



TOWN OF HOPKINTON
SELECT BOARD MEETING AGENDA
Tuesday, March 16, 2021 6:00 PM
Remote Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85426304949?pwd=eFFKeXRrVTI3aUZyYFdQOWNyRXhEZz09>

Passcode: 938598

Or iPhone one-tap :

US: +13017158592,,85426304949# or +13126266799,,85426304949#

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Webinar ID: 854 2630 4949

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6:00 PM

CALL TO ORDER

1.

EXECUTIVE SESSION

- i. To consider approving executive session minutes of Feb. 23, 2021.
- ii. Pursuant to *M.G.L. c.30A, §21(a)* (Purpose 3) to consider strategy with respect to collective bargaining relative to DPW, Police, Fire and Library Unions, because an open meeting may have a detrimental effect on the negotiating position of the Board.
- iii Pursuant to *M.G.L. c.30A, §21(a)*(Purpose 6) to consider the purchase, exchange, lease or value of real estate, the lease of East Main St. property to the 26.2 Foundation, and relative to the Upper Charles Trail, 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

CONSENT AGENDA

4.

i. **MINUTES** - The Select Board will consider approving the Minutes of the 3/2/21 and 3/3/21 meetings.

ii. **ACCEPT GIFT** - The Select Board will consider accepting a \$100 donation to the K-9 Gift Account from Doris Carver.

iii. **RESIGNATION** - Accept the resignation of Ramya Kumaraswamy from the Capital Improvements Committee.

Supporting Exhibit: Resignation

6:30 PM

BOARD/COMMITTEE APPOINTMENTS

5.

The Select Board will consider appointing Patricia Srodawa to the Council on Aging,

to a term expiring 6/30/2021.
Supporting Exhibits: Application

- 6:35 PM SHARON TIMLIN 5K EVENT**
6. Wayde Marshall, Event Director, will describe the virtual event to be held on June 19, 2021.
- 6:45 PM 2021 ANNUAL TOWN MEETING**
7. The Select Board will:
1. Consult with the Town Moderator and Town Clerk relative to changing the date of the Annual Town Meeting, and may vote to set a new date as needed;
2. Review the draft Annual Town Meeting Warrant;
3. Discuss non-financial warrant articles with Department Heads/proponents, as needed;
4. Consider taking positions on warrant articles.
Supporting Exhibits: Draft 2021 Annual Town Meeting Warrant
- 7:00 PM COMMUNITY SATISFACTION SURVEY**
8. The Select Board will receive a report on the Community Satisfaction survey from Damema Mann of the National Research Center.
Supporting Exhibits: [Community Satisfaction Survey Reports](#)
- 7:10 PM FY 22 COMPREHENSIVE BUDGET**
9. The Select Board will consider adopting the Town Manager's proposed budget & capital items for FY22 and submit them to the Appropriation Committee.
Supporting Exhibits: [Town Manager Budget Recommendation](#)
- 7:40 PM TOWN MANAGER REPORT**
10. i. Main Street Corridor Project Update
ii. All Hands Meeting Update
Supporting Exhibits: [Town Manager Report](#)
- 7:50 PM LIAISON REPORTS/BOARD INVITES**
11. Supporting Exhibits: [FY 21 Liaison Assignments](#)
- 7:55 PM FUTURE BOARD AGENDA ITEMS**
12. Board members will identify future agenda items.
- 8:00 PM ADJOURN**

Correspondence to Select Board

1. Lucia V. Lopez Email - Main Street Corridor Project Bike Path
2. 8-18 Avenue E - Permanent Solution with No Conditions
3. Foundation for MetroWest - The MetroWest Monday Report
4. Board of Appeals Public Hearing Notice - 50 Lake Shore Dr.

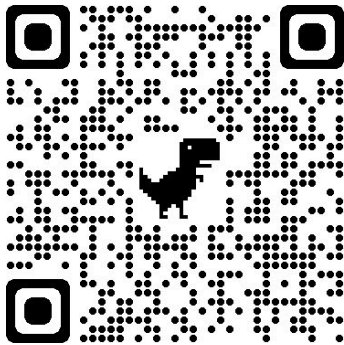
5. Board of Appeals Notice of Decision - 20 Downey Pl.
6. Planning Board Special Permit - 53 East Main St. - International Marathon Center, 26.2 Foundation
7. Planning Board Special Permit - 229 Hayden Rowe - Cornell's Irish Pub

Upcoming Select Board Meetings

1. April 6, 2021
2. April 13, 2021
3. April 20, 2021
4. May 18, 2021

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.

Main Street Corridor Project:



From: **Ramya Kumaraswamy** <ramyasam81@gmail.com>
Date: Wed, Mar 10, 2021 at 6:37 PM
Subject: Resignation
To: bsweeney@hopkintonma.gov <bsweeney@hopkintonma.gov>

Ben,

Trust you are well. Please consider this my official notice of resignation from the Capital Committee. It's been a pleasure working with you and the town of Hopkinton.

Many thanks and wish you all the best.

Ramya Kumaraswamy

--

Benjamin Sweeney
Senior Accounting Manager
Town of Hopkinton, Massachusetts
18 Main Street
Hopkinton, Ma. 01748
Phone: 508-625-3497

Application Form

Profile

Patricia _____ Srodawa _____
First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

retired _____
Employer

Volunteer _____
Job Title

Which Boards would you like to apply for?

Council on Aging: 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 a retired widow and mom of two sons. I have four granddaughters, one living with my son in Michigan and three here attending Hopkinton schools. I am originally from Michigan and prior to moving to Massachusetts, I volunteered at assisted living and memory care facilities in my community, spending time with residents and offering social activities. After my husband passed, my oldest son and his family invited me to share living with them in their Hopkinton home. This is the beginning of my sixth year in Hopkinton. My family assured me that I would enjoy living here. So true! I am delighted to be part of this community and enjoy the resources available. It didn't take long to discover the Hopkinton Senior Center, their warm welcome, as well as many volunteer opportunities I enjoy. My volunteer activities have allowed me to meet older members of our Hopkinton community. Many are well and active. Some however, are living with chronic illness, disabilities, and dementia. I have become aware of how important it is for them to live safely, easily, and comfortably at home in Hopkinton supported by the community. I am interested in becoming a COA board member to assist in promoting well-being and enhancing the quality of life inclusive for all older adults. It is my interest that my voice will help meet them where they are in life by promoting current resources and services as well as helping to design and implement new ones to fill their needs in the areas of housing, caregiving, volunteering, and socialization. Being an older adult myself and a former caregiver for my husband who was living with dementia due to Alzheimer's for eight years, I know the importance of community understanding and support.

[COA_application.docx](#)
Upload a Resume

My volunteer activities include the following:

2016

I trained with the Alzheimer's Association to be a volunteer facilitator of a caregiver support groups, and I then volunteered to create and facilitate a caregiver support group at the Hopkinton Senior Center that met in-person monthly. Since COVID, these meetings continue to be offered virtually biweekly.

Spring 2017

I joined the Friends of the Hopkinton Senior Center board.

Fall 2017

I partnered with the Hopkinton Senior Center and the Hopkinton Library to plan a memory café for our community. We planned to create a welcoming gathering place for those experiencing forgetfulness, mild cognitive impairment, or living with dementia and their care partner, family, and friends. The café offers a place to socialize, share experiences, and form friendships with others going through similar changes. It's a place to celebrate life and create happiness. Typically, a café is attended by 24-30 participants.

2018

The first event of Hopkinton's 'Our Time Memory Cafe' was held May 15th and met the second Tuesday of each month. Since COVID, these cafés continue to meet virtually monthly.

Fall 2019

After attending a Dementia Friends information session sponsored by the MCOA, I trained to become a Dementia Friends Champion. Again, in partnership with the Hopkinton Senior Center and Hopkinton Library, we began offering Dementia Friends sessions, which I led, in the community at the library. Many members of Hopkinton municipalities and our community attended. Our hope was these sessions would build awareness about dementia, help eliminate stigma and isolation for those living with dementia and their caregivers and increase community support.

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF HOPKINTON
ANNUAL TOWN MEETING WARRANT
MAY 4, 2021**

(Voter Registration Deadline: April 13, 2021)

MIDDLESEX, ss.

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

GREETINGS:

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

To bring in their ballots on May 17, 2021, to an adjourned session of the Annual Town Meeting to be held at the Hopkinton Middle School Gymnasium, for the election of the following Officers:

Offices for the May 17, 2021 Election

Office	Number of Open Positions	Length of Term
Board of Assessors	1	3 years
Board of Health	1	3 years
Board of Library Trustees	1	3 years
Select Board	2	3 years
Cemetery Commissioners	1	3 years
Commissioners of Trust Fund	1	3 years
Constable	1	3 years

Office	Number of Open Positions	Length of Term
Housing Authority	1	5 years
Parks & Recreation Commission	2	3 years
Planning Board	2	5 years
Planning Board (unexpired term)	1	1 year
School Committee	2	3 years

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

QUESTION

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

AND, further, to meet at the Hopkinton Middle School Auditorium at 88 Hayden Rowe, on May 4, 2021, at 7:00 p.m., then and there to act upon the following Articles:

REPORTS

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

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

Pass any vote or take any act relative thereto.

FINANCIAL - FISCAL YEAR 2021

ARTICLE: F21-1 FY 2021 Supplemental Appropriations and Transfers; Sponsor: Town Manager

To see if the Town will vote to transfer from available funds or otherwise provide a sum or sums of money to supplement operating budgets and various accounts for the fiscal year ending June 30, 2021.

Pass any vote or take any act relative thereto.

ARTICLE: F21-2 Unpaid Bills from Prior Fiscal Years; Sponsor: Town Manager

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

Pass any vote or take any act relative thereto.

FINANCIAL - FISCAL YEAR 2022

ARTICLE: F22-1 Excess Bond Premium; Sponsor: Town Manager

To see if the Town will vote to appropriate the remaining excess bond premium from the Town's General Obligation Municipal Purpose Loan of 2020 bonds, dated June 25, 2020 to capital projects of the Town for which such bonds were issued or for which borrowing has been authorized, so as to reduce the borrowing authorizations accordingly, or to other capital projects of the Town.

Pass any vote or take any act relative thereto.

ARTICLE: F22-2 Set the Salary of Elected Officials; Sponsor: Select Board

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

Pass any vote or take any act relative thereto.

ARTICLE: F22-3 Fiscal Year 2022 Operating Budget; Sponsor: Town Manager

To hear and act on reports and recommendations of the Appropriation Committee and to see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for the operation and maintenance of Town Departments for the fiscal year beginning July 1, 2021; said sums to be expended for said purposes under the direction of the respective Town Officers, Boards and Committees.

Pass any vote or take any act relative thereto.

ARTICLE F22-4 Parks & Recreation Revolving Funds; Sponsor: Town Manager

To see if the Town will vote to amend Chapter 13, Finances, of the General Bylaws of the Town of Hopkinton, Article VI, Section 13-15 entitled "Authorized Revolving Funds", for the purpose of establishing and authorizing a new revolving fund for use by certain Town departments, boards,

committees or officers, pursuant to Section 53E½ of Chapter 44 of the *Massachusetts General Laws*, by adding a row to the table in Section 13-15 as follows:

<u>Revolving Fund</u>	<u>Department, Board, Committee or Officer Authorized to Spend from Fund</u>	<u>Fees, Charges or Other Receipts Credited to the Fund</u>	<u>Program or Activity Expenses Payable from Fund</u>	<u>Restrictions or Conditions on Expenses Payable from Fund</u>	<u>Other Requirements/ Reports</u>	<u>Fiscal Years</u>
Parks and Recreation	Parks and Recreation Director	User Fees from Fruit Street Field Operations	Expenses related to the operation and maintenance of the Fruit Street field facilities	None	None	Fiscal Year 2022 and subsequent years

Pass any vote or take any act relative thereto.

ARTICLE: F22-5 FY 2022 Revolving Funds Spending Limits; Sponsor: Town Manager

To see if the Town will vote to establish the limit on the total amount that may be expended from each revolving fund established by Article VI of Chapter 13 of the General Bylaws pursuant to Section 53E½ of Chapter 44 of the *Massachusetts General Laws* for the fiscal year beginning July 1, 2021.

Pass any vote or take any act relative thereto.

ARTICLE F22-6 Consumer Price Index for Property Tax Exemptions; Sponsor: Board of Assessors

To see if the Town will vote to accept the provisions of Chapter 59, Section 5, Clause forty-first D of the *Massachusetts General Laws*, to automatically increase each year the amount of the income (gross receipts) and assets (whole estate) that certain senior citizens may have to qualify for an exemption under clauses fort-first, forty-first B, and forty-first C of Chapter 59, Section 5 of the *Massachusetts General Laws* by the cost of living adjustment (COLA) determined by the Commissioner of Revenue.

Pass any vote or take any act relative thereto.

ARTICLE: F22-7 Chapter 90 Highway Funds; Sponsor: Town Manager

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

Pass any vote or take any act relative thereto.

ARTICLE: F22-8 Transfer to Other Post-Employment Benefits Liability Trust Fund; Sponsor: Town Manager

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

Pass any vote or take any act relative thereto.

ARTICLE: F22-9 Transfer from the General Stabilization Fund; Sponsor: Town Manager

To see if the Town will vote to transfer from the General Stabilization Fund to the Fiscal Year 2022 General Fund, a sum or sums of money for support of General Fund operations.

Pass any vote or take any act relative thereto.

ARTICLE: F22-10 Transfer from School Department Stabilization Fund to General Fund; Sponsor: School Committee, Town Manager

To see if the Town will vote to transfer from the School Department Stabilization Fund to the Fiscal Year 2022 General Fund, a sum or sums of money for support of enrollment growth costs within General Fund operations, said sum to be spent under the direction of the School Superintendent.

Pass any vote or take any act relative thereto.

ARTICLE: F22-11 Transfer from School Department Stabilization Fund to School Department; Sponsor: School Committee

To see if the Town will raise and appropriate, transfer from available funds or otherwise provide a sum or sums of money to be used to pay School Department costs related, in whole or in significant part, as reasonably determined by the School Committee, to impacts on the Hopkinton Public Schools resulting from enrollment growth, said sum to be spent under the direction of the School Superintendent.

Pass any vote or take any act relative thereto.

ARTICLE: F22-12 Transfer from the Capital Stabilization Fund; Sponsor: Town Manager

To see if the Town will vote to transfer from the Capital Stabilization Fund to the Fiscal Year 2022 General Fund, a sum or sums of money to support Pay-As-You-Go Capital Projects.

Pass any vote or take any act relative thereto.

ARTICLE: F22-14 Parks & Recreation Enterprise Fund; Sponsor: Town Manager

To see if the Town will vote to amend the vote of the 2011 Annual Town Meeting on May 2, 2011, as to article 16 of the 2011 Annual Town Meeting warrant, establishing a Parks and Recreation Enterprise Fund pursuant to Chapter 44, Section 53F 1/2, of the *Massachusetts General Laws* for the purpose of holding, and accounting for, all revenues, receipts and funds collected from users of the Town's recreational facilities or services, to exclude from said Enterprise Fund all revenues, receipts, and funds collected from users for the maintenance of the Fruit Street facilities.

Pass any vote or take any act relative thereto.

CAPITAL EXPENSES AND PROJECTS

ARTICLE: C-1 Pay-As-You-Go Capital Expenses; Sponsor: Town Manager

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

Item	Purchase or Product	To be spent under the direction of
1	School District Planning Study	School Superintendent
2	School Security Camera Upgrades	School Superintendent
3	School Data Center Firewall & High School Bell System Upgrade	School Superintendent
4	Hopkinton Middle School Boiler, Additional Funding	School Superintendent

Item	Purchase or Product	To be spent under the direction of
5	Police Patrol Cruiser Replacement (3 units)	Town Manager
6	Town Multi-Function Printer Replacement (2 units)	Town Manager
7	Replace Security Cameras, Police and Fire Stations	Town Manager
8	Facilities Utility Truck, Plow & Lift Gate	Town Manager
9	EMC Park Drainage Remediation	Town Manager
10	Replace Fire Department Ambulance	Town Manager
11	Fire Engine #4 Refurbishment	Town Manager
12	Replace Public Works Wood Chipper	Town Manager
13	Public Works Super Duty Truck, Plow, Equipment	Town Manager
14	Public Works Excavator and Trailer	Town Manager

Pass any vote or take any act relative thereto.

ARTICLE: C-2 Marathon School Addition; Sponsor:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for construction, reconstruction, renovation, alteration, and associated improvements of the Marathon School, including any planning, design, engineering, original equipment, or associated costs or expenses related thereto; said sum to be spent under the direction of the School Superintendent.

Pass any vote or take any act relative thereto.

ARTICLE: C-3 School HVAC Renewal and Digital Control Upgrade; Sponsor:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for the installation of control systems for the Hopkinton Middle School

HVAC Renewal and Digital Control Upgrade including any planning, design, engineering, original equipment, or associated costs or expenses related thereto; said sum to be spent under the direction of the School Superintendent.

Pass any vote or take any act relative thereto.

ARTICLE: C-4 Hopkins & Middle School Roof Replacement, Sponsor:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for the partial roof replacements at the Hopkins and Hopkinton Middle Schools including any planning, design, engineering, or associated costs or expenses related thereto; said sum to be spent under the direction of the School Superintendent.

Pass any vote or take any act relative thereto.

ARTICLE: C-5 Police Station Roof Replacement; Sponsor:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for the roof replacement at the Police Station, including any planning, design, engineering, or associated costs or expenses related thereto; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

ARTICLE: C-6 Center School Renovation Feasibility/Schematic Design Study; Sponsor:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for the Center School Renovation Feasibility and Schematic Design study; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

ARTICLE: C-7 Pratt Farm Well Field; Sponsor:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for engineering work related to the construction of the Pratt Farm Well Field, including all related costs and expenses; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

ARTICLE: C-8 Grove Street Chlorine Injection; Sponsor:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for the installation of a chlorine injection system at the Grove Street water tanks, including any planning, design, engineering, or associated costs or expenses related thereto; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

ARTICLE: C-9 Alprilla Farm Well Cleaning; Sponsor:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for the cleaning of wells 7 & 8 at Alprilla Farm, including any planning, design, engineering, or associated costs or expenses related thereto; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

ARTICLE: C-10 Water Main Replacement - Woody Island Road; Sponsor:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for the replacement of the water main at Woody Island Road, including any planning, design, engineering, or associated costs or expenses related thereto; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

ARTICLE: C-11 Inflow and Infiltration Investigation; Sponsor:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for the continued investigation of the sewer system to identify possible inflow/infiltration, including any planning, design, engineering, or associated costs or expenses related thereto; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

ARTICLE: C-12 Vehicle Replacement; Sponsor:

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

Pass any vote or take any act relative thereto.

COMMUNITY PRESERVATION FUNDS

ARTICLE: CPC-1 Community Preservation Funds; Sponsor: Community Preservation Committee

To see if the Town will vote to appropriate or reserve from the Community Preservation annual revenues a sum or sums of money, in the amounts recommended by the Community Preservation Committee and not to exceed 5% of the estimated annual revenues for Fiscal Year 2022, for committee administrative expenses and other expenses in the fiscal year beginning July 1, 2021, with each item to be considered a separate appropriation.

Pass any vote or take any act relative thereto.

ARTICLE: CPC-2 Community Preservation Recommendations; Sponsor: Community Preservation Committee

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Community Preservation budget for Fiscal Year 2022; and, further, to reserve for future appropriation a sum of money from the Community Preservation Fund for open space, historic resources, community housing, budgeted reserve purposes; and, further, to appropriate from the Community Preservation Fund, a sum or sums of money for the following Community Preservation projects or purposes, including the acquisition of interests in land, all as recommended by the Community Preservation Committee, and to authorize the Select Board and Conservation Commission to enter into all agreements and execute any and all instruments necessary to acquire, convey or accept, as the case may be, appropriate historic preservation restrictions for historic resources and conservation restrictions for open space, in accordance with Chapter 184 of the *Massachusetts General Laws*, to comply with the requirements of Chapter 44B, Section 12 of the *Massachusetts General Laws* of the for the same:

- A. \$20,000 (TWENTY THOUSAND DOLLARS) from funds reserved for Historic Resources for Phase 5 of the Historic Headstone Restoration at Hayden Rowe Cemetery, East Hopkinton Cemetery, Bear Hill Cemetery and Evergreen Cemetery; said sum to be spent under the direction of the Cemetery Commission and the Community Preservation Committee.
- B. \$60,000 (SIXTY THOUSAND DOLLARS) from funds reserved for Recreation to add additional equipment to unused space at the EMC Playground off Hayden Rowe, which will upgrade the perimeter border of the playground and improve safety; said sum to be spent under the direction of the Parks and Recreation Department and the Community Preservation Committee.
- C. \$350,000 (THREE HUNDRED AND FIFTY THOUSAND DOLLARS) from funds reserved for Recreation to construct a public skate park at EMC Park, off Hayden Rowe; said sum to be spent

under the direction of the Parks and Recreation Department and the Community Preservation Committee.

- D. \$40,000 (FORTY THOUSAND DOLLARS) from funds reserved for Recreation for skate park netting at EMC Park, which will protect skaters and participants from the batted balls at the ballfield at EMC Park; said sum to be spent under the direction of the Parks and Recreation Department and the Community Preservation Committee.
- E. \$90,000 (NINETY THOUSAND DOLLARS) from funds reserved for Community Housing to provide Covid-19 related emergency housing assistance in the form of rental assistance or mortgage assistance to low- and moderate-income households; said sum to be spent under the direction of the Town Manager and the Community Preservation Committee.
- F. \$75,000 (SEVENTY THOUSAND DOLLARS) from funds reserved for Recreation to install two roughly .2 to .3 mile stone dust trail sections to connect the Center Trail Phase 2 at Field 13 to the Chamberlain Street sidewalks, and Center Trail to Field 11 and the Chamberlain Street sidewalk; said sum to be spent under the direction of the Trail Coordination and Management Committee and the Community Preservation Committee.
- G. \$22,000 (TWENTY THOUSAND DOLLARS) from funds reserved for Recreation for preparation for a turf surface at the Lacrosse wall at [REDACTED], Hopkinton, MA; said sum to be spent under the direction of the Parks and Recreation Department and the Community Preservation Committee.
- H. \$xxx,xxx (UNKNOWN) from funds reserved for [REDACTED] for the purchase the "Dunbar" property, a parcel of land on Hayden Rowe in Hopkinton, MA, containing [REDACTED] acres, more or less, identified as Assessors Parcel [REDACTED] and more particularly described in a certain deed recorded in the Middlesex South District Registry of Deeds in Book [REDACTED] Page [REDACTED]; said sum to be spent under the direction of the Select Board and the Community Preservation Committee. No CPC vote yet

Pass any vote or take any act relative thereto.

ZONING BYLAW AMENDMENTS

ARTICLE: Z-1 Car Washes, Downtown Business District; Sponsor: Planning Board

To see if the Town will vote to amend Article VIA, Downtown Business (BD) District, §210-20.3.A., Uses allowed by Special Permit by the Board of Appeals by striking "(4) Car wash facilities." and renumbering "(5) Theaters, halls and clubs." to read "(4) Theaters, halls and clubs."

Pass any vote or take any act relative thereto.

ARTICLE: Z-2 Industrial B District Housekeeping; Sponsor: Planning Board

To see if the Town will vote to amend Article VIII A, Industrial B District, §210-37.9, Uses allowed by special permit, of the Zoning Bylaw, by numbering the first paragraph as item A, and renumbering items currently numbered A through K, as items (1) through (11), respectively.

Pass any vote or take any act relative thereto.

ARTICLE: Z-3 Wireless Telecommunications Facilities; Sponsor: Planning Board

To see if the Town will vote to amend Article XVI, Wireless Telecommunications Facilities of the Zoning Bylaws as follows:

1. Amending §210-100.A by inserting, after the words “Any proposed extension in the height” the following:

“that does not substantially change the physical dimensions of a tower or base station”;

and

Striking “new or” after the words “or construction of a”;

and

Inserting “not” after the words “replacement facility, shall”

and

Striking “the submission of a new application for” before the words “a special permit”;

So that Section 210-100.A, as amended pursuant to this Article, reads as follows:

“No wireless communications facility shall be erected or installed except in compliance with the provisions of this article. Wireless communications facilities are allowed in all zoning districts. A special permit is required from the Board of Appeals to erect or install a wireless communications facility. Any proposed extension in the height that does not substantially change the physical dimensions of a tower or base station, addition of cells, antenna or panels, or construction of a replacement facility, shall not require a special permit.”

and

2. Amending §210-101.K by inserting “new” after “The height of”

and

3. Amending §210-101.L by deleting the text “Facilities” from the first sentence and in its place inserting “New facilities”.

and

4. Amending §210-105.B by inserting “new” after “No” in the third sentence of that paragraph so that the sentence, as amended pursuant to this Article, reads as follows:

No new wireless communications facility shall be erected or constructed unless an application has first been submitted to the Board of Appeals and the special permit referred to herein has been obtained.

Pass any vote or take any act relative thereto.

ARTICLE: Z-4 Accessory Family Dwelling Unit; Sponsor: Planning Board

To see if the Town will vote to amend Article XVIII, Supplementary Regulations, §210-126 of the Zoning Bylaws as follows:

1. Amending §210-126 by deleting the word “family”;

and

2. Amending §210-126.B by deleting the word “family” as it appears after the text “to accommodate an additional”

and

3. Amending §210-126.C by deleting the word “family” in every instance it appears, and, further, deleting the third sentence in its entirety;

and

4. Amending §210-126.E by deleting the fourth sentence in its entirety.

and

5. Amending §210-126.L by: deleting the current text of this section and replacing it with the following:

L. Definition. Accessory dwelling unit shall mean a dwelling unit contained within or being an extension of a single-family structure to accommodate a caregiver or service provider or an additional family only if a member of the additional family is related to the owner of the premises.

Pass any vote or take any act relative thereto.

ARTICLE: Z-5 Nonconforming Lots, Uses and Structures; Sponsor: Planning Board

To see if the Town will vote to amend Article XIX, Nonconforming Lots, Uses and Structures, §210D-128.D, Nonconforming Uses, of the Zoning Bylaws as follows:

1. By inserting a new subsection E immediately following subsection D that reads:

E. Zoning Enforcement Officer Waiver

The Zoning Enforcement Officer may waive the requirement for a Special Permit under §210-128, Item A, above, provided the following criteria is met:

(1) The proposed alteration does not alter the footprint of the existing dwelling;

(2) The proposed alteration does not alter the overall height of the existing dwelling; and

(3) The proponent of the proposed alteration obtains agreement that the proposed alterations are deemed acceptable by all current abutters within 300 feet of the subject property, as evidenced by endorsement of the plan (or a copy of the plan) to be submitted to the Building Department for approval showing the proposed alterations, with dimensions. A certified list of abutters shall be obtained through the Hopkinton Assessing Department.

The Zoning Enforcement Officer, at any time, may elect to take no action on the waiver application and defer to the ZBA for a decision, including in circumstances where the above criteria have been satisfactorily met.

Pass any vote or take any act relative thereto.

ARTICLE: Z-6 Temporary Signs; Sponsor: Planning Board

To see if the Town will vote to amend Article XXVII, Signs, of the Zoning Bylaws as follows:

1. To insert the following after §210-179.E:

F. Business Access during Construction in Right-of-Way

(1) "Affected business" shall be defined, for the purposes of this section, as a business for which access can be reasonably determined by the Zoning Enforcement Officer to be blocked, hindered, or otherwise adversely affected due to nearby construction within the right-of-way.

(2) Each affected business may display up to four (4) temporary signs or sandwich boards within 600 feet of the property line for the purpose of directing customers to parking, indicating hours of operation, or displaying messaging such as "open during construction" or other special instructions to customers.

(3) Temporary signs for affected businesses shall not be limited to the 30-day maximum duration, as set forth within this section, but shall be allowed to remain in place until the business is no longer affected by the construction within the right-of-way, as determined by the Zoning Enforcement Officer.

Pass any vote or take any act relative thereto.

ARTICLE: Z-7 Commercial Solar Photovoltaic Installations: Sponsor: Planning Board

To see if the Town will vote to amend Article XXXI, Commercial Solar Photovoltaic Installations, by deleting the current text in its entirety and replace it with the following text:

§ 210-200. Purpose and Intent

The purpose of this Article is to permit the creation of new commercial solar photovoltaic installations by providing standards for the placement, design, construction, operation, monitoring, modification and removal of such installations that address public safety and minimize impacts on scenic, natural and historic resources, and promote the public health and welfare by minimizing impacts on and undue disturbance to neighboring landowners, including from noise, traffic, lighting, smoke, fumes, dust, odor, glare, stormwater runoff, or the unnecessary removal of trees or destruction of natural habitat.

§ 210-201. Applicability

Construction and use of a commercial solar photovoltaic installation or any part thereof shall be permitted in any zoning district subject to the requirements set forth in this Article.

Nothing in this Article shall be construed to prevent the installation of solar photovoltaic installations that are an accessory use permitted as-of-right, subject to such other requirements that may apply, including Site Plan Review.

§ 210-202. Use Regulations

Commercial solar photovoltaic installations shall conform to the following requirements:

- A. A commercial solar photovoltaic installation may be erected, upon the issuance of a special permit by the Planning Board, on a lot containing a minimum of three (3) acres.
- B. Commercial solar photovoltaic installations shall be subject to the provisions of Article XX, Site Plan Review, and shall be considered a “Major Project” as that term is defined in Article XX.
- C. Any and all setback, yard, buffer and screening requirements applicable in the zoning district in which the installation is located shall apply to the installation; provided, however, that the Planning Board may impose greater setback requirements as determined to be necessary based on project or site-specific factors, including solar array type or technology, topography, and tree cover to mitigate the installation’s impacts, including those related to glare, on neighboring land uses.
- D. A security fence or fences shall be installed around the installation and shall be maintained in good condition for as long as the installation continues to be located on the site, whether or not it is being operated. All security fences surrounding the installations shall be set back from the property line a distance that the Planning Board determines to be necessary to minimize visual and other impacts on neighboring land uses.
- E. Any permit authorizing a commercial solar photovoltaic installation may set forth reasonable requirements to minimize or mitigate the visual impacts of the installation, including all accessory structures and appurtenances, as the Planning Board determines will protect the public health, safety, or welfare. At minimum, the following shall be required:
 - (1) All accessory structures and appurtenances shall be architecturally compatible with each other.
 - (2) Solar panels, supporting structures, and appurtenances shall be shielded from view year-round in all districts. Screening methods may include landscaping, natural features, earthen berms, fencing, or a combination thereof.
 - (3) The design and materials used for the installation shall minimize and mitigate reflected solar radiation or glare, including through the placement and arrangement of solar panels, and use of anti-reflective materials or additional screening.
 - (4) Visual impacts shall be minimized and mitigated.

- (5) Noise impacts shall be minimized and mitigated, including noise generated by the installation and noise from other sources that may be exacerbated, amplified, or otherwise altered by the installation or alterations to the site.

F. Applications for a special permit pursuant to this Article shall include:

- (1) A visual impact assessment, including analyses such as renderings, and visualizations.
- (2) A sight line representation of the proposed installation prepared by a Professional Engineer or Registered Landscape Architect. The representation shall include depictions, both in a site plan and elevations, of the most visible point of the installation to:
 - (i) any portion of a public way within 500 feet of the property;
 - (ii) any portion of a public way with a clear view of the installation; and
 - (iii) the closest facade of any residential building on a parcel located within 500 feet of the parcel on which the installation is proposed.

Each sight line shall include all intervening trees, buildings, and other applicable objects and be illustrated in color photographs of existing conditions with the proposed installation superimposed on the photographs.

- (3) A glare analysis that includes all proposed measures to minimize or mitigate the impact of glare on any land or way. Existing photographs and proposed renderings from at least four perspectives, including from the nearest residential structures and of the area(s) that are most publicly visible, as specified by the Planning Board, shall be included in the analysis. The analysis shall additionally include a technical explanation of how visualization was produced.
- (4) A preliminary noise analysis prepared by a professional acoustical engineer that includes the ambient noise level traveling across the site prior to any construction or site clearing activities and any projected changes to those noise levels resulting from the installation or site alterations. The analysis shall include, at a minimum, the ambient noise level at three different locations deemed satisfactory by the Planning Board, with simulations performed and measurements taken on weekdays between the hours of 7:00 AM and 6:00 PM, including one simulation performed/measurement taken during the morning peak traffic period, one simulation performed/measurement taken during the evening peak traffic period, and one simulation performed/measurement taken at any point during this time period.

Following construction of an installation, an applicant shall submit a supplemental noise analysis, prepared by a professional acoustical engineer, measuring the ambient noise level traveling across the site at any previously analyzed location and during the same time periods from the prior analysis. If the noise levels measured for the supplementary

analysis exceed those projected in the preliminary noise analysis, the applicant shall implement additional noise minimization and mitigation measures to reduce noise levels to those projected in the preliminary analysis.

- (5) A site plan, landscape plan and erosion sedimentation control plan prepared and stamped by a Professional Engineer or Registered Landscape Architect. The plan shall include:
- (i) proposed changes to the landscape of the site, grading, vegetation clearing and planting, exterior lighting, screening vegetation or structures;
 - (ii) the woody and herbaceous vegetative stabilization and management techniques to be used within and adjacent to the stormwater impact area;
 - (iii) temporary or permanent access roads and driveway;
 - (iv) grading;
 - (v) exterior lighting and screening of structures; and
 - (vi) types and locations of vegetation or other methods proposed to screen the installation including appurtenant structures from public ways and neighboring properties.
- G. All areas of the site cleared as part of the commercial solar photovoltaic installation, including the areas under and surrounding the solar panels, shall be seeded with a pollinator seed mix and maintained as bird and insect habitat. Mowing shall occur only when necessary for maintenance of the array. Alternative vegetation or cover options may be proposed by the applicant in consideration of soil type and quality, subject to approval by the Planning Board.
- H. Lighting shall not be permitted unless required by the Planning Board or by the State Building Code. Where required, lighting shall be directed downward and full cut-off fixtures shall be used. Lighting shall be illuminated only during hours specified in the special permit, unless such illumination is necessary due to an emergency.
- I. All utility connections from the commercial solar photovoltaic installation shall be underground unless otherwise specifically authorized in the special permit. Electrical transformers and inverters to enable utility interconnections may be above ground if required by the utility provider.
- J. In applying the special permit standards set forth in Section 210-205.C., the Planning Board shall specifically consider whether locating a commercial solar photovoltaic installation on a site that would require extensive tree cutting will be detrimental to the neighborhood or the Town because of the important water management, cooling, and climate benefits trees naturally possess. The clearing of natural vegetation, including trees, shall be limited to the minimum necessary for the construction and operation of the installation.

- K. Installations shall be designed and constructed to protect and optimize the maintenance of wildlife corridors and trail networks. Where such corridors or trail networks may be impacted, an applicant shall prepare plans for alternative trail alignments and wildlife corridors that minimize or mitigate those impacts. Fencing shall be raised from the ground to allow passage of wildlife. This paragraph shall not be construed to require the establishment of public access rights, provided, however, that any agreement by an applicant to establish such a right may be given weight by the Planning Board in making its special permit decision.

- L. In addition to other applicable requirements in this Article, installations proposed for siting and construction on land that is in agricultural use or a pervious open space location shall conform to the following standards:
 - (1) Removal of field soils shall be minimized.

 - (2) Disturbances to existing leveled field areas shall be minimized.

 - (3) Soil leveling, smoothing, and penetrations shall be done in a manner that minimizes the displacement of or disturbance to soil. Displaced soils shall be recovered and returned to the area of displacement, to the extent practicable.

 - (4) Ballasts, screw-type, or post driven pilings and other acceptable minimal soil impact methods shall be required. Footings or other methods requiring permanent penetration of soils for mounting are prohibited unless the need for such a method is demonstrated to the satisfaction of the Planning Board.

 - (5) Concrete or asphalt shall not be installed in the mounting area other than that required for ballasts or as required by the Massachusetts State Building Code.

 - (6) The use of geotextile fabrics shall be minimized. Vegetative cover shall be maintained to the extent practicable to prevent soil erosion.

- M. The commercial solar photovoltaic installation, including accessory structures and appurtenances and all access roads and driveways serving the installation, shall be maintained by the owner and operator in good condition for as long as the installation continues to be located on the site, whether or not it is being operated. Maintenance shall include, but not be limited to, painting, structural repairs, continued compliance with landscaping and screening requirements, and safeguarding the integrity of security measures.

- N. The installation shall conform to all other applicable federal and state laws and regulations and bylaws and regulations of the Town.

- A. An applicant shall provide a copy of the project summary, electrical schematic, and site plan to the Fire Chief and all additional information the Chief may request. All means of shutting down the solar photovoltaic installation shall be clearly marked in the plan and on signage located at the installation.
- B. At all times, for as long as the facility continues to be located on the site, whether or not is being operated, the facility operator shall have an official representative for public inquiries, whose name and contact information shall be provided to the Planning Board, and a qualified contact person to provide assistance during an emergency, whose name and contact information shall be provided to the Fire Chief and Police Chief.

§ 210-204. Pesticides, Herbicides, Synthetic Fertilizers

- A. No pesticides, herbicides, defoliants, or synthetic fertilizers shall be used on the site of any commercial solar photovoltaic installation without approval of the Conservation Commission and/or the Planning Board.
- B. Material Safety Data Sheets for the system components will be provided at the discretion of the Planning Board.

§ 210-205. Administration

- A. An applicant desiring to erect or install a commercial solar photovoltaic installation shall file with the Planning Board an application for a special permit, together with such plans, drawings, specifications, fees and additional information as required by the Planning Board.
- B. The Planning Board shall have the authority to waive provisions of Section 210-202, including subject to conditions, upon a determination that such action is in the public interest and a waiver would not be inconsistent with the purpose and intent of this Article. In making this determination, the Planning Board shall consider whether:
 - (1) The public health, safety, and welfare will be protected;
 - (2) Strict application of the requirement to be waived would undermine the public interest;
 - (3) Specific substitute requirements can be adopted that would protect the public interest;
 - and
 - (4) The action made possible by the waiver will not violate any federal, state, or local bylaw.
- C. Approval Criteria. Before the Planning Board may issue such Special Permit, it shall determine each of the following:
 - (1) The commercial solar photovoltaic installation conforms to the provisions of this Article.

(2) The commercial solar photovoltaic installation will not be detrimental to the neighborhood or the Town.

(3) Environmental features of the site and surrounding areas are protected.

- D. Any special permit issued pursuant to this Article shall be subject to such conditions and safeguards as the Planning Board may prescribe. Such conditions may include the requirement of a bond, secured by deposit of money or negotiable securities, posted with the Town to guarantee proper maintenance and/or removal/decommissioning of the commercial solar photovoltaic installation. The amount of the bond shall not exceed 150% of the estimated cost of the commercial solar photovoltaic installation's removal. Such conditions may also include additional screening of the facility.

§ 210-206. Decommissioning and Discontinuance

- A. An installation shall have a Decommissioning Plan. That plan shall contain provisions for: (i) removal of the installation, including all structures, equipment, security barriers and transmission lines; and (ii) stabilization of the site with plantings to include trees, shrubs, and groundcover consistent with native vegetation in surrounding areas as necessary to minimize erosion and sedimentation.

A commercial solar photovoltaic installation shall be deemed to have been discontinued if it has not been in service for a continuous 12-month period. Upon receipt of a Notice of Discontinuance from the Director of Municipal Inspections, the owner shall have the right to respond to the Notice within 30 days of receipt. The Director of Municipal Inspections shall withdraw the Notice of Discontinuance and notify the owner that the Notice has been withdrawn if the owner provides information that demonstrates to the satisfaction of the Director of Municipal Inspections that the commercial solar photovoltaic installation has not been discontinued. If the commercial solar photovoltaic installation is determined to be discontinued, the owner shall,, at the owner's sole expense within three months of receipt of the Notice of Discontinuance, decommission the installation pursuant to the provisions of the Decommissioning Plan and such other reasonable requirements as may be specified by the Director of Municipal Inspections. Failure to comply with these requirements may subject the owner to action pursuant to Article XXIV.

- B. An applicant shall provide a form of surety to cover the cost of removal in the event the Town must remove the installation and remediate the landscape, in an amount and form determined to be reasonable by the Planning Board.

Pass any vote or take any act relative thereto.

ARTICLE: Z-8 Commercial Solar Photovoltaic Installations Overlay District; Sponsor: Planning Board

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

1. To amend Article XXXI, Commercial Solar Photovoltaic Installations, §210-201. Applicability, by striking the first sentence in its entirety and replacing it with the following:

For the purposes of this article, there is hereby established within the Town of Hopkinton an overlay district referred to as the CSPVOD delineated on a map entitled “Commercial Solar Photovoltaic Overlay District, Town of Hopkinton,” dated June 2020. This map is hereby made part of the Town of Hopkinton Zoning Bylaw and is on file with the office of the Town Clerk.

Construction and use of a commercial solar photovoltaic installation or any part thereof shall be permitted solely in areas within the CSPVOD and shall be governed by this article.

Pass any vote or take any act relative thereto.

ARTICLE: Z-9 Tree Protection Bylaw; Sponsor: Planning Board

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

Actual language of the bylaw to follow.

Pass any vote or take any act relative thereto.

GENERAL BYLAW AMENDMENTS

ARTICLE: G-1 Dog Licensing; Sponsor: Select Board

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

Pass any vote or take any act relative thereto.

ARTICLE: G-3 Stormwater Management and Erosion Control; Sponsor: Director of Public Works

To see if the Town will vote to amend Chapter 172 of the General Bylaws, Stormwater Management and Erosion Control, to comply with the requirements of the current USEPA/MassDEP General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems in Massachusetts (the “MS4 Permit”), and to comply with the mitigation requirements of the Town’s Water Management Act permit by deleting the current text of Chapter 172 in its entirety and replacing it with the following text:

Actual language of the bylaw to follow.

Pass any vote or take any act relative thereto.

ARTICLE: G-4 Obstruction of Streets & Sidewalks, and Housekeeping; Sponsor: Select Board

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

1. Amend Chapter 174, Streets and Sidewalks, as follows:
 - A. Amend Article V, Depositing Snow, by inserting new language in **bold underline** and deleting language in ~~strikethrough~~:

Article V

~~Depositing Snow~~ **Obstruction of Streets and Sidewalks**

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

No person shall ~~pile, push, throw, shovel, plow or by any other~~ method or means cause **material, whether natural or artificial, including but not limited to snow, leaves, sand or other debris,** to be deposited or placed ~~onto~~ on any public ~~or private roadway way~~ or sidewalk of the

Town that is open to public use, including the travel way, parking lanes, sidewalk, or other public appurtenances thereto, so as to impede, obstruct, or interrupt or otherwise adversely unreasonably impair affect the ~~unrestricted safe flow of traffic or the safe travel of any pedestrian on~~ the use and function of the way 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 authorized by the Town for the purpose of to cause any material to be deposited or placed in a public or private way of the Town snow.

§ 174-9. Violations and Penalties

Whoever violates this article shall be liable to a penalty not exceeding \$25 for each such violation. Each day that the impairment of the use and function of the way continues shall constitute a separate violation of this Article. ~~Each instance of such conduct shall constitute a separate violation of this Article.~~

- B. Amend Article VII, Driveways, § 174-27, by inserting new language in **bold underline**, deleting the language in ~~strikethrough~~.

§ 174-27. Regulations

- A. The slope of a driveway within 20 feet of the edge of the pavement of a public or private way shall not exceed 10%.
- B. No driveway **for which a permit has been issued** ~~which has been permitted~~ under this Article shall **be constructed or maintained so as to allow the** discharge ~~of~~ stormwater runoff **onto** ~~into~~ a public or private way **of the Town, including the travel way, parking lanes, sidewalk, or other public appurtenances thereto, so as and thereby** to cause flooding, icing, erosion or sedimentation, accumulation of debris, or other negative effects ~~which impair~~ **that unreasonably impair** the use and function of the way ~~for the general public~~. If, in the opinion of the Director of Public Works (the "**DPW** Director"), the use and function of a way has been so impaired, the property owner shall be responsible for mitigating the condition by implementing such measures as are necessary to prevent the discharge ~~into~~ **onto** the way. Prior to the implementation of mitigation measures, the owner may consult the **DPW** Director to review ~~these~~ **any** measures ~~which that~~ would be implemented outside the way. ~~The Director must approve any~~ **Any** measures ~~which that~~ would be implemented within the layout of the way **must be approved in advance by the DPW Director.**

- C. As part of its driveway permit review process, the Department of Public Works (DPW) **shall endeavor to** ~~will~~ ensure that the roadway opening at the public or private way is adequate for proper public safety emergency vehicle access. **As it deems necessary,** ~~The~~ **the** DPW ~~will~~ **may** consult with the Fire Department for its input ~~as it deems necessary.~~ After issuance of the driveway permit and a Building Permit, the Director of Municipal Inspections **shall** ~~will~~ conduct a site visit to review the layout of the driveway once it is roughed in and before project completion, to ensure that it is adequate for proper public safety emergency vehicle access. The Director of Municipal Inspections shall consult with the Fire Department if it appears that public safety emergency vehicle access may be impaired. In those instances where the Fire Department has been consulted and determines that a public safety emergency vehicle cannot adequately access the property, the driveway permit holder shall prepare a plan for accommodating safety vehicles that is acceptable to the Fire Department and the Director of Municipal Inspections, and shall be responsible for implementing the plan prior to issuance of any occupancy permit **for buildings to be serviced by the driveway.**
- D. No driveway permit shall be issued without the written approval of the Fire Department, which may be subject to such conditions as the Fire Department may deem necessary for the protection of the public health and safety. The Fire Department shall prepare publicly available driveway permit guidelines and parameters that it shall consider in its review of every driveway permit application.
- C. Amend Article VII, Driveways, § 174-29, by inserting new language in **bold underline**, deleting the language in ~~strikethrough~~.

§ 174-29. Discharge of water onto a public way prohibited. No person shall alter existing conditions so as to allow, or cause, the ~~man-made~~ **artificial** diversion of water onto a public ~~or private way~~ **roadway or sidewalk** of the Town **that is open to public use, including the travel way, parking lanes, sidewalk, or other public appurtenances thereto,** by pump, down spout, swale, grading of land, or any other method, so as to ~~create a hazard to vehicle or pedestrian travel on~~ **unreasonably impair the use and function of the way** ~~such roadway or sidewalk.~~

2. Amend Chapter 190, Vehicles and Traffic, Article III, Temporary Road Closures, first paragraph of § 190-10, to insert new language in **bold underline**, and delete language in ~~strikethrough~~, as follows:

Except upon the consent of the Chief of Police or the Chief's designee, no person shall place, stand, or park a motor vehicle, trailer, construction equipment, other equipment or other vehicle, ~~of any kind, nor shall they place goods~~ or **other** materials of any kind upon any **public or private way of the Town that is open to public use,** including the travel way, parking lanes, sidewalk, or other public appurtenances thereto, **either** (1) with the intent to open ~~the said street~~ **way** or to perform work or services upon, under, above, or adjacent to ~~the said way;~~ or (2) in such a manner or condition that **unreasonably impairs the use or function of the way** ~~the~~

~~movement of vehicles or pedestrians upon or within said street or highway is blocked or impeded.~~

Pass any vote or take any act relative thereto.

ARTICLE: G-5 Street Opening Permits, Sponsor: Select Board and Director of Public Works

To see if the Town will vote to amend the General Bylaws, Chapter 174, Streets and Sidewalks, 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	\$100

Pass any vote or take any act relative thereto.

ARTICLE: G-6 Tree Protection Bylaw; Sponsor: Planning Board

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

To establish a new article within Chapter 186 with the purpose of protecting the health, safety and property of the residents of the Town of Hopkinton by regulating tree, vegetation and other clearing activities associated with land development and preserving existing trees and vegetation, preventing erosion and sedimentation of inland and ponds and other waterbodies, controlling stormwater runoff, minimizing fragmentation of wildlife habitat and loss of vegetation.

Actual language of the bylaw to follow.

ARTICLE: G-7 Trench Safety Officer; Sponsor: Select Board & Director of Public Works

To see if the Town will vote to amend the General Bylaws by inserting a new Chapter 175, 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 Town Manager may delegate, to one or more other persons, authority to perform any or all of the Town Manager's duties pursuant to this Section.

Pass any vote or take any act relative thereto.

LAND ACQUISITION AND DISPOSITION

ARTICLE: L-1 148 Lumber St.; Sponsor: Historical Commission

To see if the Town will vote to:

- i. transfer the care, custody, management and control of the real property at 148 Lumber Street, shown on Assessors Map R29 Block 10 Lot D, including the buildings thereon known as the MacFarland-Sanger House, from the Historical Commission to the Select Board; and
- ii. authorize the Select Board, on behalf of the Town, to sell or otherwise dispose of the real property described in this article, under such terms as it may determine, and further direct the Select Board to execute and place a permanent preservation restriction on said real property pursuant to said sale or disposition.

Pass any vote or take any act relative thereto.

ARTICLE: L-2 Teresa Road to Hughes Farm Trail; Sponsor: Citizen's Petition (Peter LaGoy or Mike Boelsen)

To see if the Town will vote to raise and appropriate, borrow, transfer from available funds, or otherwise provide a sum or sums of money for the purchase of land or easements on the portion of four properties (parcels U24 4A, U24 30, U24 198 0, and U24 101 0) that comprise the former railbed between the town-owned Hughes Farm land and Teresa Road, the land to be used for the construction of a trail connecting Teresa Road with the Hughes Farm Trail. Funds in the amount of \$4000 are also requested to begin preparation of this land (moving of an existing fence, tree and brush clearing, etc.) for future

installation of a trail. Said sum to be spent under the direction of the Trail Coordination and Management Committee.

Pass any vote or take any act relative thereto.

ADMINISTRATIVE

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

Given under our hands this _____th day of _____, 2021.

SELECT BOARD
TOWN OF HOPKINTON

Brendan Tedstone, Chair

Irfan Nasrullah, Vice-Chair

Brian Herr

Amy Ritterbusch

Mary Jo LaFreniere

A TRUE COPY
ATTEST:

Connor Degan, Town Clerk

DATE: _____

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

Constable of Hopkinton


Link to Community Satisfaction Survey Reports:

https://drive.google.com/drive/folders/15PAALc3k_xtIsx0YuJ0IP5-2-EPmUwIJ?usp=sharing



TOWN OF HOPKINTON
TOWN MANAGER'S OFFICE
Norman Khumalo, Town Manager

TO: Town of Hopkinton Select Board

FROM: Norman Khumalo, Town Manager 

DATE: March 16, 2021

RE: Fiscal Year (FY) 2022 Comprehensive Budget to Appropriation Committee

REF: (1) My memo of January 26, 2021, Comprehensive Budget Transmittal
(2) Select Board Budget Update, February 2, 2021

Enclosures (1) through (8) of this memorandum update reference (1) with information provided in reference (2), and the following additional adjustments:

- Elimination of a capital request for a pickup truck and plow for the Facilities Department in the amount of \$25,000 that will be obtained through other available funding
- Elimination of a proposal for excluded debt spending \$375,000 for a Center School Feasibility Study and replacement with \$60,000 in pay as you go spending for a Center School Study
- Additional personnel funding of \$26,247 for a driver for the Senior Center, which had been funded under a grant that is nearing completion

With the enactment of federal COVID-19 relief legislation on March 11, 2021, the Town expects additional grant funding which will favorably impact the FY 2022 budget. However, the extent to which new federal aid will improve the FY 2022 budget situation will not be clear until the amount of aid allocated to the Town is specifically known; and, more importantly, until the specific regulations for the use of those funds are promulgated. While I have been advised by state officials that there will be “more flexibility” in the use of the funds, specific regulatory details are needed before actual budgetary changes can be proposed.

At this time, to remain on schedule, I recommend the Select Board vote to transmit either the 2.5% tax impact version of the proposed budget or the 1.0% tax impact version of the proposed budget to the Appropriation Committee for action; with the understanding that an additional round of budget adjustments will be recommended when details on federal COVID-19 relief are available. At this juncture, it is important that the Select Board decide between the two tax impact versions.

Recommended Motion:

I move to forward the Town Manager's March 16, 2021 memorandum, Fiscal Year (FY) 2022 Comprehensive Budget to the Appropriation Committee for review of the 2.5% tax impact version of the recommendation, and for preparation of a recommendation to the Annual Town Meeting.

or

I move to forward the Town Manager's March 16, 2021 memorandum, Fiscal Year (FY) 2022 Comprehensive Budget to the Appropriation Committee for review of the 1% tax impact version of the recommendation, and for preparation of a recommendation to the Annual own Meeting.

- Enclosure:
- (1) Projected Sources and Uses of Funds, FY 2022, 2.5% & 1.0% Tax Impact
 - (2) General Fund Five Year Financial Forecasting Model, 2.5% Tax Impact
 - (3) Projected Tax Impact, FY 2022, 2.5.% Tax Impact
 - (4) Line by Line Appropriation Summary, FY 2022, 2.5% Tax Impact
 - (5) General Fund Five Year Financial Forecasting Model, 1.0% Tax Impact
 - (6) Projected Tax Impact, FY 2022, 1.0% Tax Impact
 - (7) Line by Line Appropriation Summary, FY 2022, 1.0% Tax Impact
 - (8) Capital Improvement Summary, FY 2022

Town of Hopkinton; FY 2022 General Fund Sources and Uses
Projected Sources and Uses of Funds, FY 2022, 2.5% & 1.0% Tax Impact

March 16, 2021
March 16, 2021

Sources of Funds	FY21 Sources of Funds	2.5% Tax Impact			1.0% Tax Impact		
		FY22 Estimated Sources of Funds, 2.5% Tax Impact	% Chg. FY21 - FY22 2.5% TI	Tax impact	FY22 Estimated Sources of Funds, 1.0% Tax Impact	% Chg. FY21 - FY22 1.0% TI	Tax impact
Levy Base	\$68,844,684	\$72,765,443	5.7%	2.31%	\$71,759,972	4.2%	1.00%
New Growth	\$2,135,061	\$2,000,000	-6.3%	2.60%	\$2,000,000	-6.3%	2.60%
Debt Exclusions	\$5,938,971	\$6,518,407	9.8%	0.75%	\$6,518,407	9.8%	0.75%
Less - Provision for tax abatements/exemptions	<u>-\$500,000</u>	<u>-\$500,000</u>	0.0%		<u>-\$500,000</u>	0.0%	
Estimated Net Property Tax Revenue	\$76,418,716	\$80,783,850	5.7%	5.66%	\$79,778,379	4.4%	4.35%
Excess from Prior Fiscal Year (Cert. Free Cash)	\$1,427,494	\$2,525,278	76.9%		\$2,525,278	76.9%	
State Aid	\$8,603,524	\$9,409,560	9.4%		\$9,409,560	9.4%	
Less - Regional and State Program Charges	<u>-\$581,354</u>	<u>-\$508,012</u>	12.6%		<u>-\$508,012</u>	-12.6%	
Estimated Net State Aid	\$8,022,170	\$8,901,548	11.0%		\$8,901,548	11.0%	
Mass School Building Authority Reimbursement	\$1,487,086	\$0	-100.0%		\$0	-100.0%	
Excise Tax, Licenses, other Local Receipts	\$4,474,374	\$3,808,347	-14.9%		\$3,808,347	-14.9%	
Cost Share from Enterprise Funds	\$662,178	\$698,595	5.5%		\$698,595	5.5%	
Ambulance, Library Foundation, misc. sources	\$1,090,677	\$1,016,506	-6.8%		\$1,016,506	-6.8%	
Transfer from General Stabilization	\$0	\$382,469	n/a		\$514,140	n/a	
Transfer from School Stabilization	\$0	\$382,469	n/a		\$382,469	n/a	
Total Sources of Funds:	\$93,582,695	\$98,499,062	5.3%		\$97,625,262	4.3%	
	FY 2021 Budgeted Uses of Funds	FY22 Estimated Uses of Funds, 2.5% Tax Impact	% Chg. FY21 - FY22 2.5% TI		FY22 Estimated Uses of Funds, 1.0% Tax Impact	% Chg. FY21 - FY22 1.0% TI	
Uses of Funds							
Tax lien administration costs	\$50,000	\$50,000	0.0%		\$50,000	0.0%	
State funded Library spending	\$18,900	\$25,513	35.0%		\$25,513	35.0%	
Repayment of Debt Principal and Interest	\$8,991,366	\$7,683,149	-14.5%		\$7,683,149	-14.5%	
Deficits and Judgments	\$0	\$0	0.0%		\$0	0.0%	
Snow and Ice Surge Costs	\$0	\$0	0.0%		\$0	0.0%	
General Government	\$4,775,461	\$4,926,350	3.2%		\$4,845,550	1.5%	
General Government - Municipal COVID-19 PPE	\$0	\$200,000	n/a		\$200,000	n/a	
Public Safety	\$6,975,145	\$7,359,365	5.5%		\$7,359,365	5.5%	
Regional Technical Vocational School	\$676,913	\$676,913	0.0%		\$676,913	0.0%	
Education	\$51,206,402	\$53,966,911	5.4%		\$53,278,911	4.0%	
Public Works	\$5,997,212	\$6,214,621	3.6%		\$6,124,621	2.1%	
Health and Human Services	\$1,092,214	\$1,239,862	13.5%		\$1,239,862	13.5%	
Culture and Recreation	\$780,612	\$854,534	9.5%		\$839,534	7.5%	
Employee Benefits and Insurance	\$12,618,470	\$13,348,914	5.8%		\$13,348,914	5.8%	
Transfer to OPEB (post-retirement health care)	\$400,000	\$410,000	2.5%		\$410,000	2.5%	
Transfer to Stabilization	\$0	\$0	0.0%		\$0	0%	
Town Meeting Capital Articles, free cash	\$0	\$1,542,930	n/a		\$1,542,930	n/a	
Total Uses of Funds:	\$93,582,695	\$98,499,062	5.3%		\$97,625,262	4.3%	

Encl: (1)

Town of Hopkinton; General Fund Five Year Financial Forecasting Model, 2.5% Tax Impact March 16, 2021

	FY21 Enacted	FY22 Plan	% Change	FY23 Forecast	FY24 Forecast	FY25 Forecast
Levy Base	\$67,165,545	\$70,990,676		\$74,765,443	\$78,394,579	\$81,903,243
Amended prior year growth	\$0					
2 1/2% increase	\$1,690,070	\$1,774,767	2.50%	\$1,869,136	\$1,959,864	\$2,047,581
New Growth	\$2,135,061	\$2,000,000		\$1,760,000	\$1,548,800	\$1,362,944
Overrides/(Underrides)				\$0	\$0	\$0
Debt Exclusions	\$5,938,971	\$6,518,407		\$6,243,597	\$5,960,990	\$5,600,434
Unused Levy						
Net Tax Levy	\$76,929,647	\$81,283,850		\$84,638,176	\$87,864,233	\$90,914,202
Cherry Sheet Receipts	\$8,603,524	\$9,409,560		\$9,409,560	\$9,409,560	\$9,409,560
MSBA Reimbursements	\$1,487,086	\$0		\$0	\$0	\$0
Local Receipts	\$4,474,374	\$3,808,347		\$3,960,681	\$4,119,108	\$4,283,872
Subtotal, Revenues	\$91,494,631	\$94,501,757		\$98,008,417	\$101,392,902	\$104,607,635
Add: Additional Sources						
Free Cash - operating	\$1,029,205	\$572,348		\$0	\$0	\$0
Free Cash - capital/other	\$393,679	\$1,952,930		\$1,990,230	\$1,870,719	\$1,757,183
Enterprise - Indirect Costs	\$662,178	\$698,595		\$716,060	\$733,961	\$752,310
Overlay Surplus	\$0					
General Stabilization Fund	\$0	\$382,469		\$0	\$0	\$0
School Stabilization Fund		\$382,469				
Other	\$1,084,356	\$1,010,185		\$776,640	\$594,185	\$591,377
Unused Capital Balances		\$6,321		\$25,000	\$25,000	\$25,000
Subtotal	\$3,169,418	\$5,005,317		\$3,507,930	\$3,223,865	\$3,125,870
Less:						
Prov for Abate/Exemp (Overlay)	-\$500,000	-\$500,000		-\$500,000	-\$500,000	-\$500,000
Cherry sheet offsets	-\$18,900	-\$25,513		-\$26,513	-\$27,552	-\$28,632
Snow & Ice	\$0	\$0		\$0	\$0	\$0
Cherry Sheet charges	-\$581,354	-\$508,012		-\$508,012	-\$508,012	-\$508,012
Tax title	-\$50,000	-\$50,000		-\$50,000	-\$50,000	-\$50,000
Deficits & Judgements	\$0	\$0		\$0	\$0	\$0
Debt Service	-\$8,991,366	-\$7,683,149		-\$7,298,834	-\$6,864,656	-\$6,378,916
Parks Enterprise Subsidy	\$0	\$0		\$0	\$0	\$0
Other	\$0	\$0		\$0	\$0	\$0
Subtotal	-\$10,141,620	-\$8,766,674		-\$8,383,359	-\$7,950,220	-\$7,465,560
Net Sources available for Approp	\$84,522,429	\$90,740,400		\$93,132,988	\$96,666,546	\$100,267,944
Expenditures By Category:						
	FY21 Enacted	FY22 Plan	% Change	FY23 Forecast	FY24 Forecast	FY25 Forecast
General Government	\$4,775,461	\$4,926,350	3.16%	\$5,098,772	\$5,277,229	\$5,461,932
Municipal COVID-19 PPE	\$0	\$200,000	100.00%	\$0	\$0	\$0
Public Safety	\$6,975,145	\$7,359,365	5.51%	\$7,616,943	\$7,883,536	\$8,159,460
Education	\$51,883,315	\$54,643,824	5.32%	\$57,376,015	\$60,244,816	\$63,257,057
Public Works	\$5,997,212	\$6,214,621	3.63%	\$6,432,133	\$6,657,257	\$6,890,261
Human Services	\$1,092,214	\$1,239,862	13.52%	\$1,283,257	\$1,328,171	\$1,374,657
Culture & Recreation	\$780,612	\$854,534	9.47%	\$884,443	\$915,398	\$947,437
Employee Benefits & Insurance	\$12,618,470	\$13,348,914	5.79%	\$14,615,773	\$15,785,035	\$17,047,838
Subtotal, Omnibus Budget	\$84,122,429	\$88,787,470		\$93,307,336	\$98,091,443	\$103,138,642
Articles - non-capital						
Articles - capital	\$0	\$1,542,930		\$1,800,000	\$1,800,000	\$1,800,000
Transfer to Stabilization Fund(s)	\$0	\$0		\$208,000	\$213,200	\$218,530
Transfer to OPEB Trust	\$400,000	\$410,000		\$420,250	\$430,756	\$441,525
Total Expenditures	\$84,522,429	\$90,740,400		\$95,735,586	\$100,535,399	\$105,598,697
Surplus (Shortfall)	0	0		-\$2,602,598	-\$3,868,853	-\$5,330,753

ENCL: (2)

Town of Hopkinton; Projected Tax Impact, FY 2022, 2.5.% Tax Impact

March 16, 2021

<u>Overall Tax Impact Summary:</u>	<u>FY21</u>	Tax Impact % Change from FY20	<u>FY22</u>	Maximum Tax Impact % Change from FY21
Prior Year Unused Levy	\$ 341,876	0.47%	\$ -	0.00%
Statutory 2 1/2% Levy Increase	\$ 1,679,139	2.33%	\$ 1,774,767	2.31%
Override/(Underride)	\$ -	0.00%	\$ -	0.00%
Unused Levy	\$ -	0.00%	\$ -	0.00%
Net Change in Principal & Interest on Excluded Debt	\$ 688,908	0.96%	\$ 579,436	0.75%
Change in Tax Levy on Existing Tax Base	\$ 2,709,923	3.76%	\$ 2,354,203	3.06%
Additional Projected Tax Levy from New Growth	\$ 1,900,000	2.64%	\$ 2,000,000	2.60%
New Growth Adjustment (Fall 2020)	\$ 235,061	0.33%	N/A	N/A
Total Increase in Tax Levy	\$ 4,844,984	6.73%	\$ 4,354,203	5.66%

Encl: (3)

Town of Hopkinton; Line by Line Appropriation Summary, FY 2022, 2.5% Tax Impact

March 16, 2021

	FY20 Enacted	(A) FY21 Enacted	(B) FY22 Dept Requests	(C) FY22 Town Mgr. Recommend	(A to C) \$ Chg. FY21-22	(A to C) % Chg. FY21-22
FUND 1000: GENERAL FUND						
General Government						
122 Select Board						
Expenses	2,000	2,000	2,000	2,000	0	0.0%
Total	2,000	2,000	2,000	2,000	0	0.0%
123 Town Manager						
Personal Services	426,250	437,528	452,453	452,453	14,925	3.4%
Expenses	29,300	32,550	31,300	31,300	-1,250	-3.8%
Total	455,550	470,078	483,753	483,753	13,675	2.9%
131 Appropriation Committee						
Expenses	500	500	500	500	0	0.0%
Reserve Fund	125,000	125,000	125,000	125,000	0	0.0%
Total	125,500	125,500	125,500	125,500	0	0.0%
133 Accounting						
Personal Services	278,566	191,676	159,513	159,513	-32,163	-16.8%
Expenses	26,500	28,950	28,200	23,200	-5,750	-19.9%
Total	305,066	220,626	187,713	182,713	-37,913	-17.2%
135 Administration						
Personal Services	132,600	134,589	138,615	138,615	4,026	3.0%
Expenses	2,500	2,000	2,000	1,835	-165	-8.3%
Total	135,100	136,589	140,615	140,450	3,861	2.8%
137 Procurement & Grants						
Personal Services	0	75,000	75,000	75,000	0	0.0%
Expenses	0	5,000	5,000	5,000	0	0.0%
Total	0	80,000	80,000	80,000	0	0.0%
141 Assessors						
Personal Services	198,887	206,001	212,537	212,537	6,536	3.2%
Expenses	14,000	17,300	17,550	17,550	250	1.4%
Appraisal Services	109,000	151,500	181,500	181,500	30,000	19.8%
Total	321,887	374,801	411,587	411,587	36,786	9.8%
145 Treasurer/Collector						
Personal Services	303,256	298,817	307,568	307,568	8,752	2.9%
Expenses	80,500	80,000	76,900	76,900	-3,100	-3.9%
Total	383,756	378,817	384,468	384,468	5,652	1.5%
151 Legal						
Legal Counsel	255,000	275,000	280,000	280,000	5,000	1.8%
Total	255,000	275,000	280,000	280,000	5,000	1.8%
152 Human Resources						
Personal Services	219,325	223,793	229,704	229,704	5,911	2.6%
Compensation Contingency	500,890	325,000	325,000	325,000	0	0.0%
Expenses	123,636	124,236	124,456	124,456	220	0.2%
Total	843,851	673,029	679,160	679,160	6,131	0.9%
155 Information Technology						
Personal Services	298,620	303,161	349,733	349,733	46,572	15.4%
Expenses	536,476	547,184	639,500	639,500	92,316	16.9%

Town of Hopkinton; Line by Line Appropriation Summary, FY 2022, 2.5% Tax Impact

March 16, 2021

	FY20 Enacted	(A) FY21 Enacted	(B) FY22 Dept Requests	(C) FY22 Town Mgr. Recommend	(A to C) \$ Chg. FY21-22	(A to C) % Chg. FY21-22
Total	835,096	850,345	989,233	989,233	138,888	16.3%
161 Town Clerk						
Personal Services	128,938	130,795	191,435	138,435	7,640	5.8%
Expenses	7,709	7,302	7,395	7,395	93	1.3%
Total	136,646	138,097	198,830	145,830	7,733	5.6%
162 Election & Registration						
Personal Services	18,308	25,883	9,750	9,750	-16,133	-62.3%
Expenses	18,488	21,261	15,150	15,150	-6,111	-28.7%
Total	36,795	47,144	24,900	24,900	-22,244	-47.2%
170 Land Use, Planning & Permitting						
Personal Services	505,841	525,150	553,529	553,529	28,379	5.4%
Expenses	20,330	20,300	69,892	44,892	24,592	121.1%
Total	526,171	545,450	623,421	598,421	52,971	9.7%
177 Green Committee						
Expenses	0	0		165	165	100.0%
Total	0	0	0	165	165	100.0%
173 Open Space Committee						
Expenses	3,000	12,100	12,100	12,100	0	0.0%
Total	3,000	12,100	12,100	12,100	0	0.0%
187 Trail Committees						
Upper Charles Tr. Comm. Expenses	52,950	50,679	52,300	52,300	1,621	3.2%
Trails Coord. Mgt. Comm. Expenses		36,081	25,000	25,000	-11,081	-30.7%
Total	52,950	86,760	77,300	77,300	-9,460	-10.9%
192 Town Hall						
Expenses	8,270	8,270	8,270	8,270	0	0.0%
Total	8,270	8,270	8,270	8,270	0	0.0%
194 Cable Committee						
Expenses	0	0	0	0	0	0.0%
Total	0	0	0	0	0	0.0%
199 Other General Government						
Town Reports	5,000	5,000	5,000	5,000	0	0.0%
Audit	48,000	48,000	48,000	48,000	0	0.0%
Transfer: Water Ent., Fire Prot.	297,856	297,856	297,856	247,500	-50,356	-16.9%
Total	350,856	350,856	350,856	300,500	-50,356	-14.4%
Total General Government	4,777,494	4,775,461	5,059,706	4,926,350	150,889	3.2%

COVID 19

Municipal COVID-19 PPE	0	0	200,000	200,000	200,000	n/a
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Public Safety

210 Police

Personal Services	2,654,418	2,692,516	2,850,635	2,850,635	158,119	5.9%
Expenses	175,906	162,506	196,506	175,783	13,277	8.2%
Auxiliary Police Expenses	3,000	3,000	3,000	3,000	0	0.0%
Total	2,833,324	2,858,022	3,050,141	3,029,418	171,396	6.0%

214 Communications

Personal Services	583,999	648,978	680,463	682,180	33,202	5.1%
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Town of Hopkinton; Line by Line Appropriation Summary, FY 2022, 2.5% Tax Impact

March 16, 2021

		(A)	(B)	(C)	(A to C)	(A to C)
	FY20	FY21	FY22 Dept	FY22 Town Mgr.	\$ Chg.	% Chg.
	Enacted	Enacted	Requests	Recommend	FY21-22	FY21-22
Expenses	14,950	40,030	39,585	46,585	6,555	16.4%
Total	598,949	689,008	720,048	728,765	39,757	5.8%
220 Fire						
Personal Services	2,879,521	3,096,078	3,285,943	3,262,944	166,866	5.4%
Expenses	243,507	286,300	295,800	292,500	6,200	2.2%
Total	3,123,028	3,382,378	3,581,743	3,555,444	173,066	5.1%
244 Sealer of Weights & Measures						
Personal Services	3,320	3,320	3,320	3,320	0	0.0%
Expenses	1,300	1,300	1,300	1,300	0	0.0%
Total	4,620	4,620	4,620	4,620	0	0.0%
292 Animal Control						
Personal Services	34,720	34,118	34,118	34,118	0	0.0%
Expenses	7,000	7,000	7,000	7,000	0	0.0%
Total	41,720	41,118	41,118	41,118	0	0.0%
Total Public Safety	6,601,642	6,975,145	7,397,670	7,359,365	384,220	5.5%
Education						
300 Hopkinton Public Schools						
Hopkinton Public Schools	48,044,950	51,206,402	53,966,911	53,966,911	2,760,509	5.4%
Total	48,044,950	51,206,402	53,966,911	53,966,911	2,760,509	5.4%
800 Regional Technical Vocational School						
Regional Schools	599,556	676,913	676,913	676,913	0	0.0%
Total	599,556	676,913	676,913	676,913	0	0.0%
Total Education	48,644,506	51,883,315	54,643,824	54,643,824	2,760,509	5.3%
Public Works						
410 Engineering & Facilities						
Personal Services	285,123	314,907	340,528	322,198	7,291	2.3%
Expenses	986,736	985,736	990,086	990,086	4,350	0.4%
Total	1,271,859	1,300,643	1,330,614	1,312,284	11,641	0.9%
420 Public Works Administration						
Personal Services	426,624	447,884	485,335	485,335	37,451	8.4%
Total	426,624	447,884	485,335	485,335	37,451	8.4%
422 Highway						
Personal Services	874,291	901,019	915,938	915,938	14,919	1.7%
Expenses	574,325	603,200	622,200	618,900	15,700	2.6%
Sidewalk Maintenance	50,000	50,000	50,000	50,000	0	0.0%
Pavement Management	501,000	501,000	550,000	501,000	0	0.0%
Stormwater System	370,000	370,000	370,000	370,000	0	0.0%
Parks & Recreation Facility Support		90,000	105,000	105,000	15,000	16.7%
Lake Maspenock Weed Control	60,000	60,000	60,000	60,000	0	0.0%
Total	2,429,616	2,575,219	2,673,138	2,620,838	45,619	1.8%
423 Snow & Ice						
Snow & Ice Control	350,000	350,000	350,000	350,000	0	0.0%
Total	350,000	350,000	350,000	350,000	0	0.0%
424 Street Lighting						
Street Lights	33,000	33,000	33,000	33,000	0	0.0%
Total	33,000	33,000	33,000	33,000	0	0.0%

Town of Hopkinton; Line by Line Appropriation Summary, FY 2022, 2.5% Tax Impact

March 16, 2021

	FY20 Enacted	(A) FY21 Enacted	(B) FY22 Dept Requests	(C) FY22 Town Mgr. Recommend	(A to C) \$ Chg. FY21-22	(A to C) % Chg. FY21-22
426 Traffic Control						
Traffic Lights	25,000	25,000	25,000	25,000	0	0.0%
Total	25,000	25,000	25,000	25,000	0	0.0%
427 Tree Warden						
Personal Services	14,354	14,354	14,354	14,354	0	0.0%
Expenses	50,000	150,000	250,000	250,000	100,000	66.7%
Total	64,354	164,354	264,354	264,354	100,000	60.8%
429 Other Storm Control						
Storm Control	10,000	10,000	10,000	10,000	0	0.0%
Total	10,000	10,000	10,000	10,000	0	0.0%
433 Waste Collection & Disposal						
Recycling Salaries	17,632	17,632	10,000	10,000	-7,632	-43.3%
Rubbish Collection/Disposal	456,607	468,030	479,750	479,750	11,720	2.5%
Rubbish Disposal	350,000	360,000	367,100	367,100	7,100	2.0%
Recycling Expense	10,000	10,000	20,000	20,000	10,000	100.0%
Recycling Collection/Disposal	214,873	220,250	225,760	225,760	5,510	2.5%
Household Hazardous Waste	14,000	14,000	10,000	10,000	-4,000	-28.6%
Total	1,063,112	1,089,912	1,112,610	1,112,610	22,698	2.1%
491 Cemetary Commission						
Personal Services	200	200	0	0	-200	-100.0%
Expenses	1,000	1,000	1,200	1,200	200	20.0%
Total	1,200	1,200	1,200	1,200	0	0.0%
Total Public Works	5,674,765	5,997,212	6,285,251	6,214,621	217,409	3.6%
<u>Health and Human Services</u>						
511 Health Services						
Personal Services	206,956	210,169	295,000	281,654	71,485	34.0%
Expenses	79,060	79,060	93,690	93,690	14,630	18.5%
Total	286,016	289,229	388,690	375,344	86,115	29.8%
541 Senior Center						
Personal Services	330,323	423,986	426,804	426,804	2,818	0.7%
Expenses	61,750	40,655	40,955	40,955	300	0.7%
Total	392,073	464,641	467,759	467,759	3,118	0.7%
542 Youth & Family Services						
Personal Services	108,160	137,944	213,954	204,440	66,496	48.2%
Expenses	55,670	78,670	68,670	68,670	-10,000	-12.7%
Total	163,830	216,614	282,624	273,110	56,496	26.1%
543 Veterans Services						
Veterans District	46,656	45,429	47,349	47,349	1,920	4.2%
Veterans Service Benefits	70,000	75,000	75,000	75,000	0	0.0%
Veterans Supplies	1,300	1,300	1,300	1,300	0	0.0%
Total	117,956	121,729	123,649	123,649	1,920	1.6%
Total Health & Human Services	959,874	1,092,214	1,262,722	1,239,862	147,648	13.5%
<u>Culture and Recreation</u>						
610 Library						
Personal Services	538,878	548,092	584,838	584,839	36,747	6.7%
Expenses	43,370	47,365	46,865	46,865	-500	-1.1%

Town of Hopkinton; Line by Line Appropriation Summary, FY 2022, 2.5% Tax Impact

March 16, 2021

	FY20 Enacted	(A) FY21 Enacted	(B) FY22 Dept Requests	(C) FY22 Town Mgr. Recommend	(A to C) \$ Chg. FY21-22	(A to C) % Chg. FY21-22
Total	582,248	595,457	631,703	631,704	36,247	6.1%
620 Parks and Recreation						
Personal Services		134,891	171,830	171,830	36,939	27.4%
Expenses		14,000	18,000	18,000	4,000	28.6%
Rec Facility Debt Service		32,714	0	0	-32,714	-100.0%
Total	0	181,605	189,830	189,830	8,225	4.5%
691 Historic Commission						
Expenses	1,000	1,000	1,000	1,000	0	0.0%
Total	1,000	1,000	1,000	1,000	0	0.0%
692 Celebrations						
Memorial Day	2,000	2,000	2,000	2,000	0	0.0%
Total	2,000	2,000	2,000	2,000	0	0.0%
692 Townwide Celebration - Hopkinton Day						
Expenses	0	0	30,000	30,000	30,000	0.0%
Total	0	0	30,000	30,000	30,000	100.0%
695 Historic District Commission						
Expenses	550	550	0	0	-550	-100.0%
Total	550	550	0	0	-550	-100.0%
Total Culture & Recreation	585,798	780,612	854,533	854,534	73,922	9.5%
<u>Debt Service</u>						
700 Debt Service						
Retirement of Debt	6,104,130	6,475,643	5,041,170	5,041,170	-1,434,473	-22.2%
Long Term Interest	2,335,096	2,515,723	2,641,979	2,641,979	126,256	5.0%
Authorized/Unissued	0	0			0	0.0%
Total Debt Service	8,439,226	8,991,366	7,683,149	7,683,149	-1,308,217	-14.5%
<u>Employee Benefits&Insurance</u>						
910 Employee Benefits & Insurance						
Unemployment Insurance	105,000	105,000	120,812	120,822	15,822	15.1%
Medicare Tax	651,000	751,550	864,725	864,715	113,165	15.1%
Life Insurance Premiums	20,000	40,000	46,024	46,024	6,024	15.1%
Health Insurance Premium	7,607,616	8,543,549	8,543,549	8,543,549	0	0.0%
Middlesex County Retirement	2,486,832	2,486,832	2,910,419	2,910,419	423,587	17.0%
Drug and Alcohol Testing	3,000	5,000	5,753	5,753	753	15.1%
Blanket Insurance Premiums	592,000	686,539	857,632	857,632	171,093	24.9%
Total Employee Benefits & Insurance	11,465,448	12,618,470	13,348,914	13,348,914	730,444	5.8%
Total General Fund	87,148,752	93,113,795	96,735,769	96,470,619	3,156,824	3.4%
FUND 2400: COMMUNITY PRESERVATION						
193 CPA Administration						
Personal Services	11,000	11,330	12,095	12,095	765	6.8%
Expenses	49,100	49,100	60,210	60,210	11,110	22.6%
Total	60,100	60,430	72,305	72,305	11,875	19.7%
700 Debt Service						
Retirement of Debt	180,000	255,000	250,000	250,000	-5,000	-2.0%
Long Term Interest	38,594	64,573	51,619	51,619	-12,954	-20.1%
Total	218,594	319,573	301,619	301,619	-17,954	-5.6%

Town of Hopkinton; Line by Line Appropriation Summary, FY 2022, 2.5% Tax Impact

March 16, 2021

	FY20 Enacted	(A) FY21 Enacted	(B) FY22 Dept Requests	(C) FY22 Town Mgr. Recommend	(A to C) \$ Chg. FY21-22	(A to C) % Chg. FY21-22
Total Community Preservation	278,694	380,003	373,924	373,924	-6,079	-1.6%

FUND 6000: SEWER ENTERPRISE

Direct Costs

440 Sewer

Personal Services	173,873	177,742	174,818	174,818	-2,924	-1.6%
Expenses	1,059,704	986,743	913,862	913,862	-72,881	-7.4%
Total	1,233,577	1,164,485	1,088,680	1,088,680	-75,805	-6.5%

700 Debt Service

Retirement of Debt	1,144,397	1,128,918	846,381	846,381	-282,537	-25.0%
Long Term Interest	195,662	168,065	144,063	144,063	-24,002	-14.3%
Total	1,340,059	1,296,983	990,444	990,444	-306,539	-23.6%

Appropriation 2,573,636 2,461,468 2,079,124 2,079,124 -382,344 -15.5%

Indirect Costs

Employee Benefits & Pensions	59,676	60,576	309,724	309,724	249,148	411.3%
Shared Employees	221,501	224,846			-224,846	-100.0%
Shared Facility			0	0	0	
Other (Workers comp)			0	0	0	

Indirect Cost Total 281,178 285,422 309,724 309,724 24,302 8.5%

Total Sewer Enterprise 2,854,814 2,746,890 2,388,848 2,388,848 -358,042 -13.0%

FUND 6100: WATER ENTERPRISE

Direct Costs

450 Water

Personal Services	420,286	437,483	434,572	434,572	-2,911	-0.7%
Expenses	827,546	849,500	860,546	860,546	11,046	1.3%
Total	1,247,832	1,286,983	1,295,118	1,295,118	8,135	0.6%

700 Debt Service

Retirement of Debt	647,411	1,085,028	582,144	582,144	-502,884	-46.3%
Long Term Interest	162,270	417,025	220,728	220,728	-196,297	-47.1%
Total	809,681	1,502,053	802,872	802,872	-699,181	-46.5%

Appropriation 2,057,513 2,789,036 2,097,990 2,097,990 -691,046 -24.8%

Indirect Costs

Employee Benefits & Pensions	129,888	131,849	388,872	388,872	257,023	194.9%
Shared Employees	239,660	243,279			-243,279	-100.0%
Shared Facility					0	0.0%
Other (Workers comp)					0	0.0%

Total 369,547 375,128 388,872 388,872 13,744 3.7%

Total Water Enterprise 2,427,060 3,164,164 2,486,862 2,486,862 -677,302 -21.4%

FUND 6200: PARKS & RECREATION

Direct Costs

630 Parks & Recreation

Personal Services	236,320				0	0.0%
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Town of Hopkinton; Line by Line Appropriation Summary, FY 2022, 2.5% Tax Impact

March 16, 2021

	FY20 Enacted	(A) FY21 Enacted	(B) FY22 Dept Requests	(C) FY22 Town Mgr. Recommend	(A to C) \$ Chg. FY21-22	(A to C) % Chg. FY21-22
Expenses	363,556				0	0.0%
Fruit Street Facility Operation		48,198	0	0	-48,198	-100.0%
Total	599,876	48,198	0	0	-48,198	-100.0%

700 Debt Service

Retirement of Debt	32,700				0	0.0%
Total	32,700	0	0	0	0	0.0%

Indirect Costs

Employee Benefits & Pensions	7,859				0	0.0%
Shared Employees	31,004	1,629			-1,629	-100.0%
Shared Facility		0				
Other (Workers comp)						
Total	38,864	1,629	0	0	-1,629	-100.0%

Total Park and Recreation 671,440 49,827 0 0 -49,827 -100.0%

FUND 6300: PEG ACCESS

Direct Costs

630 PEG Access

Personal Services	50,000	253,000	258,060	258,060	5,060	2.0%
Expenses		86,847	88,584	88,584	1,737	2.0%
Capital Budget		180,000	0	0	-180,000	-100.0%
Total	50,000	519,847	346,644	346,644	-173,203	-33.3%

Total PEG Access Enterprise Fund 50,000 519,847 346,644 346,644 -173,203 -33.3%

Appropriation Summary*

Fund 1000: General Fund	87,148,752	93,113,795	96,735,769	96,470,619	3,156,824	3.4%
Fund 2400: Community Preservation	278,694	380,003	373,924	373,924	-6,079	-1.6%
Fund 6000: Sewer Enterprise	2,854,814	2,746,890	2,388,848	2,388,848	-358,042	-13.0%
Fund 6100: Water Enterprise	2,427,060	3,164,164	2,486,862	2,486,862	-677,302	-21.4%
Fund 6200: Parks & Recreation Enterprise	671,440	49,827	0	0	-49,827	-100.0%
Fund 6300: PEG Access Enterprise	50,000	519,847	346,644	346,644	-173,203	-33.3%
Total	93,430,760	99,974,526	102,332,047	102,066,897	1,892,371	1.9%

*Enterprise Funds Include Indirect Costs

Appropriation Summary	FY20 Enacted	(A) FY21 Enacted	(B) FY22 Dept Requests	(C) FY22 Town Mgr. Recommend	(A to C) \$ Chg. FY21-22	(A to C) % Chg. FY21-22
Fund 1000: General Fund	\$87,148,752	\$93,113,795	\$96,735,769	\$96,470,619	\$3,156,824	3.39%
Fund 2400: Community Preservation	\$278,694	\$380,003	\$373,924	\$373,924	-\$6,079	-1.60%
Fund 6000: Sewer Enterprise	\$2,854,814	\$2,746,890	\$2,388,848	\$2,388,848	-\$358,042	-13.03%
Fund 6100: Water Enterprise	\$2,427,060	\$3,164,164	\$2,486,862	\$2,486,862	-\$677,302	-21.41%
Fund 6200: Parks & Recreation Enterprise	\$671,440	\$49,827	\$0	\$0	-\$49,827	-100.00%
Fund 6300: PEG Access Enterprise	\$50,000	\$519,847	\$346,644	\$346,644	-\$173,203	-33.32%

Town of Hopkinton; Line by Line Appropriation Summary, FY 2022, 2.5% Tax Impact

March 16, 2021

		(A)	(B)	(C)	(A to C)	(A to C)
	FY20 Enacted	FY21 Enacted	FY22 Dept Requests	FY22 Town Mgr. Recommend	\$ Chg. FY21-22	% Chg. FY21-22
Total	\$93,430,760	\$99,974,526	\$102,332,047	\$102,066,897	\$1,892,371	1.89%

Town of Hopkinton; General Fund Five Year Financial Forecasting Model, 1.0% Tax Impact March 16, 2021

	FY21 Enacted	FY22 Plan	% Change	FY23 Forecast	FY24 Forecast	FY25 Forecast
Levy Base	\$67,165,545	\$70,990,676		\$74,765,443	\$78,394,579	\$81,903,243
Amended prior year growth	\$0					
2 1/2% increase	\$1,690,070	\$1,774,767	2.50%	\$1,869,136	\$1,959,864	\$2,047,581
New Growth	\$2,135,061	\$2,000,000		\$1,760,000	\$1,548,800	\$1,362,944
Overrides/(Underrides)				\$0	\$0	\$0
Debt Exclusions	\$5,938,971	\$6,518,407		\$6,243,597	\$5,960,990	\$5,600,434
Unused Levy		-\$1,005,470				
Net Tax Levy	\$76,929,647	\$80,278,380		\$84,638,176	\$87,864,233	\$90,914,202
Cherry Sheet Receipts	\$8,603,524	\$9,409,560		\$9,409,560	\$9,409,560	\$9,409,560
MSBA Reimbursements	\$1,487,086	\$0		\$0	\$0	\$0
Local Receipts	\$4,474,374	\$3,808,347		\$3,960,681	\$4,119,108	\$4,283,872
Subtotal, Revenues	\$91,494,631	\$93,496,287		\$98,008,417	\$101,392,902	\$104,607,635
Add: Additional Sources						
Free Cash - operating	\$1,029,205	\$572,348		\$0	\$0	\$0
Free Cash - capital/other	\$393,679	\$1,952,930		\$1,990,230	\$1,870,719	\$1,757,183
Enterprise - Indirect Costs	\$662,178	\$698,595		\$716,060	\$733,961	\$752,310
Overlay Surplus	\$0					
General Stabilization Fund	\$0	\$514,140		\$0	\$0	\$0
School Stabilization Fund		\$382,469				
Other	\$1,084,356	\$1,010,185		\$776,640	\$594,185	\$591,377
Unused Capital Balances		\$6,321		\$25,000	\$25,000	\$25,000
Subtotal	\$3,169,418	\$5,136,988		\$3,507,930	\$3,223,865	\$3,125,870
Less:						
Prov for Abate/Exemp (Overlay)	-\$500,000	-\$500,000		-\$500,000	-\$500,000	-\$500,000
Cherry sheet offsets	-\$18,900	-\$25,513		-\$26,513	-\$27,552	-\$28,632
Snow & Ice	\$0	\$0		\$0	\$0	\$0
Cherry Sheet charges	-\$581,354	-\$508,012		-\$508,012	-\$508,012	-\$508,012
Tax title	-\$50,000	-\$50,000		-\$50,000	-\$50,000	-\$50,000
Deficits & Judgements	\$0	\$0		\$0	\$0	\$0
Debt Service	-\$8,991,366	-\$7,683,149		-\$7,298,834	-\$6,864,656	-\$6,378,916
Parks Enterprise Subsidy	\$0	\$0		\$0	\$0	\$0
Other	\$0	\$0		\$0	\$0	\$0
Subtotal	-\$10,141,620	-\$8,766,674		-\$8,383,359	-\$7,950,220	-\$7,465,560
Net Sources available for Approp	\$84,522,429	\$89,866,600		\$93,132,988	\$96,666,546	\$100,267,944
Expenditures By Category:	FY21 Enacted	FY22 Plan	% Change	FY23 Forecast	FY24 Forecast	FY25 Forecast
General Government	\$4,775,461	\$4,845,550	1.47%	\$5,015,144	\$5,190,674	\$5,372,348
Municipal COVID-19 PPE	\$0	\$200,000	100.00%	\$0	\$0	\$0
Public Safety	\$6,975,145	\$7,359,365	5.51%	\$7,616,943	\$7,883,536	\$8,159,460
Education	\$51,883,315	\$53,955,824	3.99%	\$56,653,615	\$59,486,296	\$62,460,611
Public Works	\$5,997,212	\$6,124,621	2.12%	\$6,338,983	\$6,560,847	\$6,790,477
Human Services	\$1,092,214	\$1,239,862	13.52%	\$1,283,257	\$1,328,171	\$1,374,657
Culture & Recreation	\$780,612	\$839,534	7.55%	\$868,918	\$899,330	\$930,806
Employee Benefits & Insurance	\$12,618,470	\$13,348,914	5.79%	\$14,615,773	\$15,785,035	\$17,047,838
Subtotal, Omnibus Budget	\$84,122,429	\$87,913,670		\$92,392,633	\$97,133,889	\$102,136,196
Articles - non-capital						
Articles - capital	\$0	\$1,542,930		\$1,800,000	\$1,800,000	\$1,800,000
Transfer to Stabilization Fund(s)	\$0	\$0		\$208,000	\$213,200	\$218,530
Transfer to OPEB Trust	\$400,000	\$410,000		\$420,250	\$430,756	\$441,525
Total Expenditures	\$84,522,429	\$89,866,600		\$94,820,883	\$99,577,845	\$104,596,251
Surplus (Shortfall)	0	0		-\$1,687,895	-\$2,911,299	-\$4,328,307

Town of Hopkinton; Projected Tax Impact, FY 2022, 1.0% Tax Impact

March 16, 2021

<u>Overall Tax Impact Summary:</u>	<u>FY21</u>	Tax Impact % Change from FY20	<u>FY22</u>	Tax Impact % Change from FY21
Prior Year Unused Levy	\$ 341,876	0.47%	\$ -	0.00%
Statutory 2 1/2% Levy Increase	\$ 1,679,139	2.33%	\$ 1,774,767	2.31%
Override/(Underride)	\$ -	0.00%	\$ -	0.00%
Unused Levy	\$ -	0.00%	\$ (1,005,470)	-1.31%
Net Change in Principal & Interest on Excluded Debt	\$ 688,908	0.96%	\$ 579,436	0.75%
Change in Tax Levy on Existing Tax Base	\$ 2,709,923	3.76%	\$ 1,348,733	1.75%
Additional Projected Tax Levy from New Growth	\$ 1,900,000	2.64%	\$ 2,000,000	2.60%
New Growth Adjustment (Fall 2020)	\$ 235,061	0.33%	N/A	N/A
Total Increase in Tax Levy	\$ 4,844,984	6.73%	\$ 3,348,733	4.35%

Encl: (6)

Town of Hopkinton; Line by Line Appropriation Summary, FY 2022, 1.0% Tax Impact **March 16, 2021**

	FY20 Enacted	(A) FY21 Enacted	(B) FY22 Dept Requests	(C) FY22 Town Mgr. Recommend	(A to C) \$ Chg. FY21-22	(A to C) % Chg. FY21-22
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FUND 1000: GENERAL FUND

General Government

122 Select Board

Expenses	2,000	2,000	2,000	2,000	0	0.0%
Total	2,000	2,000	2,000	2,000	0	0.0%

123 Town Manager

Personal Services	426,250	437,528	452,453	452,453	14,925	3.4%
Expenses	29,300	32,550	31,300	31,300	-1,250	-3.8%
Total	455,550	470,078	483,753	483,753	13,675	2.9%

131 Appropriation Committee

Expenses	500	500	500	500	0	0.0%
Reserve Fund	125,000	125,000	125,000	125,000	0	0.0%
Total	125,500	125,500	125,500	125,500	0	0.0%

133 Accounting

Personal Services	278,566	191,676	159,513	159,513	-32,163	-16.8%
Expenses	26,500	28,950	28,200	23,200	-5,750	-19.9%
Total	305,066	220,626	187,713	182,713	-37,913	-17.2%

135 Administration

Personal Services	132,600	134,589	138,615	138,615	4,026	3.0%
Expenses	2,500	2,000	2,000	1,835	-165	-8.3%
Total	135,100	136,589	140,615	140,450	3,861	2.8%

137 Procurement & Grants

Personal Services	0	75,000	75,000	75,000	0	0.0%
Expenses	0	5,000	5,000	5,000	0	0.0%
Total	0	80,000	80,000	80,000	0	0.0%

141 Assessors

Personal Services	198,887	206,001	212,537	212,537	6,536	3.2%
Expenses	14,000	17,300	17,550	17,550	250	1.4%
Appraisal Services	109,000	151,500	181,500	161,500	10,000	6.6%
Total	321,887	374,801	411,587	391,587	16,786	4.5%

145 Treasurer/Collector

Personal Services	303,256	298,817	307,568	307,568	8,752	2.9%
Expenses	80,500	80,000	76,900	76,900	-3,100	-3.9%
Total	383,756	378,817	384,468	384,468	5,652	1.5%

151 Legal

Legal Counsel	255,000	275,000	280,000	280,000	5,000	1.8%
Total	255,000	275,000	280,000	280,000	5,000	1.8%

152 Human Resources

Personal Services	219,325	223,793	229,704	229,704	5,911	2.6%
Compensation Contingency	500,890	325,000	325,000	325,000	0	0.0%
Expenses	123,636	124,236	124,456	114,456	-9,780	-7.9%

Town of Hopkinton; Line by Line Appropriation Summary, FY 2022, 1.0% Tax Impact March 16, 2021

	FY20 Enacted	(A) FY21 Enacted	(B) FY22 Dept Requests	(C) FY22 Town Mgr. Recommend	(A to C) \$ Chg. FY21-22	(A to C) % Chg. FY21-22
Total	843,851	673,029	679,160	669,160	-3,869	-0.6%
155 Information Technology						
Personal Services	298,620	303,161	349,733	349,733	46,572	15.4%
Expenses	536,476	547,184	639,500	588,700	41,516	7.6%
Total	835,096	850,345	989,233	938,433	88,088	10.4%
161 Town Clerk						
Personal Services	128,938	130,795	191,435	138,435	7,640	5.8%
Expenses	7,709	7,302	7,395	7,395	93	1.3%
Total	136,646	138,097	198,830	145,830	7,733	5.6%
162 Election & Registration						
Personal Services	18,308	25,883	9,750	9,750	-16,133	-62.3%
Expenses	18,488	21,261	15,150	15,150	-6,111	-28.7%
Total	36,795	47,144	24,900	24,900	-22,244	-47.2%
170 Land Use, Planning & Permitting						
Personal Services	505,841	525,150	553,529	553,529	28,379	5.4%
Expenses	20,330	20,300	69,892	44,892	24,592	121.1%
Total	526,171	545,450	623,421	598,421	52,971	9.7%
177 Green Committee						
Expenses	0	0		165	165	100.0%
Total	0	0	0	165	165	100.0%
173 Open Space Committee						
Expenses	3,000	12,100	12,100	12,100	0	0.0%
Total	3,000	12,100	12,100	12,100	0	0.0%
187 Trail Committees						
Upper Charles Tr. Comm. Expenses	52,950	50,679	52,300	52,300	1,621	3.2%
Trails Coord. Mgt. Comm. Expenses		36,081	25,000	25,000	-11,081	-30.7%
Total	52,950	86,760	77,300	77,300	-9,460	-10.9%
192 Town Hall						
Expenses	8,270	8,270	8,270	8,270	0	0.0%
Total	8,270	8,270	8,270	8,270	0	0.0%
194 Cable Committee						
Expenses	0	0	0	0	0	0.0%
Total	0	0	0	0	0	0.0%
199 Other General Government						
Town Reports	5,000	5,000	5,000	5,000	0	0.0%
Audit	48,000	48,000	48,000	48,000	0	0.0%
Transfer: Water Ent., Fire Prot.	297,856	297,856	297,856	247,500	-50,356	-16.9%
Total	350,856	350,856	350,856	300,500	-50,356	-14.4%
Total General Government	4,777,494	4,775,461	5,059,706	4,845,550	70,089	1.5%
COVID 19						
Municipal COVID-19 PPE	0	0	200,000	200,000	200,000	n/a

Town of Hopkinton; Line by Line Appropriation Summary, FY 2022, 1.0% Tax Impact **March 16, 2021**

	FY20 Enacted	(A) FY21 Enacted	(B) FY22 Dept Requests	(C) FY22 Town Mgr. Recommend	(A to C) \$ Chg. FY21-22	(A to C) % Chg. FY21-22
Public Safety						
210 Police						
Personal Services	2,654,418	2,692,516	2,850,635	2,850,635	158,119	5.9%
Expenses	175,906	162,506	196,506	175,783	13,277	8.2%
Auxiliary Police Expenses	3,000	3,000	3,000	3,000	0	0.0%
Total	2,833,324	2,858,022	3,050,141	3,029,418	171,396	6.0%
214 Communications						
Personal Services	583,999	648,978	680,463	682,180	33,202	5.1%
Expenses	14,950	40,030	39,585	46,585	6,555	16.4%
Total	598,949	689,008	720,048	728,765	39,757	5.8%
220 Fire						
Personal Services	2,879,521	3,096,078	3,285,943	3,262,944	166,866	5.4%
Expenses	243,507	286,300	295,800	292,500	6,200	2.2%
Total	3,123,028	3,382,378	3,581,743	3,555,444	173,066	5.1%
244 Sealer of Weights & Measures						
Personal Services	3,320	3,320	3,320	3,320	0	0.0%
Expenses	1,300	1,300	1,300	1,300	0	0.0%
Total	4,620	4,620	4,620	4,620	0	0.0%
292 Animal Control						
Personal Services	34,720	34,118	34,118	34,118	0	0.0%
Expenses	7,000	7,000	7,000	7,000	0	0.0%
Total	41,720	41,118	41,118	41,118	0	0.0%
Total Public Safety	6,601,642	6,975,145	7,397,670	7,359,365	384,220	5.5%
Education						
300 Hopkinton Public Schools						
Hopkinton Public Schools	48,044,950	51,206,402	53,966,911	53,278,911	2,072,509	4.0%
Total	48,044,950	51,206,402	53,966,911	53,278,911	2,072,509	4.0%
800 Regional Technical Vocational School						
Regional Schools	599,556	676,913	676,913	676,913	0	0.0%
Total	599,556	676,913	676,913	676,913	0	0.0%
Total Education	48,644,506	51,883,315	54,643,824	53,955,824	2,072,509	4.0%
Public Works						
410 Engineering & Facilities						
Personal Services	285,123	314,907	340,528	322,198	7,291	2.3%
Expenses	986,736	985,736	990,086	990,086	4,350	0.4%
Total	1,271,859	1,300,643	1,330,614	1,312,284	11,641	0.9%
420 Public Works Administration						
Personal Services	426,624	447,884	485,335	485,335	37,451	8.4%
Total	426,624	447,884	485,335	485,335	37,451	8.4%
422 Highway						
Personal Services	874,291	901,019	915,938	915,938	14,919	1.7%
Expenses	574,325	603,200	622,200	618,900	15,700	2.6%

Town of Hopkinton; Line by Line Appropriation Summary, FY 2022, 1.0% Tax Impact March 16, 2021

	FY20 Enacted	(A) FY21 Enacted	(B) FY22 Dept Requests	(C) FY22 Town Mgr. Recommend	(A to C) \$ Chg. FY21-22	(A to C) % Chg. FY21-22
Sidewalk Maintenance	50,000	50,000	50,000	50,000	0	0.0%
Pavement Management	501,000	501,000	550,000	501,000	0	0.0%
Stormwater System	370,000	370,000	370,000	370,000	0	0.0%
Parks & Recreation Facility Support		90,000	105,000	90,000	0	0.0%
Lake Maspenock Weed Control	60,000	60,000	60,000	60,000	0	0.0%
Total	2,429,616	2,575,219	2,673,138	2,605,838	30,619	1.2%
423 Snow & Ice						
Snow & Ice Control	350,000	350,000	350,000	350,000	0	0.0%
Total	350,000	350,000	350,000	350,000	0	0.0%
424 Street Lighting						
Street Lights	33,000	33,000	33,000	33,000	0	0.0%
Total	33,000	33,000	33,000	33,000	0	0.0%
426 Traffic Control						
Traffic Lights	25,000	25,000	25,000	25,000	0	0.0%
Total	25,000	25,000	25,000	25,000	0	0.0%
427 Tree Warden						
Personal Services	14,354	14,354	14,354	14,354	0	0.0%
Expenses	50,000	150,000	250,000	175,000	25,000	16.7%
Total	64,354	164,354	264,354	189,354	25,000	15.2%
429 Other Storm Control						
Storm Control	10,000	10,000	10,000	10,000	0	0.0%
Total	10,000	10,000	10,000	10,000	0	0.0%
433 Waste Collection & Disposal						
Recycling Salaries	17,632	17,632	10,000	10,000	-7,632	-43.3%
Rubbish Collection/Disposal	456,607	468,030	479,750	479,750	11,720	2.5%
Rubbish Disposal	350,000	360,000	367,100	367,100	7,100	2.0%
Recycling Expense	10,000	10,000	20,000	20,000	10,000	100.0%
Recycling Collection/Disposal	214,873	220,250	225,760	225,760	5,510	2.5%
Household Hazardous Waste	14,000	14,000	10,000	10,000	-4,000	-28.6%
Total	1,063,112	1,089,912	1,112,610	1,112,610	22,698	2.1%
491 Cemetery Commission						
Personal Services	200	200	0	0	-200	-100.0%
Expenses	1,000	1,000	1,200	1,200	200	20.0%
Total	1,200	1,200	1,200	1,200	0	0.0%
Total Public Works	5,674,765	5,997,212	6,285,251	6,124,621	127,409	2.1%
Health and Human Services						
511 Health Services						
Personal Services	206,956	210,169	295,000	281,654	71,485	34.0%
Expenses	79,060	79,060	93,690	93,690	14,630	18.5%
Total	286,016	289,229	388,690	375,344	86,115	29.8%
541 Senior Center						
Personal Services	330,323	423,986	426,804	426,804	2,818	0.7%

Town of Hopkinton; Line by Line Appropriation Summary, FY 2022, 1.0% Tax Impact March 16, 2021

	FY20 Enacted	(A) FY21 Enacted	(B) FY22 Dept Requests	(C) FY22 Town Mgr. Recommend	(A to C) \$ Chg. FY21-22	(A to C) % Chg. FY21-22
Expenses	61,750	40,655	40,955	40,955	300	0.7%
Total	392,073	464,641	467,759	467,759	3,118	0.7%
542 Youth & Family Services						
Personal Services	108,160	137,944	213,954	204,440	66,496	48.2%
Expenses	55,670	78,670	68,670	68,670	-10,000	-12.7%
Total	163,830	216,614	282,624	273,110	56,496	26.1%
543 Veterans Services						
Veterans District	46,656	45,429	47,349	47,349	1,920	4.2%
Veterans Service Benefits	70,000	75,000	75,000	75,000	0	0.0%
Veterans Supplies	1,300	1,300	1,300	1,300	0	0.0%
Total	117,956	121,729	123,649	123,649	1,920	1.6%
Total Health & Human Services	959,874	1,092,214	1,262,722	1,239,862	147,648	13.5%
<u>Culture and Recreation</u>						
610 Library						
Personal Services	538,878	548,092	584,838	584,839	36,747	6.7%
Expenses	43,370	47,365	46,865	46,865	-500	-1.1%
Total	582,248	595,457	631,703	631,704	36,247	6.1%
620 Parks and Recreation						
Personal Services		134,891	171,830	171,830	36,939	27.4%
Expenses		14,000	18,000	18,000	4,000	28.6%
Rec Facility Debt Service		32,714	0	0	-32,714	-100.0%
Total	0	181,605	189,830	189,830	8,225	4.5%
691 Historic Commission						
Expenses	1,000	1,000	1,000	1,000	0	0.0%
Total	1,000	1,000	1,000	1,000	0	0.0%
692 Celebrations						
Memorial Day	2,000	2,000	2,000	2,000	0	0.0%
Total	2,000	2,000	2,000	2,000	0	0.0%
692 Townwide Celebration - Hopkinton Day						
Expenses	0	0	30,000	15,000	15,000	0.0%
Total	0	0	30,000	15,000	15,000	100.0%
695 Historic District Commission						
Expenses	550	550	0	0	-550	-100.0%
Total	550	550	0	0	-550	-100.0%
Total Culture & Recreation	585,798	780,612	854,533	839,534	58,922	7.5%
<u>Debt Service</u>						
700 Debt Service						
Retirement of Debt	6,104,130	6,475,643	5,041,170	5,041,170	-1,434,473	-22.2%
Long Term Interest	2,335,096	2,515,723	2,641,979	2,641,979	126,256	5.0%
Authorized/Unissued	0	0			0	0.0%
Total Debt Service	8,439,226	8,991,366	7,683,149	7,683,149	-1,308,217	-14.5%
<u>Employee Benefits&Insurance</u>						

Town of Hopkinton; Line by Line Appropriation Summary, FY 2022, 1.0% Tax Impact March 16, 2021

	FY20 Enacted	(A) FY21 Enacted	(B) FY22 Dept Requests	(C) FY22 Town Mgr. Recommend	(A to C) \$ Chg. FY21-22	(A to C) % Chg. FY21-22
910 Employee Benefits & Insurance						
Unemployment Insurance	105,000	105,000	120,812	120,822	15,822	15.1%
Medicare Tax	651,000	751,550	864,725	864,715	113,165	15.1%
Life Insurance Premiums	20,000	40,000	46,024	46,024	6,024	15.1%
Health Insurance Premium	7,607,616	8,543,549	8,543,549	8,543,549	0	0.0%
Middlesex County Retirement	2,486,832	2,486,832	2,910,419	2,910,419	423,587	17.0%
Drug and Alcohol Testing	3,000	5,000	5,753	5,753	753	15.1%
Blanket Insurance Premiums	592,000	686,539	857,632	857,632	171,093	24.9%
Total Employee Benefits & Insurance	11,465,448	12,618,470	13,348,914	13,348,914	730,444	5.8%
Total General Fund	87,148,752	93,113,795	96,735,769	95,596,819	2,283,024	2.5%

FUND 2400: COMMUNITY PRESERVATION

193 CPA Administration

Personal Services	11,000	11,330	12,095	12,095	765	6.8%
Expenses	49,100	49,100	60,210	60,210	11,110	22.6%
Total	60,100	60,430	72,305	72,305	11,875	19.7%

700 Debt Service

Retirement of Debt	180,000	255,000	250,000	250,000	-5,000	-2.0%
Long Term Interest	38,594	64,573	51,619	51,619	-12,954	-20.1%
Total	218,594	319,573	301,619	301,619	-17,954	-5.6%

Total Community Preservation 278,694 380,003 373,924 373,924 -6,079 -1.6%

FUND 6000: SEWER ENTERPRISE

Direct Costs

440 Sewer

Personal Services	173,873	177,742	174,818	174,818	-2,924	-1.6%
Expenses	1,059,704	986,743	913,862	913,862	-72,881	-7.4%
Total	1,233,577	1,164,485	1,088,680	1,088,680	-75,805	-6.5%

700 Debt Service

Retirement of Debt	1,144,397	1,128,918	846,381	846,381	-282,537	-25.0%
Long Term Interest	195,662	168,065	144,063	144,063	-24,002	-14.3%
Total	1,340,059	1,296,983	990,444	990,444	-306,539	-23.6%

Appropriation 2,573,636 2,461,468 2,079,124 2,079,124 -382,344 -15.5%

Indirect Costs

Employee Benefits & Pensions	59,676	60,576	309,724	309,724	249,148	411.3%
Shared Employees	221,501	224,846			-224,846	-100.0%
Shared Facility			0	0	0	
Other (Workers comp)			0	0	0	

Indirect Cost Total 281,178 285,422 309,724 309,724 24,302 8.5%

Total Sewer Enterprise 2,854,814 2,746,890 2,388,848 2,388,848 -358,042 -13.0%

FUND 6100: WATER ENTERPRISE

Direct Costs

Town of Hopkinton; Line by Line Appropriation Summary, FY 2022, 1.0% Tax Impact March 16, 2021

	FY20 Enacted	(A) FY21 Enacted	(B) FY22 Dept Requests	(C) FY22 Town Mgr. Recommend	(A to C) \$ Chg. FY21-22	(A to C) % Chg. FY21-22
450 Water						
Personal Services	420,286	437,483	434,572	434,572	-2,911	-0.7%
Expenses	827,546	849,500	860,546	860,546	11,046	1.3%
Total	1,247,832	1,286,983	1,295,118	1,295,118	8,135	0.6%
700 Debt Service						
Retirement of Debt	647,411	1,085,028	582,144	582,144	-502,884	-46.3%
Long Term Interest	162,270	417,025	220,728	220,728	-196,297	-47.1%
Total	809,681	1,502,053	802,872	802,872	-699,181	-46.5%
Appropriation	2,057,513	2,789,036	2,097,990	2,097,990	-691,046	-24.8%
Indirect Costs						
Employee Benefits & Pensions	129,888	131,849	388,872	388,872	257,023	194.9%
Shared Employees	239,660	243,279			-243,279	-100.0%
Shared Facility					0	0.0%
Other (Workers comp)					0	0.0%
Total	369,547	375,128	388,872	388,872	13,744	3.7%
Total Water Enterprise	2,427,060	3,164,164	2,486,862	2,486,862	-677,302	-21.4%

FUND 6200: PARKS & RECREATION

Direct Costs						
630 Parks & Recreation						
Personal Services	236,320				0	0.0%
Expenses	363,556				0	0.0%
Fruit Street Facility Operation		48,198	0	0	-48,198	-100.0%
Total	599,876	48,198	0	0	-48,198	-100.0%
700 Debt Service						
Retirement of Debt	32,700				0	0.0%
Total	32,700	0	0	0	0	0.0%
Indirect Costs						
Employee Benefits & Pensions	7,859				0	0.0%
Shared Employees	31,004	1,629			-1,629	-100.0%
Shared Facility		0				
Other (Workers comp)						
Total	38,864	1,629	0	0	-1,629	-100.0%
Total Park and Recreation	671,440	49,827	0	0	-49,827	-100.0%

FUND 6300: PEG ACCESS

Direct Costs						
630 PEG Access						
Personal Services	50,000	253,000	258,060	258,060	5,060	2.0%
Expenses		86,847	88,584	88,584	1,737	2.0%

Town of Hopkinton; Line by Line Appropriation Summary, FY 2022, 1.0% Tax Impact March 16, 2021

		(A) FY20 Enacted	(B) FY21 Enacted	(C) FY22 Dept Requests	(C) FY22 Town Mgr. Recommend	(A to C) \$ Chg. FY21-22	(A to C) % Chg. FY21-22
Capital Budget			180,000	0	0	-180,000	-100.0%
Total		50,000	519,847	346,644	346,644	-173,203	-33.3%
Total PEG Access Enterprise Fund		50,000	519,847	346,644	346,644	-173,203	-33.3%

Appropriation Summary*

Fund 1000: General Fund	87,148,752	93,113,795	96,735,769	95,596,819	2,283,024	2.5%
Fund 2400: Community Preservation	278,694	380,003	373,924	373,924	-6,079	-1.6%
Fund 6000: Sewer Enterprise	2,854,814	2,746,890	2,388,848	2,388,848	-358,042	-13.0%
Fund 6100: Water Enterprise	2,427,060	3,164,164	2,486,862	2,486,862	-677,302	-21.4%
Fund 6200: Parks & Recreation Enterprise	671,440	49,827	0	0	-49,827	-100.0%
Fund 6300: PEG Access Enterprise	50,000	519,847	346,644	346,644	-173,203	-33.3%
Total	93,430,760	99,974,526	102,332,047	101,193,097	1,018,571	1.0%

*Enterprise Funds Include Indirect Costs

		(A) FY20 Enacted	(B) FY21 Enacted	(C) FY22 Dept Requests	(C) FY22 Town Mgr. Recommend	(A to C) \$ Chg. FY21-22	(A to C) % Chg. FY21-22
Appropriation Summary							
Fund 1000: General Fund	\$87,148,752	\$93,113,795	\$96,735,769	\$95,596,819	\$2,283,024	2.45%	
Fund 2400: Community Preservation	\$278,694	\$380,003	\$373,924	\$373,924	-\$6,079	-1.60%	
Fund 6000: Sewer Enterprise	\$2,854,814	\$2,746,890	\$2,388,848	\$2,388,848	-\$358,042	-13.03%	
Fund 6100: Water Enterprise	\$2,427,060	\$3,164,164	\$2,486,862	\$2,486,862	-\$677,302	-21.41%	
Fund 6200: Parks & Recreation Enterprise	\$671,440	\$49,827	\$0	\$0	-\$49,827	-100.00%	
Fund 6300: PEG Access Enterprise	\$50,000	\$519,847	\$346,644	\$346,644	-\$173,203	-33.32%	
Total	\$93,430,760	\$99,974,526	\$102,332,047	\$101,193,097	\$1,018,571	1.02%	

General Fund - Pay as You Go				
	Hopkinton Department	Project	Amount Requested	Town Manager Recommends
P1	Public Schools	White House Renovation Project, partial	\$206,000	\$0
P2	Public Schools	District Planning Study	\$80,000	\$80,000
P3	Public Schools	School Security Camera Upgrades	\$200,000	\$200,000
P4	Public Schools	Data Center Firewall/HS Bell System Upgrade	\$75,000	\$75,000
P5	Public Schools	Heavy Duty Pickup Replacement	\$59,500	\$0
P6	Public Schools	Wetlands Order of Condition, Additional Funding	\$60,000	\$0
P7	Public Schools	Middle School Boiler, Additional Funding	\$201,000	\$201,000
P8	Police Department	Police Patrol Cruiser Replacement (3 units)	\$174,999	\$174,999
P9	Information Tech.	End User Computer Hardware Cyclical Refresh	\$38,550	\$0
P10	Information Tech.	Cyclical Replacement of Two Multi-Function Printers	\$16,000	\$16,000
P11	Information Tech.	Replace Security Cameras; Police and Fire Stations	\$34,931	\$34,931
P12	Facilities	Utility Truck with Plow and Lift Gate	\$40,000	\$0
P13	Facilities	EMC Park Drainage Remediation	\$300,000	\$300,000
P14	Fire Department	Replace Ambulance (Vehicle A-1/Ford F550)*	\$60,000	\$60,000
P15	Fire Department	Engine 4 Refurbishment	\$110,000	\$110,000
P16	Public Works	Replace Wood Chipper	\$51,000	\$51,000
P17	Public Works	Replace Truck Ford F550 and plow	\$96,000	\$96,000
P18	Public Works	Excavator and Trailer	\$84,000	\$84,000
P19	Public Works	Street Sweeper	\$260,000	\$0
P20	Public Works	Retaining Wall, Wood and Elm Streets	\$120,000	\$0
P21	Facilities	Center School Planning Study	\$0	\$60,000

* Additional \$300,000 from Ambulance F

Total Pay as You Go: \$2,266,980 \$1,542,930

General Fund - Borrowing Excluded from Tax Levy Limit					
	Hopkinton Department	Project	Amount Requested	Town Manager Recommends	Tax Impact
E1	Public Schools	Roof Replacement, Hopkins and Middle Schools	\$3,000,000	\$3,000,000	
		<i>Estimated Year 1 Principal & Interest</i>	\$272,539	\$272,539	0.35%
E2	Public Schools	Marathon Classroom Addition (4 classrooms)	\$3,625,000	\$3,625,000	
		<i>Estimated Year 1 Principal & Interest</i>	\$275,127	\$275,127	0.36%
E3	Public Schools	HVAC Renewal and Direct Digital Control Upgrade	\$350,000	\$350,000	
		<i>Estimated Year 1 Principal & Interest</i>	\$31,796	\$31,796	0.04%
E4	Facilities	Center School Renovation Feasibility/Schematic Design	\$375,000	\$0	
		<i>Estimated Year 1 Principal & Interest</i>	\$84,521	\$0	0.00%
E5	Facilities	Police Station Roof Replacement	\$250,000	\$250,000	
		<i>Estimated Year 1 Principal & Interest</i>	\$22,712	\$22,712	0.03%
Total Borrowing Excluded from Tax Levy Limit:			\$7,600,000	\$7,225,000	
<i>Estimated Year 1 Principal & Interest</i>			<i>\$686,695</i>	<i>\$602,174</i>	<i>0.78%</i>


Encl: (8) 1 of 2

Capital - Community Preservation Act				
	<u>Hopkinton Department</u>	<u>Project</u>	<u>Amount Requested</u>	<u>Town Manager Recommends</u>
C1	Cemetery Comm.	Historic Headstone Restoration	\$20,000	\$20,000
C2	Parks-Rec Comm.	EMC Playground Additional Equipment	\$60,000	\$60,000
C3	Parks-Rec Comm.	EMC Skatepark	\$350,000	\$350,000
C4	Parks-Rec Comm.	EMC Skatepark Netting	\$40,000	\$40,000
C5	Town Mrg/YFS	COVID-19 Emergency Housing Relief	\$90,000	\$90,000
C6	Trl Coord-Mgt Com	Chamberlain Connector Trail	\$75,000	\$75,000
C7	Parks-Rec Comm.	Lacrosse Wall Prep for Turf Surface	\$22,000	\$22,000
C8	Up.Chs.Trail.Comm	Purchase Dunbar Property	TBD	TBD
C9	Facilities	Center School Windows	\$0	\$0
C10	Up.Chs.Trail.Comm	Mezzit Property Acquisition	\$0	\$0
C11	Trl Coord-Mgt Com	0 Hayden Rowe Echo Trail Access	\$0	\$0
Total Community Preservation Act			\$657,000	\$657,000

Capital - Sewer Enterprise Fund				
	<u>Hopkinton Department</u>	<u>Project</u>	<u>Amount Requested</u>	<u>Town Manager Recommends</u>
S1	Sewer Enterprise	Inflow Infiltration Investigation, from Ret. Earn.	\$ 80,000	\$80,000
S2	Sewer Enterprise	Replace Truck Ford F350, from Ret. Earn.	\$ 53,000	\$53,000
Total Sewer Enterprise Fund			\$133,000	\$133,000

Capital - Water Enterprise Fund				
	<u>Hopkinton Department</u>	<u>Project</u>	<u>Amount Requested</u>	<u>Town Manager Recommends</u>
W1	Water Enterprise	Cleaning wells 7 & 8, Aprilla Farm, from Ret. Earn.	\$ 40,000	\$40,000
W2	Water Enterprise	Water Main - Woody Island Road, from Ret. Earn.	\$ 280,000	\$280,000
W3	Water Enterprise	Pratt Farm Well Field, Borrow	\$ 195,000	\$195,000
W4	Water Enterprise	Grove Street Chlorine Injection, Borrow	\$ 300,000	\$300,000
		<i>Estimated Year 1 Principal & Interest</i>	\$55,508	\$55,508
Total Water Enterprise Fund			\$815,000	\$815,000

Encl: (8) 2 of 2

To: Select Board
From: Norman Khumalo 
Date: March 12, 2021
Ref: Staff Report - Select Board March 16, 2021 Meeting

1. *Main Street Corridor Project:* Per Town Engineer:
 - a. Survey crews continue to work throughout the Project rea..
 - b. 193 people have signed up to receive updates through the Main Street Corridor project website www.hopkintonmainstreet.com. The website is now secure (https) and has also been formatted for ease sharing through social media (facebook and twitter). Its live video feeds will be tied to YouTube. The Project website will continue to be updated throughout the Project. Go to the website to sign up for Project Updates. A QR Code has been developed for quick access to the site.
 - c. Construction Advisory #2 was sent out Friday, March 5th, noting tree removal work for the project was being scheduled for the upcoming week. Trees to be removed as part of the Project were marked by the tree removal company and the Town on March 9th. The Town is contacting individual property owners being directly impacted by this work.
 - d. Amorello has begun utilizing Marathon Way and the Snow Dump as a laydown/staging areas. The Town plans to also utilize the old parking lot for Carrigan Field off Marshall Avenue for a similar purpose. On March 5th, the Town Engineer reviewed this matter with the Parks and Recreation Commission (Parks and Rec Commission manage the site on-behalf of the Town. The Commission moved to continue the discussion to their next meeting on March 17th. A letter explaining has been drafted and will be shared with the commission and abutters..
 - e. Locations for the four project cameras have been selected. Once installed and operational, additional details will be provided on the project website.
 - f. Road Opening Permit submitted to DPW. Hours of construction activity will be between 7AM and 3 PM. Large track excavators will be parked within work zones overnight. They will be moved to the side of the street at the end of the workday. Safety precautions will be maintained for safe pedestrian and vehicle travel.
 - g. Eversource Gas continues their work, now overlapping the Main Street Corridor Project work.
2. *All-Hands Meeting:* Over 80 staff and board members attended the meeting. The takeaway survey has been deployed and over 36 responses have been received, to date. We will share the results of the survey as soon as the survey closes.
3. *Community Satisfaction Survey:* The results of the Town's second Community Satisfaction survey will be shared with the Board at the meeting. The first survey was in 2013. The report is included in the meeting packet and available to the public. It comprises trends analysis, community livability report and demographic comparisons. Per the Report's findings:
 - a. overall ratings in Hopkinton for 2020 generally remained stable. Residents offered

higher evaluations of various aspects of local Governance in 2020 compared to 2013 including higher ratings for the overall customer service by Hopkinton employees, the overall direction that Hopkinton is taking and the job Hopkinton government does at welcoming resident involvement.

- b. Residents' assessments of the overall economic health of Hopkinton were outstanding and higher than the national average.

SELECT BOARD LIAISON LIST FY 2021	Brendan	Irfan	Brian	Mary Jo	Amy	Norman	Elaine
FINANCE							
Appropriation Committee						X	
Board of Assessors				X			
Town Manager's Budget Advisory Team				X			
Capital Improvement Committee						X	
Cable Advisory Committee						X	
PUBLIC SAFETY							
Animal Control							X
Fire Department	X						
Police Department	X						
PERMITTING							
Board of Appeals					X		
Conservation Commission		X					
Planning Board					X		
Board of Health				X			
Permanent Building Committee		X					
EDUCATION							
School Committee	X						
Reg. Voc. Tech School Committee	X						
School Reentry Advisory Group	X						
PUBLIC SERVICES							
Cemetery Commission				X			
HUMAN SERVICES							
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			
CULTURAL/RECREATIONAL							

SELECT BOARD LIAISON LIST FY 2021	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		
HISTORIC PRESERVATION							
Woodville Historic District Commission					X		
Hopkinton Historic District Commission					X		
Historical Commission					X		
OTHER							
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					
APPOINTED BOARD/COMMITTEE MEMBERSHIPS							
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			



Elaine Lazarus <elainel@hopkintonma.gov>

Hopkinton Main Street Corridor Project Bike Path

Lucia Vielma <lvielma@alum.mit.edu>

Mon, Mar 1, 2021 at 12:43 PM

To: mchase@vhb.com

Cc: ddaltorio@hopkintonma.gov, David.Shedd@dot.state.ma.us, Norman Khumalo <nkhumalo@hopkintonma.gov>, Select Board Office <selectboard@hopkintonma.gov>

March 1, 2021

Dear Mr. Chase:

I am writing regarding the two-way bike path that is part of Hopkinton's Main Street Corridor Project. I am a resident of Hopkinton and upon learning of the concerns regarding the bike path and reading research articles focused on two-way bike path safety, I reached out to a dozen urban planners with experience in bicycle path design. I heard back from over half of them and am concerned that the proposed bike path is an unsafe choice given the number of driveway crossings and street crossings as well as the steep incline that contraflow cyclists will travel.

Below are a few of the resources I have been directed to in attempting to understand whether a two-way bike path is a reasonable design option for the Main Street Corridor Project:

- The Protected Bike Lanes section of the Seattle Right-of-Way Improvements Manual (<https://streetsillustrated.seattle.gov/design-standards/bicycle/protected-bike-lanes/>) states that “one-way protected bike lanes have a number of advantages over two-way protected bike lanes” including “no potential for conflict between bicyclists traveling in the opposite direction, which may be a concern on segments with grades greater than 5 percent.” It concludes that “for these reasons, one-way protected bike lanes are the preferred treatment and should be considered before two-way protected bike lanes.”
- Paul Schepers’ PhD thesis (<https://www.swov.nl/publicatie/safer-road-environment-cyclists>), which was the basis for several articles that are often referenced in research regarding bike path safety and design, concludes that “cyclists seem more at risk at intersections with two-way bicycle paths as compared to intersections with other facilities.”
- The NACTO design guidance for two-way cycle tracks (<https://nacto.org/publication/urban-bikeway-design-guide/cycle-tracks/two-way-cycle-tracks/>) states that “two-way cycle tracks share some of the same design characteristics as one-way tracks, but may require additional considerations at driveway and side-street crossings.” It explains that a typical application for two way cycle tracks is “on streets with few conflicts such as driveways or cross-streets on one side of the street.” Finally, it includes required, recommended, and optional features for two-way cycle tracks.
- Rob Methorst’s article from *Accident Analysis & Prevention* (attached to this email) concludes that “[b]icycle-motor vehicle crashes are more likely on bidirectional cycle paths than on unidirectional cycle paths” and “[b]idirectional cycle paths are far more risky than unidirectional cycle paths.”
- Massachusetts Bicycle Coalition Executive Director Galen Mook’s letter regarding the two-way bike path dated December 9, 2019 (attached to this email) states that “[they] have some serious concerns

about the designs as they currently stand.” The letter explains the two main concerns and makes suggestions to mitigate those concerns.

The urban planners I have corresponded with regarding this project have cautioned against a two-way bike path and/or made recommendations for improvements. Some of those recommendations are listed below:

- Construct two one-way bike paths.
- Use raised side street details for all non-signalized intersections.
- Create a setback at intersections that would allow cars to pull ahead of the bike path to wait before turning onto Main Street.
- Add bike boxes at intersections to allow for a clear left turn for cyclists.

My research and correspondence with urban planners have led me to the following questions:

- Does VHB have prior experience designing two-way bike paths? If so, where are these bike paths located? If not, has the design been peer reviewed by someone who has experience designing two-way bike paths?
- What would have triggered a peer review of the bike path design?
- Have all the NACTO design guidance recommendations for two-way cycle tracks been followed, including maintaining the raised cycle track elevation at crossings, sight triangles of 10 feet at driveway crossings and 20 feet at street crossings, and no-parking areas of 30 feet from each side of a driveway or street crossing? If not, why not?
- Were MassBike’s concerns addressed? If not, why not?
- Were any of the recommendations for improvements listed above considered? If not, why not?
- Now that the town is moving forward on building two parking lots in the center of town which was not the case when the two-way bike path design was chosen in order to preserve on street parking, would removing street parking to build a safer bike path be an option? If not, why not?
- Whose job was it to ensure that the bike path design that was settled on is as safe as possible?

The literature suggests that two-way bike paths should be considered when there are few driveways and cross-streets, which is not the case in Hopkinton, to minimize the potential for crashes. The literature also suggests that two-way bike paths should be avoided on steep inclines, which the proposed route has, also to minimize potential for crashes. After corresponding with several urban planners, I believe that Hopkinton is preparing to build an unsafe bike path given the number of driveway crossings and street crossings as well as the steep incline. I strongly urge you to examine the research and reach out to urban planners with experience in two-way bike path design. As someone who has lost a loved one to a bicycle accident on a steep incline, I can assure you that this is a serious matter that deserves your full attention.

I look forward to your response to my questions and I welcome any questions that you may have for me.

Sincerely,

Lucia V. Lopez

lvielma@alum.mit.edu

Cc: David Daltorio, Hopkinton Town Engineer
David Shedd, MassDOT Project Manager
Norman Khumalo, Hopkinton Town Manager
Hopkinton Select Board

2 attachments



Methorst 2016 Bi-directional cycle paths.pdf

1121K



MassBikeLetter.pdf

65K

February 26, 2021

Norman Khumalo, Town Manager
Town of Hopkinton
18 Main Street
Hopkinton, Massachusetts 01748

RE: Permanent Solution with No Conditions
8-18 Avenue E, Hopkinton, Massachusetts
MassDEP RTN: 2-21444

Dear Mr. Khumalo:

This letter has been prepared by Wilcox & Barton, Inc. on behalf of California Closet Company, LLC, pursuant to the requirements of the Massachusetts Contingency Plan (MCP; 310 CMR 40.1403) Minimum Public Involvement Activities in Response Actions. The purpose of this letter is to inform you that a Permanent Solution with No Conditions has been submitted to the Massachusetts Department of Environmental Protection for the referenced disposal site.


The Permanent Solution Statement documents response activities following a spill of waste motor oil from a storage drum to a paved parking lot, stormwater drain, and stormwater outflow on December 28, 2020. Regulatory closure of this spill has been achieved with the submittal of this document.

A complete copy of the report can be obtained at the following link using Release Tracking Number (RTN) 2-0021444: <https://eeaonline.eea.state.ma.us/portal#!/search/wastesite>.

If you have questions, or would like additional information on the disposal site, please call me at 603-369-4190 extension 509.

Sincerely,

WILCOX & BARTON, INC.



Amy Roth, P.G., LSP
Associate Vice President

cc. MassDEP Bureau of Waste Site Cleanup – CERO (via eDEP)
Hopkinton Board of Health, Shaun McAuliffe, Director (via email)



Elaine Lazarus <elainel@hopkintonma.gov>

The MetroWest Monday Report

1 message

Foundation for MetroWest <communications@foundationformetrowest.org>

Mon, Mar 1, 2021 at 10:01 AM

Reply-To: communications@foundationformetrowest.org

To: selectmen@hopkintonma.gov



FOUNDATION FOR METROWEST

One MetroWest: We are stronger together.



MetroWest Monday Report

Dear Friends,

We cannot believe how quickly the first few months of 2021 have flown by, and that it is already March!

Not only does the month of March mark the beginning of spring, it is also the kick-off of our Spring Inspiration Virtual Series and Women's History Month. There's so much to look forward to.

Now, for a little history lesson.

As you may know, 2020 marked the centennial anniversary of the Women's Suffrage Movement. Because of the impact of Covid-19 and the cancellation of events, the National Women's History Alliance has decided to extend the annual theme into 2021.

The 2020-2021 theme for Women's History Month is '**Valiant Women of the Vote: Refusing to be Silenced.**'

In light of this, we hope you enjoy this piece of local history from Concord, one of the MetroWest towns we serve: In 1879, the Massachusetts legislature made it legal for women to vote in school committee elections. **On March 29, 1880, Louisa May Alcott became the first woman to register to vote in Concord.** She, along with 19 other women, attended the Concord Town Meeting and cast their votes for the school committee. Though women did not earn the right to vote until 40 years later, it is because of pioneers like Alcott and her peers, that great strides in history were made. To read the full story, [click here](#).

This month, and every month, we encourage you to celebrate the women in your lives. You never know who could be making history!

More about what is happening with the Foundation and in the MetroWest region follows in the newsletter below. Thank you for spending part of your morning with us and we hope you will join us throughout the spring. We will see you in your inbox soon!

Sincerely,
Jay Kim
Executive Directo

Join Us for the First Event In Our Spring Inspiration Virtual Series



Jessica Lahey, New York Times bestselling author of *The Gift of Failure*, explains how, even in a pandemic, there are opportunities for kids to become more motivated, engaged, and present in their own lives.

She will offer practical, actionable steps for parents, coaches, teachers and mentors who want kids to take hold of their lives, ownership of their learning, and become competent, fulfilled, happier young adults.

There may also be a few heartwarming surprises in store during the event, so you won't want to miss it!

Register for this Intimate Conversation

To learn more or to become a sponsor of the Spring Inspiration Virtual Series please contact Marisa Lutz at mlutz@foundationformetrowest.org.

**The Sudbury-Wayland-Lincoln
Domestic Violence Roundtable Presents:**

THE SUDBURY-WAYLAND-LINCOLN DOMESTIC VIOLENCE ROUNDTABLE PRESENTS.

A CALL TO FAMILIES

DISCUSSING HEALTHY MASCULINITY WITH YOUNG PEOPLE

TUESDAY
MARCH 9TH
7 TO 8:30PM

TO REGISTER FOR THE EVENT, VISIT [HTTPS://TINYURL.COM/Y4QMZZ39](https://tinyurl.com/y4qMZZ39)

FOR MORE INFORMATION, CALL SUE RUSHFIRTH AT 978-443-0782. EMAIL INFODVRT@GMAIL.COM OR VISIT WWW.DOMESTICVIOLENCEROUNDTABLE.ORG

Though Teen Dating Violence Awareness Month has come to an end, we must continue having conversations with young people around healthy dating habits, warning signs and best practices for relationships. Join our friends at the Sudbury-Wayland-Lincoln Domestic Violence Roundtable for a conversation on discussing healthy masculinity with young people.

[Register Here](#)



1 in 5 U.S. college students is also a parent. Too often their perspectives are overlooked.

In this free virtual event by One Family Inc., hear directly from a panel of student-parents about their experiences earning college degrees, and the connections between education, career access, and housing stability. This event is intended for a broad audience - if you are interested in learning more about the student-parent experience, please join!

Visit our website

We Can't Do This Without You. Support the Foundation For Metrowest today.

Foundation for MetroWest | foundationmw.org



Foundation for MetroWest | 3 Eliot Street, Natick, MA 01760

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TOWN OF HOPKINTON
BOARD OF APPEALS

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

TM/LSB
RECEIVED
TOWN OF HOPKINTON
2021 MAR -3 PM 3:30
TOWN CLERK'S OFFICE

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

zba@hopkintonma.gov

March 3, 2021

NOTICE OF PUBLIC HEARING

The Board of Appeals will hold a public hearing on **Wednesday, March 24, 2021, at 7:00 P.M.** to hear all persons interested in the Petition for Special Permit/Variance filed by **Timothy Gerard and Dana Dee Babbin, Managers of 50 Lake Shore Drive LLC, 91 Downey Street, Hopkinton, MA.** The Petitioners seek relief from the Hopkinton Zoning Bylaws to replace an existing structure with a new single family home, detached pergola and hot tub that do not meet the minimum setback requirements at **50 Lake Shore Drive, Hopkinton, MA.** In addition, the Petitioners request relief from the minimum setback requirements for a shed which will be left in place as part of this proposal. The property is shown on Assessors Map L35 Block 2 Lot 0. The hearing will be held remotely under the provisions of Governor Baker's Order of March 12, 2020, regarding the Open Meeting Law during the COVID-19 emergency using the Zoom meeting service (<https://zoom.us> or phone dial in 646-876-9923, Meeting ID 851 7348 2614, Passcode 434306). Additional information may be obtained by emailing zba@hopkintonma.gov or by calling the Department of Land Use, Planning and Permitting at 508-497-9745. This legal notice is also posted on the Massachusetts Newspaper Publishers Association (MNPA) website at <http://masspublicnotices.org>.

John Coutinho
Clerk

Re: 21-019



TOWN OF HOPKINTON

BOARD OF APPEALS

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

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

zba@hopkintonma.gov

#21-014

March 10, 2021

NOTICE OF DECISION

Notice is hereby given that the Board of Appeals of the Town of Hopkinton, MA, on March 10, 2021, filed the following Decision in the Office of the Town Clerk:

- A Decision granting Special Permits to Rens F. Hayes IV, **20 Downey Place**, Hopkinton, MA, pursuant to Sections 210-128.A and 210-119 of the Zoning Bylaw for the demolition of an existing single family dwelling and the construction of a new single family dwelling at 20 Downey Place, Hopkinton, MA, which does not conform to the side yard width requirement, the setback from street line requirement, and the maximum lot coverage 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



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

2021 MAR -9 AM 11:36

Decision

Subject Property: 53 East Main Street; Hopkinton Assessors Map R13 Block 8 Lot 3

Project Name: International Marathon Center

Subject: Application of 26.2 Foundation for Special Permit for Use pursuant to Article XXVI, §210-165, Open Space Mixed Use Development (OSMUD), of the Hopkinton Zoning Bylaw

Applicant: 26.2 Foundation, 3 Woodview Way A-14, Hopkinton, MA

Owners: Town of Hopkinton, 18 Main Street, Hopkinton, MA

Date: March 9, 2021

A. Procedural History

1. A pre-submission meeting was held on January 14, 2021 with the Applicant and relevant Town departments to discuss the proposed application and future use of the site.
2. An Application for a Use Special Permit pursuant to Article XXVI, Open Space Mixed Use Development (OSMUD), §210-165, was filed by the referenced Applicant on January 22, 2021, prepared by Beals and Thomas, Inc., for the proposed International Marathon Center (IMC) cultural use on the property located at 53 East Main Street (Hopkinton Assessors Map R13 Block 8 Lot 3).
3. A duly noticed public hearing on the Application was held by the Planning Board on March 1, 2021.
4. The Application was accompanied and augmented by a sketch plan entitled "International Marathon Center Site Plan Hopkinton, MA" prepared by Gorman Richardson Lewis Architects (undated).
5. The application and other submission materials were reviewed by the Planning Board and were submitted for comment to Town departments and officials as required. Throughout its

deliberations, the Planning Board has been mindful of the statements of the Applicant, their consultants and representatives, and the comments of the general public, all as made at the public hearing.

6. The Applicant has requested the following waivers from the provisions of the OSMUD Bylaw:
 - Administrative fees in the amount of \$600.00.

B. Special Permit Criteria

The Planning Board's decision on the proposed Use Special Permit is guided by the following criteria:

- The proposed use is in harmony with the general purpose and intent of the Zoning Bylaw and may be subject to appropriate conditions.
- The use Special Permit shall be consistent with and subject to all provisions of the Master Plan Special Permit applicable to the OSMUD District as a whole.

C. Discussion

At the public hearing, the Applicant and their consultant described the proposed development. It was made clear that the site plan design for this project was not the subject of this hearing and the discussion reflected this limitation. Public comment was received at the public hearing, and questions and issues raised were discussed, specifically related to the inclusion of a provision for a public multi-use trail that may be included as part of a town-wide trail network. The Board reviewed the materials submitted by the Applicant.

D. General Findings of Fact

1. The Subject Property has frontage on East Main Street, a public way.
2. The Subject Property is located in the Residential Subdistrict of the OSMUD District.
3. This property was conveyed to the Town in 2008 as a part of the Host Community Agreement relative to the Legacy Farms Master Plan Special Permit issued in 2010, as Restricted Land with the intention of being developed for active and passive recreational uses for the community. This property has long been discussed as a site for the IMC.
4. In 2019 the Town issued a Request for Proposals (RFP) soliciting proposals to lease a portion of this property, for a term of ninety-nine (99) years, *upon which the selected Respondent shall construct, maintain, and operate an International Marathon Center.*

5. A subsequent RFP was issued in 2020 to address the remaining acreage of the property and for the purpose of soliciting proposals to *construct, maintain and operate facilities auxiliary to and/or complimentary of an International Marathon Center or facility...Such uses of the property shall include, but not be limited to, parking, athletic field(s), trail(s), playground(s), and other outdoor recreation facilities.* The Foundation submitted responses to both RFPs and subsequently the Hopkinton Select Board unanimously voted to select the 26.2 Foundation's response to both.
6. If the application for a Special Permit for Use was to be approved, the Applicant would need to submit an application for Site Plan Review prior to construction of the International Marathon Center.

E. Specific Findings

1. In view of the foregoing, the Planning Board voted on March 1, 2021 to make the following findings relative to the OSMUD Bylaw:

That the Board finds that the proposed cultural use (International Marathon Center) is in harmony with the general purpose and intent of this Chapter; the use Special Permit will be consistent with and is subject to all provisions of the Master Plan Special Permit applicable to the OSMUD District as a whole; and that the proposed use will not be detrimental to the neighborhood or the Town.

The following members of the Planning Board vote to make the findings stated above:

Gary Trendel	Deborah Fein-Brug
Robert Benson	Sundar Sivaraman
Francis DeYoung	Muriel Kramer
David Paul	Mary Larson-Marlowe

No members of the Planning Board voted in opposition. Jane Moran recused herself.

F. Decision and Conditions

In view of the foregoing findings, the Planning Board voted on March 1, 2021 to grant the Special Permit for Use. The Board's approval did not include any conditions.

The following members of the Planning Board vote to grant the Special Permit for Use:

Gary Trendel	Deborah Fein-Brug
Robert Benson	Sundar Sivaraman
Francis DeYoung	Muriel Kramer
David Paul	Mary Larson-Marlowe

No members of the Planning Board voted in opposition to the grant of the Special Permit. Jane Moran recused herself.

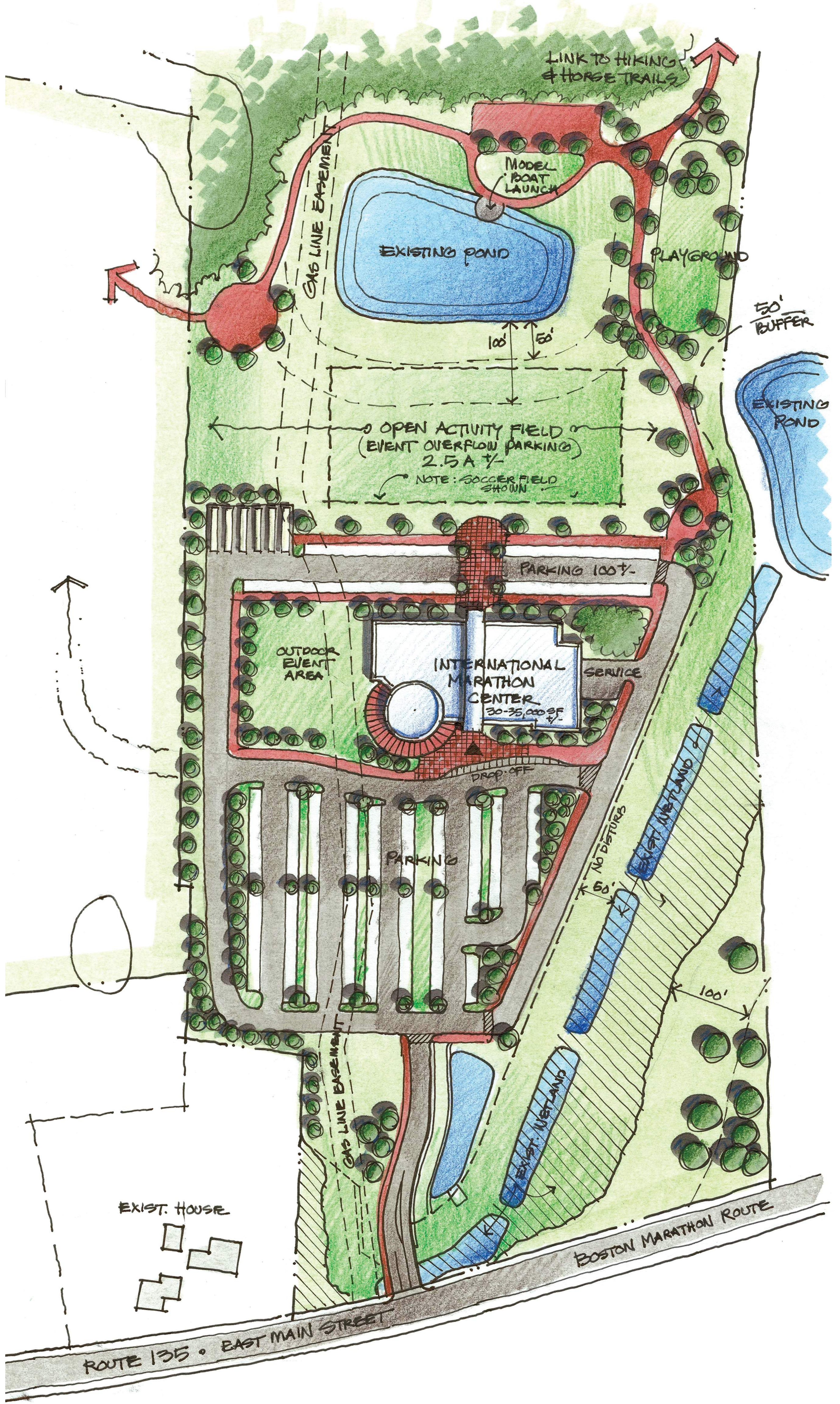


Gary Trendel, Chair

Appeals of this Decision, if any, shall be made pursuant to MGL c. 40A s. 17 and shall be filed within twenty (20) days after the date of filing of this Decision with the office of the Town Clerk.

A Special Permit granted under Section 210-223. of the Hopkinton Zoning Bylaws shall lapse upon the expiration of the maximum period of time authorized by M.G.L. c.40A, §9, which shall not include such time required to pursue or await the determination of an appeal from the grant thereof, if a substantial use thereof has not sooner commenced except for good cause or, in the case of permit for construction, if construction has not begun except for good cause; provided, however, that, prior to the expiration of such period, an applicant may request an extension of the term of a Special Permit from the SPGA, and the SPGA may extend such term as it deems appropriate.

cc: 26.2 Foundation
Beals and Thomas, Inc.
Director of Municipal Inspections
Fire Department
Director of Public Works
Board of Health
Town Clerk
Town Counsel





TOWN OF HOPKINTON

OFFICE OF THE

PLANNING BOARD

18 Main Street, Hopkinton MA 01748

(508) 497-9745

RECEIVED
HOPKINTON
2021 MAR -9 AM 11:35
PLANNING BOARD

Decision of Site Plan Review

DATE: March 9, 2021

RE: Application of Ellen Scanlon (Cornell's Irish Pub), for Minor Site Plan Review pursuant to Article XX of the Hopkinton Zoning Bylaw

APPLICANT: Ellen Scanlon, 5 Morse Lane, Hopkinton, MA

SITE ADDRESS: **229 Hayden Rowe, Hopkinton, MA**; Assessors Map U25 Block 24 Lot 0

OWNER: Scanlon LLC, 5 Morse Lane, Hopkinton, MA

A. Procedural History:

1. An Application for Minor Project Site Plan Review pursuant to Article XX of the Hopkinton Zoning Bylaw was filed with the Hopkinton Planning Board (hereinafter "the Board") by the referenced Applicant on January 12, 2021.
2. The property subject to the Application (the "Site") is shown on the Assessors Map U25 Block 24 Lot 0.
3. A public hearing on the Application was held on February 8, 2021 and March 1, 2021.
4. The Application included two plans, entitled "Existing Conditions Cornell's Restaurant/Bar 229 Hayden Rowe Hopkinton, MA - First Floor Plan" prepared by Acropolis Design Consultants, dated October 16, 2020, and "Parking Lot As-Built Plan 229 Hayden Rowe Street Hopkinton, Massachusetts" prepared by Driscoll Land Surveying Co., dated August 12, 2020, which are attached to this Decision.
5. The Application and other submission materials were reviewed by the Planning Board and were submitted for comment to Town departments and officials as required.
6. Throughout its deliberations, the Planning Board has been mindful of the statements of the Applicant, and the comments of the general public, all as made at the public hearings.

B. Site Plan Review Decision Criteria:

Section 210-136.2 of the Hopkinton Zoning Bylaw states that the Planning Board shall issue a “Decision of Site Plan Review” in one of the following forms:

- A. A written approval of the Application subject to any reasonable conditions, modifications and restrictions relating to the site plan standards contained in § 210-136.1; or
- B. Disapproval of the Application if the Applicant fails to furnish the information, materials or fees required in this article or by the Submission Requirements and Procedures adopted by the Planning Board, or if the application and site plan present a problem so intractable so as to admit of no reasonable solution.

C. Discussion

At the public hearing, the Applicant stated the Application was to permanently expand the outdoor seating area which was allowed temporarily due to the COVID-19 pandemic. The outdoor seating area is ±2,973 square feet and will allow for the seating of approximately 56 additional persons. The Applicant stated that there is currently a temporary fence in place around the seating area which will be replaced with a white, vinyl privacy fence. The Applicant further stated that bollards will be installed in front of each parking spot that abuts the expanded outdoor seating area. The Applicant stated that the proposed lighting for the outdoor seating area will be string lights hung onto the fence.

The Board discussed changes to site features with the Applicant. The Design Review Board met with the Applicant to review the Site Plans and elevations on February 16, 2021. The Design Review Board recommended approval of the Minor Project Site Plan Application as presented.

D. General Findings:

1. The Subject Property is located in the Residential B (RB) Zoning District.
2. The proposed work to the building will not result in an overall loss of required parking spaces as the Applicant stated that the parking lot was recently re-stripped which resulted in additional parking spaces.
3. The project meets the definition of Minor Project as it is an alteration of a parking area of five or more parking spaces, as set forth in Article XX of the Zoning Bylaw.
4. The Applicant has complied with the filing and submission requirements.

E. Findings and Decision:

The Applicant has not requested waivers from Article XX of the Zoning Bylaw.

In view of the foregoing, the Planning Board voted on March 1, 2021 to find that the Application conforms to the Site Plan Standards contained in § 210-136.1 of the Zoning Bylaw and approve the Application for Minor Project Site Plan Review and the aforementioned plans, entitled “Existing Conditions Cornell’s Restaurant/Bar 229 Hayden Rowe Hopkinton, MA - First Floor Plan” prepared by Acropolis Design Consultants, dated October 16, 2020, and “Parking Lot As-Built Plan 229 Hayden Rowe Street Hopkinton, Massachusetts” prepared by Driscoll Land Surveying Co., dated August 12, 2020, with the following conditions:

1. The Director of Municipal Inspections inspects projects under construction for compliance with the approved Decision of Site Plan Review. This includes the driveway/roadway and infrastructure construction shown on the Plan. If the Director of Municipal Inspections determines at any time before or during construction that a registered professional engineer or other such outside professional is required to assist with the inspections of the stormwater management system or any other component of the Site Plan, the Applicant shall be responsible for the cost of those inspections.
2. All construction activities shall adhere to applicable local, State and Federal laws and regulations regarding noise, vibration, dust, sedimentation, and the use of, interference with or blocking of Town roads.
3. The Applicant shall be responsible for mitigating all construction-related impacts, including erosion, siltation and dust control. The Applicant shall maintain all portions of any public way used for construction access free of soil, mud or debris deposited due to use by construction vehicles associated with the project, and shall regularly sweep such areas as directed by the Director of Municipal Inspections in consultation with the DPW Director.
4. The Applicant shall regularly remove construction trash and debris from the site in accordance with good construction practice and the Construction Management Plan. No tree stumps, demolition material, trash or debris shall be burned or buried on the site.
5. All exterior lighting within the Development Project, whether shown on the approved Site Plan or required by the Massachusetts State Building Code, shall be shielded, directed downward and not upward or outward, and shall not spill onto adjacent property.
6. All fixed mechanical equipment on the Site shall be screened from view from the ground. Such screening shall be sufficient in the opinion of the Director of Municipal Inspections.
7. All dumpsters on the Site shall be screened from view from the ground by a six-foot tall solid fence or other effective means, adequate in the opinion of the Director of Municipal Inspections.

8. If construction has not commenced within three (3) years of the date of filing of the Site Plan decision with the Town Clerk, approval shall be automatically rescinded, unless such time is extended by the Board. For the purposes of this condition, the term "commenced" shall mean the commencement of site work.
9. A signed Construction Management Plan shall be submitted to the Planning Board prior to the commencement of any site work. The Applicant shall also submit a revised full Site Plan Set which incorporates all of the modifications made during the public hearing process and any required in this Decision.
10. Erosion and sedimentation control measures shall be implemented during the construction period, in accordance with the approved Site Plan and the Construction Management Plan. If they are found to be inadequate, the Applicant shall immediately correct any deficiencies.
11. The Planning Board shall receive a sign-off confirming that the site contractor and any major subcontractors have received the Construction Management Plan prior to the commencement of any site work.
12. Construction may occur only between the hours of 7:00 AM and 7:00 PM Monday through Friday and Saturdays between 8:00 AM and 4:00 PM pursuant to Chapter 141 Article I of the Town of Hopkinton General Bylaws.
13. The Applicant shall submit final as-built plans to the Planning Board prior to the issuance of a Certificate of Occupancy.
14. The Applicant/Developer shall provide the Principal Planner with a project point-of-contact and contact information prior to the issuance of a Building Permit. This point-of-contact information shall be kept current through correspondence to the Principal Planner until the final Certificate of Occupancy is issued or construction is otherwise considered complete.
15. Bollards or another barrier system shall be installed in conformance with generally accepted design standards for the parking spaces that abut the proposed addition. The Applicant shall coordinate with the Police and Fire Departments to ensure these barrier systems are installed appropriately.
16. The applicant shall install a vinyl privacy fence, at least six feet in height, to surround the proposed outdoor seating area in order to mitigate noise and visual impacts of the proposed addition.

F. Record of Vote

The following members of the Planning Board voted in favor of the motion to make the findings and to approve the Application for Site Plan Review and the Site Plan set:

Gary Trendel
Mary Larson-Marlowe
Jane Moran
David Paul
Sundar Sivaraman

Muriel Kramer
Francis DeYoung
Deb Fein-Brug
Robert Benson

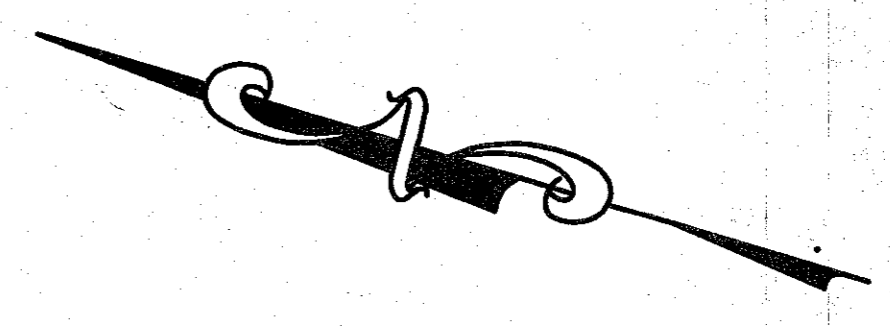
No members of the Planning Board voted in opposition to the motions to make the findings and to grant the approvals contained in this Decision.



Gary Trendel, Chair

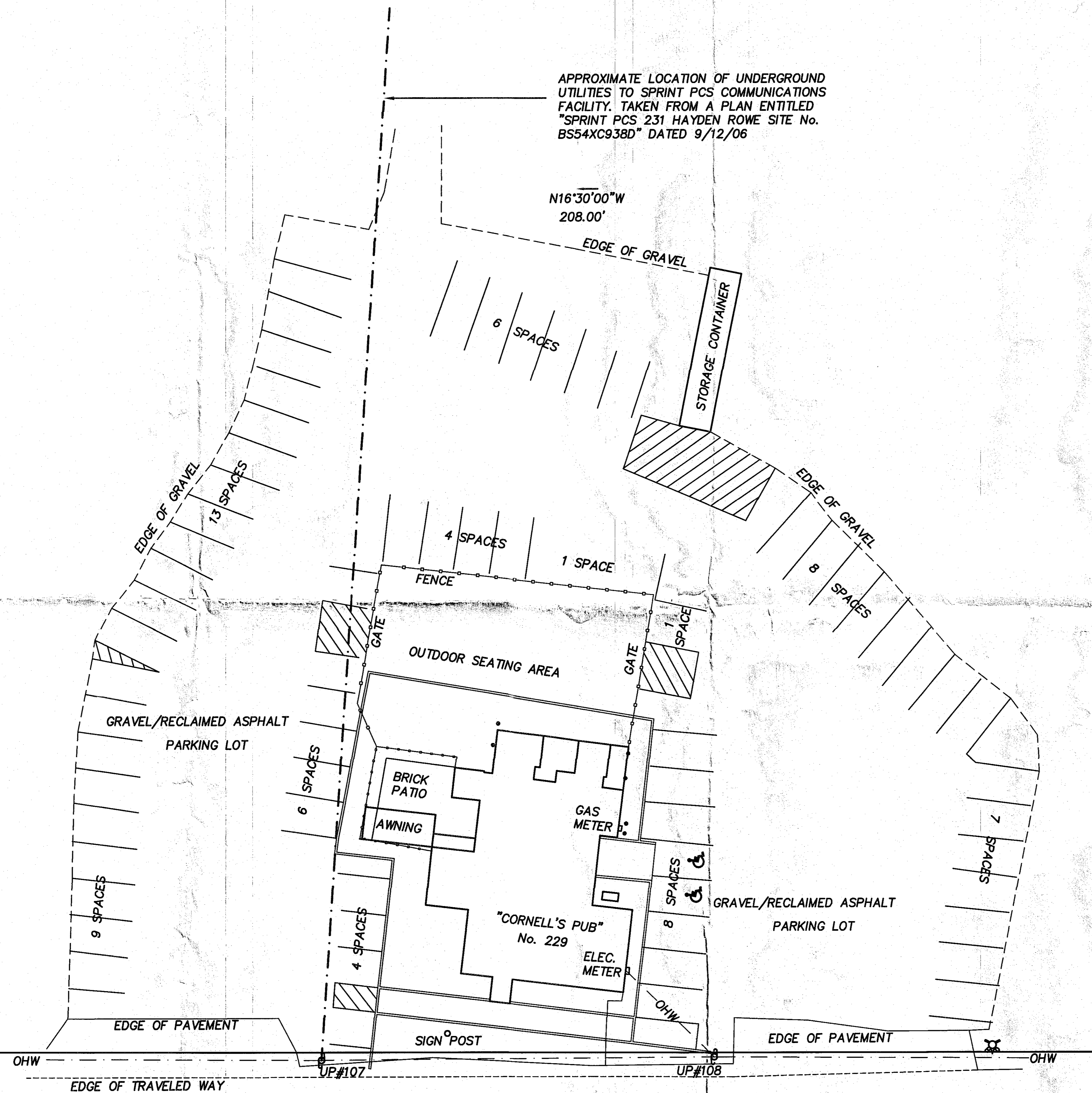
G. Right of Appeal

Any person aggrieved by this Decision may appeal such Decision to the Board of Appeals within 20 days of the date of the Decision, as provided for in Article XX of the Zoning Bylaw, and in *M.G.L. c. 40A*, §§ 8 and 15.



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

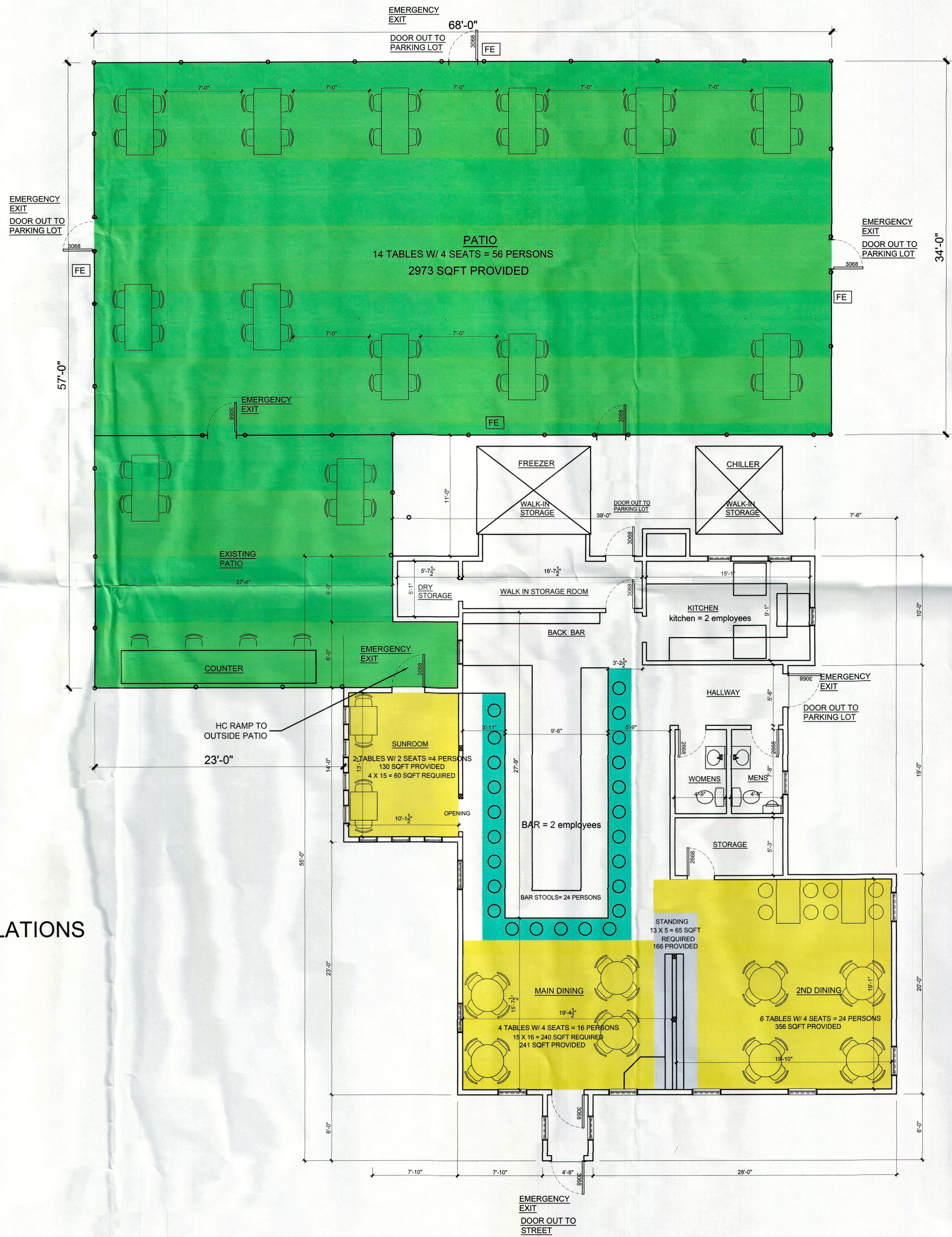


NO.	DATE:	REVISION:

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



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