, QMC, and the Governing Board.
- Provide EOHHS, ACOs and MCOs with data on all Quality Management measures.
- Advise the Director and Governing Board regarding guidelines and regulations that promote maximum effectiveness and that create a positive impact on service quality.
- Ensure that individuals receiving services are treated with dignity and respect in accordance with MCCN Human Rights Policy.

### **ikaSystems, Southborough, MA Product Manager/Business Analysis**

**November 2015 - December 2017**

Worked in an Agile Software Development environment and made the company vision a reality from new ideas, industry experience, engaging with industry experts and thoroughly understanding the needs of customers.

- Developed and drove to completion all features from 400+ user stories into clear product specifications and requirements for the software development team.
- Achieved a more reliable burn-down rate by working closely with team to accurately divide sprint backlogs into more manageable segments. Managed quality assurance testing to management and customer standards, not programmers.
- Led a 20-member cross-functional, international team of Marketing, Sales and Engineering to deliver software with \$1.2 M expected revenue

- Launched a flagship Health care performance measurement tool that allows health plans to analyze their quality status at any time, drawing upon real-time data, leading to a 12% customer base growth.
- Led product strategy by collaborating with Clients, Corporate Strategy Managers and Sales Directors and delivered innovative solutions to meet time-to-market demands
- Turned around the Product group by hiring, mentoring and developing a high-quality team
- Created an innovative methodology for User Interfaces, resulting in 20% increase in usage
- Member of two Innovative Product Award winning teams and one Award in Excellence.
- Increased management load from two clients to five clients in 2016 while continuing to provide product superior client servicing new software features and product deliverables.
- Coordinated with multiple departments and clients for over 14 plus successful deliverables.
- Generated the highest margins for products/services delivered out of 12 Product Managers.
- Utilized exceptional written and verbal communication skills to interpret and manage client requests and develop resources that ultimately improved the company's HEDIS software
- Acted as a liaison between non-technical and technical departments to understand, document, and communicate end-user IT product enhancements.
- Hands on experience managing JIRA, Agile and all stages of a product life cycle
- Product owner for four clients for three years applying Scrum and Kanban practices.
- Consistently evaluated and completed Software Requirement specification (SRS) & Business Requirements Documents (BRD) detailing project scope and requirements for execution.

**United Healthcare, Minnetonka, MN**  
**Manager, Clinical Quality**

**April 2010 - November 2015**

Streamlined data and reporting protocols:

- Developed report automation processes using Microsoft Access to improve turnaround time and reporting capabilities.
- Reduced report turnaround time, from weeks to hours.
- Designed Project and Time Tracking multi-user Access database application.
- Converted, cleaned, analyzed, organized, and documented large data files (10,000 - 2 million records).
- Coached and mentored individuals and departments to use software, develop applications, and manage projects.
- Demographic and managed care penetration analysis.
- Compiled consultative healthcare/financial analyses and reports to corporations with 60,000+ employees
- Analyzed outcome data, developed case studies/summary analyses and projects for quality improvement in various departments and to assess compliance with regulations and standards.
- Reviewed multiple medical records; concurrent/retrospective; to substantiate that deadline and accrual requirement is met.
- Compiled and analyzed data trending and benchmarking of clinical services to prepare reports and presentations of findings/recommendations for correcting deficiency.

**Northern Virginia Family Service, VA**  
**Director & CCO, Quality**

**November 2008 - April 2010**

Established and managed a total quality system that included management review, document control, training, client feedback and complaints, internal audits, process improvement, and

corrective/preventative action (CAPA) activities in one year. Created, implemented, and maintained all policies and procedures in compliance with OSHA, and CARE standards at three different sites.

- Supervised, trained, and evaluated a staff of three QA analysts, and four department supervisors and three managers.
- Defined new standard operations procedures, company policies, and introduced and led the project management team to yield a 64% decrease in overall quality non-compliance.
- Monitored, analyzed, and redesigned workflow, processes, and procedures to resolve budget expenditures using root cause analysis and lean techniques.
- Developed and implemented policies and procedures on safety and health to decrease non-compliance by 52%.

### **Health Net, Woodland Hills, CA**

#### **Compliance Analyst, National Accreditation Department      July 2006 - October 2008**

Managed Core Measure abstraction and reporting to insure National Commission on Quality (NCQA) and Medicaid Services (CMS) and Blue Cross / Blue Shield (BC / BS) compliance. Sole responsibility for running and disseminating quarterly core measure summary and failure reports to appropriate Vice Presidents, Directors and Physician Committees.

- Abstracted clinical data from medical records and electronic health record using pre-existing criteria into online tool.
- Provided Measure guideline expertise on 42 measure sets to Physician Committee and Performance Improvement staff which improved scores up to 19%.
- Identified opportunities for operational and clinical improvements resulting in reeducation of professional staff and changes in documentation patterns.
- Advised front line managers and directors of failures or patterns and recommended corrective action to be implemented.
- Reduced physician referral time through initiation of addition of detailed reason for each failure in summarized measure report.
- Increased overall validation score to >90% through review of all CMS Clinical Data Abstraction Center validation charts (5 per quarter) to assure all necessary documents were included.
- Condensed the new NCQA Measure changes into a standard report so clinical and IT changes could be instituted prior to start date.

### **Education**

- Master of Public Health in Health Education, California State University, Northridge, CA, USA.
- Master of Science in Food and Nutrition, University of Dhaka, Bangladesh
- Bachelor of Science in Food and Nutrition, University of Dhaka, Bangladesh

### **COMPUTER PROFICIENCY**

- **Tableau Certified**
- **Agile Scrum Master**

**MS Word   MS Access   MS PowerPoint   MS Excel   MS Office   Oracle**



# KATIE PIERCE

MARKETING LEADER

508-308-8953



kmpierce6@gmail.com



254 Pond St., Hopkinton



linkedin.com/in/kmpierce



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## COMPETENCIES

Strategic marketing

Brand development

Team leadership

Digital marketing

Social media marketing

Media relations

Content development

Copywriting/editing

Podcast/video production

Conferences/events

ESG/Sustainability/DE&I

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## EDUCATION

B.A., Economics  
Mount Holyoke College

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## MARTECH EXPERTISE

Seismic

Marketo

Hootsuite

Pro Tools

RocketDocs

## PROFILE

Entrepreneurial marketing leader with 15 years' experience in the investment management industry. Innovative problem solver with numerous successes in brand development, digital marketing and content strategy. Recognized as a natural leader who blends a versatile marketing skill set with the vision, drive and discipline necessary to achieve business goals.

## ACHIEVEMENTS

- Built former marketing department from the ground up. Led team that created a differentiated and competitive brand that helped accelerate growth in AUM from \$13b to over \$40b.
- Shaped former firm's brand and competitive positioning as it evolved from a municipal bond manager to a fixed income manager and leader in environmental, social and governance (ESG) integration.
- Strengthened former company's digital presence by leading multiple website redesigns and launching social, blog, podcast and video programming to promote brand, product and sustainability awareness initiatives.
- Created and managed a comprehensive content platform that included perspective pieces, pitchbooks, fact sheets, brochures and corporate sustainability reports.
- Led numerous cross-team business initiatives. Partnered with and influenced C-level executives. Contributed insights and ideas that led to multiple key business decisions.

## EXPERIENCE

BRECKINRIDGE CAPITAL ADVISORS | Boston, MA

*Marketing Director 2013-March 2020*

- Built and led a successful marketing organization responsible for Breckinridge's brand strategy, digital presence, content development, sales enablement, proposal efforts, conference engagements, client events and media relations.
- Effectively managed a high performing team. Oversaw roles, responsibilities and projects. Forecasted hiring needs.
- Partnered with executive management to develop and execute an innovative and multi-faceted marketing program aimed at strengthening brand, retaining clients and driving growth.
- Managed branding and corporate identity initiatives. Ensured a consistent corporate image across all channels.

## CERTIFICATIONS

Marketing Strategy Certificate  
Cornell University

Digital Marketing Certificate  
Cornell University

Series 65  
Uniform RIA License

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## CURRENTLY PURSUING

Integrated Marketing Certificate  
Cornell University

## EXPERIENCE CONTINUED

- Served as a brand ambassador internally and externally to agency partners.
- Leveraged analytics to examine and report on marketing results.

### *Marketing Manager 2010-2013*

- Served as Breckinridge's first dedicated marketing professional. Established the firm's marketing department and partnered with executive management to develop the firm's brand and marketing capability.
- Influenced and shaped the company's brand strategy and messaging. Executed content, event and digital marketing initiatives that helped contribute over \$4b in new assets.
- Conducted ongoing market research in order to develop innovative and effective approaches for supporting goals and strategies.

### STATE STREET GLOBAL ADVISORS | Boston, MA

#### *Portfolio Relationship Manager 2006-2008*

- Developed customized product marketing and client communication materials including brochures, product profiles, fact sheets, client letters and mailings.
- Interfaced extensively with internal departments to ensure the cohesion of marketing and sales efforts.
- Helped build and sustain client relationships for 17 institutional clients with over \$6 billion in assets.

#### *Product Marketing Analyst, 2004-2006*

- Created timely and high-quality RFP proposals. Managed all aspects of development, including strategic direction, proofreading, editing, print production and submission.
- Collaborated with product specialists to continually develop and improve firmwide marketing content.
- Managed monthly marketing updates for product reports, fact sheets, presentations and investment database profiles.

### RBMG (Acquired by Netbank/ING) | Needham, MA

#### *Mortgage Closer 2003-2004*

- Generated mortgage closing packages and examined closing documents for potential problems/discrepancies.
- Verified execution of underwriting closing conditions, reviewed and approved settlement statements.

# Application Form

## Profile

Darlene \_\_\_\_\_ Hayes \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Suite or Apt

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Alternate Phone

MyFM Media \_\_\_\_\_  
Employer

Community Outreach  
 Coordinator \_\_\_\_\_  
Job Title

## Which Boards would you like to apply for?

Cultural Council: Submitted  
 Housing Authority: Submitted

## Interests & Experiences

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

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

I am requesting to renew my position on the Hopkinton Cultural Council for a second term. I have served since 2017 and have enjoyed supporting the arts initiatives in our community. I have served as the publicity secretary in helping build awareness for grant applications, recipients and recognitions over the last few years. Additional I serve on the Hopkinton Polyarts committee, a member of the Hopkinton Center for the Arts where I also serve on their gala & development committees. I have been an amateur nature photographer since my teens, have taken many art history and hands on classes over the years and passionate about enhancing the arts as enrichment here in Hopkinton. resume below: DARLENE HAYES, CEP & CMP Community Engagement & Development Professional. Event Sales, Operations, Sponsor Activation & Fundraising, A seasoned professional with strong relationship building and networking skills in business, community development, sales and marketing projects. MyFM 101.3 & WMRC AM: Community Outreach Director, 6/19 – present Build upon the community outreach opportunities in the region, networking and showcasing local initiatives. Keeping local happenings and causes at the forefront of the mission of the station that has received station of the 9 times including back to back in 2019 & 2018 from the Massachusetts Broadcasters Associations. Be the station liaison among community organizations and businesses including chambers of commerce. Coordinate and spearhead community exposure for MyFM Media to further brand 101.3 as a community resource. Healthcare Compliance Network (HCN): Contractor, HCN Training Team Manager of Client Services, 7/19-present Facilitate online training components for healthcare client’s staff nationwide and to be a client services point person. Assist in building online courses and onboard client’s staff with their compliance coursework. HCN is a



spin-off of MedSafe that I have been associated with since 1996. WICN Public Radio, NPR: Community Development & Membership Director, 11/2017-6/2019 At WICN leveraged my background in business development and community engagement to further donors and member engagement. At WICN utilized my passion for the arts and experience with nonprofits, membership relations, sponsorship development, volunteer management to grow membership benevolence to WICN. Built the CRM database and administration to maintain donors, solicit member engagement. An enthusiasm for music and media, coupled along with networking prowess and creativity, brought professional experience as a Certified Event Planner (CEP) and Certified Meeting Planner (CMP) to WICN creating energy and enhanced engagement. Increased the station's community outreach efforts and has broadened the Membership Experience at WICN with focus on enhancing WICN's member benefits, creating events, galas, educational partnerships, programs both on-air and at WICN's performance "Studio 50" and in the community to increase WICN's cultural presence in central New England. In addition, co-hosts WICN's First Friday's show featuring regional events accompanied by the music being featured at the station and live in the community. Hayes Event Management: Managing Principal, Certified Event Planner (CEP) & Certified Meeting Planner (CMP) With a focus on building relationships including sponsors, donors, volunteers and community outreach as the core of establishing a sales and client services portfolio that enhances an organization's success. Clients have included non-profits, community initiatives, political fundraising and other promotional events throughout New England. Over twenty years of event management experience, specializing as an outsourced contractor or in-sourced part of an organization's team, strive to provide turnkey development, fundraising, event services from large scale sporting events, galas, charity events to intimate special events & grassroots initiatives. Dedicated to diligently work within your budget & mission with extensive resources to create unique, memorable corporate entertaining and private affairs. A one stop professional event resource with regional and national partnerships. Each event is unique to the client and treated as such with special attention to the details that make an event memorable and successful. BoatingIn Boston, Community Outreach Director 5/2016-11/2019 (contractor) Hopkinton Tennis & Swim Club, Community Development Consultant 3/16-2019 (independent contractor upon request) Sportsmen's Tennis & Enrichment Center, Consulting Development & Event Sponsorship Manager 9/2015-12/2016 (independent contractor upon request) The Boston Lobsters, a franchise of World TeamTennis (WTT) : Chief Development Officer & General Manager, 1/2008-8/2015 The Boston Lobsters was New England's professional tennis team, part of Billie Jean King's World TeamTennis (WTT) National Pro League. As director of development I build strategic partnerships for the organization that include sponsorships, marketing promotions, and community outreach endeavors. I proactively, coordinates and manage the relationships for team sponsors, vendor relations, corporate partners and group sales to facilitate their entitlements and experience at the venue. Oversee the recruitment of volunteers and interns which includes their appreciation and benefits. This also includes working with secondary educational institutions intern programs and maintaining procedures for interns earning education credit. Execute the team's development endeavors including marketing and public relations within budget restrictions and coordinates with Mylan WTT's league protocols and standards Assisted in the development of the team's website, social media and E-newsletter along with other media relations and advertising. Prioritizing making the guest experience the best with high touch for creature comforts as I manage the guest, corporate and VIP hospitality experiences to create memorable outings and special experiences. USTA New England: Volunteer Manager & Event Planner, 2007-2008 The USTA is a volunteer driven nonprofit organization and the governing body of tennis in the United States. In my position I recruited volunteers for various roles to support the organizations efforts throughout New England. I developed solicitation, recruitment and recognition including volunteer entitlement benefits for supporting USTA New England at regional events. In addition, I was the event planner who coordinated staff, board of directors, awards and volunteer recognition ceremonies and appreciation events. Medsafe/Total Compliance Solution: Inside Sales Manager, 1996-2006 Coordinate with VP President of Sales opportunities for development for b2b client relationships in the healthcare field. Highest sales producer seven out of nine years. Winner of the ABC (Always Be Closing) coming star award 3 years in a row and employee of the year recipient. Additional sales awards included trips and other incentives. Managed New England's inside sales territory, regional trade shows and several national exhibits every year. ----- Regis College: Bachelor Arts: BA Economics (minor in Political Science with a concentration in Art) & BA Communications (minor in Marketing with a concentration in Humanities) Leadership Metrowest Academy: Class of 2020 fellowship Active in my community, as volunteer supporting local fundraisers & community outreach projects. ServSafe Management Certification & TIPS Certification. Proficient in Word, Excel, Power Point, Photoshop, Salesforce, Filemaker, CRM administrator, Raiser's Edge & Allegiance Hopkinton Chamber of

Commerce: Director and on the Events & membership committees Hopkinton Cultural Council: member & public relations 2017-present Hopkinton PolyArts Committee: member & communications 2019-present Hopkinton Coffee Break (HCAM Television): co-host of weekly local access show discussing community events. 2016 recipient of the producer of the year award. MetroWest Chamber of Commerce – member Mass Broadcasters Association – member Regis College Alumni Association -member 2019, Citizens Legislative Seminar graduate – by invitation of your senator to participate in learning in-depth roles legislators serve in process of bills, advocacy and working with their communities. 2015 recognized by MA State House of Representatives for outstanding contributions to the Hopkinton community. Friends of the Hopkinton Seniors, past board member 2009-2012 Hopkinton Library Trustee, 2014-2016 (Elected office)

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Upload a Resume

# Application Form

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## Profile

Richard \_\_\_\_\_ Jacobs \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Suite or Apt

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Alternate Phone

Retired \_\_\_\_\_  
Employer Job Title

---

## Which Boards would you like to apply for?

Cultural Council: Submitted

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## Interests & Experiences

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

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

my first 3 year term is over, reapplying

\_\_\_\_\_  
Upload a Resume

## Application Form

---

### Profile

Jonathan

First Name

Meltzer

Middle Initial

Last Name

[REDACTED]

Email Address

[REDACTED]

Home Address

[REDACTED]

City

[REDACTED]

Primary Phone

[REDACTED]

Alternate Phone

SIOS Technology Corp.

Employer

Director of Product Management

Job Title

---

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

Cultural Council: Reapplying

---

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### Interests & Experiences

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

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

I have served as treasurer for the Cultural Council for a 3-year term already and would like to continue for a second term. I enjoy promoting art and culture within Hopkinton.

Upload a Resume



## 2021 Annual Town Meeting & FY 22 Budget Timeline

Please note that some of the dates provided below are an estimation and may change. Please call the Town Manager's office at 508-497-9700 with questions.

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

<b>September 29, 2020</b>	<b>Town Manager gains consensus on budget timeline and budget message with Select Board, Appropriation Committee and School Committee. (Charter § 7-2(a))</b>  <b>Town Manager issues Budget Schedule.</b>
September 30, 2020	CFO distributes budget materials.
October 1, 2020	<i>Deadline for establishing and issuing budget schedule (Charter § 7-2(a))</i>
October 22, 2020	Deadline to submit CPC applications
<b>November 2, 2020</b>	<b>Municipal Services budgets due to Town Manager.</b>
November 10, 2020	Select Board discusses its one potential articles, including any General Bylaw changes
November 16, 2020	Town Manager CIP review.
November 16, 2020	CPC capital requests due to CIC
<b>November 16, 2020</b>	<b>Long Term capital plans due to CIC.</b>
December 1, 2020	<i>Town officials and multiple member bodies may submit draft warrant articles to Town Counsel for review and comment (SB policy).</i>
December 1, 2020	Select Board discusses its own potential articles, including any General Bylaw changes.
December 10, 2020	Select Board, School Committee, Appropriation Committee Joint Meeting - Budget Update
December 17, 2020	School Superintendent presents budget
<b>December 18, 2020</b>	<b>CIC &amp; CPC complete capital hearings and submit to Town</b>

	<b>Manager.</b>
December 18, 2020	Town Manager completes Municipal Services budget review.
December 15 or 22, 2020	<i>Select Board vote to open the ATM warrant on January 3, 2020 (or before). (120 days before ATM)</i>  Select Board discusses its own potential articles, including any General Bylaw changes.
January, 2021	Planning Board public hearing on zoning articles (date scheduled by Planning Board, Zoning Bylaw §210-153; MGL c.40A §5.
January 3, 2021	ATM Warrant opens. Submission of proposed warrant articles begins.
January 4, 2021	School Superintendent presents budget to School Committee
January 5, 2021	Select Board discusses its own potential ATM articles.
January 11, 2021	School Committee Public Hearing/Board Discussion, with Select Board and Appropriation Committee
January 18, 2021	School Committee Votes FY 22 Budget
January 19, 2021	Select Board review its own ATM articles; vote to submit own articles into warrant.
<b>January 26, 2021</b>	<b><i>Town Manager submits a consolidated budget to the Select Board.</i></b>
February 2, 2021	<i>ATM Warrant closes (90 days before ATM, Charter § 2-3).</i> <ul style="list-style-type: none"> <li>● All petitions for warrant articles submitted to Town Clerk for signature confirmation.</li> <li>● Town Manager refers all appropriation articles to Appropriation Committee.</li> <li>● Select Board refers voter petitions to Board of Registrars (MGL c.39 § 10).</li> <li>● Select Board refers all zoning articles to Planning Bd. within 14 days of submission (MGL c.40A § 5).</li> </ul>
February 2, 2021	Select Board conducts budget and capital hearings.  Select Board reviews language of its own ATM articles.
February 10, 2021	Draft ATM Warrant to Town Counsel

<i>Feb. 15-19 School Vacation</i>	
February 9, 23, 2021	Select Board budget and capital hearings.  Select Board finalize language of its own ATM articles.
March, 2021	Public Forum - General Bylaw articles submitted into Warrant, hosted by those proposing the General Bylaw articles. (optional)
March 2, 2021	Select Board budget and capital hearings.  Select Board finalize language of its own ATM articles.
<b>March 16, 2021</b>	<b><i>Select Board adopts budget and capital and submits to Appropriation Committee.</i></b>
March 16, 2021	Draft ATM Warrant to Select Board for review.  Working session with Department Heads - Non-financial Warrant articles, as needed.  Select Board take positions on Warrant articles
March 29, 2021	Last day to file nomination papers for town election (MGL c.53 § 7, 49 days prior to election).
April 6, 2021	Select Board review ATM Warrant.  Select Board take positions on Warrant articles.  Select Board finalize ballot questions.  Select Board review draft Motions.
<b>April 8, 2021</b>	<b><i>Appropriation Committee holds hearing and votes on budget and delivers required report by April 19. (At least 14 days before ATM, Charter § 7-2(b))</i></b>
April 9, 2021	Warrant and Motions Document completed by Town Counsel.
April 12, 2021	Deadline for submission of powerpoint presentations for ATM. Send to Moderator for approval.
April 12, 2021	<i>Deadline for final written notice of any ballot questions to be submitted to the Town Clerk (35 days before annual town</i>



	<i>election, MGL c.54 § 42C).</i>
April 13, 2021	Select Board review draft Motions.  Select Board take positions on Warrant articles.  Select Board sign ATM Warrant.  Select Board discuss its town meeting presentations.
April 13, 2021	<i>Last day to register to vote for the Annual Town Meeting and Annual Town Election (20 days before Town Meeting/Election M.G.L. c. 51 § 1F).</i>
April 14, 2021	Moderator's Meeting: Review of final motions and meeting process with Town Counsel, SB Chair, Moderator, Appropriation Committee Chair, Town Manager, Principal Planner/Planning Board Chair, School Committee Chair, School Superintendent, Finance Director, Town Clerk, Asst. Town Manager, Deputy Moderator.
April 16, 2021	<i>Town Report, Q&amp;As and other documents made available (Annual Town Report 14 days before ATM, Charter § 3-1(f)).</i>
<i>School Vacation April 16 - 23</i>	
April 19, 2021	<i>All Town Meeting Reports/handouts Must be Published and Available to the Public</i>
April 20, 2021	Select Board review and assign town meeting duties/presentations.
April 23, 2021	<i>Combined Election and Warrant posted at least 8 days before ATM (Bylaws § 47-1; MGL c.39 §§ 9A, 10).</i>
May 3, 2021	Annual Town Meeting ( <i>First Monday in May, Bylaws § 47-2</i> )
May 17 2021	Annual Town Election ( <i>3rd Monday in May, Bylaws § 47-2</i> )

Article is within General Bylaws Chapter 174, Streets and Sidewalks

Amendment to existing Article V (Depositing Snow) - Proposed new language in **underline**, proposed deleted language in ~~strikethrough~~.

Article V  
Depositing Snow, **Leaves or Debris**

§ 174-7. Obstruction of streets and sidewalks prohibited.

**A.** No person shall pile, push, throw, shovel, plow or by any other method or means cause snow to be deposited or placed on any public roadway or sidewalk of the Town so as to impede, obstruct or interrupt or otherwise adversely affect the unrestricted flow of traffic or the safe travel of any pedestrian on such roadway or sidewalk.

**B. No person shall pile, push, throw, rake, sweep, blow or by any other method or means cause leaves or debris to be deposited or placed on any public roadway or sidewalk of the Town so as to impede, obstruct or interrupt or otherwise adversely affect the unrestricted flow of traffic or the safe travel of any pedestrian on such roadway or sidewalk.**

§ 174-8. Exceptions.

~~Section 174-7~~ **This Article** shall not apply to any person in the employ of the Town or in the employ of an independent contractor which has been hired by the Town for the purpose of snow, **leaf, sand or debris** removal.

§ 174-9. Violations and Penalties

Whoever violates this article shall be liable to a penalty not exceeding \$25 for each such violation. Each instance of such conduct shall constitute a separate violation of this Article.

**Draft Article - Dog Licensing, General Bylaw Chapter 62**

Sponsor - Select Board

To see if the Town will vote to amend the General Bylaws by amending Chapter 62, Article II, Dog Licensing, as follows:

1. By deleting the second sentence of §62-2 and inserting a new second sentence as follows:

The amount of the penalty shall be \$50.00 per household irrespective of the number of dogs which reside in the household which have not been licensed on or before April 1st of such year.

and

2. By inserting in Chapter 1, Article II, Section 1-4, Penalties enumerated after the row entitled "Hopkinton Animal Control Bylaws (Ch. 62)" a new row reading as follows:

Citation to Law, Bylaw, Rule or Regulation, if Applicable	Subject of Bylaw and Enforcing Person	Penalty
Dog Licensing (Ch. 62, Art. II)	Dog Licensing  Animal Control Officer, Select Board, and Police Department	\$50

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**Note: The current bylaw specifies a penalty of "\$25.00 per household irrespective of the number of dogs which reside in the household which have not been licensed on or before April 1 st of such year." Because state law requires a penalty of \$50 per household, the Town's bylaw may not specify a penalty less than that. The proposed change would ensure that the Town's bylaw conforms to state law.**

**Draft Article - New Trench Safety Officer Bylaw**

To be inserted in General Bylaw

Sponsor: Select Board

To see if the Town will vote to amend the General Bylaws by inserting a new Chapter 187, Trench Safety Officer, as follows:

Chapter 187

Trench Safety Officer

§187-1. Permitting Authority.

The Town Manager shall be designated as the Permitting Authority for issuing trench permits pursuant to *M.G.L.* Chapter 82A and 520 CMR 14.00, relative to excavation and trench safety. The Town Manager may charge a reasonable fee, subject to review and approval by the Select Board, to cover the administrative costs of the trench excavation permitting process incurred by the Town in connection with the review and processing of the permits. The Town Manager may develop rules and regulations consistent with Chapter 82A relative to the trench permitting process and the standard and special conditions for issued permits. The Director of Public Works may delegate, to one or more other persons, authority to perform any or all of the Town Manager's duties pursuant to this Section.

**Draft Article - Street Opening Permits - New General Bylaw**

To be inserted in General Bylaws Chapter 174, Streets and Sidewalks

Sponsor: Director of Public Works and Select Board

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

1. By inserting a new Article IX, Street Opening Permits, as follows:

Article IX

Street Opening Permits

§174-32. Street Opening Permit Required.

No person shall perform any work requiring the opening of the road surface or work within the right of way of a public way, without first obtaining a street opening permit from the Director of Public Works (the "Director") or a designee thereof.

§174-33. Regulations.

Prior to issuing a permit pursuant to this Article, the Director may require the submission of an application, fee, and other materials containing such information determined to be necessary for evaluation of the application. The Director may develop rules and regulations relative to street opening permits, including, but not limited to, the process for granting permits, the standards for granting permits, and special conditions for issued permits.

§174-34. Enforcement and Penalties.

The Director shall be responsible for the enforcement of this Article. The Director may order the modification, suspension or rescission of any permit issued pursuant to this Article upon a finding, after notice and an opportunity for hearing, of a violation of any provision of this Article, any rule or regulation issued pursuant to Section 174-33, or any condition of such permit. Whoever violates any provision of this Article, any rule or regulation issued pursuant to Section 174-33, or any condition of such permit shall also be subject to a fine of not more than \$100, and shall be required to repair or restore any property damaged as a result of such violation or to reimburse the Town of Hopkinton for any costs incurred to effect such repair or restoration. Each day or portion thereof during which a violation continues shall constitute a separate offense. As an alternative to criminal prosecution in a specific case, the Director may issue a citation under the noncriminal disposition procedure set forth in Chapter 1, Article II of the Town of Hopkinton Bylaws.


§174-35. Emergencies.

Nothing in this Article shall be construed to prevent work necessary for the preservation of life or property during an emergency. Any person engaged in emergency work shall notify the Department of Public Works upon the commencement of the emergency work. At the discretion of the Director of Public Works, the person undertaking such work shall be required to apply for an emergency permit as soon as possible after such emergency work has commenced.

and

2. By inserting in Chapter 1, Article II, Section 1-4, Penalties enumerated a new row at the end of the table reading as follows:

Citation to Law, Bylaw, Rule or Regulation, if Applicable	Subject of Bylaw and Enforcing Person	Penalty
Street Opening Permits (Art. IX)	Street Opening Permits DPW Director; Select Board	Not in excess of \$100

**To:** Select Board  
**From:** Norman Khumalo   
**Date:** December 11, 2020  
**Ref:** Staff Report - Select Board December 15, 2020 Meeting

1. *Main Street Corridor Project:* Following MassDOT's Notice to Proceed issued to A.F. Amorello & Sons, Inc., located in Worcester, for the Project, the Town is finalizing plans for the initial pre construction meetings. This includes but is not limited to re-starting meetings with representatives of the Chamber of Commerce to address business needs during construction. The Town is finalizing a one-stop shop website for all project construction related updates in collaboration with the Public Outreach firm chosen by the contractor and approved by MassDOT. The Tree Hearing is now scheduled on December 30, 2020. Per the Town Engineer, A.F. Amorello is developing the Health and Safety Plan for the project and the project team also met with the Hopkinton Garden Club to coordinate landscaping activities of the Club and the Main Street Project.
2. *Hiring Freeze Exception Request- Procurement and Grants Manager:* During the hiring freeze, the Town Manager and Select Board may review requests, on a case-by-case basis, to strategically hire in areas where skills and talent are essential to ensure the successful delivery of the town's core services. To that end, I am respectfully requesting that the Board consider allowing the hiring of Procurement and Grants Manager. This vacancy resulted from the promotion of Benjamin Sweeney to the Senior Accounting Manager position. This position directs the day-to-day operations of the Town's procurement and grant function, including complex managerial and technical financial record keeping. This position has demonstrated in the past two years that it brings additional resources to the community; helps to lower the tax burden; pays for itself; relieves department staff to focus on their primary functions; and enhances the Town's compliance and risk management efforts. By way of illustration, this position processed 27 grant applications, realizing \$4.18 million in new revenue over two years.
3. *Request to allow Night Work on South St., week of Dec. 14 by Eversource:* Eversource is requesting permission to perform conduit proofing for the South St Electric work on Wednesday 12/16 and Thursday 12/17 night next week then the week of 12/28/20, 1/4/21 and 1/11/21. Staff is recommending approval subject to favorable weather conditions without snow or ice on the ground.

<b>SELECT BOARD LIAISON LIST FY 2021</b>	Brendan	Irfan	Brian	Mary Jo	Amy	Norman	Elaine
<b>FINANCE</b>							
Appropriation Committee						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						
Reg. Voc. Tech School Committee	X						
School Reentry Advisory Group	X						
<b>PUBLIC SERVICES</b>							
Cemetery Commission				X			
<b>HUMAN SERVICES</b>							
Town Clerk's Office						X	
Personnel Committee						X	
Council on Aging				X			
Veterans Services						X	
ADA Oversight Committee		X					
Veterans Celebration Committee	X						
Tax Relief Committee				X			
<b>CULTURAL/RECREATIONAL</b>							



<b>SELECT BOARD LIAISON LIST FY 2021</b>	Brendan	Irfan	Brian	Mary Jo	Amy	Norman	Elaine
Hopkinton Cultural Council		X					
Marathon Committee				X			
Marathon Fund Committee (Has a 1 year term appointed by Board; may be a SB member; currently vacant. If SB member joins, no liaison needed)				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						
Growth Study 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 6/30/22)		X					
Open Space Preservation Commission (5-year term expiring 6/30/21)	X						
Affordable Housing Trust Fund Board (2-year term expired 6/30/20)		X					
Metropolitan Area Planning Council Representative, Select Board member (Town Manager Appointment)					X		X
MetroWest Regional Transit Authority (1-year term)				X			





# TOWN OF HOPKINTON

## BOARD OF APPEALS

RECEIVED  
TOWN OF HOPKINTON

2020 DEC -2 AM 8:45

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

TOWN CLERK'S OFFICE

Mark J. Hyman, Chair  
Rory Warren, Vice Chair  
John Coutinho, Clerk

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

#21-008

December 2, 2020

### NOTICE OF DECISION

Notice is hereby given that the Board of Appeals of the Town of Hopkinton, MA, on December 2, 2020, filed the following Decision in the Office of the Town Clerk:

- A Decision granting a Special Permit to Southfield Properties LLC, Harold Nahigian, Manager, P.O. Box 701, 230C East Main Street, Marlborough, MA, pursuant to Section 210-180.B of the Zoning Bylaw for a wall sign which exceeds the maximum size of such signs.

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