



## TOWN OF HOPKINTON SELECT BOARD MEETING AGENDA

Tuesday, September 7, 2021 6:00 PM

Hopkinton Town Hall, 18 Main St, Hopkinton, MA-Room 215/216

(Executive Session will be held in Room 211)

### ACTIONS TAKEN

6:00 PM

#### CALL TO ORDER

1.

#### EXECUTIVE SESSION

- a. Pursuant to *M.G.L. c.30A, §21(a)* (purpose 3) to consider strategy with respect to collective bargaining relative to DPW, Police, Fire and Library Unions, and negotiations with non-union staff, Fire Chief, because an open meeting may have a detrimental effect on the negotiating position of the Board.
- b. Pursuant to *M.G.L. c.30A, §21(a)* (purpose 6) to consider the purchase, exchange, lease or value of real estate, land at 0 Frankland Rd. (Assessors Map U7 Block 7 Lot 0), because an open meeting may have a detrimental effect on the negotiating position of the Board.
- c. To approve executive session Minutes (8/3/2021).
- d. To discuss strategy with respect to the purchase, lease, sale or value of real property in relation to Open Space Preservation, Trails Coordination and Management and Upper Charles Trail (Assessors Map parcels R8-1-0, R7-5-0, R7-8-0, R16-21-0, R16-22-0, R28-59-0, R28-61-0, U25-16-A, R10-15-0, R34-17-C, Tennessee Gas easements, Granite St. easement, East Main St. Mezitt property) because an open meeting may have a detrimental effect on the negotiating position of the Board.

6:30 PM

#### CALL TO ORDER - OPEN SESSION

2.

#### PLEDGE OF ALLEGIANCE

6:31 PM

#### PUBLIC FORUM

3.

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

6:40 PM

#### CONSENT AGENDA

4.

The Select Board will consider the following consent agenda:

- a. **MINUTES** - The Select Board will consider approving the Minutes of the August 3, 2021 meeting.
- b. **PARADE PERMIT APPLICATION, CF CYCLE FOR LIFE, OCTOBER 2, 2021** - The Select Board will consider approving a Parade Permit for the CF Cycle for Life event, to be held on Saturday, October 2, 2021. There are 12, 30 and 65 mile routes in Medway, Holliston and Hopkinton, and no road closures are requested.  
Supporting Exhibits: [Parade Permit application and supporting documents](#); [Permitting Team Comments](#)
- c. **PARADE PERMIT APPLICATION, TITLE 9 WOMEN ONLY TRIATHLON, SEPT. 12, 2021**  
The Select Board will consider approving a Parade Permit for the Title 9 Women Only Triathlon on Sunday, Sept. 12, 2021. The event will take place at the Hopkinton State Park and roads in Hopkinton, Southborough and Ashland.

Supporting Exhibits: Parade Permit application and supporting documents; Permitting Team Comments

- d. **ACCEPT AMBULANCE FUND GIFT** - The Select Board will consider accepting a \$300 gift to the Ambulance Fund from The Whitehall Learning Group in memory of Lawrence Tedstone, Kristin Webb and George Jongeling.
- e. **RESIGNATION** - The Select Board will consider accepting the resignation of Michelle Heeney from the Cultural Council.

Supporting Exhibit: Resignation

- **The Select Board approved Consent Agenda items a, b, c and e. (5-0)**
- **The Select Board accepted a \$300 donation to the Ambulance Fund from The Whitehall Learning Group in memory of Lawrence Tedstone, Kristin Webb and George Jongeling. (5-0)**

**6:45 PM VOLUNTEER RECOGNITION - KATHLEEN LAFLASH**

5. The Select Board will recognize Kathy Laflash, who served on the Personnel Committee for 26 years. The nomination for recognition was submitted by Bob Levenson, who noted that Kathy's guidance, counsel, and wisdom have helped the town successfully address numerous and complicated Human Resource-related challenges for two and 1/2 decades. Both town employees and the town's residents have benefited from her contributions.

**6:50 PM EAGLE SCOUT PROCLAMATIONS**

6. The Select Board will recognize Eagle Scouts Noah Schonhorn, Ryan D'Alleva and Daniel D'Alleva.

**7:00 PM NEW FIRE CHIEF CEREMONY**

7. The Select Board will:
  - a. Conduct a swearing-in ceremony for William R. Miller, Fire Chief.
  - b. Review and approve Section 19(b)(1) form filed by incoming Fire Chief Miller regarding relationship with brother-in-law Lt. Krauss.  
Supporting Exhibit: William Miller Section 19(b)(1) form

- **The Select Board determined that the financial interest detailed in the Section 19(b)(1) form filed by William R. Miller is not so substantial as to be deemed likely to affect the integrity of the services which the Town may expect from him. (5-0)**
- **The Town Clerk administered the oath of office to William R. Miller, Fire Chief.**

**7:05 PM COVID-19 UPDATE**

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

**7:10 PM APPOINTMENTS - BOARDS/COMMITTEES & OFFICIALS**

9. The Select Board will consider making the following appointments:
  - a. Appoint Traffic Constables, to terms expiring 6/30/2024:
    1. Firefighters Kyle Stark and Allyson Rothenberg
  - b. Appoint members to the following Boards and Committees:

1. Council on Aging - 1 full member & 2 associate member vacancies - Applicants: Gale Levine, Susan Pearson
2. Marathon Committee - 1 at-large vacancy, 3 year term - Applicants: Alex Danahy, Paula Garland
3. Marathon Committee - Town Board/Department Representatives (1 year term):
  - Police Department (3) - Joe Bennett, John Porter, 1 vacant
  - Fire Department (2) - Bill Miller, 1 vacant
  - Department of Public Works (1) - Mike Mansir
  - School Department (1) - Tim Persson
  - Parks & Recreation Commission (1) - Liisa Jackson
  - Board of Health (1) - Vacant
4. Permanent Building Committee - 1 vacancy - Applicant: David Godfroy
5. Personnel Committee - 1 vacancy - Applicant: Patricia Duarte
6. Upper Charles Trail Committee (Parks & Rec. designee): Cynthia Esthimer
7. Veterans Celebration Committee - 5 vacancies - Applicants: Steven Jackson, Seldon MacNeill

- c. Confirm the Town Manager's appointment of Shannon Casey as Public Safety Dispatcher.

Supporting Exhibits: Board/Committee Appointments - Select Board Meeting 9/7/2021; Board/Committee Applicants - Applications

- **The Select Board appointed Kyle Stark and Allyson Rothenberg as Traffic Constables, to terms expiring 6/30/2024. (5-0)**
- **The Select Board appointed Gale Levine as a full member of the Council on Aging, to a term expiring 6/30/2024, and to appoint Susan Pearson as an associate member of the Council on Aging, to a term expiring 6/30/2024. (5-0)**
- **The Select Board appointed Alex Danahy to the Marathon Committee, to a term expiring 6/30/2024. (5-0)**
- **The Select Board appointed Joseph Bennett (Police Dept.), John Porter (Police Dept.), Bill Miller (Fire Dept.), Mike Mansir (Dept. of Public Works), Tim Persson (School Dept.), and Liisa Jackson (Parks & Recreation Commission) to the Marathon Committee as representatives of their respective Departments/Boards, to terms expiring 6/30/2022. (5-0)**
- **The Select Board appointed the following members of boards and committees:**
  - **David Godfroy to the Permanent Building Committee, term expiring 6/30/2024;**
  - **Patricia Duarte to the Personnel Committee, term expiring 6/30/2024;**
  - **Cynthis Esthimer as the Parks & Recreation Commission designee on the Upper Charles Trail Committee, term expiring 6/30/2024;**
  - **Steven Jackson to the Veterans Celebration Committee, term expiring 6/30/2024;**
  - **Seldon MacNeill to the Veterans Celebration Committee, term expiring 6/30/2024. (5-0)**
- **The Select Board confirmed the Town Manager's appointment of Shannon Casey as Public Safety Dispatcher. (5-0)**

7:15 PM  
10.

**HOUSING AUTHORITY APPOINTMENT - JOINT MEETING WITH HOUSING AUTHORITY**

The Select Board and the remaining members of the Housing Authority will interview candidates Nancy Drawe and Joseph Tobin, and consider voting to fill one Housing Authority vacancy, with the term to expire at the May 2022 Annual Town Election. There

are presently 2 vacancies - one appointed by the Select Board and one Governor's appointee.

Supporting Exhibits: Applications

**The Select Board and the remaining members of the Housing Authority appointed Nancy Drawe to the Housing Authority, to a term expiring at the 2022 Annual Town Election. (5-0)**

**7:20 PM SEPTEMBER 11 MEMORIAL/CEREMONY**

11. The Select Board will hear from Mike Whelan and Don MacNeill regarding the planned September 11 memorial event.

**7:25 PM QUARTERLY DEPOSIT AND INVESTMENT REPORT FROM TREASURER**

12. The Select Board will hear from Chris Heymanns, Treasurer, on the quarterly deposit and investment report for the period ending June 30, 2021. The General Fund deposit balance was \$53,564,339.51. Interest income for the three months of the reporting period was \$19,044.03. The balance of deposits outside the general fund (trust funds, performance bonds, and student activities funds) was \$1,350,357.60, with interest earned over the three-month reporting period of \$120.58.

Supporting Exhibit: Quarterly Deposit and Investment Report, June 30, 2021

**7:30 PM TOWN MANAGER REPORT**

13. Town Manager will report on the following:

- a. Main Street Corridor Project Update
- b. Comcast Cable License Renewal
- c. Select Board Work Session and Goal Setting
- d. MWRA Water Connection Investigation
- e. New Staff Inspector/Engineer
- f. Release of Executive Session Minutes

Supporting Exhibits: Town Manager Report

- **The Select Board delegated to the Town Manager the task of conducting the Town's cable television license renewal public hearing to be held in September or October of 2021, but not later than October 23, 2021, for the limited purpose of providing members of the public and interested persons the opportunity to offer comments on local cable needs and the performance of Comcast Communications to assist in the process of the Town's consideration of a possible license renewal. The foregoing hearing shall be further limited in accordance with the following: No final actions will be taken at this information gathering hearing and as license Issuing Authority, the Board is required to reserve final decision making authority concerning any future approval or denial of a renewal license and final renewal license decisions; Consistent with the foregoing you the Town Manager is delegated to be the hearing officer and may assist with the gathering of information and comments for the hearing record and with continuing ascertainment of renewal needs. (5-0)**
- **The Select Board voted to support the creation of a new staff Inspector/Engineer position. (5-0)**

**7:40 PM LIAISON REPORTS/BOARD INVITES**

14. Supporting Exhibit: FY 22 Liaison Assignments

**7:45 PM FUTURE BOARD AGENDA ITEMS**

15. Board members will identify future agenda items.

**Correspondence to Select Board**

1. Board of Appeals Notices of Decision - 349 Wood St., 21 Hillcrest Dr., 84-92 West Main St., 71 Frankland Rd., 111 Hayward St.
2. MassDOT Letter to North Woods Coalition re: I-90/I-495 Interchange Project
3. Temporary Solution Status Report - Hopkinton Gas, Inc. - 1 Grove St.
4. Address Assignments - 37 East St., Laborers Training Center
5. 8-18-21 Letter re Municipal Elections to the Boston Region MPO
6. Board of Appeals Hearing Notices - 41 Parker Point Rd., 62 Chamberlain St.
7. Claire Wright Resignation, Cemetery Commission

**Upcoming Select Board Meetings**

1. September 21, 2021
2. October 5, 2021
3. October 19, 2021
4. November 9, 2021

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