



## TOWN OF HOPKINTON SELECT BOARD MEETING AGENDA

Tuesday, May 17, 2022 6:00 PM

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

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81676977224?pwd=ak04VnlzLzhEdktxTkJKzE5RjBTZz09>

Passcode: 021156

Or One tap mobile :

US: +13126266799,,81676977224# or +16468769923,,81676977224#

Or Telephone:

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

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

Webinar ID: 816 7697 7224

International numbers available: <https://us02web.zoom.us/j/81676977224?pwd=ak04VnlzLzhEdktxTkJKzE5RjBTZz09>

**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 negotiations relative to non-union employees, Town Manager, Fire Chief, Police Chief and 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.
- b. To approve executive session Minutes (4/19/2022, 5/2/2022).

**6:30 PM**

### **CALL TO ORDER - OPEN SESSION**

**2.**

#### **PLEDGE OF ALLEGIANCE**

**6:31 PM**

### **PUBLIC FORUM**

**3.**

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

**6:40 PM**

### **SELECT BOARD REORGANIZATION**

**4.**

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

**6:43 PM**

### **CONSENT AGENDA**

**5.**

The Select Board will consider the following consent agenda:

- a. **MINUTES** - The Select Board will consider approving the Minutes of the April 12, 2022, April 19, 2022 and May 2, 2022 meetings.
- b. **MARATHON FUND REQUEST** - The Select Board will consider approving the following fund request recommended by the Marathon Fund Committee for \$11,600 requested by the Hopkinton Center for the Arts for outdoor equipment to be used

during outside events. The items to be purchased will be 4 picnic tables for \$6,000, 6 trash receptacles for \$2,100, 5 rocking chairs and 5 chairs for \$3,500.

c. **G.L. c.268A DISCLOSURE FORM REVIEW AND APPROVAL OF 20(b) EXEMPTIONS**

The Select Board will review G.L. c.268A Disclosure Forms and consider approving 20(b) exemptions to allow the hiring of the following municipal employees of the School Dept. who seek to provide personal services to a municipal agency (Parks & Recreation Dept.), for Seasonal Summer Sports Clinics:

- Thomas Keane- Basketball Clinic Program Director
- Jean Cann- Track & Field Clinic Program Director
- Michael Greco- Basketball Clinic Assistant Director
- Mark Sanborn- Basketball Clinic Coach
- Gregory Romanko- Basketball Clinic Coach
- Jessica Zwillinger- Basketball Clinic Coach
- John Golden- Basketball Clinic Coach
- Chaney Gaudette- Basketball Clinic Coach
- Mikayla Pucci- Basketball Clinic Coach

The Human Resources Department recommends the hiring of these individuals for the Seasonal Summer Sports Clinics.

- d. **RESIGNATIONS** - The Select Board will consider accepting the resignations of John Morris from the Affordable Housing Trust Fund Board, Mark Hyman from the Board of Appeals and Erica Lawrence from the Youth Commission.

Supporting Exhibits: Marathon Fund Request Form, Disclosure Forms, Letters of Resignation

6:45 PM  
6.

**PUBLIC HEARING - ENTERTAINMENT LICENSE APPLICATION - HOPKINTON PARENT TEACHER ORGANIZATION - CARNIVAL - HOPKINTON HIGH SCHOOL, 90 HAYDEN ROWE, JUNE 23-26, 2022**

The Select Board will consider approving an Entertainment License for a Carnival being organized by the Hopkinton Parent Teacher Organization to be held from Thursday, June 23 to Sunday June 26, 2022 in the Senior Parking Lot and the Staff Lot of the Hopkinton High School, 90 Hayden Rowe. Hours of operation would be Thursday, June 23, 2022 and Friday June 24, 2022 from 6:00 pm-10:00 pm; Saturday, June 25, 2022 1:00 pm to 10:00 pm and Sunday, June 26, 2022 from 1:00 pm to 9:00 pm.

Supporting Exhibits: Entertainment License Application and supporting documents; Permitting Team Comments

7:00 PM  
7.

**PUBLIC SAFETY BUILDING UPDATE**

The Select Board will hear an update on the ongoing Public Safety Building project.

Supporting Exhibits: PPT Presentation

7:05 PM  
8.

**DPU 20-80 PROCESS UPDATE**

The Board will receive an update from Town Counsel Bryan Bertram and Town Manager regarding DPU 20-80, Investigation by the Department of Public Utilities on its own Motion into the role of gas local distribution companies as the Commonwealth achieves its target 2050 climate goals.

Supporting Exhibits: Letter to Select Board regarding DPU

- 7:20 PM**  
**9.** **FY 2021 AUDIT REPORT, OPEB REPORT, 2022 Q3 INVESTMENT REPORT UPDATES**  
The Select Board will receive an update on the Town's FY21 Audited Financial Statements, OPEB Actuarial Valuation and the 2022 Q3 Investment Report  
Supporting Exhibits: FY2021 Audit Report, OPEB Report, 2022 Q3 Investment Report
- 7:45 PM**  
**10.** **PERFORMANCE REVIEW AND GOAL SETTING PROCESS - TOWN MANAGER, POLICE CHIEF, FIRE CHIEF**  
The Select Board will outline the process and deliverables for FY22 performance review and FY23 goal setting for the Town Manager, Police Chief and Fire Chief.  
Supporting Exhibits: Performance & Goal Setting Process Timeline
- 8:00 PM**  
**11.** **TOWN MANAGER REPORT**  
Town Manager will report on the following:  
a. Main Street Corridor Project  
b. MWRA Connection  
c. PFAS, Municipal Water Supply  
d. Mobil Gas Station - Request to perform night work on  
e. Town Meeting Post-Mortem  
f. Release of Executive Session minutes  
Supporting Exhibits: Town Manager Report
- 8:10 PM**  
**12.** **LIAISON REPORTS/BOARD INVITES**  
Supporting Exhibit: FY 23 Liaison Assignments
- 8:15 PM**  
**13.** **FUTURE BOARD AGENDA ITEMS**  
Board members will identify future agenda items.  
Supporting Exhibit: Board Member Future Agenda Items
- 8:20 PM** **ADJOURN**

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### Correspondence to Select Board

1. Public Hearing Notices - 27-46 Chamberlain St.; 97 Hayden Rowe; 100 Main St.

### Upcoming Select Board Meetings

1. June 7, 2022
2. June 21, 2022
3. July 12, 2022
4. August 2, 2022

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The listed matters are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Unless an agenda

item is a posted public hearing, the matter may be considered earlier than the indicated time if there are last minute cancellations or other unforeseen events which cause the Board to move more quickly through the agenda.

# MARATHON FUND REQUEST

Funding is hereby requested by HCA  
Name of organization or department

for the purpose of outdoor equipment to be used  
during outside events.

4 Picnic Tables	\$6,000
6 Trash Receptacles	2,100
5 Rocking Chairs	3,500
5 Chairs	

Polywood.com

Belson Outdoors 627 Amersale Dr Naperville, IL

Recommended by vote of the Marathon Fund Committee

Colleen D Charlton  
Chairman or Secretary

4/28/2022  
Date

\$ 11,600.00  
Amount

Approved by vote of the Board of Selectmen

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

\_\_\_\_\_  
Date

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

## Memorandum

To: Norman Khumalo, Town Manager  
From: Jay Guelfi  
Re: Parks & Recreation Seasonal Summer Clinic Directors, Assistant Directors and Coaches; 20(B) Disclosures  
Date: May 11, 2022

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

- The second job must be with a completely independent agency, department or board (in this case, Parks & Recreation.) The individual may not participate in, or have official responsibility for, any of the activities of the second agency and the first agency (the School) must not regulate activities of the second agency. This condition has been satisfied.
- P&R are required to advertise each of the seasonal positions publicly. Human Resources advertised these positions, on behalf of Parks & Recreation, on April 7, 2022. Employment Applications were submitted to HR and selections made, in cooperation with Human Resources, by the P&R Director.
- The individual must complete a Section 20(b) Disclosure Form after P&R has selected them for a seasonal position. These forms are included with this memorandum.
- The form requires certification by the P&R Director that no P&R employee is available to perform the services as part of their regular duties. It also requires the approval of the Select Board. I have certified this condition on the attached 20(b) Disclosure Forms. Select Board approval is being requested for the May 17, 2022, Select Board Meeting.
- The P&R role must be performed outside of the regular working hours of the first position. I am confirming that all work for the P&R positions will be performed no earlier than June 26, 2022, in accordance with the Seasonal Certification with the Division of Unemployment Assistance.
- The services performed in the P&R roles may not be part of the employee's duties in the School Department position. This condition has been satisfied by confirming with the School HR Department.
- The employee cannot be compensated in the seasonal position for more than 500 hours annually. I am confirming that hours will not exceed 500.

Parks & Recreation Seasonal Summer Clinic Directors, Assistant Directors,, and Coaches;  
20(B) Disclosures  
Page Two  
May 11, 2022

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

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

Thank you for your consideration of this matter.

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

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

JK



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

*JX*

financial interest in the municipal contract?	Will be compensated hourly as a seasonal municipal employee for Parks and Rec. Hourly range for this position is \$ 38.48 - \$ 43.55
Date when you acquired a financial interest	6/1/2021
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
Write an X to confirm each statement.	<p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	Thomas V. Keane
Date:	5/3/22

Attach additional pages if necessary.

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


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

JK

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

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

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

	<b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>
Name:	Thomas Keane
Title/ Position	Director Basketball Sports Clinic
Municipal Agency:	Town of Hopkinton Parks and Recreation
Agency Address:	6 Walcott Street, Hopkinton, MA 01748
Office Phone:	508-497-9750
	<b>CERTIFICATION</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	5/5/22

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

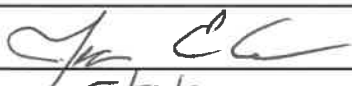
	<b>INFORMATION ABOUT APPROVING BODY</b>
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	<b>APPROVAL</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b)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

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

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

<b>MUNICIPAL EMPLOYEE INFORMATION</b>	
Name of municipal employee:	Jean Cann
Title/ Position	Head Coach Hopkinton HS
<b>Fill in this box if it applies to you.</b>	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Hopkinton Public Schools
Agency Address	90 Hayden Row St. Hopkinton, MA 01748
Office phone:	508-497-9820
Office e-mail:	hhsoffice@hopkinton.k12.ma.us
	Check one: <input type="checkbox"/> Elected            or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	Aug 2017
<b>BOX # 1</b>	<b>ELECTED MUNICIPAL EMPLOYEE</b>
<b>Select either STATEMENT #1 or STATEMENT #2.</b>	I am an elected municipal employee.
<b>Write an X beside your financial interest.</b>	<input type="checkbox"/> <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b> <input type="checkbox"/> <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.
	<b>My financial interest in a municipal contract is:</b>
	<input type="checkbox"/> I have a non-elected, compensated municipal employee position. <input type="checkbox"/> A municipal agency has a contract with me. <input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. <input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
<b>BOX # 2</b>	<b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b>
<b>Select either STATEMENT #1 or STATEMENT #2.</b>	I am a non-elected municipal employee.
	<input checked="" type="checkbox"/> <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.
	<b>My financial interest in a municipal contract is:</b>

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

financial interest in the municipal contract?	Will be compensated hourly as a seasonal municipal employee for Parks & Rec Hourly range for this position is \$38.48 hr - \$43.55
Date when you acquired a financial interest	6/1/2021
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
Write an X to confirm each statement.	<p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	
Date:	5/5/22

Attach additional pages if necessary.


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

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

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

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

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

	<b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>
Name:	Jean Cann
Title/ Position	Director Track and Field Clinic
Municipal Agency:	Town of Hopkinton Parks and Recreation
Agency Address:	6 Walcott Street, Hopkinton, MA 01748
Office Phone:	508-497-9750
	<b>CERTIFICATION</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	5/5/22

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

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


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

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

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



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

financial interest In the municipal contract?	Will be compensated hourly as a seasonal municipal employee. The hourly compensation for this position is between \$28.18 and \$33.25.
Date when you acquired a financial interest	6/1/2021
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
Write an X to confirm each statement.	<p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	
Date:	4/28/2022

Attach additional pages if necessary.


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

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

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

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

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

	<b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>
Name:	Mike Greco
Title/ Position	Asst. Director Basketball Sports Clinic
Municipal Agency:	Town of Hopkinton Parks and Recreation
Agency Address:	6 Walcott Street, Hopkinton, MA 01748
Office Phone:	508-497-9750
	<b>CERTIFICATION</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	5/5/22

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


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

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

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

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

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

financial interest In the municipal contract?	Will be compensated hourly as a seasonal municipal employee for Parks and Rec Hourly Range for this position is \$ <u>21.05</u> to \$ <u>26.12</u>
Date when you acquired a financial interest	7/01/21
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
Write an X to confirm each statement.	<p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	
Date:	5/1/22

Attach additional pages if necessary.


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

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

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

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

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

	<b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>
Name:	Mark Sandborn
Title/ Position	Basketball Clinic Coach
Municipal Agency:	Town of Hopkinton Parks and Recreation
Agency Address:	6 Walcott Street, Hopkinton, MA 01748
Office Phone:	508-497-9750
	<b>CERTIFICATION</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	5/5/22

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

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

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

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

	<b>MUNICIPAL EMPLOYEE INFORMATION</b>
Name of municipal employee:	Gregory Romanko
Title/ Position	Wellness Teacher
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Hupkinton Public Schools
Agency Address	14 Elm St, Hupkinton, MA 01748
Office phone:	(508) 497-9860
Office e-mail:	gromanko@hupkinton.k12.ma.us
	Check one: <input type="checkbox"/> Elected    or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	08/30/2020
<p><b>BOX # 1</b></p> <p>Select either STATEMENT #1 or STATEMENT #2.</p> <p>Write an X beside your financial interest.</p>	<p><b>ELECTED MUNICIPAL EMPLOYEE</b></p> <p>I am an elected municipal employee.</p> <p><input type="checkbox"/> <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR</p> <p><input type="checkbox"/> <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
<p><b>BOX # 2</b></p> <p>Select either STATEMENT #1 or STATEMENT #2.</p>	<p><b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b></p> <p>I am a non-elected municipal employee.</p> <p><input type="checkbox"/> <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.</p> <p><b>My financial interest in a municipal contract is:</b></p>



Write an X beside your financial interest.

- A municipal agency has a contract with me, but not an employment contract.
- I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.
- OR -
- STATEMENT # 2:** I will have a new financial interest in a contract made by a municipal agency.
- My financial interest in a municipal contract is:**
- I have a non-elected, compensated municipal employee position.
- A municipal agency has a contract with me.
- I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.
- I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.

**FINANCIAL INTEREST IN A MUNICIPAL CONTRACT**

Name and address of municipal agency that made the contract

Town of Hopkinton Parks & Recreation Department

Please put in an X to confirm these facts.

- "My Municipal Agency" is the municipal agency that I serve as a municipal employee.
- The "contracting agency" is the municipal agency that made the contract.
- My Municipal Agency is not the contracting agency.
- My Municipal Agency does not regulate the activities of the contracting agency.
- In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.
- The contract was made after public notice or through competitive bidding.

FILL IN THIS BOX OR THE BOX BELOW

**ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.**

- Please explain what the contract is for.
- Parks & Rec Summer sports clinic
- Coach


FILL IN THIS BOX OR THE BOX ABOVE

**ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.**

- Please identify the person or entity that has the contract with the municipal agency.
- What is your relationship to the person or entity?
- What is the contract for?

What is your

- Please explain the financial interest and include the dollar amount if you know it.

financial interest in the municipal contract?	will be compensated hourly as a seasonal municipal employee for Parks & Rec. Hourly range for this position is \$21.05 - \$26.12
Date when you acquired a financial interest	7/11/2021
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
Write an X to confirm each statement.	<p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	
Date:	05/05/2022

Attach additional pages if necessary.


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

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

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

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

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

	<b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>
Name:	Greg Romanko
Title/ Position	Basketball Clinic Coach
Municipal Agency:	Town of Hopkinton Parks and Recreation
Agency Address:	6 Walcott Street, Hopkinton, MA 01748
Office Phone:	508-497-9750
	<b>CERTIFICATION</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	5/5/22

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


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

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

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

<b>MUNICIPAL EMPLOYEE INFORMATION</b>	
Name of municipal employee:	Jessica Zwillinger
Title/ Position	Hopkinton Middle School Teacher
<b>Fill in this box if it applies to you.</b>	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Hopkinton Public Schools
Agency Address	88 Hayden Rowe, Hopkinton MA 01748
Office phone:	508-497-9830
Office e-mail:	JZwillinger@hopkinton.k12.ma.us
	Check one:    ___    Elected            or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	September 2012
<b>BOX # 1</b>  Select either <b>STATEMENT #1</b> or <b>STATEMENT #2.</b>  Write an X beside your financial interest.	<p><b>ELECTED MUNICIPAL EMPLOYEE</b></p> <p>I am an elected municipal employee.</p> <p>___ <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b></p> <p>___ <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p>___ I have a non-elected, compensated municipal employee position.</p> <p>___ A municipal agency has a contract with me.</p> <p>___ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>___ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
<b>BOX # 2</b>  Select either <b>STATEMENT #1</b> or <b>STATEMENT #2.</b>	<p><b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b></p> <p>I am a non-elected municipal employee.</p> <p>___ <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.</p> <p><b>My financial interest in a municipal contract is:</b></p>

<p><b>Write an X beside your financial interest.</b></p>	<p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>-- OR --</p> <p><input checked="" type="checkbox"/> <b>STATEMENT # 2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
<p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>	
<p>Name and address of municipal agency that made the contract</p>	<p>Town of Hopkinton Parks &amp; Rec Dept. 6 Walcott Street, Hopkinton, MA 01748</p>
<p><b>Please put in an X to confirm these facts.</b></p>	<p><b>"My Municipal Agency"</b> is the municipal agency that I serve as a <b>municipal employee</b>.</p> <p>The <b>"contracting agency"</b> is the <b>municipal agency that made the contract</b>.</p> <p><input checked="" type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input checked="" type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>
<p><b>FILL IN THIS BOX OR THE BOX BELOW</b></p>	<p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p style="padding-left: 40px;">Parks and Rec Summer Sports Clinic Girls Basketball Coach</p>
<p><b>FILL IN THIS BOX OR THE BOX ABOVE</b></p>	<p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p>
<p>What is your</p>	<p>- Please explain the financial interest and include the dollar amount if you know it.</p>

financial interest In the municipal contract?	Will be compensated hourly as a seasonal municipal employee for Parks and Rec.
Date when you acquired a financial interest	6/1/2021
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
Write an X to confirm each statement.	<p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p>Answer the questions in this box <b>ONLY</b> if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	
Date:	5/5/2022

Attach additional pages if necessary.


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

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

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

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

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

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

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

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

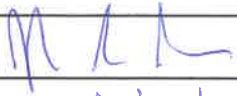
Attach additional pages if necessary.  
File disclosure, Certification and Approval with the city or town clerk.

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

<b>MUNICIPAL EMPLOYEE INFORMATION</b>	
Name of municipal employee:	JOHN GOLDEN
Title/ Position	SPECIAL EDUCATION TEACHER   HOPKINTON HIGH SCHOOL
<b>Fill in this box if it applies to you.</b>	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	HOPKINTON PUBLIC SCHOOLS
Agency Address	90 HANDEY LANE ST. HOPKINTON, MA 01748
Office phone:	(508)-497-9520
Office e-mail:	jpgolden@hopkinton-k12.ma.us
	Check one: <input type="checkbox"/> Elected    or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	9/1/1999
<b>BOX # 1</b>	<b>ELECTED MUNICIPAL EMPLOYEE</b>
<b>Select either STATEMENT #1 or STATEMENT #2.</b>	I am an elected municipal employee.
<b>Write an X beside your financial interest.</b>	<p><input type="checkbox"/> <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR</p> <p><input type="checkbox"/> <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
<b>BOX # 2</b>	<b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b>
<b>Select either STATEMENT #1 or STATEMENT #2.</b>	I am a non-elected municipal employee.
	<p><input type="checkbox"/> <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.</p> <p><b>My financial interest in a municipal contract is:</b></p>



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

financial interest In the municipal contract?	WILL BE COMPENSATED HOURLY AS A SEASONAL MUNICIPAL EMPLOYEE FOR PAIN + RET. HOURLY RATE FOR THIS POSITION IS <del>19.00</del> \$21.05 - \$26.12
Date when you acquired a financial interest	06/27/2021
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
Write an X to confirm each statement.	<p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	
Date:	04/28/22

Attach additional pages if necessary.


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

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

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

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

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

	<b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>
Name:	John Golden
Title/ Position	Basketball Clinic Coach
Municipal Agency:	Town of Hopkinton Parks and Recreation
Agency Address:	6 Walcott Street, Hopkinton, MA 01748
Office Phone:	508-497-9750
	<b>CERTIFICATION</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	5/5/22

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


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

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

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

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

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

financial interest in the municipal contract?	will be compensated hourly as a seasonal employee for Parks + Rec. Hourly range for this position is \$21.05 - \$26.12
Date when you acquired a financial interest	6/1/2021
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
Write an X to confirm each statement.	<p><b>FOR A CONTRACT FOR PERSONAL SERVICES --</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	
Date:	5/4/22

Attach additional pages if necessary.


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

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

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

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

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

	<b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>
Name:	Chaney Gaudette
Title/ Position	Basketball Clinic Coach
Municipal Agency:	Town of Hopkinton Parks and Recreation
Agency Address:	6 Walcott Street, Hopkinton, MA 01748
Office Phone:	508-497-9750
	<b>CERTIFICATION</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	5/16/22

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

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

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

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

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



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

financial interest in the municipal contract?	Will be compensated hourly as a seasonal municipal employee for Parks and Rec. Hourly rate for this position is \$21.05 - \$26.12
Date when you acquired a financial interest	6/1/2022
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
Write an X to confirm each statement.	<p><b>FOR A CONTRACT FOR PERSONAL SERVICES --</b></p> <p>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	Miranda Pucci
Date:	4/27/22

Attach additional pages if necessary.


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

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

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

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

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

	<b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>
Name:	Mikayla Pucci
Title/ Position	Basketball Clinic Coach
Municipal Agency:	Town of Hopkinton Parks and Recreation
Agency Address:	6 Walcott Street, Hopkinton, MA 01748
Office Phone:	508-497-9750
	<b>CERTIFICATION</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	5/5/22

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

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

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



Elaine Lazarus <elainel@hopkintonma.gov>

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## Affordable Housing Trust Fund Board Appointment

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**John Morris** <jamorris01748@gmail.com>

Tue, Apr 26, 2022 at 5:28 PM

To: Elaine Lazarus <elainel@hopkintonma.gov>

Cc: Beth Malloy <mbdc4eva@gmail.com>, Jack Nealon <nealon.jack@gmail.com>

Hi Elaine,

I am unfortunately unable to make the time commitment for this and would like to respectfully submit my resignation from the Affordable Housing Trust Fund Board. It's just been too difficult to juggle this along with work and I need to focus more on the other boards/commissions I'm on at this time.

Best,  
John

Sent from my iPhone

[Quoted text hidden]

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 **Oath of Office Form.pdf**  
103K



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

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## Resignation from the Board of Appeals

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**Mark Hyman** <boachair@hopkintonma.gov>

Fri, Apr 29, 2022 at 6:29 AM

To: Irfan Nasrullah &lt;inasrullah@hopkintonma.gov&gt;

Cc: Muriel Kramer &lt;mkramer@hopkintonma.gov&gt;, Amy Ritterbusch &lt;aritterbusch@hopkintonma.gov&gt;, Brendan Tedstone &lt;btedstone@hopkintonma.gov&gt;, Mary Jo LaFreniere &lt;mlafreniere@hopkintonma.gov&gt;, Elaine Lazarus &lt;elainel@hopkintonma.gov&gt;, Norman Khumalo &lt;nkhumalo@hopkintonma.gov&gt;, John Coutinho &lt;jc Coutinho@hopkintonma.gov&gt;, John Coutinho &lt;johnnaziza@comcast.net&gt;, Mark Hyman &lt;mark@hymanfamily.us&gt;

Dear Irfan:

Due to my upcoming move to the Chicago area, unfortunately I am resigning from the Board of Appeals effective immediately. I've appreciated the opportunity to serve on the Board since 2014; it's been a great experience. As I shared with Elaine, she and the Land Use staff do an amazing job and I can't say enough about how helpful they've been over the years. John Coutinho currently serves as Vice Chair; the Board will reorganize and choose a new chair at our next meeting. Of course, John's also running for Select Board; should he win a seat, I'm unsure whether he plans to (or can) remain on the Board of Appeals as well.

Otherwise, with my departure, the Board of Appeals has two vacancies for the Select Board to fill- one full member and one associate member. There are also two members with appointments expiring in June- Michael Riley (full member) and Ria McNamara (associate member). Michael only recently joined the Board and he's been a great addition; I would certainly support his reappointment. I'm uncertain whether Ria is planning to seek reappointment, but if so, I would support her appointment as a full member. Another newer associate member, Kevin Baxter, has been very engaged with the Board and I think he'd also be a strong choice as a full member. I've encouraged the existing members to reach out to others who might be interested in filling our vacancies.

I know that the Town and the Board of Appeals are in good hands!

All the best,  
Mark

--

Mark J. Hyman, Chair  
Hopkinton Board of Appeals

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Visit us online at [www.hopkintonma.gov](http://www.hopkintonma.gov).



Elaine Lazarus <elainel@hopkintonma.gov>

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## HYC Resignation

1 message

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**Erica Lawrence** <erica.lawrence@ymail.com>  
To: elainel@hopkintonma.gov

Tue, May 3, 2022 at 9:09 AM

Dear Select Board,

I, Erica Lawrence, am submitting my resignation from the Hopkinton Youth Commission due to unforeseen circumstances. My family will be moving out of state. Thank you for the opportunity to serve on this fantastic board. I sincerely hope that you all continue in your service to this wonderful community.

Sincerely,  
Erica Lawrence



To the Select Board,

I am writing to you on behalf of the Hopkinton Parent Teacher Organization.

The HPTO is excited to be considering the return of the carnival. After the past few years, I think some community fun is needed. We have been extremely pleased with the success of the past carnivals. The event has always been well received by our community. Fun was had by kids and adults alike. The HPTO has raised between \$9,000-\$12,000 from each event! Everything has run smoothly with no major issues reported to the police or fire. For these reasons, we would like to bring the fun back to Hopkinton June 23-26<sup>th</sup>.

Our board worked closely with school administration to select the dates. We will be using the senior parking lot and the staff lot at the High School. We notified the HCA so they are prepared for the excitement.

We are working with Fiesta Shows for the fourth time and appreciate the relationship we have with them. We selected them for their reputation which they have lived up to over the last few years. The company carries a 5-million-dollar insurance policy. The carnival would need to be set up starting on June 20<sup>th</sup> to allow the state time to license it before opening. The carnival will be working with the school and police to confirm the CORI approved staff. We are working on securing a spot for the carnival crew to set up their sleeping quarters until school lets out for the summer.

We cannot thank you enough for considering our permit request. We need the support of our community in order to continue to be an integral part of enriching the education of all our students.

Thank you,

Erin Graziano

HPTO Board Member

781-775-5990



# TOWN OF HOPKINTON

## TOWN MANAGER'S OFFICE

Norman Khumalo

Town Manager

### ENTERTAINMENT LICENSE APPLICATION

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Name of Applicant \_\_\_\_\_ Date of this Application \_\_\_\_\_

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Business Name \_\_\_\_\_ Email \_\_\_\_\_

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Street Address \_\_\_\_\_ PO Box \_\_\_\_\_ Telephone \_\_\_\_\_

---

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Please check all that apply:**

**Application Type:** Annual License \_\_\_\_\_ Single Event \_\_\_\_\_

Will the entertainment occur on Sundays? Yes \_\_\_\_\_ No \_\_\_\_\_

**Dancing:** By Patrons \_\_\_\_\_ By Entertainers \_\_\_\_\_ No dancing \_\_\_\_\_

**Music:** Recorded \_\_\_\_\_ Juke Box \_\_\_\_\_ Live Music \_\_\_\_\_

**Public Shows:** Theater \_\_\_\_\_ Movies \_\_\_\_\_ Floor Show \_\_\_\_\_

Other \_\_\_\_\_

**Amplification System:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Other:** Video Games \_\_\_\_\_ Pool/Billiard tables \_\_\_\_\_

Automatic Amusement Devices \_\_\_\_\_ Other \_\_\_\_\_

**Admission Fee:** Yes \_\_\_\_\_ How much? \_\_\_\_\_ No \_\_\_\_\_

**Nudity (As described in M.G.L. c.140 §183A):** Yes \_\_\_\_\_ No \_\_\_\_\_

**Please fully describe the proposed entertainment:** (Type, dates, hours of operation, location, indoors/outdoors, maximum number of patrons/attendees, etc.)



**Fee Schedule:**

<i>Application Type</i>	<i>Fee</i>
Annual Entertainment License - Occupancy or attendance less than 100 patrons	No fee
Annual Entertainment License - Occupancy or attendance 100 patrons or more	\$25.00
Single Event Entertainment License - Occupancy or attendance less than 100 patrons	No fee
Single Event Entertainment License - Occupancy or attendance 100 patrons or more	\$25.00
Billiard, Pool and Sippio License	\$25.00 per pool, billiard, or sippio table, or bowling alley lane.
Automatic Amusement Device License	\$20.00 per device

**Application Checklist:**

- CORI Request Form
- Property Owner's Approval (if Applicant does not own the property at which the entertainment will be provided)
- Fee
- For carnivals and events regulated by 520 CMR 5 et. seq. - Provide copy of License to Operate Amusement Devices issued by Commonwealth of Mass.
- For applications for events under the care, custody and control of the Town where employees of the event will have direct and unmonitored contact with children - Provide a list of all employees.
- Sunday Licenses - Provide permission from Division of Public Licensure

*Erin M. Jayzamo*

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**Signature of Applicant**

**Date**

*Applications shall be filed at least 60 days prior to the day on which the application proposes to offer the public amusement; provided, however, that the Board of Selectmen may waive requirement upon showing of good cause.*

## Dean & Flynn, Inc. Background Check Policy

Massachusetts Department of Public mandates we run CORI's on all ride operators.

We also run CORI's on all Sub-contractors that reside in Massachusetts.

We use a private Massachusetts company to run additional background checks as a second layer of security for all ride employees and for all out of state sub-contractors. Sub-contractors include game and food operators and owners. The private background checks are National Crime Net Expanded Search, this includes, nationwide criminal database search, Patriot Act Search, National Wants and Warrants, and Sex Offender Database Search.



## ABOUT FIESTA SHOWS

Fiesta Shows is committed to creating safe and wholesome family entertainment for all its patrons. We do this by offering the public the cleanest, safest, and most modern rides available. With a retention rate well over 90%, our ride operators are seasoned and well-trained.



Fiesta Shows' distinguished history in the gaming business allows us to set a standard that all our game concessionaires must follow. We believe the happiest customers are the winning customers and the winners will generate more players.

Front Gate Food operators are also closely monitored. In addition to local independent health inspections each week, we make sure food concessions are staffed with courteous operators who serve only quality carnival foods at fair prices.

Fiesta Shows also takes the responsibility to our sponsors, organizations, and committees very seriously. We work diligently to uphold every detail of our contracts and agreements with sponsoring organizations. The fact that we continue to enjoy repeat dates speaks for itself.

## EVENT DETAILS

**Location:** Outdoors in Hopkinton High School Senior and Staff parking lots

**Sleeping Quarters:** We are working to find a spot for the residence trailers until school dismisses for summer. Once school is out, trailers will move to school property. All locations will be added to an insurance policy held by Fiesta.

Request has been made to Park & Rec department about using Victory/Pine Field as a temporary trailer hold

**Dates and Times:** Thursday, June 23 from 6:00 - 10:00 pm

Friday, June 24 from 6:00 - 10:00 pm

Saturday, June 25 from 1:00 - 10:00 pm

Sunday, June 26 from 1:00 – 9:00 pm

**Attendance:** Typically, between 375-475 at any one time

## SAFETY & LIABILITY



Fiesta Shows carries a \$5 million-dollar General Liability Policy which will name the sponsoring organization and landowner as additional insureds.

Each ride is state licensed and inspected by an independent inspector.

Fiesta Shows has a full-time Ride Supervisor on each unit. The Ride Supervisor and his staff individually inspect each ride every day prior to opening. This ensures that nothing might have happened during non-operating hours. The Ride Supervisor is specially-trained and responsible for the day-to-day operation and safety of each ride.

Additionally, Fiesta Shows employs a Safety Engineer, Wally Wagemaker. Wally has over 40 years of safety experience and is responsible for Fiesta Shows' Safety Program.

## SECURITY

Designated staff members are responsible for patrolling the midway during the night when the carnival is closed. Fiesta Shows has many staff members that will be staying in mobile housing on the J.C. Parmenter property. The trailers will move to school grounds on the afternoon of the last day of school.

Officer Phil Powers has been involved in the process for the past events and has connected me with Officer Santoro to ensure a smooth transition. Fiesta Shows has agreed to provide Officer Santoro with all carnival staffs' social security numbers so all personnel will be CORI cleared by the Hopkinton Police Department. We will be working closely with the Hopkinton Police Department and Hopkinton Fire Department to ensure the safety of all involved.

## LITTER CONTROL

Fiesta Shows arranges for portable toilets and dumpsters to be delivered on set-up day and removed by 12:00 noon the day after closing. Fiesta Shows takes great pride in presenting a clean environment for all its patrons. Accordingly, Fiesta Shows coordinates a nightly cleaning of the midway and organizes a final clean up at the end of the event when all the equipment has been moved off-site. A minimum of 15 trash barrels will be strategically located throughout the midway for patrons. These barrels will be checked and empty as needed during the event. Fiesta Shows will make a \$500 donation to the DPW if it is necessary for the parking lots to be swept.

## THE BENEFIT

The HPTO has the potential to make \$10-20K off this carnival event. That is a significant amount of money that will make it possible for us to reach our \$100,000 goal. This is also an incredible opportunity to bring together our community. Each summer Holliston hosts a carnival in the parking lot of their high school. So many families in our community attend the event. We would like to see our community gather together to benefit our schools.



**Application Requests:**

1. CORI Request Form
  - a. Fiesta Shows will work with the police department, as they have in the past, to provide CORI applications and information on employees who will work the event.
2. Property Owner's Approval
  - a. The HPTO has worked closely with Dr. Cavanaugh to select these dates to limit the impact on students. Our request has been approved by HPS Buildings and Grounds for use of the space.
3. Fee
  - a. Attached
4. For carnivals and events regulated by 520 CMR 5 et. Seq. – Provide copy of License to Operate Amusement Devices issues by Commonwealth of Massachusetts
  - a. Fiesta Shows will file with Town Hall
5. For applications for events under the care, custody and control of the Town where employees of the event will have direct and unmonitored contact with children – Provide a list of all employees.
  - a. Fiesta Shows, as they have in the past, will provide the Hopkinton Police Department with a list of employees.
6. Sunday Licenses – Provide permission from the Division of Public Licensure.
  - a. Fiesta Shows will submit an application.





# Return to Fun.... Safely!

Safety Protocols  
And  
Procedures

Presented by E.J. Dean





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# Introduction

## **1.0 Introduction**

*Fiesta Shows, known as the largest portable amusement operator in New England, has been a leader and pioneer in innovation within the amusement industry for decades. Since the COVID-19 pandemic, countless hours have been spent assessing all aspects of our operation to ensure that, when allowed to reopen, we would have the safest protocols in place for our industry. In 2020, we successfully operated equipment at Witches Woods (Westford, MA) and LaSalette Shrine Holiday Lights (Attleboro, MA) meeting and exceeding all mandated COVID-19 protocols set forth by the CDC and the Commonwealth of Massachusetts. Since the ending of those events we have continued to expand and improve a pandemic-safe model, the newest and most significant component being a mobile contactless ticketing system, referenced later in section 7.2, which currently does not exist in the mobile amusement industry in New England.*

## **2.0 Scope**

*In response to the COVID-19 pandemic, Fiesta Shows has created “Return to Fun...Safely,” a comprehensive program created to enhance our current health and safety guidelines for guests and employees alike. The Scope of this document outlines COVID-19 safety precautions that Fiesta Shows will enforce to maintain a healthy and safe operation for all staff and guests. Highlights of the program are the heightened operational and sanitization protocols, along with newly added technological advancements creating a truly contactless engagement process between guests and employees. We closely monitor CDC, State, and industry websites to ensure we are meeting all recommended standards and requirements. Our goal is to be proactive in our preventative measures and communications. Each of us makes a difference in our community by following the guidelines regarding health-related items to maintain the highest level of cleanliness and safety.*



# General Protocols

## **3.1 Check-In/Attestation Form**

*Upon arrival to work each day, all employees will acknowledge the following:*

- *They do not have a temperature of 100 °F or higher;*
- *They are not experiencing any other symptoms of COVID-19;*
- *Have not been in contact with any person testing positive for COVID-19*

## **3.2 COVID-19 Training**

*In addition to current training programs utilized, all employees will receive training on COVID-19 specific safety and sanitation protocols. A more comprehensive training will take place for employees that more frequently interact with guests including, but not limited to, Amusement Ride Operators, Food and Beverage servers, Game operators, guest Services, and Security.*

## **3.3 Face Coverings**

*All employees will be required to wear proper and appropriate face coverings. Face covering must always be properly worn to cover the nose and mouth. Fiesta Shows employees are required to wear a face covering , as follows:*

- *While working*
- *If in a shared space*
- *If a distance of 6 feet or more cannot be maintained*

# General Protocols

## **3.4 Social Distancing**

*To prevent the spread of COVID-19, social distancing (6ft or more) must be maintained by all employees and patrons whenever possible. This will be achieved by:*

- The use of staggered seating between customer parties*
- Seats, benches, and booths to be reconfigured or removed to meet appropriate physical distancing needs and sanitizing.*
- All activities (Rides, Games, Food) will have marked serving and queuing areas as needed*
- Cue lines will be delineated to remind customers of 6-foot separation.*

## **3.5 Handwashing**

*Correct hygiene and frequent handwashing with soap is vital to help combat the spread of the virus. All employees should be instructed to wash their hands, or use sanitizer when a sink is not available, every 60 minutes (for 20 seconds) and after any of the following activities: using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, going on break, and before or after starting a shift.*

## **3.6 Queuing**

*Any area where guest or employees queue will be clearly marked for appropriate physical distancing. This includes entrances and exits, waiting areas for amusement rides and attractions, food and beverages stands, or ride ticket kiosks. Where applicable, the path through a queue should avoid “double backs” that will bring guests below social distancing recommendation of the CDC and the state and local public health authorities.*



# General Protocols

## 3.7 Signage

Signage will be placed beginning at the entranceway explaining our updated rules and guidelines to ensure a safe and enjoyable experience for all. This will include a general release of liability & COVID-19 Rules, and any individual not adhering to the prescribed policies may be told to leave the property at any time by management.

Signage will be displayed throughout the midway area reinforcing the protocols set in place.

**FIESTA SHOWS**  
**COMMITMENT TO SAFETY**  
**PLEASE READ BEFORE ENTERING**

Fiesta Shows is committed to the health and safety of all our guests. We have instituted increased health and safety measures, including enhanced cleaning and disinfected procedures in response to COVID 19. We ask that you read and adhere to the following items while on our midway.

 **PHYSICAL DISTANCING**

 **CLEAN HANDS OFTEN**

 **MODIFIED SEATING AND CAPACITY LIMITATIONS**





**BE WISE**  
**SANITIZE**



 **APPLY**    **RUB**    **DRY**  
25-30 Seconds

# General Protocols

## **3.8 Guest Interaction**

*A key goal to our success will be in the overall reduction of direct guest/employee interaction. Fiesta Shows has developed a two-option process to greatly reduce such interaction. Through a combination of Radio Frequency Identification (RFID) and Near Frequency Communication (NFC) technology we have developed a mobile platform, Fair Pass, that allows guests to both purchase and redeem tickets without direct employee contact. There will be 2 opportunities for guest to make contactless purchases: the first is the use of a mobile phone app in which tickets are purchased on-line and the phone works as a debit card (similar in theory to ApplePay) at the amusement ride. The second option is for on-site customers to go to mobile kiosks where tickets can be purchased and placed on to a debit card. Although we will encourage guests through signage to utilize electronic payment options the mobile kiosk will take all forms of credit cards and cash, as well as make change (much like self-service checkout stations in many retail establishments). The tickets will be redeemed by employees through the use of a NFC proximity scanner, no direct contact will be required.*

*At Fiesta food establishments food and beverages will be placed on trays for the customer to select.*

# General Employee Protocols



## **4.1 Masks**

*All employees are required to wear masks when working.*

*CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission.*

- *Wear a mask if you are coughing or sneezing*
- *Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water*
- *If you wear a mask, then you must know how to use it and dispose of it properly.*

*The proper procedure for putting on masks:*

- *Before putting on a mask, clean hands with alcohol-based hand rub or soap and water*
- *Cover mouth and nose with mask and make sure there are no gaps between your face and mask.*
- *Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water*
- *Replace the mask with a new one as soon as it damp and do not re-use single-use masks.*

*The proper procedure for disposing of masks*

- *To remove the mask: remove it from behind (do not touch the front of mask).*
- *Discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water.*

# General Employee Protocols



## **4.2 Gloves**

*All employees who will have contact with guests will wear gloves. The proper use of gloves is integral to stopping the spread of illness.*

*How to put Gloves On:*

- *Ensure that your hands are clean by thoroughly washing them with soap and hot water for at least 20 seconds*
- *Make sure that you choose the correct size gloves:*
  - *Ability to move your hands comfortably*
  - *No friction on your skin*
  - *Little to no sweating*
  - *Little or no hand muscle fatigue*
- *Pick up your dominant hand glove. Using the hand that you don't use to write; grab the glove for your dominant hand. Touch only the inside of glove cuff (The side off the cuff that will be touching your skin). Putting on your dominant hand glove first can minimize the risk of ripping or contamination to the hand you are likely using most.*
- *Remember to touch only the inside of the glove to prevent any potential contamination.*

*How to take Gloves Off:*

- *Grasp the outside of one glove at the wrist. Do not touch your bare skin.*
- *Peel the glove away from your body turning it inside out.*
- *Hold the glove you just removed in your gloved hand.*
- *Peel of the second glove by putting your fingers inside the glove at the top of your wrist.*
- *Dispose of the gloves safely, do not reuse or wash gloves.*
- *Clean your hands immediately after disposing of your gloves.*



# General Employee Protocols



## *When to Change Gloves:*

- *As soon as they become soiled or torn.*
- *Before beginning a different task.*
- *At least every four hours during continual use, and more often if necessary.*
- *After handling raw meat, seafood, or another object while putting on the gloves.*
- *If you accidentally touch your skin or another object while putting on the gloves, they have been contaminated and you must start the process over.*

## **4.5 Safe Distance**

- *The goal is to keep 6ft between yourself and any other person.*
- *When separation is not possible, masks must be worn to reduce the transmission of disease*
- *A plexiglass barrier between the customer and the server will be installed where feasible.*

## **4.4 Payment Handling**

- *Signage will encourage guests to use contactless, self-serve credit machines and kiosks whenever possible.*
- *Where cash is handled directly, all cash and coins will be transferred via tray.*

# Food Service

## **5.1 General Food Standards**

*Fiesta food establishments are committed to creating safe and wholesome family entertainment for all its guests. Our food managers have years of experience in the business and regularly take courses to stay up to date. All of our food staff have completed the necessary COVID-19 training sessions through ServSafe and all are ServSafe certified. Fiesta Food has long been committed to safety. We care deeply about our families and communities.*

*Each food booth will have a hand sanitizing station within close proximity, so that patrons can self-sanitize and continue to maintain social distancing. All our employees are aware of the new standards and take training classes on safety, cleaning, the use of gloves, and the wearing of masks weekly.*

*Each food booth will display signage and encourage guests to utilize our contactless payment process.*

- All seating will be spaced a minimum of 6 feet apart.*
- No more than 6 people seated per table.*
- Tables will be sanitized after use.*

*We encourage open communication from our guests and employees. Our mission is to make Fiesta Food as safe, comfortable, and attractive as possible for all our customers. We have a history of working with various local and state inspectional services to ensure the best practices are in place for our guests and employees. In addition, we have contacted professionals within the industry to ensure that we have a comprehensive plan in place and will evolve that plan as new information becomes available.*

*Based on the guidance we have received and our general state of preparedness we are confident our operation can continue to be safe and ready to serve our guests.*



# Food Service

## **5.2 Transferring packages, food and drink**

- *Limit physical contact as much as possible.*
- *Use trays to transfer items.*
- *The person handling the food should not be handling the payment process and the same is true for reverse. Should you have to do both jobs, excuse yourself between jobs, dispose of your gloves, thoroughly wash your hands, and put on fresh gloves.*

## **5.3 Changes in product or procedures to limit customer contact**

- *Sanitizer bottles and wipes should be offered to each customer. If not in single use packaging, the food handler should dispense the solution or wipes.*
- *Napkins are no longer to be placed in easy to reach areas. These should be handed out individually by the food handler.*
- *Condiments should be individually packaged and handed out to the customer by the food handler.*
- *All items passed from guests to employees will pass on a tray to further ensure limited contact.*
- *Utensils and straws will be individually wrapped for safety and handed to the customer by the food handler.*
- *Add-on items such as powdered sugar, or cream and sugar, parmesan cheese, hot sauce, etc., should be added by the food handler if a single serve package is unavailable.*
- *If individual packaging is not available, you may repack the most used items in single serve bags.*
- *All hot sandwiches will be placed inside foiled bags and sealed before being handed to the customer by the food handler.*
- *All drinks will be covered before being handed to the customer.*
- *Use clearly labeled 'sanitizer' buckets and clean and sanitize all surfaces at least every fifteen minutes.*

# Food Service

## **5.4 Cleaning and Sanitizing**

- *Food Contact Services should be both clean and sanitized correctly.*
- *Cleaning removes food and dirt from surfaces. Sanitizing reduces pathogens on a surface to safe levels.*
- *All Food-contact surfaces must be cleaned and sterilized: after they are used, before food handlers start working with a different type of food, anytime food handlers are interrupted during a task and the items being used may have been contaminated, and after four hours if items are in constant use.*

## **5.5 Disinfecting**

- *Most cleaners do not disinfect, and most disinfectants do not clean.*
- *Understanding the distinction between cleaning, sanitizing, and disinfecting is important.*
- *While cleaning refers to the physical or mechanical removal of dirt and grime, as well as a portion of the germs on a given surface, sanitizing means reducing germ colonies down to a less dangerous level. Disinfecting means to kill all applicable bacteria and viruses on a surface to an EPA-designated extremely low tolerance.*
- *All disinfecting products needs to stay wet on the surface for a specific length of time to kill all bacteria and viruses. This is referred to as “kill time” and/or “contact time”*
- *Every surface must be disinfected each day after closing. Be sure to leave time for the disinfectant to work before sanitizing and rinsing surfaces.*
- *Be sure to disinfect high touch surfaces such as keypads, credit card machines, doorknobs, and registers*
- *Even if no one is ill, you should still “clean regularly and disinfect daily” as a baseline precautionary measure, said Alexa Mieses, an assistant professor in the department of family medicine at the University of North Carolina, Chapel Hill.*

# Game Protocols



## **6.1 Social Distancing Guidelines**

- *All Fiesta Games will have properly spaced waiting lines and signage to ensure social distancing.*
- *There will be marked stations on each game playing area.*
- *Stations will be divided by at least 6ft from one another or by a partition.*



## **6.2 Sanitize**

- *All Fiesta Games equipment will be sanitized daily prior to opening.*
- *Contactless hand sanitizing stations will be placed in close proximity to games.*
- *Will be using USC ready-to-use-no-rinse sanitizer.*
- *Balls, darts, and object of touch will be rotated and sanitized.*
- *Each customer will sanitize their hands prior to playing.*
- *No merchandise shall be displayed so that it can be handled easily by the public.*
- *There will be a “No return” policy on merchandise once it has been given out.*



# Amusement Ride Protocols



## **7.1 Cleaning & Sanitizing**

*After each ride is erected and inspected it will be fogged using KOC-86 self-sanitizing coating, a water-based photocatalyst Titanium Dioxide (TiO<sub>2</sub>) solution. It slowly destroys any microorganism that touches the surface such as viruses, bacteria, mold, fungi, or any other microorganism for 6 months and lasts for up to 28 days. Once a day a sister product, “Prime Time” disinfectant and sanitizer, will be applied to each device. High touch areas will be checked and have disinfectant reapplied as needed.*

*Once applied, equipment will be tested and data recorded using a SystemSure Plus ATP monitoring system to ensure effectiveness. We will be operating under the safety guidelines set forth by the ISSA Clean Standard protocols designed for k-12 schools.*

## **7.2 Contactless Ticketing System**

*In addition to mask-wearing employees and a midway heavy populated with signage and sanitizing stations, a major component creating a safe environment was a cashless midway. The system uses NFC technology so its pretty much ‘tap and go’ when completing transactions. Perhaps the most useful, contactless features of the Fair Pass system is the mobile app which allows the customer to make all of their purchases, including wristbands, on their phone and never go to a ticket kiosk or have direct contact with employees*



# Amusement Ride Protocols



## **7.3 Customer Contact**

- *During loading and unloading, ride operators or attendants may offer guests a shoulder or elbow if the guest requires stability assistance. Ride operators or attendants should avoid touching guests with their hands. If ride operator or attendant touches a guest's hand, the ride operator or attendant should immediately wash their hands or apply hand sanitizer.*
- *To ensure compliance with distanced loading and seating arrangements, ride operators or attendants may assign seats to riders.*
- *Touchless hand sanitizing stations will be located next to the entrance of the ride.*

## **7.4 Height requirements**

- *For those rides or attractions with mandatory minimum or maximum height requirements, the facility should consider the use of fixed required height markings. These height markings should be located in an area observable to and convenient for the ride or attraction. The ride operator or attendant may direct any guest whose height is in question to the measurement area for observation without approaching or having direct contact with the guest. The task should be able to be accomplished without direct contact with the guest. The task should be able to be accomplished without physical contact between the ride operator or attendant and the guest.*
- *Ride operators or attendants may confirm perimeter gate security while avoiding touching the perimeter gate (such as through the use of knee or feet) while confirming its security prior to the ride cycle.*

# Amusement Ride Protocols



## **7.5 Daily Pre-Shift & Timekeeping**

- *Employee pre-shift meetings may be conducted virtually or in areas that allow for appropriate physical distancing between employees. Hand sanitizer should be available at each timeclock station and work station. Employees should be required to sanitize their hands after clocking in. The management team should ensure constant communication and proper PPE and sanitation procedures are followed and updated per the latest federal, state, and local public health guidance.*
- *Every employee's temperature will be checked and logged prior to going to work. In the event that any employee has a temperature of 100.4 degrees or above, he or she will not be allowed to work that day or thereafter until fever has subsided.*
- *All public restrooms, portable toilets, commonly used counters and commonly touched surfaces will be sanitized regularly and will be recorded in a Cleaning/Sanitizing log.*
- *Management will regularly update the staff on any changes related to the workplace and the Coronavirus (COVID-19).*
- *We believe we have one of the most comprehensive strategies for protecting guests and employees alike so we can all enjoy another safe midway experience under these trying circumstances.*

# Conclusion



## **8.0 Conclusion**

*Fiesta Show's proven track record of successfully operating events in 2020, (Witches Woods and LaSalette Shrine Light Show) during the height of the COVID-19 pandemic, shows that we have developed a comprehensive plan to address the multiple variables within our operation. Those same previous practices, along with new additional measures, will continue to ensure that we can bring fun back to the Commonwealth.... SAFELY!*





THANK  
YOU!





### EVENT OVERVIEW

The carnival is a fundraiser for the Hopkinton Parent Teacher Organization. It is also a wonderful opportunity to bring together our community. The carnival offers a wide variety of amusement rides, games and food to patrons of all ages.

Dates and Times: Thursday, June 23 from 6:00 - 10:00 pm

Friday, June 24 from 6:00 - 10:00 pm

Saturday, June 25 from 1:00 - 10:00 pm

Sunday, June 26 from 1:00 – 9:00 pm

### VENUE OVERVIEW

The carnival is being hosted in the Hopkinton High School staff and senior parking lots. Parking for visitors is available in the Hopkinton Middle School water tower lot, tennis court lot and in lots around the loop road. The carnival staff is housing their accommodations offsite until school dismisses for the summer. At that time accommodations will be moved to a location determined by the school department.

### KEY CONTACTS

Erin Graziano	HPTO Carnival Coordinator	781-775-5990
Rachel Dalton-Viveiros	HPTO President	508-404-8287
TBD	Fiesta Shows On-Site Manager	
EJ Dean	Fiesta Shows Head	978-375-2541

### RISK ASSESSMENT

- The HPTO will meet onsite with members of police, fire and the carnival to discuss the event.
- Fiesta Shows and HPTO will comply with requests from fire and police, as we have done in the past, to ensure a successful event.
- Three police details will be present during operating hours of the carnival to help direct traffic, manage crowds and ensure safety.
- Fiesta Show will put up barriers around the midway to secure the rides and make sure patrons only exit and enter the carnival through the main gates.
- The carnival is well signed. Each ride has safety and height signage to make it easy for patrons to determine appropriate rides for themselves or their children.
- Fiesta Shows has a guest relations booth / mobile office onsite to aid patrons. First aid kits are available there.
- All Fiesta Show employees wear uniforms to make them easily identifiable. They also wear a photo ID which will be checked by police against all provided CORI forms.



*Hopkinton Parent Teacher Organization*

- Fiesta Shows carries a \$5 million-dollar General Liability Policy which will name the sponsoring organization and landowner as additional insureds.
- Each ride is state licensed and inspected by an independent inspector.
- Fiesta Shows has a full-time Ride Supervisor on each unit. The Ride Supervisor and his staff individually inspect each ride every day prior to opening to ensure nothing happened during non-operating hours. The Ride Supervisor is specially-trained and responsible for the day-to-day operation and safety of each ride. Additionally, Fiesta Shows employs a Safety Engineer, Wally Wagemaker. Wally has over 40 years of safety experience and is responsible for Fiesta Shows' Safety Program.
- Fiesta Shows will acquire all necessary licenses and permits.

#### EVENT HEALTH, SAFETY AND WELFARE

- See above

#### STAGE, TEMPORARY STRUCTURES AND INFRASTRUCTURE

No tent larger than 15'x 15' will be used and all will be properly weighed down and secured for weather needs. In the event wind speed is in excess of 40mph the canvas top should be removed until weather has cleared.

#### ELECTRICAL SYSTEMS

Information on the level of power that is required and how this is being provided and maintained on site.

#### FOOD, REFRESHMENTS AND TRADERS

Fiesta Shows will be the single provider of food units for the event. Fiesta Shows will apply for and coordinate the inspection of all food units. Fiesta Shows will have a certified Serv-Safe and Allergen Awareness staff member to monitor the food operation.

#### WASTE DISPOSAL

Fiesta Shows arranges for portable toilets and dumpsters to be delivered on set-up day and removed by 12:00 noon the day after closing. Fiesta Shows coordinates a nightly cleaning of the midway and organizes a final clean up at the end of the event when all the equipment has been moved off-site. A minimum of 15 trash barrels will be strategically located throughout the midway for patrons. These barrels will be checked and emptied as needed during the event. Fiesta Shows will make a \$500 donation to the DPW if it is necessary for the parking lots to be swept.

#### SECURITY/STEWARDSHIP

Designated staff members are responsible for patrolling the midway during the night when the carnival is closed. Fiesta Shows has many staff members staying in mobile housing nearby. The trailers will move to school grounds on the afternoon of the last day of school.

The committee will work closely with safety management including police and fire. The police



*Hopkinton Parent Teacher Organization*

department will be given a list of all carnival staff including social security numbers to confirm CORI clearance. Every employee wears a photo ID. Three police details will be onsite during operating hours.

#### CROWD/TRAFFIC MANAGEMENT

The 3 police details on site help to manage the traffic control. Arrival and departure are staggered for the most part helping to reduce large crowd movement.

#### PARKING PLAN

Patrons can park in the Hopkinton Middle School water tower lot as well as the tennis court parking lot. Parking is also available in the lots along the loop road with sidewalks to walk to the carnival.

#### ORGANIZATION AND CONTRACTORS

Fiesta Shows is the largest New England-based carnival in the business, and certainly, one of the biggest in the entire Northeast. Fiesta Shows owned over 100 amusement rides, from the traditional Merry-Go-Round and Tilt-A-Whirl to the Big Splash Flume Ride and thrilling Freak Out and Speed XXL.

Fiesta Shows is committed to creating safe and wholesome family entertainment for patrons. With a retention rate well over 90%, their ride operators are seasoned and well-trained. As mentioned below, Fiesta Shows carries a \$5 million-dollar General Liability Policy which names the sponsoring organization and landowner as additional insureds. Each ride is state licensed and inspected by an independent inspector.

#### COMMUNICATIONS

The HPTO is in constant contact with the Fiesta Shows onsite manager keeping us informed on any weather concerns, safety issues or issues. Our HPTO coordinator, Erin Graziano, will have contact information for Officer Santoro if an issue arises. Communication to police and fire can also be done through the police onsite. Contact information has been provided above for HPTO and Fiesta Show representatives.

#### MEDICAL/FIRST AID PROVISIONS

Fiesta Show will have first aid kits available at the guest relations / unit office. If additional medical attention is needed, one of the police details will be contacted and, in the case of an emergency, 911 called.

#### FIRE PRECAUTIONS AND EQUIPMENT

Each food booth and generator will have fire extinguishers designated to each unit. Only food unit operators or staff will have access to utilize if a need arises.

The event is outdoors so in case of a fire, patrons can quickly move away from the area through the main gates and disperse from the area in any direction.



#### SANITARY ACCOMMODATIONS

There will be 8 porta potties on the premises. Some are handicap accessible.

#### EMERGENCY PROCEDURES

Fiesta Shows staff utilize a walkie-talkie system to communicate any needs that arise. Contact info has been shared between Fiesta Staff, Committee Representative, and Town of Hopkinton representatives. Fiesta staff will coordinate any outside needs through Committee Representative.

#### EVENT INSPECTION

Before opening, the state will inspect all rides. Fire and police will have access to the midway to inspect for safety issues and confirm employees have been vetted.

#### ACCIDENT REPORTING AND INVESTIGATION

The HPTO and Fiesta Shows will work with appropriate authorities to fully report any incidents requiring reporting/investigation.

#### PROVISIONS FOR PEOPLE WITH SPECIAL NEEDS

Handicap parking will be available. The grounds are flat and paved so easily accessible to those with mobility issues. Fiesta Staff will ensure that all patron walkways are clear of any hazards or matted to denote the area. When it comes to amusement devices, Fiesta Staff will assess the individual disabilities of a patron to determine what devices they can safely enjoy.

#### CONTINGENCY PLANS

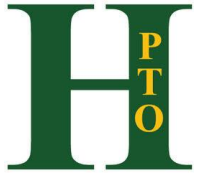
See above. Fiesta Show crew members actively watch the radar (conditions/wind) to determine opening/closing of each device per the manufacturer's requirements. Any excessive weather that may make the grounds unsafe for patrons will close the carnival. The call is often made before the conditions set in. Staff use a walkie-talkie system to communicate closures, so it happens in a safe and timely manner. The HPTO representative will be notified by phone so the information can be posted to help manage unnecessary traffic.

#### ALCOHOL EVENTS

There will be no alcohol served or allowed on site.

#### COVID PROTOCOLS

Please see the attached Fiesta's safety protocols and procedures around Covid-19. These are the measures Fiesta put in place last summer at their carnival events. Some protocols may change based on new mandates and the state of the virus in June 2022 when our event is held.



P.O. Box 608 • Hopkinton, MA 01748

[www.HPTOonline.com](http://www.HPTOonline.com)

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*Hopkinton Parent Teacher Organization*

Permitting Team Comments  
HPTO Carnival- Entertainment License Application  
SB Meeting- 05/17/2022

January 27, 2022

With regard to the Litter Control Plan, my recommendation is that the DPW be reimbursed for any overtime related to this event, whether it be trash collection, parking lot sweeping, or any other related cost.

I have no other comment on this application.

John K. Westerling  
Director of Public Works, Hopkinton DPW

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January 27, 2022

The Health Department will work with the PTO and Fiesta to develop and implement COVID-19 protocols, if necessary. As we are out of the 3-year cycle of EEE, we don't presently anticipate any issues with mosquito-borne illnesses. The Health Department will coordinate with the Central Massachusetts Mosquito Control Project and have the area treated before the event.

Shaun McAuliffe  
Health Director

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January 27, 2022

Facilities has no Comments

Dave Daltorio  
Facilities.

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February 1, 2022

We have reviewed the permit and would request that the applicant meets with me at least one month prior to go over security and detail needs. We would also request that the applicant provide us with completed CORI checks of all workers and require that the company has employees wearing photo badges while working. The Police Department will review, within the confines of the law, the applications of the workers and reserve the right to reject any worker.

We also request that all equipment and delivery set-up be coordinated through the School Resource Officer

Deputy John J. Porter  
Police Department.

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February 1, 2022

From the FD's perspective, the food vendors need to make sure that they come in and apply for all proper permits, and that all inspections are completed of the food trucks prior to being placed into service on the first day of the event. I am requesting that the appropriate staff reach out to the Fire Prevention Division and work with FPO Poirier and Healy.

Chief Miller  
Hopkinton Fire Department.

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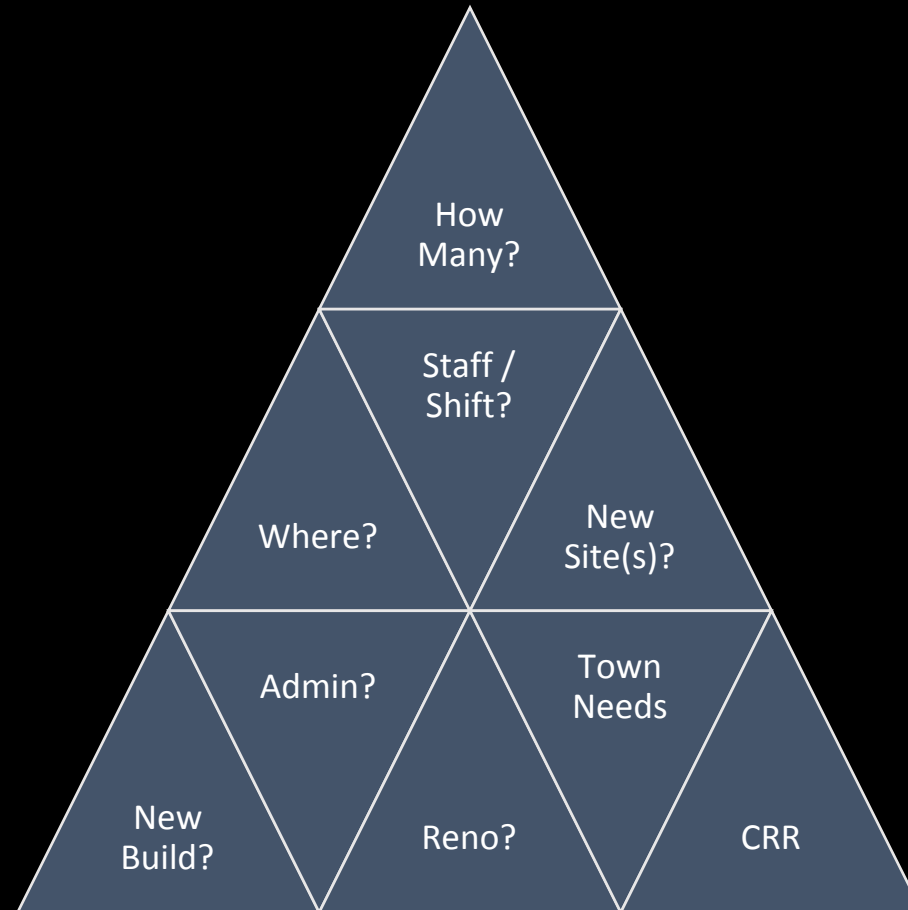
# Public Safety Building Study

May 17, 2022

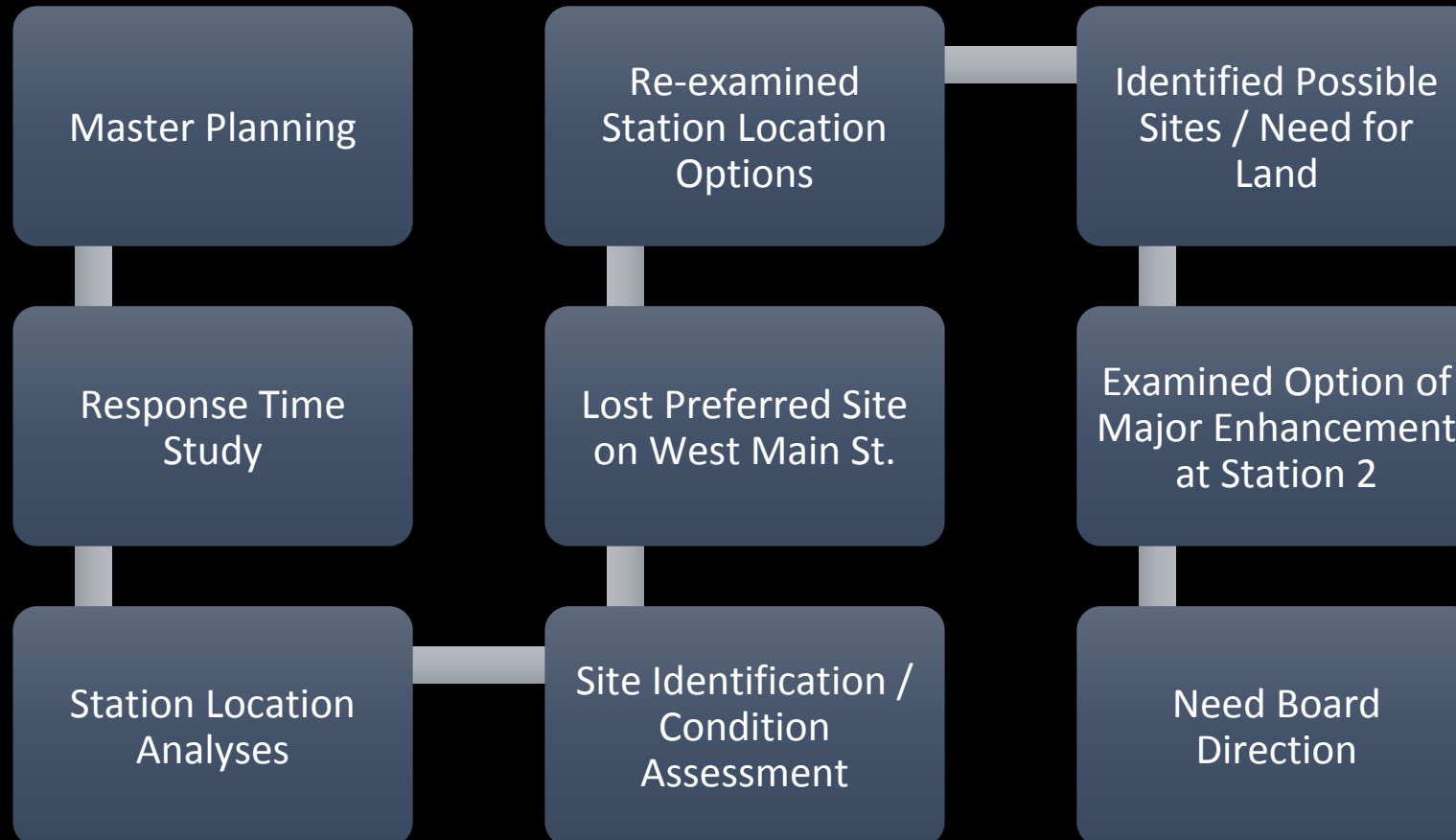


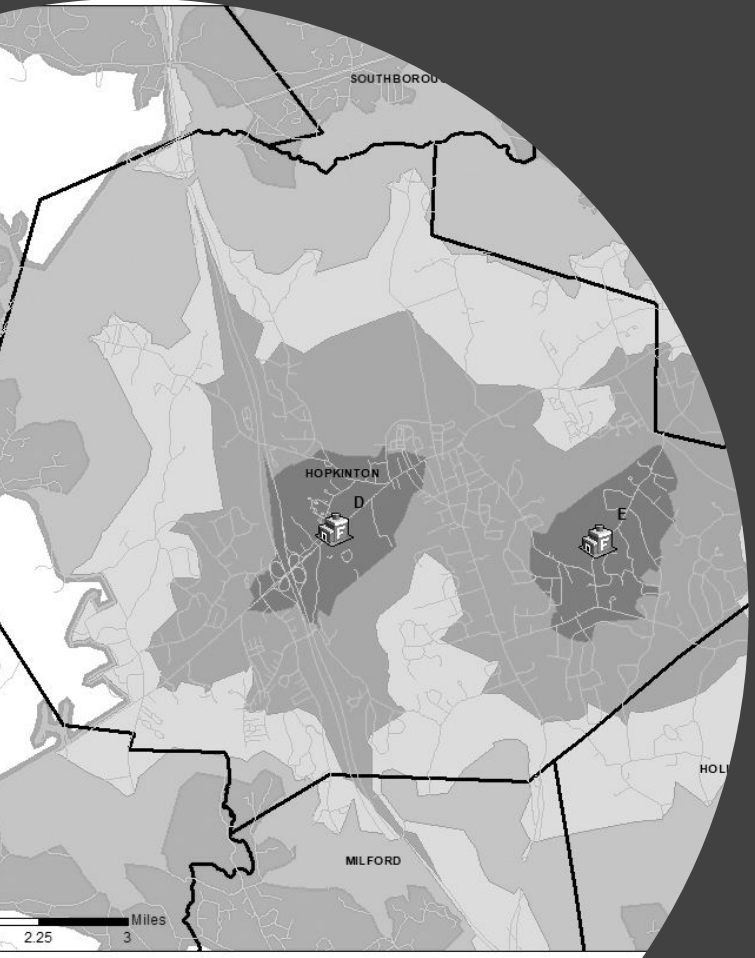
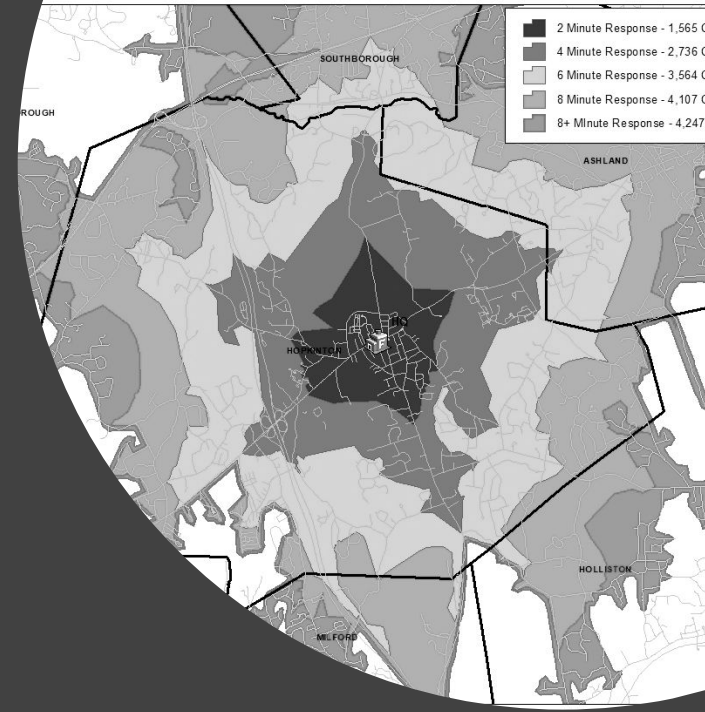
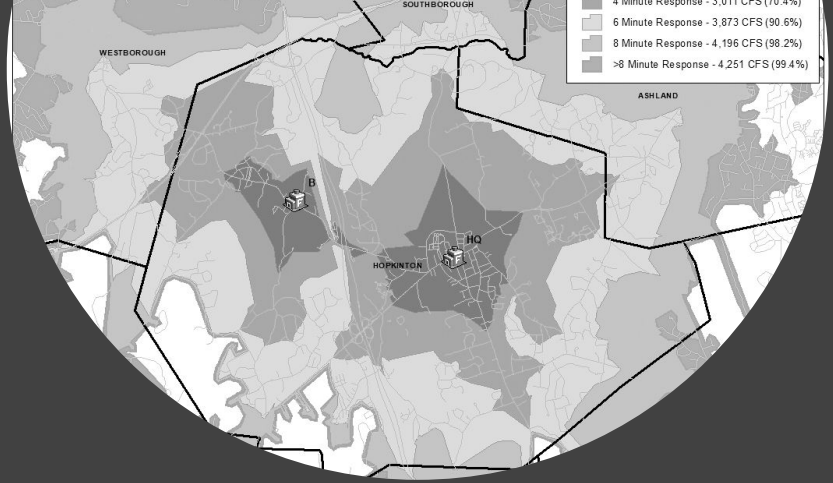


# What Goes Into Developing a Solution?



# Efforts to Date - How Did We Get Here?





We Have Examined  
 Many Options to Date...



# **We Have Identified Four Primary Options**

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**Single Station** on Main St.  
(HQ) – requires more land

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**Single Station** at the Site of the  
Elmwood School

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**Single Station** on South St. – would  
require land acquisition

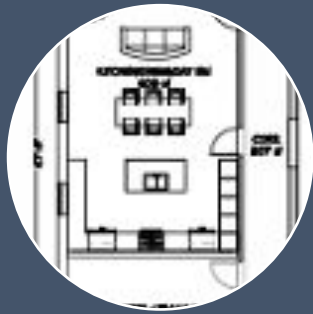
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**Two Sites** – Renovate and / or rebuild  
Station 1 and Station 2

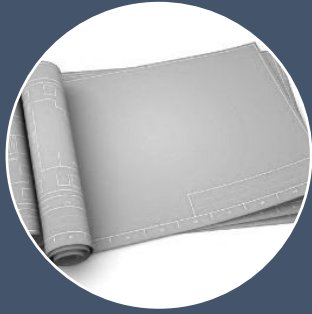
# Once an Option Is Selected There Is a Continuum of Steps...



**Feasibility  
Study**



**Schematic  
Design**



**Construction  
Documents**



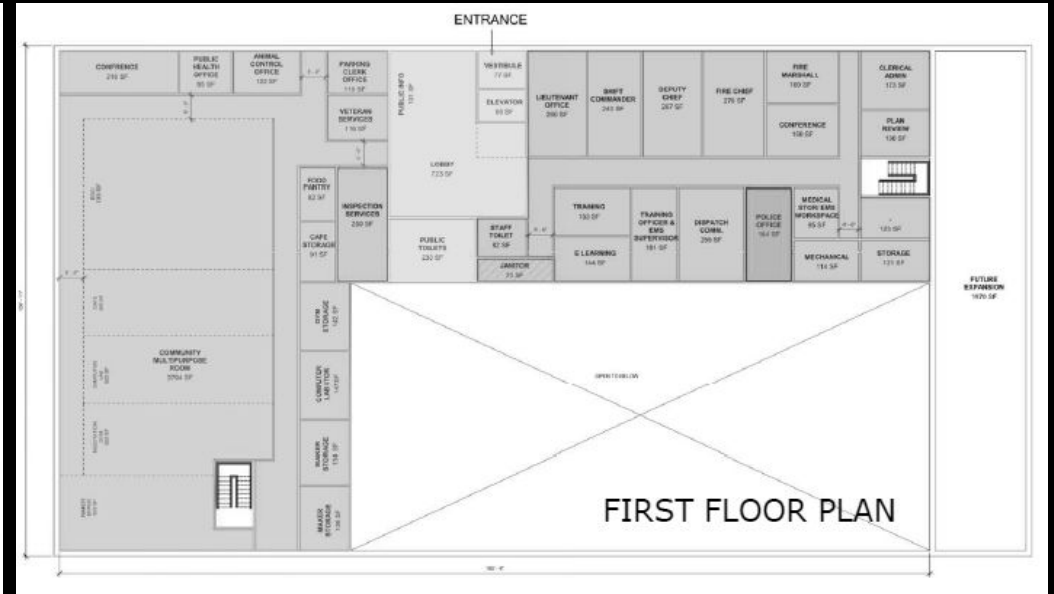
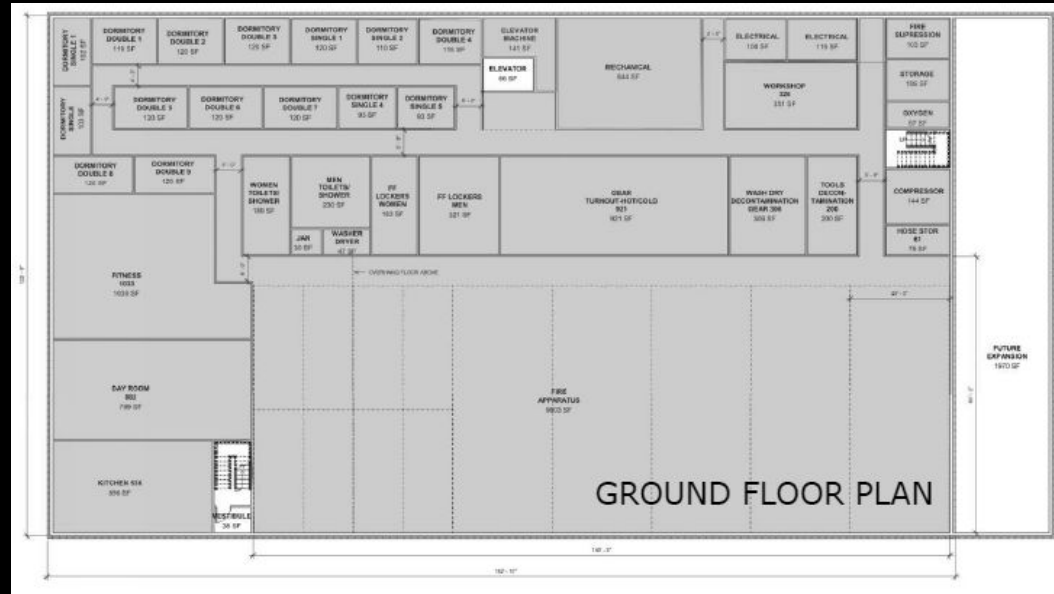
**Go Out to  
Bid**



**Construction**



# One Look at a New Single Station







J. Raymond Miyares Thomas J. Harrington Christopher H. Heep Donna M. Brewer Jennie M. Merrill  
Bryan Bertram Ivria Glass Fried Alexandra B. Rubin Ethan B. Dively Maurica D. Miller Rian R. Holmquest

May 3, 2022

Select Board  
Town of Hopkinton  
18 Main Street  
Hopkinton, MA 01748

Re: DPU 20-80, *Investigation by the Department of Public Utilities on its own Motion into the role of gas local distribution companies as the Commonwealth achieves its target 2050 climate goals.*

Dear Select Board Members:

In support of the State’s target of net zero greenhouse gas emissions by 2050, the Department of Public Utilities in 2020 opened docket 20-80, *Investigation by the Department of Public Utilities on its own Motion into the role of gas local distribution companies as the Commonwealth achieves its target 2050 climate goals.* The DPU ordered natural gas Local Distribution Companies (“LDCs”), including Eversource, to select an independent consultant to produce a report on decarbonization strategies and the regulatory changes needed to support these strategies. In addition, each gas company was to submit an individual proposal with recommendations and plans for helping the State achieve its 2050 climate goals. The Report and Proposals were submitted on March 18.<sup>1</sup>

We have been actively attending stakeholder meetings and technical conferences on behalf of the Town because of the Town’s unique perspective as a host community to a large LNG facility. From the outset, we have been skeptical of the fact that the LDCs were given free rein to shape the direction of the “future of gas” in Massachusetts. Besides the obvious conflict inherent in allowing gas companies to determine how they will phase out their core business, we have serious concerns about the fact that the LDCs were allowed to select and have access to the “independent”

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<sup>1</sup> The Report is available at <https://thefutureofgas.com/content/downloads/2022-03-21/3.18.22%20-%20Independent%20Consultant%20Report%20-%20Decarbonization%20Pathways.pdf> (Part I) and <https://thefutureofgas.com/content/downloads/2022-03-21/3.18.22%20-%20Independent%20Consultant%20Report%20-%20Regulatory%20Designs.pdf> (Part II). The Eversource Proposal is available at [https://thefutureofgas.com/content/downloads/2022-03-21/20-80%20Eversource%20Specific%20Plan%20Filing%20\(3-18-22\).pdf](https://thefutureofgas.com/content/downloads/2022-03-21/20-80%20Eversource%20Specific%20Plan%20Filing%20(3-18-22).pdf). Appendices, draft materials, and other information on the submissions are available at <https://thefutureofgas.com/sep>.



consultants preparing the Report, while stakeholders were left largely in the dark. Stakeholders received only the information that LDCs saw fit to share, while the LDCs and consultants incorporated feedback and commentary only as it suited them. The resulting Report and Proposals raise more questions than answers and emphasize the importance of the Town's communicating its concerns to the DPU going forward.

## The Report

The Report consists of Part I, a technical analysis of the various scenarios or pathways to net zero examined by the consultants; and Part II, proposed regulatory designs to assist in the implementation of these technical pathways. A total of eight pathways were examined and compared, including high, low, and hybrid electrification scenarios, networked geothermal scenarios, and 100 percent gas decommissioning scenarios. Each scenario envisions the implementation of different combinations of technologies to reach net zero by 2050.

Some aspects of the Report stand out to us as particularly alarming. First, hydrogen is touted in every scenario as a promising technology to be studied for use in existing or new infrastructure. If hydrogen is to be stored and transported through the HOPCo facility, this may pose major regulatory and safety concerns for the Town. Second, the Report failed to provide any certainty about the fate of any specific infrastructure, such as the HOPCo facility or LNG facilities in general. Moreover, the Report declines to predict the costs of decommissioning current infrastructure and upon whom those costs will fall; at the same time, the LDCs propose solutions such as accelerated depreciation of assets that risk placing such costs on host communities like Hopkinton.

## Eversource Proposal

Eversource's independent proposal (the "ES Plan") recommends that the Department plan decarbonization measures on a triennial cycle and presents an Operating Plan for 2023-2025. The ES Plan introduces six specific decarbonization initiatives: hybrid heat pumps, networked geothermal, production certified gas,<sup>2</sup> renewable natural gas (such as methane from anaerobic digestion in landfills), hydrogen, and R&D innovation.

The hydrogen initiative for 2023-2025 includes pursuing a small-scale pilot program targeting industrial and commercial customers; assessing safety, feasibility, performance and cost effectiveness; pursuing federal grants; and engaging in further research and development of hydrogen for end use. ES Plan at 16. It also includes assessing the use of a blend of up to 2% hydrogen (by volume) in the natural gas provided within a target area of its network. *Id.* at 43. As

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<sup>2</sup> Production certified gas is defined in the ES Plan as "Geological natural gas that undergoes third-party certifications that verify the gas was produced or transported in a manner consistent with certain environmental, social and governance standards." ES Plan at 4.

part of this plan, Eversource says that it intends to engage with local authorities on hydrogen opportunities and “technology education.” *Id.* at 44. It proposes regulatory reforms to assist with these initiatives, such as authorizing LDCs to purchase decarbonized fuels. *Id.* at 46.

Like the consultants’ Report, the ES Plan raises critical questions about whether and how the HOPCo facility will be repurposed, decommissioned, or abandoned, and what the regulatory and financial implications of those changes would be for the Town.

### **Common Regulatory Proposal**

The LDCs jointly submitted a document to the DPU outlining a “common regulatory proposal” for achieving the initiatives in the LDC-specific plans. This document asks the DPU to adopt the LDC’s three-year operating plans and proposes a model tariff for recovering costs associated with those plans. It further asks the DPU to revise its procurement standards to make contracts for renewable natural gas feasible; to investigate costs of the transition to customers; and, most concerningly, to investigate whether accelerated depreciation of LDC assets based on the utilization of the gas distribution system, rather than the useful life of the assets, could be an option for cost recovery for the LDCs. This final proposal may place the costs of a declining customer base on the Town, rather than on the LDCs.

### **The DPU Proceeding**

The DPU has not said whether it intends to adopt any of the regulatory changes proposed in the Report and LDC Proposals. The upcoming hearings and comment periods are the first opportunity for outside parties to submit feedback to the DPU, rather than to the consultants and LDCs. The DPU will conduct virtual public hearings on May 3 and May 5, and accept written comments until May 6.

The costs and risks posed to the Town by the uncertain future of the HOPCo LNG facility are an important concern and should be communicated to the DPU. In addition, to the extent that the Town has its own preferred solutions concerning LNG facilities to offer the DPU, this is the first and best opportunity to do so. For example, the Town may wish to ask the LDCs to establish decommissioning funds for large facilities as insurance against abandonment. It could also express its concerns about the possible storage of hydrogen in facilities not originally intended for that purpose and ask the DPU to establish requirements and procedures for converting a facility to hydrogen that include the approval of local officials.

Select Board  
May 3, 2022  
Page 4 of 4

This is an opportunity for the Town to take an active role in these proceedings to make its concerns known before the DPU adopts regulatory solutions favoring the LDCs to the detriment of local communities.

Sincerely,


A handwritten signature in blue ink, appearing to read "J. Miyares", with a long horizontal flourish extending to the right.


J. Raymond Miyares



**TOWN OF HOPKINTON**  
**Accounting/Procurement Department**  
18 Main St., Hopkinton MA 01748

TO: Select Board

FROM: Benjamin Sweeney, Senior Accounting Manager/Town Accountant 

VIA: Norman Khumalo, Town Manager 

DATE: May 13, 2022

SUBJ: Fiscal Year 2021 Audit Results

As is the consistent yearly practice, the Town of Hopkinton was audited by an independent Certified Public Accounting firm in the Fiscal Year 2021. The Fiscal Year 2021 audit process was successfully completed. The auditors issued an opinion that the financial statements were presented fairly, in all material respects, with Generally Accepted Accounting Principles (GAAP). The auditors did not identify any violations in the expenditure of federal awards. These results mean that the Town will continue to have access to the bond markets and support from the federal government.

The audit was performed per Generally Accepted Auditing Standards. The primary purpose of an audit is to provide reasonable assurance to those who rely on financial statements that they are presented fairly in all material respects following (GAAP). Hopkinton retains responsibility for the integrity of the financial statements and the internal control environment. The auditor's role is limited to expressing a reasonable opinion of the financial statements.

The Town's auditor, Roselli, Clark & Associates, issued an opinion that the Fiscal Year 2021 Financial Statements are presented fairly in all material respects. This milestone meets the requirement for the Town to continue to have a bond rating by Standard & Poor's and access the bond markets. The issuance of audited financial statements does not, in and of itself, state or imply that an organization is or is not financially healthy. Instead, an audit provides reasonable assurance that the financial statements accurately reflect the financial status of an organization. The rating agencies and potential bondholders use this uniform presentation to analyze the financial health of an organization and compare it consistently to other organizations issuing debt.

The 2022 Annual Town Meeting authorized several projects that involve issuing bonds. If approved at the Town Election on May 16, 2022, the Town Treasurer and Select Board will be authorized to issue debt to move the approved projects forward. A financial statement audit is a component of carrying out the actions approved by Town Meeting and Hopkinton voters.

In addition to a financial statement audit, Hopkinton was required to undergo a Single Audit because more than \$750,000 of federal funds were expended in Fiscal Year 2021. Hopkinton generally receives more than \$750,000 in federal funds each year, primarily through school special education programs. There was a significant increase in expenditures of federal funds in 2021, mostly due to COVID-19 legislation enacted by the Federal Government. The Town expended \$4,048,078 of federal funds in the Fiscal Year 2021, a 290% increase from Fiscal Year 2020. In a Single Audit, auditors examine federal funds using guidance from the Federal Office of Management and Budget. The auditors did not identify questioned costs or material weaknesses in Fiscal Year 2021. The audit report is posted to a federal database as part of the Federal Government's oversight of grant awards.

The annual audit process meets several regulatory requirements and supports the continuous improvement of the internal control environment in Hopkinton. The Finance team continues to identify ways to automate processes that improve fiscal integrity and streamline operations. [Audit reports are available for public review](#) on the Accounting Department's page on the Town website.



# Fiscal Year 2021 Audit Overview

May 17, 2022

# What is an Audit?

- Town Responsibilities
  - Financial Statements
  - Internal Controls and Procedures
- Auditor Responsibilities
  - Examination on a Test Basis
  - Express an Opinion

# Why Have an Audit?

- Mandated by:
  - Federal Government
  - Public Debt over \$10,000,000
- Recommended by DOR
- Good Business Practice
- Continuous Improvement



# FY 2021 Audit Highlights



- Roselli, Clark & Associates
- Financial Statement Audit
  - Unmodified Opinion
- Single Audit
  - No Questioned Costs
- Significant Increase in Federal Awards



# Next Steps



- Audit Reports Posted on Website
  - Financial Statement Audit
  - OPEB Reports
  - Federal Award Reports
- MUNIS Implementation
- Procedure Updates



**TOWN OF HOPKINTON**  
**Finance Department**  
18 Main St., Hopkinton MA 01748

TO: Select Board  
FROM: Timothy M. O'Leary, Chief Financial Officer   
VIA: Norman Khumalo, Town Manager   
DATE: May 13, 2022  
SUBJ: Other Post Employment Benefits (OPEB) Liability Update

As part of the Town's financial reporting responsibility, annual reviews are conducted on the estimated liability and funding plan for Other Post Employment Benefits; which are principally health benefits due to Town retirees. To see the full actuarial report on the OPEB liability, click [here](#). I have reviewed this report and I believe the work was conducted professionally and competently.

OPEB reporting is intended to help move the Town from today's situation, where current tax levies cover the healthcare bills for Town retirees who provided services to the community decades ago; and move to a situation where contributions are made each year to a Trust Fund to pre-pay for future retiree costs based on the benefits earned in the years when the services were actually provided to the community. This pre-funding approach for retiree health care matches the way employee pensions are managed.

In the most recent report, the computed estimate for the Town's OPEB liability rose from \$27.1 million to \$40.0 million; a very noteworthy 48% rise in the estimate. This very intricate computation involves myriad assumptions and estimates, leading to an estimated liability. The estimated liability is valuable in that it is computed in way that is consistent, reasonable, repeatable, documented, and can guide the Town toward a long-term solution; but the final estimate is based on a large number of assumptions that are very sensitive; meaning that small changes in the assumptions can result in very large changes in the estimated liability over a fifty year time horizon. Small assumption changes drove the large liability change reported in the latest report. Key sensitive factors include:

- Demographic (health, longevity profile) of retirees and workers
- Expected rate of rise in future cost of health care costs going out many decades
- Expected rate of return on OPEB Trust Fund and inflationary "discounting" of future costs

To appreciate how sensitive the liability computation is to changes in the underlying assumptions, consider Table 8 on page 13 of the report (link above) which shows that a modest 1% change in the expected rate of rise in health care costs or in the discount rate factoring inflation results in about a 20% change in the projected long term liability. This is a very high level of sensitivity or volatility in an estimate.

With the new stated liability of \$40,020,304, the March 31, 2021 OPEB Trust Fund balance of \$4,416,389 and an additional \$420,250 added at the 2022 Annual Town Meeting provides a 12.0% funding level for the Trust Fund.

The Finance Team is working with the actuary to develop a recommendation for a revised funding strategy for the FY 2024 budget in light of this updated information. Possible actions include:

- Adjusting OPEB contributions up from the \$430,750 planned in FY24
- Increasing the escalation of contributions above the 2.5% planned for future years
- Diverting some/all of pension funding contributions (\$2.1M in FY23) after pension full funding
- Extending the target date for full funding of the OPEB account past 2050
- Or, any effective combination of the the above

It is worthwhile to note that both this year's estimate and last year's estimate are both projections that are useful for planning for an uncertain future; but it is unlikely that either estimate will be very close to the Town's actual eventual cost. Estimates will continue to be revised over the coming years and decades as long-term expectations about life expectancy and health change; and as technology, innovation, national policy, or experience impact eventual costs. Likewise, prolonged periods of economic expansion or contraction could result in the growing OPEB Trust Fund earning returns that are either above or below the 6.15% projected in the analysis. Those variances will impact the full funding.

Additional action on this topic will be presented in the FY 2024 budget process.

ENCL: (1) OPEB Discussion Slides, 5/12/2022

# OPEB Liability Trust Fund Update

## May 17, 2022

What?

- Estimate of the Net Present Value of Future Retiree Health Care Costs

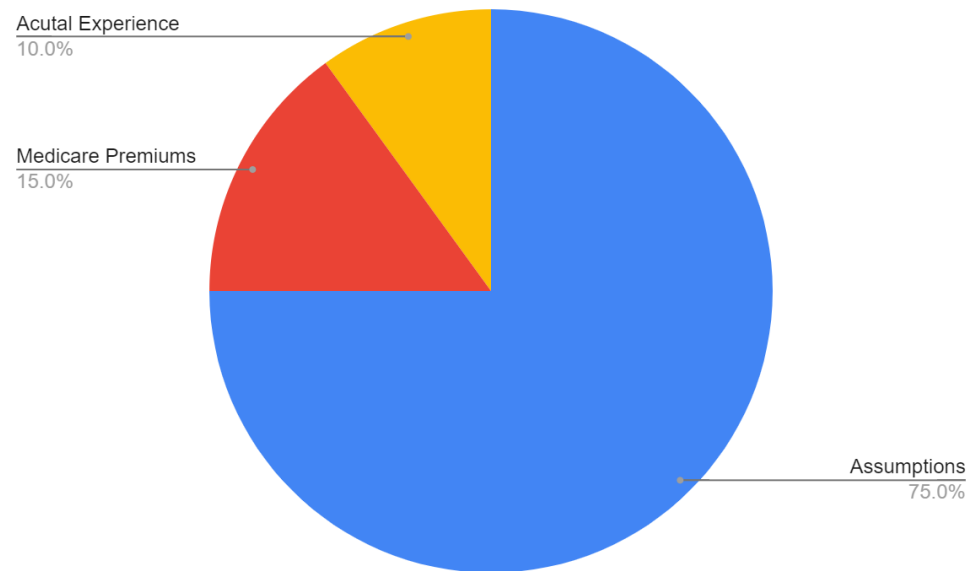
How much?

- Age and Health Profile of of Covered People
- Health Care Rate of Cost Growth over the Next 50 - 70 Years
- Inflation and Investment Returns
- Will the State or Federal Government Help in the Next 50 - 70 Years

OPEB Estimates are Very Sensitive to Small Changes (▲'s) in Assumptions:

- 1% ▲ in Cost Escalation or Discount Rate = ~20% ▲ Change in Liability
- 6/30/2021 > 6/30/2022: \$27.1M > \$40.0M

Factors Impacting 6/30/2021 > 6/30/2022:





Current Funding Level: \$4.8M of \$40.0M Liability = 12.0%

Options to Respond to the Increase in Estimated Liability:

- Contribute > \$431K in FY 2024
- Escalate Contributions > 2.5% in FY 2024 & Beyond
- Divert some/all of the \$2.1M Pension Funding after 2038
- Extend target date for full funding beyond 2050
- Some combination of the above



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**May 5, 2022**

TO: Norman Khumalo, Town Manager

FROM: Chris Heymanns, Treasurer/Collector 

VIA: Timothy M. O'Leary, Chief Financial Officer 

SUBJECT: Quarterly Deposit & Investment Report, Period Ending 03/31/22

General Funds of the Town are primarily invested in Money Market Bank Accounts and the Massachusetts Municipal Depository Trust (MMDT). All general fund investments are invested in accordance with the Town's policy of safety, liquidity and yield, in accordance with MGL chapter 44 section 54. As shown, on Enclosure 1, the General Fund deposit balance as of the report date was \$63,452,466. Interest income for the three months of the reporting period was \$23,703. The amount of funds invested varied considerably during the period, making the determination of the earned interest rate problematic; but as a benchmark, the interest earned on accounts with stable balances represented an average annualized rate of 0.20% of the beginning balance. Rates are continuing to trend slightly upwards, indicated by the increase in \$7,577 in interest income earned for the reporting period.

Deposits outside the general fund include trust funds, performance bonds, and student activities funds in the amount of \$1,948,637 as of the report date; with interest earned over the three-month reporting period of \$108.02.

The amount of funds invested varied considerably during the period, making the determination of the earned interest rate problematic; but as a benchmark, the interest

earned on accounts with a stable balance ranged from an annualized rate of 0.01% to 0.19% of the beginning balance.

Trust Funds are invested at a conservative target allocation of 30/70% split between equities and fixed income. The Stabilization and Capital Stabilization accounts are segregated to a more conservative target allocation of 10/90% equity to fixed income. These allocations continue our strategy of a conservative approach, with equity exposure commiserate to the liquidity requirements for each account. Allocations can stray slightly from the targets, as we see this quarter. This can occur when equity markets have been trending upward and will be adjusted with rebalance transactions.

In regards to the Trust Funds; at this year's annual Town Meeting the Town voted to authorize the Select Board to petition the Commonwealth for passage of special legislation allowing the Town to invest Trust Fund assets under Chapter 203C of the Massachusetts General Laws. This special legislation will remove the required adherence to the very restrictive and outdated Massachusetts Legal List of Investments. Without that restriction, the Town will be able to seek safe and diverse investments with greater growth potential compared to that of the "Legal List".

In line with the current market trend, the Town's investments experienced losses in the third quarter. Trust Fund investments were down -1.18%, while the Stabilization and CPA accounts saw a quarterly loss of -1.49%. The Other Post-Employee Benefits (OPEB) Trust Fund investments experienced a quarterly loss of -6.57%. Combined, the Town's Investment's were down by -3.01%.

While it can be discouraging to observe negative returns, the Town's investment's did outperform the S&P 500 during the quarter, which was down by -4.95%. During downtrends in the market I expect the Town's investment values to fall as well, albeit to a lesser degree. The difference is attributed to the Town's prudent investment strategy which captures a reasonable amount of market exposure through equity investments while providing a buffer against large downturns through fixed income instruments.

Enclosures: (1) Town of Hopkinton Investment and Deposit Report  
(2) Town of Hopkinton Trust Funds Portfolio Holdings  
(3) Town of Hopkinton Stabilization and CPA Portfolio Holdings  
(4) Town of Hopkinton OPEB Trust Holdings

**Town of Hopkinton Deposit and Investment Report**

DEPOSIT ACCOUNTS	BEGINNING BALANCE JAN 1 2022	ACTIVITY IN	ACTIVITY OUT	JAN INT	FEB INT	MAR INT	ENDING BALANCE MAR 31 2022	\$ CHANGE	% CHANGE QTR	% CHANGE ANNUALIZED
<b>GENERAL FUND:</b>										
UNIBANK - CHECKING (INCLUDES AP INT)	4,197,410.34	24,937,152.63	(27,096,381.61)	25.90	16.26	11.45	2,038,234.97	53.61	0.00%	0.01%
UNIBANK - MONEY MARKET	2,176,302.36	13,951,700.00	(7,100,806.79)	170.26	326.96	281.31	9,027,974.10	778.53	0.04%	0.14%
UNIBANK - ARPA	2,760,636.02			70.34	63.53	70.34	2,760,840.23	204.21	0.01%	0.03%
ONLINE - SCHOOL	879.54			0.01	0.01		879.57	0.03	0.00%	0.01%
ONLINE - TOWN UNIPAY	2,565.71	804,100.16	(804,963.36)	0.03	0.01	0.55	1,703.10	0.59	0.02%	0.09%
ONLINE - TOWN CITIZEN SELF	9,609.92	4,928,519.98	(4,936,472.94)	0.64	0.25	0.29	1,658.14	1.18	0.01%	0.05%
CENTURY/EASTERN - MONEY MARKET	5,287,812.70	3,663,000.00		500.50	593.19	696.27	8,952,602.66	1,789.96	0.03%	0.14%
CENTURY/EASTERN - LOCKBOX	8,561.48	3,680,119.75	(3,663,971.35)	11.76	4.55	5.79	24,731.98	22.10	0.26%	1.04%
MIDDLESEX SAVINGS	1,330,585.04	451,969.56	(13,626.08)	59.05	59.53	106.21	1,769,153.31	224.79	0.02%	0.07%
AVIDIA - MONEY MARKET	3,166,268.60			1,210.35	1,093.62	1,211.23	3,169,783.80	3,515.20	0.11%	0.44%
ROCKLAND TRUST - MONEY MARKET	2,161,749.36			275.40	248.78	275.47	2,162,549.01	799.65	0.04%	0.15%
MMDT - POOLED INVESTMENTS	33,492,920.06			3,805.02	3,838.43	8,668.22	33,509,231.73	16,311.67	0.05%	0.19%
MMDT - UNEMPLOYMENT	1,344.40			0.06	0.27	0.40	1,345.13	0.73	0.05%	0.22%
UNIBANK - PUBLIC NURSE	21,814.16	1,273.37		0.19	0.17	0.19	23,088.08			
UNIBANK - COA DEBIT CARD	3,556.46	5,000.00	(5,512.70)	0.02	0.05	0.03	3,043.86			
UNIBANK - DEBIT CARD	4,093.04	10,000.00	(8,447.07)	0.03	0.04	0.02	5,646.06	0.09	0.00%	0.01%
<b>GENERAL FUND TOTAL:</b>	<b>54,626,109.19</b>	<b>52,432,835.45</b>	<b>(43,630,181.90)</b>	<b>6,129.56</b>	<b>6,245.65</b>	<b>11,327.78</b>	<b>63,452,465.73</b>	<b>23,702.99</b>	<b>0.04%</b>	<b>0.17%</b>
<b>PERFORMANCE BOND/S3G:</b>										
UNIBANK - PERFORMANCE BONDS	1,022,302.80			8.68	7.84	8.68	1,022,328.00	25.20	0.00%	0.01%
UNIBANK - MAIN ST COORIDOR	447,715.72			3.80	3.43	3.80	447,726.75	11.03	0.00%	0.01%
MIDDLESEX - FLETCHER GRANITE	12,226.26			0.52	0.47	0.75	12,228.00	1.74	0.01%	0.06%
MIDDLESEX - LEGACY S3G PERFORMANCE	33,250.53			1.41	1.28	2.05	33,255.27	4.74	0.01%	0.06%
MIDDLESEX - REC	50,976.94			2.16	1.96	3.14	50,984.20	7.26	0.01%	0.06%
<b>PERFORMANCE BOND/S3G TOTAL:</b>	<b>1,566,523.06</b>	<b>-</b>	<b>-</b>	<b>16.57</b>	<b>14.98</b>	<b>18.42</b>	<b>1,566,522.22</b>	<b>49.97</b>	<b>0.00%</b>	<b>0.01%</b>
<b>PARK &amp; RECREATION SAVINGS TOTAL:</b>	<b>920.69</b>	<b>257,212.06</b>	<b>(256,567.24)</b>	<b>0.03</b>	<b>0.07</b>	<b>0.16</b>	<b>1,565.77</b>	<b>0.26</b>	<b>0.03%</b>	<b>0.11%</b>
<b>TRUSTS:</b>										
CARVER - TRUST	6,540.07			0.28	0.25	0.40	6,541.00	0.93	0.01%	0.06%
TBG TRUST	11.36			-	-	-	11.36	-	0.00%	0.00%
LAW ENFORCEMENT TRUST	6,228.21			0.06	0.05	0.06	6,228.38	0.17	0.00%	0.01%
DICKERMAN TRUST	1,241.46			0.01	0.01	0.01	1,241.49	0.03	0.00%	0.01%
WHITE SCHOLARSHIP TRUST	6,110.84			0.05	0.04	0.05	6,110.98	0.14	0.00%	0.01%
LEO TOUZHIAN SCHOLARSHIP TRUST	1,184.01			0.05	0.05	0.07	1,184.18	0.17	0.01%	0.06%
HISTORICAL TRUST	10,770.08			0.46	0.41	0.66	10,771.61	1.53	0.01%	0.06%
MMDT PERPETUAL CARE	14,757.59			1.57	1.72	3.82	14,764.70	7.11	0.05%	0.19%
<b>TRUST TOTAL:</b>	<b>46,843.62</b>	<b>-</b>	<b>-</b>	<b>2.48</b>	<b>2.53</b>	<b>5.07</b>	<b>46,853.70</b>	<b>10.08</b>	<b>0.02%</b>	<b>0.09%</b>
<b>STUDENT ACTIVITY:</b>										
HIGH SCHOOL - STUDENT ACT	295,241.60	84,655.63	(112,800.57)	12.28	10.38	15.57	267,134.89	38.23	0.01%	0.05%
MIDDLE SCHOOL - STUDENT ACT	50,141.89			2.13	1.92	3.09	50,149.03	7.14	0.01%	0.06%
HOPKINS SCHOOL - STUDENT ACT	12,171.63			0.52	0.47	0.26	12,172.88	1.25	0.01%	0.04%
ELMWOOD SCHOOL - STUDENT ACT	4,237.12			0.18	0.16	0.75	4,238.21	1.09	0.03%	0.10%
<b>STUDENT ACTIVITY TOTAL:</b>	<b>361,792.24</b>	<b>84,655.63</b>	<b>(112,800.57)</b>	<b>15.11</b>	<b>12.93</b>	<b>19.67</b>	<b>333,695.01</b>	<b>47.71</b>	<b>0.01%</b>	<b>0.05%</b>
<b>DEPOSIT ACCOUNT TOTAL:</b>	<b>56,602,188.80</b>	<b>52,774,703.14</b>	<b>(43,999,549.71)</b>	<b>6,163.75</b>	<b>6,276.16</b>	<b>11,371.10</b>	<b>65,401,102.43</b>	<b>23,811.01</b>	<b>0.04%</b>	<b>0.17%</b>
<b>INVESTMENT ACCOUNTS</b>										
<b>TRUSTS:</b>										
AFFORDABLE HOUSING - TRUST	613,067.56			(6,840.51)	(7,496.90)	6,321.71	605,051.86	(8,015.70)	-1.31%	-5.13%
MARY ROCHE TRUST	6,581.59			(74.06)	(81.18)	68.46	6,494.81	(86.78)	-1.54%	-6.00%
COMEY MEMORIAL TRUST	5,649.57			(63.58)	(69.68)	58.76	5,575.07	(74.50)	-0.59%	-2.34%
CHARLES CLAFLIN TRUST	12,632.48			(142.18)	(155.82)	131.39	12,465.87	(166.61)	-2.24%	-8.65%
CHAS MARY HOLMAN TRUST	7,451.16			(83.84)	(91.90)	77.49	7,352.91	(98.25)	-0.15%	-0.62%
SARAH B. CROOKS TRUST	63,410.29			(695.94)	(762.72)	643.16	62,594.79	(815.50)	-1.29%	-5.05%
CEMETARY PERPETUAL CARE	122,581.76			(1,378.09)	(1,510.32)	1,273.56	120,966.91	(1,614.85)	-1.32%	-5.17%
CEMETARY PREPECTUAL CARE PRINCIPAL	151,941.00			(1,709.16)	(1,873.16)	1,579.53	149,938.21	(1,671.72)	-1.10%	-4.33%
B MCGOVERN LIBRARY TRUST	1,976,864.91			(19,130.12)	(20,965.78)	17,679.24	1,954,448.25	(22,416.66)	-1.13%	-4.46%
CONSERVATION WETLANDS TOTAL:	22,051.22			(247.77)	(271.52)	228.97	21,760.90	(290.32)	-0.01	-0.05
<b>TRUSTS TOTAL:</b>	<b>2,982,231.54</b>	<b>-</b>	<b>-</b>	<b>(30,365.25)</b>	<b>(33,278.98)</b>	<b>28,062.27</b>	<b>2,946,649.58</b>	<b>(35,250.89)</b>	<b>-1.18%</b>	<b>-4.64%</b>
<b>STABILIZATION &amp; CPA</b>										
STABILIZATION	3,997,679.32			(34,073.43)	(21,460.91)	(4,020.83)	3,938,124.15	(59,555.17)	-1.49%	-5.83%
SCHOOL STABILIZATION	2,182,878.37			(18,336.33)	(11,549.01)	(2,163.77)	2,150,829.26	(32,049.11)	-1.47%	-5.74%
CAPITAL STABILIZATION	347,102.77			(3,027.94)	(1,907.13)	(357.31)	341,810.39	(5,292.38)	-1.52%	-5.96%
COMMUNITY PRESERVATION TOTAL:	973,369.15			(8,465.54)	(5,331.94)	(988.97)	958,572.70	(14,796.45)	-1.52%	-5.94%
<b>STABILIZATION TOTAL:</b>	<b>7,501,029.61</b>	<b>-</b>	<b>-</b>	<b>(63,903.24)</b>	<b>(40,248.99)</b>	<b>(7,540.88)</b>	<b>7,389,336.50</b>	<b>(111,693.11)</b>	<b>-1.49%</b>	<b>-5.82%</b>
<b>OTHER POST-EMPLOYEE BENEFITS TOTAL:</b>	<b>4,726,982.68</b>	<b>-</b>	<b>-</b>	<b>(229,450.10)</b>	<b>(66,184.55)</b>	<b>(14,958.89)</b>	<b>4,416,389.14</b>	<b>(310,593.54)</b>	<b>-6.57%</b>	<b>-23.80%</b>
<b>INVESTMENT ACCOUNT TOTAL:</b>	<b>15,210,243.83</b>	<b>-</b>	<b>-</b>	<b>(323,718.59)</b>	<b>(139,712.52)</b>	<b>5,562.50</b>	<b>14,752,375.22</b>	<b>(457,868.61)</b>	<b>-3.01%</b>	<b>(0.12)</b>
<b>DEPOSIT AND INVESTMENT TOTAL:</b>	<b>71,812,432.63</b>	<b>52,774,703.14</b>	<b>(43,999,549.71)</b>	<b>(317,554.84)</b>	<b>(133,436.36)</b>	<b>16,933.60</b>	<b>80,153,477.65</b>	<b>(434,057.60)</b>		

**Town of Hopkinton Deposit and Investment Report**

OPEB Investment Allocations:	Trust Fund Allocations:	Stabilization & CPA Allocations:
Domestic Equity	Domestic Equity	Domestic Equity
International Equity	International Equity	International Equity
Fixed Income	Fixed Income	Fixed Income
Cash and Equivalents	Cash and Equivalents	Cash and Equivalents
Alternative Investments	Alternative Investments	Alternative Investments
35.86%	35.97%	14.62%
16.17%	1.08%	0.16%
34.91%	57.79%	73.86%
0.31%	5.16%	11.36%
12.75%	0.00%	0.00%

# Portfolio Holdings

As of 3/31/2022

Town of Hopkinton Trust Funds UA (xxxx2706) - PPS Custom NFS

## Holdings by Asset Sub-Type

Initial Purchase Date	Description	Symbol	Quantity	Price	Value (\$)	Pct. Assets (%)	Est. Tax Cost (\$)	Principal (\$)	Est. Annual Income (\$)	Current Yld/Dist Rate (%)*
<b>Common Stock</b>										
2/5/2018	Hp Inc	HPQ	2,536.177	36.30	92,063.23	3.13	63,021.71	53,893.16	2,536.18	2.75
2/8/2019	Emerson Electric Co	EMR	892.024	98.05	87,462.95	2.97	69,185.43	62,430.76	1,837.57	2.10
5/7/2021	Eli Lilly & Co	LLY	303.347	286.37	86,869.48	2.95	59,571.09	58,509.64	1,189.12	1.37
7/10/2017	McDonald's Corp	MCD	331.405	247.28	81,949.83	2.78	63,903.09	53,191.52	1,829.36	2.23
10/2/2017	Pfizer Inc	PFE	1,514.435	51.77	78,402.30	2.66	55,277.98	35,584.28	2,423.10	3.09
1/13/2020	Bristol-Myers Squibb Co	BMJ	922.314	73.03	67,356.59	2.29	59,917.69	56,858.98	1,992.20	2.96
3/19/2018	Merck & Co Inc	MRK	788.380	82.05	64,686.58	2.20	50,044.15	36,086.84	2,175.93	3.36
5/4/2021	Abbott Laboratories	ABT	506.476	118.36	59,946.50	2.04	59,306.05	58,617.15	952.17	1.59
3/7/2018	American International Group Inc	AIG	900.420	62.77	56,519.36	1.92	47,799.27	40,466.88	1,152.54	2.04
9/5/2017	Johnson & Johnson	JNJ	298.397	177.23	52,884.90	1.80	39,346.53	24,616.46	1,265.20	2.39
2/5/2018	Bank of America Corp	BAC	1,206.087	41.22	49,714.91	1.69	37,946.40	31,977.96	1,013.11	2.04
8/31/2015	PepsiCo Inc	PEP	276.102	167.38	46,213.95	1.57	30,867.92	18,261.29	1,187.24	2.57
2/8/2019	Consolidated Edison Inc	ED	468.600	94.68	44,367.05	1.51	38,106.67	23,301.16	1,480.78	3.34
4/3/2017	Coca-Cola Co.	KO	661.432	62.00	41,008.78	1.39	29,717.87	16,365.26	1,164.12	2.84
2/8/2019	Southern Co	SO	554.379	72.51	40,198.02	1.37	29,846.60	13,170.19	1,463.56	3.64
1/13/2020	Unilever PLC	UL	694.578	45.57	31,651.92	1.08	38,851.69	35,244.70	1,271.15	4.02
2/8/2019	General Mills Inc	GIS	433.315	67.72	29,344.09	1.00	21,718.90	8,423.05	883.96	3.01
5/5/2021	Procter & Gamble Co	PG	187.254	152.80	28,612.41	.97	25,177.86	24,694.82	651.49	2.28
2/8/2019	Altria Group Inc	MO	545.492	52.25	28,501.96	.97	24,959.15	3,010.79	1,963.77	6.89
10/2/2018	Kimberly-Clark Corp	KMB	185.252	123.16	22,815.64	.77	22,942.42	10,011.27	859.57	3.77
<b>Total Common Stock</b>					<b>\$1,090,570.45</b>	<b>37.04%</b>	<b>\$867,508.47</b>	<b>\$664,716.17</b>	<b>\$29,292.11</b>	<b>2.69%</b>
<b>Preferred Stock</b>										
4/15/2016	General Electric Co Bond Perpetual 4.15600%	369604BQ5	18,000.000	96.00	17,280.00	.59	19,127.34	19,127.34		
<b>Total Preferred Stock</b>					<b>\$17,280.00</b>	<b>.59%</b>	<b>\$19,127.34</b>	<b>\$19,127.34</b>		<b>.00%</b>
<b>Bond Fund</b>										
5/24/2021	Franklin Liberty Short Duration U.S. Government ETF	FTSD	772.517	92.15	71,183.58	2.42	73,600.06	73,079.53	687.54	.97

This report is incomplete without the accompanying disclosure page.

Report Generated on: 4/4/2022 8:20:24 AM Eastern Time

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# Portfolio Holdings

As of 3/31/2022

Town of Hopkinton Trust Funds UA (xxxx2706) - PPS Custom NFS

## Holdings by Asset Sub-Type

Initial Purchase Date	Description	Symbol	Quantity	Price	Value (\$)	Pct. Assets (%)	Est. Tax Cost (\$)	Principal (\$)	Est. Annual Income (\$)	Current Yld/Dist Rate (%)*
<b>Bond Fund</b>										
9/18/2020	iShares 0-5 Year TIPS Bond ETF	STIP	670.639	104.94	70,376.86	2.39	69,895.18	65,926.83	3,272.72	4.65
6/1/2021	iShares Mbs ETF	MBB	176.630	101.87	17,993.30	.61	18,995.71	18,929.12	185.46	1.03
<b>Total Bond Fund</b>					<b>\$159,553.73</b>	<b>5.42%</b>	<b>\$162,490.95</b>	<b>\$157,935.48</b>	<b>\$4,145.72</b>	<b>2.60%</b>
<b>Corporate Bond</b>										
1/27/2022	Xcel Energy Inc Note Call: Make Whole 0.50000% 10/15/2023	98389BAZ3	145,000.000	96.91	140,513.70	4.77	143,116.45	143,116.45	725.00	.52
8/14/2020	Verizon Communications Inc 1.60643% 05/15/2025 Note	92343VEP5	115,000.000	101.65	116,892.90	3.97	117,887.94	117,887.94	1,847.39	1.58
6/19/2020	AT&T Inc Note 1.98286% 06/12/2024	00206RGD8	115,000.000	101.49	116,712.35	3.96	114,916.05	114,916.05	2,280.29	1.95
6/2/2020	Pfizer Inc Note 1.15600% 09/15/2023	717081EQ2	115,000.000	100.11	115,129.95	3.91	114,942.50	114,942.50	1,329.40	1.15
10/1/2020	Duke Energy Corp New Note Call: Make Whole 0.90000% 09/15/2025	26441CBJ3	120,000.000	92.96	111,548.40	3.79	120,003.44	120,003.44	1,080.00	.97
1/16/2020	Georgia Power Co Ser 2019a Note 2.20000% 09/15/2024 Call: Make Whole	373334KK6	88,000.000	98.12	86,345.60	2.93	88,399.87	88,399.87	1,936.00	2.24
3/5/2019	Merck &co Inc Note Call: Make Whole 2.40000% 09/15/2022	589331AT4	44,000.000	100.20	44,088.88	1.50	43,457.48	43,457.48	1,056.00	2.40
4/29/2020	Bank of America Corp Ser M MTN 1.25886% 04/24/2023	06051GGJ2	44,000.000	100.03	44,011.88	1.49	43,771.56	43,771.56	553.90	1.26
3/15/2021	Merck &co Inc Note Call: Make Whole 0.75000% 02/24/2026	58933YAY1	25,000.000	93.26	23,313.75	.79	24,649.10	24,649.10	187.50	.80
Accrued Interest					1,058.02	.04				
<b>Total Corporate Bond</b>					<b>\$799,615.43</b>	<b>27.16%</b>	<b>\$811,144.39</b>	<b>\$811,144.39</b>	<b>\$10,995.48</b>	<b>1.38%</b>
<b>Government Agency</b>										
2/11/2021	Federal Agric Mtg Corp MTN 0.34000% 03/01/2023	31422XBB7	50,000.000	100.03	50,015.00	1.70	50,000.00	50,000.00	175.00	.35
11/9/2020	Federal National Mtg Assn Note 0.45000% 11/25/2024	3135GA4M0	45,000.000	95.24	42,857.55	1.46	45,000.00	45,000.00	202.50	.47
11/13/2020	Federal Home Ln Mtg Corp MTN 0.62500% 05/27/2026	3134GXCD4	45,000.000	93.20	41,938.20	1.42	45,000.00	45,000.00	281.25	.67
2/2/2021	Federal Home Loan Ba Ser 2n-2026 0.52000% 02/17/2026	3130AKXA9	45,000.000	92.11	41,448.60	1.41	44,955.00	44,955.00	234.00	.56
Accrued Interest					211.42	.01				
<b>Total Government Agency</b>					<b>\$176,470.77</b>	<b>5.99%</b>	<b>\$184,955.00</b>	<b>\$184,955.00</b>	<b>\$892.75</b>	<b>.51%</b>

This report is incomplete without the accompanying disclosure page.

Report Generated on: 4/4/2022 8:20:24 AM Eastern Time

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# Portfolio Holdings

As of 3/31/2022

Town of Hopkinton Trust Funds UA (xxxx2706) - PPS Custom NFS

## Holdings by Asset Sub-Type

Initial Purchase Date	Description	Symbol	Quantity	Price	Value (\$)	Pct. Assets (%)	Est. Tax Cost (\$)	Principal (\$)	Est. Annual Income (\$)	Current Yld/Dist Rate (%)*
<b>Treasury Bond</b>										
5/25/2021	United States Treas Note Note 0.63900% 04/30/2023	91282CBY6	140,000.000	100.13	140,186.20	4.76	140,032.78	140,032.78	894.60	.64
11/8/2021	United States Treas Ser Au-2024 0.75000% 11/15/2024 Note Note	91282CDH1	135,000.000	95.66	129,146.40	4.39	135,000.00	135,000.00	1,012.50	.78
11/22/2021	United States Treas Ser Ag-2026 1.25000% 11/30/2026 Note Note	91282CDK4	135,000.000	94.74	127,901.70	4.34	134,550.71	134,550.71	1,687.50	1.32
6/12/2020	United States Treas Note Note 0.71900% 04/30/2022	91282ZK9	55,000.000	100.02	55,008.80	1.87	55,030.22	55,030.22	395.45	.72
8/17/2021	United States Treas Note Note 0.66000% 07/31/2022	91282CAA9	50,000.000	100.06	50,029.00	1.70	50,028.90	50,028.90	330.00	.66
11/30/2020	United States Treas Note Note 0.66000% 10/31/2022	91282CAS0	45,000.000	100.09	45,042.30	1.53	45,001.74	45,001.74	297.00	.66
Accrued Interest					1,263.58	.04				
<b>Total Treasury Bond</b>					<b>\$548,577.98</b>	<b>18.63%</b>	<b>\$559,644.35</b>	<b>\$559,644.35</b>	<b>\$4,617.05</b>	<b>.84%</b>
<b>CD</b>										
4/1/2020	American Express National Bank Brok CD 1.35000% 04/07/2022	02589AB84	42,000.000	1.00	42,007.14	1.43	42,000.00	42,000.00	567.00	1.35
7/28/2020	Sallie Mae Bank Murray UT CD 0.35000% 07/17/2023	7954506S9	40,000.000	.98	39,387.60	1.34	39,904.90	39,904.90	140.00	.36
7/28/2020	Regions Bank Birmingham AL CD 0.50000% 07/10/2024	29278TPU8	40,000.000	.96	38,454.00	1.31	39,958.65	39,958.65	200.00	.52
Accrued Interest					314.61	.01				
<b>Total CD</b>					<b>\$120,163.35</b>	<b>4.08%</b>	<b>\$121,863.55</b>	<b>\$121,863.55</b>	<b>\$907.00</b>	<b>.76%</b>
<b>Money Market Mutual Fund</b>										
	Fidelity Govt Money Market Capital Reserves CI	FZAXX	23,088.060	1.00	23,088.06	.78	23,088.06	23,087.07	2.31	.01
	Fidelity Govt Money Market Premium CI	FZCXX	8,758.980	1.00	8,758.98	.30	8,758.98	8,750.85	.88	.01
<b>Total Money Market Mutual Fund</b>					<b>\$31,847.04</b>	<b>1.08%</b>	<b>\$31,847.04</b>	<b>\$31,837.92</b>	<b>\$3.18</b>	<b>.01%</b>
<b>Total Portfolio</b>					<b>\$2,944,078.76</b>	<b>100%</b>	<b>\$2,758,581.09</b>	<b>\$2,551,224.19</b>	<b>\$50,853.30</b>	<b>1.73%</b>



# Portfolio Holdings

As of 3/31/2022

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## Disclaimer

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Position and account values shown are based on trade date and do not necessarily reflect actual current market prices or the value you would receive upon sale of such assets. Fixed income securities do not account for cost basis adjustments associated with holding these securities. The investment return and principal value of an investment will fluctuate, so an investor's shares, when redeemed, may be worth more or less than their original cost. Certain assets may be illiquid and unavailable for sale at any price. There is no assurance that your investment objective will be attained.

An investment in a money market fund is not insured or guaranteed by the Federal Deposit Insurance Corporation ("FDIC") or any other governmental agency; although the fund seeks to preserve the value of the investment at \$1 per share, it is possible to lose money. Non-bank deposit investments are not FDIC- or NCUA-insured, are not guaranteed by the bank/financial institution, and are subject to risk, including loss of principal invested.

\*"Current yield", if reflected in this report, is the percentage of interest (bonds) or dividends (stocks) that the security is yielding based on the security's current price. It is calculated by dividing a bond's current interest rate, or a stock's dividends paid over the prior 12 months, by the current market price of the security as of the date of this statement. Current yield, if reflected in this report, is provided for informational or illustrative purposes only and is not an accurate reflection of the actual return an investor will receive because bond and stock prices are constantly changing due to market factors. "Distribution rate" applies to securities that are not listed or traded on a national securities exchange (i.e., nontraded real estate investment programs). Distribution rates and payments are not guaranteed and may be modified at the program's discretion. Distributions may consist of return of principal (including offering proceeds) or borrowings. A breakdown of the distribution components and the time period during which they have been funded from return of principal, borrowings, or any sources other than cash flow from investment or operations can be found in your tax forms, which the sponsor will provide. When distributions include a return of principal, the program will have less money to invest, which may lower its overall return. When distributions include borrowings, the distribution rate may not be sustainable. Please refer to the relevant prospectus or offering memorandum for additional information and disclosures about the nature of and potential source of funds for distributions relating to nontraded securities.

All returns are shown net of fees unless otherwise indicated. Commonwealth relies upon data, formulas, and software to calculate the performance of portfolios. Periodic software enhancements may possibly cause inconsistencies with some performance calculations. Please notify your advisor if you have reason to believe calculations are incorrect to help ensure proper performance calculations going forward.

Certain assets listed in this report (identified as "Additional Assets" or "Advisor Manually Entered Account(s)") may not be held through Commonwealth and may not be covered by SIPC. Such assets are not subject to fee billing and are excluded from account performance calculations. Descriptions and valuations of Additional Assets or Advisor Manually Entered Account(s) are based upon information provided by you (or by a third party acting on your behalf) to your advisor, have not been verified by Commonwealth, and may not be accurate or current. The "unknown" label located in the value field indicates that no current value for the holding(s) has been able to be obtained. If you have a custodial statement indicating the current value, and wish to see it listed on future reports, please provide it to your advisor.

# Portfolio Holdings

As of 3/31/2022

Town of Hopkinton Stabilization & CPA UA (xxxx1726) - PPS Custom NFS

## Holdings by Asset Sub-Type

Initial Purchase Date	Description	Symbol	Quantity	Price	Value (\$)	Pct. Assets (%)	Est. Tax Cost (\$)	Principal (\$)	Est. Annual Income (\$)	Current Yld/Dist Rate (%)*
<b>Common Stock</b>										
3/7/2018	American International Group Inc	AIG	1,966.122	62.77	123,413.48	1.67	85,032.06	80,759.21	2,516.64	2.04
2/5/2018	Hp Inc	HPQ	3,381.127	36.30	122,734.91	1.66	69,424.49	65,368.20	3,381.13	2.75
2/5/2018	Bank of America Corp	BAC	2,509.287	41.22	103,432.81	1.40	68,507.82	65,021.11	2,107.80	2.04
5/29/2018	Emerson Electric Co	EMR	907.677	98.05	88,997.73	1.20	62,332.25	58,363.71	1,869.81	2.10
6/5/2020	Eli Lilly & Co	LLY	279.397	286.37	80,010.92	1.08	40,715.96	39,165.59	1,095.24	1.37
6/5/2020	Rockwell Automation Inc	ROK	248.279	280.03	69,525.57	.94	57,579.83	55,840.07	1,112.29	1.60
6/1/2017	McDonald's Corp	MCD	273.580	247.28	67,650.86	.92	48,523.87	45,009.17	1,510.16	2.23
7/10/2017	Pfizer Inc	PFE	1,158.786	51.77	59,990.35	.81	38,154.69	33,927.91	1,854.06	3.09
6/1/2017	Johnson & Johnson	JNJ	269.429	177.23	47,750.90	.65	35,914.87	33,336.62	1,142.38	2.39
1/13/2020	Bristol-Myers Squibb Co	BMJ	650.338	73.03	47,494.18	.64	41,431.27	39,427.08	1,404.73	2.96
11/1/2017	Merck & Co Inc	MRK	490.894	82.05	40,277.85	.55	28,994.77	25,696.99	1,354.87	3.36
6/5/2020	Abbott Laboratories	ABT	320.933	118.36	37,985.63	.51	28,931.29	27,984.89	603.35	1.59
6/13/2018	Consolidated Edison Inc	ED	333.600	94.68	31,585.25	.43	25,522.55	20,940.31	1,054.18	3.34
6/1/2017	Southern Co	SO	418.816	72.51	30,368.35	.41	20,524.88	10,123.48	1,105.67	3.64
9/5/2017	Altria Group Inc	MO	486.550	52.25	25,422.24	.34	27,556.69	19,998.37	1,751.58	6.89
5/14/2015	PepsiCo Inc	PEP	149.270	167.38	24,984.81	.34	16,352.31	14,868.49	641.86	2.57
4/3/2017	Coca-Cola Co.	KO	402.730	62.00	24,969.26	.34	17,935.71	16,901.25	708.80	2.84
11/1/2017	General Mills Inc	GIS	333.957	67.72	22,615.57	.31	18,136.05	15,332.22	681.27	3.01
6/5/2020	Procter & Gamble Co	PG	113.602	152.80	17,358.39	.23	13,554.64	12,905.06	395.24	2.28
1/18/2018	Kimberly-Clark Corp	KMB	111.377	123.16	13,717.19	.19	13,170.41	11,443.41	516.79	3.77
1/13/2020	Unilever PLC	UL	261.291	45.57	11,907.03	.16	14,666.72	13,833.91	478.19	4.02
<b>Total Common Stock</b>					<b>\$1,092,193.28</b>	<b>14.78%</b>	<b>\$772,963.15</b>	<b>\$706,247.06</b>	<b>\$27,286.05</b>	<b>2.50%</b>
<b>Preferred Stock</b>										
4/15/2016	General Electric Co Bond Perpetual 4.15600%	369604BQ5	32,000.000	96.00	30,720.00	.42	34,004.16	34,004.16		
<b>Total Preferred Stock</b>					<b>\$30,720.00</b>	<b>.42%</b>	<b>\$34,004.16</b>	<b>\$34,004.16</b>		<b>.00%</b>

# Portfolio Holdings

As of 3/31/2022

Town of Hopkinton Stabilization & CPA UA (xxxx1726) - PPS Custom NFS

## Holdings by Asset Sub-Type

Initial Purchase Date	Description	Symbol	Quantity	Price	Value (\$)	Pct. Assets (%)	Est. Tax Cost (\$)	Principal (\$)	Est. Annual Income (\$)	Current Yld/Dist Rate (%)*
<b>Bond Fund</b>										
9/18/2020	iShares 0-5 Year TIPS Bond ETF	STIP	2,435.271	104.94	255,557.34	3.46	253,403.43	239,979.68	11,884.12	4.65
4/30/2021	Franklin Liberty Short Duration U.S. Government ETF	FTSD	2,712.368	92.15	249,931.15	3.38	258,371.03	256,543.35	2,414.01	.97
6/18/2021	iShares Mbs ETF	MBB	603.876	101.87	61,516.85	.83	64,966.34	64,769.04	634.07	1.03
<b>Total Bond Fund</b>					<b>\$567,005.34</b>	<b>7.68%</b>	<b>\$576,740.80</b>	<b>\$561,292.07</b>	<b>\$14,932.20</b>	<b>2.63%</b>
<b>Corporate Bond</b>										
6/12/2020	AT&T Inc Note 1.98286% 06/12/2024	00206RGD8	435,000.000	101.49	441,477.15	5.98	432,136.69	432,136.69	8,625.44	1.95
6/12/2020	Pfizer Inc Note 1.15600% 09/15/2023	717081EQ2	425,000.000	100.11	425,480.25	5.76	424,513.35	424,513.35	4,913.00	1.15
11/10/2020	Bristol-Myers Squibb Co Note 0.53700% 11/13/2023	110122DT2	380,000.000	97.27	369,629.80	5.00	380,253.84	380,253.84	2,040.60	.55
10/1/2020	Duke Energy Corp New Note Call: Make Whole 0.90000% 09/15/2025	26441CBJ3	395,000.000	92.96	367,180.15	4.97	395,127.34	395,127.34	3,555.00	.97
12/10/2021	Emerson Elec Co Note 0.87500% 10/15/2026	291011BP8	355,000.000	91.95	326,426.05	4.42	343,569.00	343,569.00	3,106.25	.95
8/10/2020	Verizon Communications Inc 1.60643% 05/15/2025 Note	92343VEP5	280,000.000	101.65	284,608.80	3.85	287,700.00	287,700.00	4,498.00	1.58
7/15/2020	Bank of America Corp Ser M MTN 1.37314% 03/05/2024	06051GHE2	160,000.000	100.21	160,337.60	2.17	160,319.96	160,319.96	2,197.02	1.37
1/16/2020	Georgia Power Co Ser 2019a Note 2.20000% 09/15/2024 Call: Make Whole	373334KK6	162,000.000	98.12	158,954.40	2.15	162,736.13	162,736.13	3,564.00	2.24
3/15/2021	Merck &co Inc Note Call: Make Whole 0.75000% 02/24/2026	58933YAY1	95,000.000	93.26	88,592.25	1.20	93,666.58	93,666.58	712.50	.80
3/5/2019	Merck &co Inc Note Call: Make Whole 2.40000% 09/15/2022	589331AT4	81,000.000	100.20	81,163.62	1.10	80,001.27	80,001.27	1,944.00	2.40
4/29/2020	Bank of America Corp Ser M MTN 1.25886% 04/24/2023	06051GGJ2	81,000.000	100.03	81,021.87	1.10	80,579.46	80,579.46	1,019.68	1.26
Accrued Interest					4,318.58	.06				
<b>Total Corporate Bond</b>					<b>\$2,789,190.52</b>	<b>37.76%</b>	<b>\$2,840,603.62</b>	<b>\$2,840,603.62</b>	<b>\$36,175.50</b>	<b>1.30%</b>
<b>Government Agency</b>										
2/11/2021	Federal Agric Mtg Corp MTN 0.34000% 03/01/2023	31422XBB7	190,000.000	100.03	190,057.00	2.57	190,000.00	190,000.00	665.00	.35
11/9/2020	Federal National Mtg Assn Note 0.45000% 11/25/2024	3135GA4M0	155,000.000	95.24	147,620.45	2.00	155,000.00	155,000.00	697.50	.47
11/13/2020	Federal Home Ln Mtg Corp MTN 0.62500% 05/27/2026	3134GXCD4	155,000.000	93.20	144,453.80	1.96	155,000.00	155,000.00	968.75	.67

# Portfolio Holdings

As of 3/31/2022

Town of Hopkinton Stabilization & CPA UA (xxxx1726) - PPS Custom NFS

## Holdings by Asset Sub-Type

Initial Purchase Date	Description	Symbol	Quantity	Price	Value (\$)	Pct. Assets (%)	Est. Tax Cost (\$)	Principal (\$)	Est. Annual Income (\$)	Current Yld/Dist Rate (%)*
<b>Government Agency</b>										
2/2/2021	Federal Home Loan Ba Ser Ts-2028 0.50000% 02/16/2028	3130AKYL4	155,000.000	92.24	142,978.20	1.94	155,000.00	155,000.00	775.00	.54
Accrued Interest					731.94	.01				
<b>Total Government Agency</b>					<b>\$625,841.39</b>	<b>8.47%</b>	<b>\$655,000.00</b>	<b>\$655,000.00</b>	<b>\$3,106.25</b>	<b>.50%</b>
<b>Treasury Bond</b>										
5/25/2021	United States Treas Note Note 0.63900% 04/30/2023	91282CBY6	390,000.000	100.13	390,518.70	5.29	390,128.64	390,128.64	2,492.10	.64
1/28/2022	United States Treas Note Note 0.64000% 10/31/2023	91282CDE8	240,000.000	100.18	240,432.00	3.25	240,318.52	240,318.52	1,536.00	.64
6/12/2020	United States Treas Note Note 0.71900% 04/30/2022	912828ZK9	220,000.000	100.02	220,035.20	2.98	220,120.87	220,120.87	1,581.80	.72
11/8/2021	United States Treas Ser Au-2024 0.75000% 11/15/2024 Note Note	91282CDH1	230,000.000	95.66	220,027.20	2.98	230,000.00	230,000.00	1,725.00	.78
10/28/2020	United States Treas Note Note 0.66000% 07/31/2022	91282CAA9	200,000.000	100.06	200,116.00	2.71	200,014.20	200,014.20	1,320.00	.66
8/3/2021	United States Treas Note Note 0.63400% 07/31/2023	91282CCQ2	170,000.000	100.15	170,255.00	2.30	170,006.85	170,006.85	1,077.80	.63
Accrued Interest					1,982.08	.03				
<b>Total Treasury Bond</b>					<b>\$1,443,366.18</b>	<b>19.54%</b>	<b>\$1,450,589.08</b>	<b>\$1,450,589.08</b>	<b>\$9,732.70</b>	<b>.68%</b>
<b>CD</b>										
10/27/2020	Regions Bank Birmingham AL CD 0.20000% 10/20/2023	29278TRP7	135,000.000	.98	131,773.50	1.78	134,192.70	134,192.70	270.00	.20
10/26/2020	New York Community Bank CD 0.25000% 10/16/2023	649447TZ2	130,000.000	.98	127,041.20	1.72	129,870.00	129,870.00	325.00	.26
10/23/2020	State Bank India New York NY CD 0.15000% 10/20/2022	856285UP4	125,000.000	1.00	124,493.75	1.69	124,737.16	124,737.16	187.50	.15
10/22/2020	First Commercial Bank CD 0.40000% 06/28/2024	31984GFG9	125,000.000	.96	120,001.25	1.62	124,817.50	124,817.50	500.00	.42
7/28/2020	Sallie Mae Bank Murray UT CD 0.35000% 07/17/2023	7954506S9	95,000.000	.98	93,545.55	1.27	94,774.13	94,774.13	332.50	.36
7/24/2019	Ally Bank Midvale UT CD 2.15000% 08/01/2022	02007GKY8	78,000.000	1.01	78,411.84	1.06	77,649.00	77,649.00	1,677.00	2.14

# Portfolio Holdings

As of 3/31/2022

Town of Hopkinton Stabilization & CPA UA (xxxx1726) - PPS Custom NFS

## Holdings by Asset Sub-Type

Initial Purchase Date	Description	Symbol	Quantity	Price	Value (\$)	Pct. Assets (%)	Est. Tax Cost (\$)	Principal (\$)	Est. Annual Income (\$)	Current Yld/Dist Rate (%)*
<b>CD</b>										
4/1/2020	American Express National Bank Brok CD 1.35000% 04/07/2022	02589AB84	78,000.000	1.00	78,013.26	1.06	78,000.00	78,000.00	1,053.00	1.35
Accrued Interest					1,091.37	.01				
<b>Total CD</b>					<b>\$754,371.72</b>	<b>10.21%</b>	<b>\$764,040.49</b>	<b>\$764,040.49</b>	<b>\$4,345.00</b>	<b>.58%</b>
<b>Money Market Mutual Fund</b>										
	Fidelity Govt Money Market Capital Reserves CI	FZAXX	68,516.620	1.00	68,516.62	.93	68,516.62	68,514.90	6.85	.01
	Fidelity Govt Money Market Premium CI	FZCXX	16,364.670	1.00	16,364.67	.22	16,364.67	16,361.68	1.64	.01
<b>Total Money Market Mutual Fund</b>					<b>\$84,881.29</b>	<b>1.15%</b>	<b>\$84,881.29</b>	<b>\$84,876.58</b>	<b>\$8.49</b>	<b>.01%</b>
<b>Total Portfolio</b>					<b>\$7,387,569.72</b>	<b>100%</b>	<b>\$7,178,822.58</b>	<b>\$7,096,653.06</b>	<b>\$95,586.18</b>	<b>1.30%</b>

# Portfolio Holdings

As of 3/31/2022

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## Disclaimer

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Position and account values shown are based on trade date and do not necessarily reflect actual current market prices or the value you would receive upon sale of such assets. Fixed income securities do not account for cost basis adjustments associated with holding these securities. The investment return and principal value of an investment will fluctuate, so an investor's shares, when redeemed, may be worth more or less than their original cost. Certain assets may be illiquid and unavailable for sale at any price. There is no assurance that your investment objective will be attained.

An investment in a money market fund is not insured or guaranteed by the Federal Deposit Insurance Corporation ("FDIC") or any other governmental agency; although the fund seeks to preserve the value of the investment at \$1 per share, it is possible to lose money. Non-bank deposit investments are not FDIC- or NCUA-insured, are not guaranteed by the bank/financial institution, and are subject to risk, including loss of principal invested.

\*"Current yield", if reflected in this report, is the percentage of interest (bonds) or dividends (stocks) that the security is yielding based on the security's current price. It is calculated by dividing a bond's current interest rate, or a stock's dividends paid over the prior 12 months, by the current market price of the security as of the date of this statement. Current yield, if reflected in this report, is provided for informational or illustrative purposes only and is not an accurate reflection of the actual return an investor will receive because bond and stock prices are constantly changing due to market factors. "Distribution rate" applies to securities that are not listed or traded on a national securities exchange (i.e., nontraded real estate investment programs). Distribution rates and payments are not guaranteed and may be modified at the program's discretion. Distributions may consist of return of principal (including offering proceeds) or borrowings. A breakdown of the distribution components and the time period during which they have been funded from return of principal, borrowings, or any sources other than cash flow from investment or operations can be found in your tax forms, which the sponsor will provide. When distributions include a return of principal, the program will have less money to invest, which may lower its overall return. When distributions include borrowings, the distribution rate may not be sustainable. Please refer to the relevant prospectus or offering memorandum for additional information and disclosures about the nature of and potential source of funds for distributions relating to nontraded securities.

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# Portfolio Holdings

As of 3/31/2022

Prior Month End

Town of Hopkinton OPEB Trust UA (xxxx2696) - PPS Custom NFS

## Holdings by Asset Class (Primary)

Initial Purchase Date	Description	Symbol	Quantity	Price	Value (\$)	Pct. Assets (%)	Est. Tax Cost (\$)	Principal (\$)	Principal Gain/Loss (\$)	Current Yld/Dist Rate (%)*
<b>Domestic Equity</b>										
2/27/2019	Carillon Eagle Growth & Income Fund CI I	HIGJX	20,766.236	24.61	511,057.07	11.56	439,506.52	366,166.13	144,890.94	1.69
3/31/2017	Alger Focus Equity Fund CI Z	ALZFX	7,696.975	51.26	394,546.94	8.93	304,614.64	216,363.69	178,183.25	.00
11/6/2018	Delaware Ivy Mid-Cap Income Opportunities	IVOIX	12,778.764	18.84	240,751.91	5.45	184,847.04	165,179.83	75,572.08	1.35
12/18/2020	BlackRock Mid-Cap Growth Equity Portfolio CI Institutional	CMGIX	4,848.832	39.95	193,710.84	4.38	214,254.64	203,216.78	(9,505.94)	.00
9/4/2018	American Century Small-Cap Value Fund I CI	ACVIX	14,041.305	10.53	147,854.94	3.35	119,969.41	97,255.15	50,599.79	.80
6/12/2020	Neuberger Berman Small-Cap Growth Fund Institutional CI	NBSMX	2,322.104	41.75	96,947.84	2.19	96,382.51	77,947.91	18,999.93	.00
<b>Total Domestic Equity</b>					<b>\$1,584,869.54</b>	<b>35.86%</b>	<b>\$1,359,574.76</b>	<b>\$1,126,129.49</b>	<b>\$458,740.06</b>	<b>.82%</b>
<b>International Equity</b>										
10/25/2016	First Eagle Overseas Fund CI I	SGOIX	9,917.500	25.60	253,888.00	5.74	245,176.16	205,440.00	48,448.00	3.71
10/25/2016	John Hancock Funds International Growth Fund CI I	GOGIX	6,321.910	30.09	190,226.27	4.30	172,643.05	138,400.00	51,826.27	.96
7/10/2019	Causeway International Small-Cap Fund Institutional CI	CIISX	7,228.238	13.19	95,340.46	2.16	80,837.83	71,878.00	23,462.46	3.65
8/28/2017	Brown Capital Management International Small Company Fund Institutional Shares	BCSFX	2,776.277	22.43	62,271.89	1.41	42,191.30	37,724.71	24,547.18	.00
10/25/2016	Artisan Developing World Fund Advisor Shares	APDYX	3,363.405	17.81	59,902.24	1.36	49,057.41	38,744.08	21,158.17	.00
3/15/2022	BlackRock Emerging Markets Fund, Inc Institutional Shares	MADCX	2,043.708	26.00	53,136.41	1.20	48,803.75	48,803.75	4,332.66	1.08
<b>Total International Equity</b>					<b>\$714,765.28</b>	<b>16.17%</b>	<b>\$638,709.50</b>	<b>\$540,990.54</b>	<b>\$173,774.74</b>	<b>2.14%</b>
<b>Alternative</b>										
9/25/2020	JPMorgan Hedged Equity Fund CI I	JHEQX	10,722.453	25.72	275,781.49	6.24	256,593.16	253,438.76	22,342.73	.47
12/22/2021	American Beacon Ssi Alternative Income Fund --Y CI	PSCIX	16,442.643	9.80	161,137.90	3.65	163,651.01	163,651.01	(2,513.11)	2.03
1/21/2021	American Beacon Ahl Managed Futures Strategy Fund Y CI	AHLYX	11,038.588	11.45	126,391.83	2.86	121,224.05	113,206.14	13,185.70	4.06
<b>Total Alternative</b>					<b>\$563,311.23</b>	<b>12.75%</b>	<b>\$541,468.22</b>	<b>\$530,295.91</b>	<b>\$33,015.32</b>	<b>1.72%</b>
<b>Domestic Bond</b>										
10/25/2016	Guggenheim Total Return Bond Fund Institutional CI	GIBIX	14,602.137	26.51	387,102.65	8.76	405,438.75	355,400.00	31,702.65	2.62
10/25/2016	Performance Trust Strategic Bond Fund	PTIAX	10,233.295	21.35	218,480.85	4.94	233,141.58	203,790.80	14,690.05	3.73

This report is incomplete without the accompanying disclosure page.

Report Generated on: 4/4/2022 8:21:54 AM Eastern Time

1 of 3



# Portfolio Holdings

As of 3/31/2022

Prior Month End

Town of Hopkinton OPEB Trust UA (xxxx2696) - PPS Custom NFS

## Holdings by Asset Class (Primary)

Initial Purchase Date	Description	Symbol	Quantity	Price	Value (\$)	Pct. Assets (%)	Est. Tax Cost (\$)	Principal (\$)	Principal Gain/Loss (\$)	Current Yld/Dist Rate (%)*
<b>Domestic Bond</b>										
1/22/2021	Voya Securitized Credit Fund CI I	VCFIX	16,412.377	9.53	156,409.95	3.54	159,391.16	155,459.53	950.42	2.89
10/25/2016	Artisan High Income Fund Advisor Shares	APDFX	15,133.662	9.69	146,645.18	3.32	149,829.67	118,125.00	28,520.18	5.51
1/22/2018	Voya Intermediate Bond CI I	IICIX	15,054.007	9.55	143,765.77	3.25	152,337.81	136,912.25	6,853.52	2.86
1/4/2019	Destra Flaherty & Crumrine Preferred & Income Fund CI I	DPIIX	7,939.243	17.69	140,445.21	3.18	136,537.31	119,533.37	20,911.84	4.28
1/10/2022	Federated Hermes Adjustable Rate Fund Institutional Shares	FEUNX	8,153.965	9.53	77,707.29	1.76	78,196.28	78,134.46	(427.17)	.36
<b>Total Domestic Bond</b>					<b>\$1,270,556.90</b>	<b>28.75%</b>	<b>\$1,314,872.56</b>	<b>\$1,167,355.41</b>	<b>\$103,201.49</b>	<b>3.25%</b>
<b>International Bond</b>										
7/12/2019	Janus Henderson Developed World Bond Fund CI I	HFAIX	20,846.033	9.23	192,408.88	4.35	202,999.11	188,585.43	3,823.45	1.61
10/16/2019	Lord Abbett Emerging Markets Corporate Debt Fund CI F	LCDFX	5,776.096	13.83	79,883.41	1.81	88,555.27	81,836.63	(1,953.22)	4.27
<b>Total International Bond</b>					<b>\$272,292.29</b>	<b>6.16%</b>	<b>\$291,554.38</b>	<b>\$270,422.06</b>	<b>\$1,870.23</b>	<b>2.39%</b>
<b>Cash and Equivalents</b>										
	Fidelity Govt Money Market Capital Reserves CI	FZAXX	13,521.350	1.00	13,521.35	.31	13,521.35	13,521.22	.13	.01
<b>Total Cash and Equivalents</b>					<b>\$13,521.35</b>	<b>.31%</b>	<b>\$13,521.35</b>	<b>\$13,521.22</b>	<b>\$0.13</b>	<b>.01%</b>
<b>Total Portfolio</b>					<b>\$4,419,316.58</b>	<b>100%</b>	<b>\$4,159,700.77</b>	<b>\$3,648,714.61</b>	<b>\$770,601.97</b>	<b>1.94%</b>

# Portfolio Holdings

As of 3/31/2022

Prior Month End

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Select Board's Performance & Goal Setting Process Timeline for  
*Town Manager (TM), Police Chief (PC) & Fire Chief (FC)*


*May 13, 2022*

*Prepared by Maria Casey*

*in consultation with Select Board Chair Nasrullah*

<b>Agenda Item</b>	<b>Due Date</b>
HR Director to send email & Self Assessment to TM, PC, FC for completion	April 15, 2022
Self Assessments due to HR Director	Wednesday, April 27, 2022
HR Director to send completed Self Assessments & Performance Review Blank Forms to Current Select Board (SB) for consideration	Friday, May 6, 2022
Annual Town Election	Monday, May 16, 2022
Briefly Outline Process & Deliverables at SB Meeting	Tuesday, May 17, 2022
Select Board to provide performance feedback and goal ideas to HR Director to compile after meeting with Town Manager, Police & Fire Chiefs	Wednesday, May 25, 2022
HR Director to compile feedback into reports and draft Goals - need 2 weeks	May 26 - June 10, 2022
Preliminary Goals only Discussion at SB Meeting	Tuesday, June 7, 2022
Performance Discussed Publicly at SB Meeting, Rating Assigned & Goals Finalized	Tuesday, June 21, 2022

**To:** Select Board

**From:** Norman Khumalo 

**Date:** May 12, 2022

**Ref:** Staff Report - Select Board May 17, 2022 Meeting

1. *Main Street Corridor Project Update:* currently stands at 6. Hopkinton's FY 23 budget assessment is \$53,333.81 based on its population.
2. *MWRA Connection:* Following Town Meeting approval of the funds for designing and installing the filtration system at Well #6, John Westerling, DPW Director and I have formalized the following implementation roadmap:
  - a. Meet with the Southborough Select Board
  - b. Procure design and permitting engineer
  - c. Meet with Legislative team
  - d. Meet with the MWRA to begin the process of approval (ideal timing is after vote to waive buy-in fee)
  - e. Complete 25% design
  - f. Complete Environmental Impact Report (for InterBasin Transfer) and Massachusetts Environmental Policy Act (MEPA) Report
  - g. Complete 75% design
  - h. Submit Notice of Intent to Hopkinton Conservation Commission
  - i. Submit permit to the Department of Environmental Protection for tank upgrades and pump stations
  - j. Complete 90% design
  - k. Prepare bid specifications package
  - l. Town bids construction
  - m. Construction begins
3. *PFAS:* Following the Town Meeting approval of the funds for designing and installing the filtration system at Well #6, John Westerling DPW Director and Town Manager have developed the following implementation roadmap:
  - a. WSE provides specifications for filtration vessels for procurement
  - b. Town bids filtration vessels, opens bids, and places the order for vessels (22 week delivery time)
  - c. WSE submits proposal for filtration system design (mechanical, heating, building, site work, etc), bid specifications, and DEP permitting
  - d. WSE conducts filtration system design and prepares bid specification package
  - e. WSE completes and submits permit to DEP
  - f. Town bids filtration system design and issues contract

- g. Contractor begins construction - site preparation, mechanical construction, concrete pad, filtration vessel installation, building and heating setup
  - h. Filtration system turned on
4. *Town Meeting Post-Mortem*: Town Manager will request feedback from the Select Board on Annual Town Meeting.
  5. *Mobil Station Night Time Work Request*: I respectfully ask that the Select Board consider approving Mobil's request to perform night work on West Main Street for Mobil Gas's new water service. The night work is necessary because the proposed work stretches along both westbound lanes of West Main Street, and the impact on the traffic flow during the day would be dangerous and disruptive.
  6. *Release of Executive Session Minutes*: Town Manager will announce the release of Certain Executive Session Minutes.

*Attachment:*

Select Board Update: Main Street Corridor Project, May 17, 2022  
Description of Mobil Gas Station Nightwork

**Attachment Presented by Michelle Murdock and David Daltorio**

MassDOT’s Original Completion Date for the Project is October 22, 2023. That date was set at the award of the contract. As of May 13th, 2022, MassDOT has confirmed the project is still on schedule for completion by that date.

The Project has made great progress on recent work (installing underground vaults). Work has been completed two weeks ahead of the anticipated duration for this work to be completed.

- Once all underground conduit work is completed roadway reconstruction will begin. Roadway reconstruction will include milling of existing pavement, excavation of existing subbase materials, installation of new sub-base material, base pavement course and pavement binder course.
- Roadway realignment (removal of existing and setting new curbing) will follow that.
- Sidewalk and shared-use path work will follow that.

**To Date Construction Cost and Quantities through 4/30/22**

	<b>As of 12/18/2021</b>	<b>As of May 17, 2022</b>
<b>Paid by MassDOT/TIP</b>	\$2,578,075.48	\$2,678,445.98
<b>Paid By Town</b>	\$687,502.50	\$909,322.50
<b>Total Construction Cost</b>	\$3,265,577.98	\$3,587,768.48

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

	<b>As of 12/18/2021</b>	<b>As of May 17, 2022</b>
Catch Basins	80	80
Drain Manholes	40	40
Reinforced Concrete Pipe	5,100 feet	5,100 feet
Ductile Iron Pipe	727 feet	727 feet
Hot Mix Asphalt	2,750 tons	2,973 tons
Gravel	2,456 cubic yards	2,475 cubic yards
Rock Excavation	1,037 CY	1,037 CY
Electrical Conduit Installed	2,012 CY	2,913 CY
Utility Vaults Installed	12	18

### **Work Anticipated Week of May 16, 2022 to May 20, 2022**

- Install Electric Manholes along Main Street between 10 Main St. and 42 Main St.
- On street parking on both the north and south side of Main Street will be impacted/not available during this work.
- Two-way traffic along Main Street will be maintained.
- Install Telephone and Comcast Manholes on Main Street between Walcott St. and the entrance to Town Hall.
- \* On street parking on both the north and south side of Main Street will be impacted/not available during this work.
- \* Two-way traffic along Main Street will be maintained
- **The entrance to Town Hall will be closed, with access maintained by using the exit as a temporary entrance/exit.**
- Barrels at the curb line will have temporary “No Parking” signs attached.
- Cones will be used to delineate traffic.
- The Contractor will coordinate with any abutter who is completely blocked by construction operations.
- Work hours will be standard 7am to 3pm with possible extension to 5pm when needed.
- Saw cutting operations will be taking place Monday May 16 (mostly between Hayden Rowe and beginning limits) to complete conduit trench cutting.
- A second crew will be working on underground services in the area by the Fire and Police Station. Two lanes of traffic will be maintained.

NOTE: This work may include work on private property to install conduits from the street to the foundation of the building. No work on the foundation itself or inside any building will be done at this time.

### **Community Contact (3-31-22 thru 5-11-22)**

- Construction Advisory #27 was distributed via email on Friday, April 8.
- Construction Advisory #28 was distributed via email on Friday, April 22.
- Updated Construction Advisory #28 was distributed via email on Friday, April 29.
- Construction Advisory #29 was distributed via email on Friday, May 6.
- Updated Construction Advisory #29 was distributed via email on Friday, May 13.
- A total of 3 issues/concerns from the general public and project abutters were received, reviewed and researched, and an email response was sent to the individual(s) who reported an issue or asked a question. Issues reported/questions asked included:
  - Email from Marshall Ave resident to report gate left unlocked over the weekend.



- Email from abutter to report a road sign is down on her property.
- Email from abutter to ask when the tree stump on his property will be removed and if that removal is part of his Just Compensation payment.

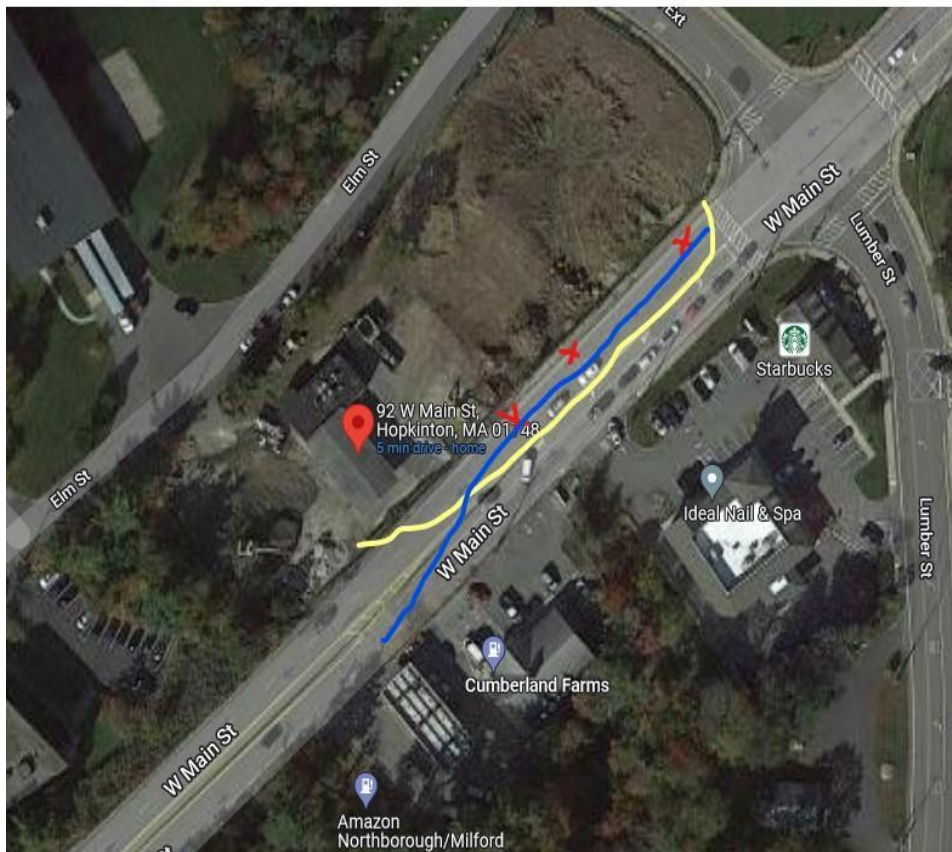
### **Miscellaneous**

- The Project website will continue to be updated throughout the Project. Visit the website to sign up for Project Updates. A QR Code has been developed for quick access.
- Project photos have been added to the website  
<https://hopkintonmainstreet.com/construction-photos.htm>

## MOBIL GAS STATION NIGHT WORK : DESCRIPTION

The Hopkinton DPW respectfully requests that the Select Board grant permission for night work to occur on West Main Street for one night for Mobil gas station's connection to the Town water main. Due to the location of the water main and the size of the trench, the Hopkinton Police Department recommends that this work occur at night for both safety and traffic flow.

The two west-bound lanes will be closed during construction and traffic will be diverted – the east bound lanes will be divided with one lane for eastbound traffic and one lane for westbound traffic. As there are many crews, companies and contacts involved, the work will be scheduled as soon as possible if approval is granted. The closest residence is approximately 600' away on Elm Street. All excavation will be conducted by Mobil's contractor. Mobil's contractor agreed to work with the Town to help install a new main line water gate that is needed to replace a failed, existing water gate in the area of the divided highway. The map below depicts the area of construction in yellow and the blue line represents the new water line:







## **Pending Select Board Member Future Agenda Items**

**April 20, 2022**

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

1. Social Justice issues - Nasrullah (8/4/20)
2. Master Plan action plan/implementation plan items for Select Board - Ritterbusch (12/1/20)  
(12/15/20)
3. Discuss the creation of a Cultural District - Ritterbusch (7/6/21)
4. Examination into municipal cable - Nasrullah (9/7/21)
5. The role of the Select Board in the trails/Upper Charles Trail process and what are the next steps for the Board - Kramer (1/25/22)
6. Consider support for Senate and House bills regarding a temporary moratorium on construction of new jails and prisons in Massachusetts - Kramer (1/25/22)



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

SB  
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2022 MAY -2 PM 2:30  
TOWN CLERK'S OFFICE

May 2, 2022

**PUBLIC HEARING NOTICE**

The Hopkinton Planning Board and Tree Warden will hold a public hearing on Tuesday, May 17, 2022, at 5:30 P.M. pursuant to the provisions of MGL Chapter 40, Section 15C; Chapter 160 of the Bylaws of the Town of Hopkinton, Scenic Roads; and MGL Chapter 87, Section 3, Public Shade Tree Law, on the application submitted by Eversource Energy for work within the layout of the section of Chamberlain Street designated as a scenic road, between house numbers 27 and 46. Proposed work involves the pruning of limbs from five (5) oaks as well as the removal of one (1) 12 inch black cherry and two (2) red maples measuring between 12 and 18 inches in diameter. For additional details or to confirm the meeting location and/or obtain Zoom meeting access information, please email John Gelcich, Principal Planner, at [jgelcich@hopkintonma.gov](mailto:jgelcich@hopkintonma.gov), call the Department of Land Use, Planning & Permitting at 508-497-9745, or check the online meeting calendar and agenda for this meeting at [www.hopkintonma.gov](http://www.hopkintonma.gov). This legal notice is also posted on the Massachusetts Newspaper Publishers Association (MNPA) website at <http://masspublicnotices.org>.

Gary Trendel  
Chair



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

Town Hall  
18 Main Street - 3rd Floor  
Hopkinton, MA 01748  
508-497-9745  
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Mark J. Hyman, Chair  
John Coutinho, Vice Chair & Clerk

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

May 4, 2022

**PUBLIC HEARING NOTICE**

The Town of Hopkinton Board of Appeals will hold a public hearing on **Wednesday, May 25, 2022 at 7:00 P.M.**, to hear all persons interested in the Application for Special Permit and/or Variance filed by **Ruy Barbosa, 17 Patriots Boulevard, Hopkinton, MA**. The Applicant seeks relief from the Hopkinton Zoning Bylaws for an addition to a single family home at **97 Hayden Rowe, Hopkinton, MA** that does not meet the minimum setback requirements. The property is shown on Assessors Map U22 Block 28 Lot 0. Please email [zba@hopkintonma.gov](mailto:zba@hopkintonma.gov), call the Department of Land Use, Planning & Permitting at 508-497-9745, or check the online meeting calendar and Agenda for this meeting at [www.hopkintonma.gov](http://www.hopkintonma.gov) to confirm location and/or obtain Zoom meeting access information. This legal notice is also posted on the Massachusetts Newspaper Publishers Association (MNPA) website at <http://masspublicnotices.org>.

John Coutinho  
Clerk  
Re: 22-019





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BOARD OF APPEALS**

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Mark J. Hyman, Chair  
John Coutinho, Vice Chair & Clerk

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

May 4, 2022

**PUBLIC HEARING NOTICE**

The Town of Hopkinton Board of Appeals will hold a public hearing on **Wednesday, May 25, 2022 at 7:00 P.M.**, to hear all persons interested in the Application for Special Permit and/or Variance filed by **Cassandra Petrovski, 100 Main Street, Hopkinton, MA**. The Applicant seeks relief from the Hopkinton Zoning Bylaws to convert the unused rear portion of a 2-family home to be operated as a commercial dance academy at **100 Main Street, Hopkinton, MA**. The property is shown on Assessors Map U16 Block 21 Lot 0 and is owned by Cassandra Petrovski, 100 Main Street, Hopkinton, MA, and Rhonda Petrovski, 2 Hazel Road, Hopkinton, MA. Please email [zba@hopkintonma.gov](mailto:zba@hopkintonma.gov), call the Department of Land Use, Planning & Permitting at 508-497-9745, or check the online meeting calendar and Agenda for this meeting at [www.hopkintonma.gov](http://www.hopkintonma.gov) to confirm location and/or obtain Zoom meeting access information. This legal notice is also posted on the Massachusetts Newspaper Publishers Association (MNPA) website at <http://masspublicnotices.org>.

John Coutinho  
Clerk  
Re: 22-018