



**TOWN OF HOPKINTON**  
**SELECT BOARD MEETING AGENDA**  
Tuesday, March 23, 2021 6:00 PM  
Remote Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86306903910?pwd=SWk5d2ZkTEtYVWxBQkhHYWpSclljdz09>

Passcode: 230438

Or iPhone one-tap :

US: +13017158592,,86306903910# or +13126266799,,86306903910#

Or Telephone:

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

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

Webinar ID: 863 0690 3910

International numbers available: <https://us02web.zoom.us/j/86306903910>

**6:00 PM CALL TO ORDER**

**1. PLEDGE OF ALLEGIANCE**

**6:01 PM PUBLIC FORUM**

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

**6:10 PM NEW TOWN EMPLOYEES**

3. The Select Board will affirm the Town Manager's appointment of Kyle Boucher, Water Technician, Renee Chen, Administrative Assistant, Finance, and Kelechi Obika, Health Services Agent.

Supporting Exhibits: Resumes

**6:15 PM 2021 ANNUAL TOWN MEETING AND ANNUAL TOWN ELECTION DATES**

4. The Select Board will consider delaying the Annual Town Meeting to Saturday, May 8, 2021. The Select Board will consider postponing the Annual Town Election and, in consultation with the Town Manager and Town Clerk, rescheduling the postponed Town Election to Saturday, May 22, 2021.

**6:30 PM ADJOURN**

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**Correspondence to Select Board**

1. Notice to Landowners - Algonquin Gas - Vegetation Clearing

**Upcoming Select Board Meetings**

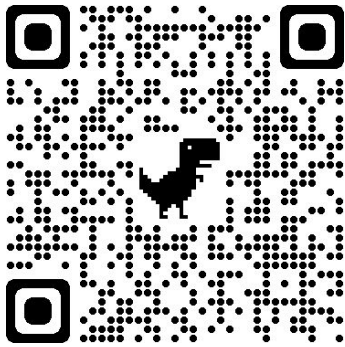
1. April 6, 2021

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

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

**Main Street Corridor Project:**



# Kyle Boucher

## Work Experience

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### **Water Treatment Plant Operator**

Hopedale Water Department - Hopedale, MA

July 2019 to Present

Through the Hopedale Water Department I am an unlicensed pipefitter/plant operator and laborer. Experience working on water main breaks/repairs. Repair of meters and pumps in the home owners home and at pump stations and Treatment plant.. Fixed and repaired broken curb stops, and shut offs. Very knowledgeable in SCADA, and can read meters, handheld and through computer program. Also very good with emailing and the use of computer, whether it be Excel, or Word.. Currently have D1/T1 water licenses, and have passed the New England Water Works Association D2/T2 classes. Also have Class B driving license, and a 2B hoisting license, going for a 2A hoisting license as well.

### **Department of Public Works**

Town of Bellingham - Bellingham, MA

November 2016 to July 2019

Part of the Town of Bellingham DPW, unlicensed pipefitter. Experience working on water main breaks/repairs. Paving Asphalt, anything from potholes to large water main repairs. Currently have D1/T1 water licenses, also have passed the New England Water Works Association D2/T2 classes, in progress of passing the state licenses. Also have Class B driving license, and a 2B hoisting license.

### **Mowing Crew Foreman**

NatureWorks Landscape Services - Walpole, MA

September 2014 to November 2016

#### **Responsibilities**

I am a Mowing Foreman, I work in crews of 2 or 3 where I am in charge of helpers, I survey the properties, I handle the mowers. I drive to and from properties, where most of my properties are in the town's of Wellesley, Weston, Medfield, Brookline, Newton, and Westwood. I fill out timesheets and mostly I am in charge of the safety of my crew and to make houses look like how I would want my house to look, with passion and beauty. I have also work in gardening crews and construction jobs also in addition.

#### **Accomplishments**

I have been a strong foreman that is always on time for work, hard-working and always willing to help another foreman or helper out so that properties are beautiful and done in a timely fashion. I always give my 100% and I have great communication skills. I am a hard worker and I always have a smile on my face. I never have a task I can't complete or I don't finish, I always find a way to finish the job and do it correctly.

#### **Skills Used**

I have great communication skills, leadership skills being a foreman and hard worker. I never give up on a task or a fellow worker, I am a great asset to a company and a hard worker.

### **Shift Supervisor**

Facility Management Corp - Franklin, MA

June 2011 to November 2016

My duties at the rink are to keep the facility clean and everyone inside the facility safe. I am in charge of the skate guards during open skate times. I am responsible for driving and cleaning the Zamboni which keeps the ice smooth and free of grooves in which people could get hurt on. I am also responsible for opening and closing the building.

### **Intern**

Evolution Sports - Easton, MA

September 2013 to December 2013

#### **Responsibilities**

I interned under a sports coach where I learn the basics of training athletes, getting the best out of athletes programming a workout with the particular workload, and running a shift as a coach.

#### **Accomplishments**

I was impacted in the way that I learned some new qualities in the programming of schedules for different sports related athletes in different conditions and sports. I also learnt how to communicate to and with the athletes to get the best out of them

#### **Skills Used**

Communication, had to have a good communication with other coaches and athletes to benefit the training.

Visual clarity, had to perform the drills that the athletes had to perform so it was clear what they were doing.

### **Supervisor**

Bungay Brook Golf Club - Bellingham, MA

April 2006 to April 2012

At the course I was the afternoon-night supervisor. While being the supervisor, I was responsible for running the Pro Shop and making sure that the other employees were doing their jobs. In the Pro Shop, I would open and close the register, cleaning and helping customers. In the mornings, I was a starter and ranger. Being a starter meant that I was responsible for making sure that the groups started on their specific Tee Times. As a ranger, I would drive around the course in the golf carts making sure that people were moving from hole to hole at a good pace and making sure that everyone was respecting the course.

#### **Activities**

- Bridgewater State University
  - o Intramural Program
- Dean College
  - o Varsity Baseball
  - o Varsity Golf
- Bellingham High School
  - o Varsity Baseball
  - o Varsity Golf

## **Assistant Captain**

Ice Hockey

## **Captain**

Bungay Brook Golf Club

o Varsity Ice Hockey

## Education

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### **Physical Education**

Bridgewater State University - Bridgewater, MA

### **Associates in Physical Education**

Dean College - Franklin, MA

Bellingham High School - Bellingham, MA

## Skills

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- I have coached youth hockey for 2 for the Tri-Valley Indians, I have also coached a Senior Babe Ruth Summer Baseball team of high school kids and won the championship in 2014
- Snow Plowing
- Heavy Equipment Operation
- Mowing
- Facilities Management
- Backhoe Operation
- Construction

# Renee Hathaway Chen

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## EXPERIENCE

Vinodivino, Newton, MA

PAYROLL COORDINATOR/HUMAN RESOURCES (April 2016 - July 2017)

- Reviewed and approved employee hours using Humanity software
- Processed bi-weekly payroll using Intuit for Vinodivino's four (4) stores
- Submitted monthly/quarterly tax payments and prepared W-2 statements
- Posted job listings and selected applicants using HigherMe website
- Conducted first round phone interviews
- Created offer letters and prepared new hire materials
- Assisted employees with questions about medical and dental benefits
- Created draft of first employee handbook
- Maintained employee access to store alarm codes
- Successfully managed the transfer of company email accounts and web site to new ISP

State Street Research and Management, Boston, MA

SENIOR WEBMASTER (2000 – 2005)

- Maintained SSR's 6 Internet sites, 1000+ pages, 70,000 visits per month
- Performed web server administration for all SSR web servers
- Maintained all company domains and SSL certificates
- Managed 1 full-time associate and 1 part-time associate
- Tracked site usage using WebTrends reporting application
- Managed internet service provider relationship ensuring up-time and service levels

CBSI - Complete Business Solutions Inc., Wellesley, MA

SENIOR CONSULTANT (1998 – 2000)

Client: State Street Research & Management

- Collaborated with Sales and Marketing to develop features and webcasts for SSR's web sites
- Generated online forms for customers to order fund prospectuses and IRA kits using ASP, IIS, Visual InterDev, SQL Server and ASPMail.
- Improved site performance and decreased maintenance time by redesigning static areas into dynamic ASP pages.
- Created password protected site areas that checked SQL Server database for validation

Client: Commonwealth of Massachusetts - ITD, Strategic Planning Group

- Published Y2K content on Internet and Intranet sites and tested sites for browser compatibility
- Developed an online form for the 170 state agencies to report their status on January 1, 2000
- Redesigned structure and navigation of Y2K Internet site for post-January 1<sup>st</sup>.

Physical Education, Recreation and Dance Department, Boston University, Boston, MA

ADMINISTRATIVE ASSISTANT (1994 – 1998)

- Performed clerical duties such as photocopying, mailing, filing
- Managed front desk and answered telephone calls
- Registered students for extracurricular classes

## VOLUNTEER

Adult Leader, Girl Scouts of Eastern Massachusetts (2013 – Present)

Board Member, Webmaster, Hopkinton Education Foundation (2009-2011)

## EDUCATION

Bachelor of Science in Business Administration (1998)

Boston University

Renee Chen

March 11, 2020,

Dear Human Resources Manager,

I am writing to apply for the Finance Administrative Assistant position for the Town of Hopkinton. As a business professional returning from a career break raising my family, I would be excited to put my administrative skills to work to support the Principal Assessor and Treasurer/Collector. I am adept at multi-tasking and am very comfortable with technology, including Microsoft Office Suite, Intuit Online Payroll and various web applications.

I hold a Bachelor's Degree in Business Administration from Boston University. I started my career in Information Technology as a webmaster in the financial services industry. I most recently worked part-time as the payroll coordinator and human resources specialist for Vinodivino, a wine retailer with four stores in the Boston area. I am an active volunteer in \_\_\_\_\_ and have been a Girl Scout Leader for the past six years. I previously was a Board Member for the \_\_\_\_\_ Education Foundation and the Registration Coordinator for Cub Scout Pack 97.

It would be my pleasure to discuss my application further with you once you have reviewed my attached resume. Please feel free to contact me at (508) 740-0145. Thank you for your time and consideration.

Sincerely,

**Renee Chen**





## **WORK EXPERIENCE**

### **Health Inspector for the Town of North Andover**

#### **North Andover Town Hall**

120 Main Street, North Andover, MA 01845

2020-Current

- Perform routine health and safety inspections in business establishments within the town
- Investigate and take actions relative to complaints of violations of local and state rules and regulations
- Assuring compliance of state law and enforcement of regulations within facilities amid COVID-19 pandemic
- Draft public health updates and public service announcements for community reference
- Facilitate review and approval process of various permits for businesses
- Participate in regional and local emergency preparedness programs
- Perform routine public pool inspections
- Address routine housing/property inspections for owners and occupants
- Review construction plans for Title 5 properties to check for compliance with allowed septic design flow for Conservation, Building and Planning Departments
- Perform routine distribution box (D-box) and “bottom of bed” inspections of private septic systems
- Enforce and inspect to code compliance of businesses throughout the town
- Monitor and assist food establishments to comply with local, state, and federal food safety and health standards, including personal hygiene, temperature control of potentially hazardous foods, cross contamination control, pest control, and chemical use training
- Attend monthly required Board of Health meetings

### **Customer Service Manager**

#### **Tewksbury Walmart**

333 Main street Tewksbury, MA 01876

2016 – Current

- Supervise employee tasks
- Conduct financial audits
- Ensure prices in department (front end) are up to date
- Promote quality assurance and proper customer satisfaction
- Promote and integrate business ideas from upper management
- Designate team members for various tasks
- Exemplify leadership qualities

### **Assisted Living Attendant**

#### **Blaire House of Tewksbury (Assisted Living)**

10 Erlin Terrace, Tewksbury, MA 01876

2018 – current

- Monitor safety of residents
- Supervise and assist with medication
- Care for residents
- Engage in social activities

**Desk Receptionist**

2015 – 2016

Framingham state Career service and employer relations 100 state St, Framingham, MA 01701

- Conducting Excel documents
- Scheduling appointments
- Answering calls
- Receiving voice mail messages
- Use with Microsoft Access
- Produce spread sheets on Excel

**Cook****Jimmy's Pizza Too**

480 Chelmsford St, Lowell, MA 01851

2014 - 2016

- Prepare food
- Clean restaurant
- Use the grill
- Ensure customer satisfaction

**Seasonal Employment - Career Center of Lowell**

2013-2014

107 Merrimack St, Lowell, MA 01852

**Landscaping**

250 Pawtucket Blvd, Tyngsboro, MA 01879

- Outdoor Landscaping
- Outdoor Maintenance
- Filing
- Indoor maintenance

**TECHNICAL SKILLS**

Microsoft Applications (Access, Word, Excel, Outlook, PowerPoint)

- Public Health competencies such as prevention measures
- Strong social skills
- Understanding of medical language, literature and terminology
- Strong understanding of the social determinants of health
- Basic knowledge of the policy implementation process
- Training in "Applying behavior change theory to public health programs"
- Basic Public health assessment and analysis
- Aware of how to target the prevention and sustenance goals of public health

## NOTICE TO LANDOWNERS

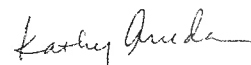
TO WHOM IT MAY CONCERN:

*Algonquin Gas Transmission, LLC* (“*Algonquin*”) is an interstate natural gas transmission company that maintains and operates pipelines through the states of New Jersey, New York, Connecticut, Rhode Island and Massachusetts. These natural gas pipelines are subject to exclusive federal jurisdiction under the Natural Gas Act (15 U.S.C. §§ 717-717w). Furthermore, the safety and maintenance of its facilities are also subject to exclusive federal jurisdiction under the recodified Pipeline Safety Act (49 U.S.C. 60,101 et seq.). The recodified Pipeline Safety Act (the “Safety Act”) vests exclusive regulatory power as to the safety of interstate natural gas transmission lines in the U.S. Department of Transportation and the Federal Energy Regulatory Commission. The Safety Act regulates the design, installation, inspection, testing, construction, extension, operation, replacement and maintenance of pipeline facilities.

*Algonquin* has been acquiring easement rights since the 1950’s which establishes restrictions necessary to maintain and operate their pipelines safely. It is imperative that our access to maintain and operate the pipeline is not blocked or impaired by objects that would limit equipment and vehicle movement in a critical situation. *Algonquin* also relies on *aerial patrol* to monitor construction activity on or near *Algonquin*’s right of way. A well defined aerial view of the right of way is essential to this safety program.

*Algonquin* is presently clearing/cutting trees and brush within the right of way limits located on or near your property. Your cooperation in this program is essential to the safety of *Algonquin* pipelines. Fence gates within *Algonquin*’s right of Way should be unlocked to allow access. Please be advised that fences installed within *Algonquin*’s Right of Way must be approved prior to any fence installation. If you have any questions concerning *Algonquin*’s tree and brush cutting program, please don’t hesitate to call our Westwood, MA Office at 508-938-7728 Monday through Friday, between the hours of 7:00 AM and 3:30 PM.

Yours Truly,



Kathy Aruda  
Lands & ROW Advisor  
508-938-7728 direct  
[kathleen.aruda@enbridge.com](mailto:kathleen.aruda@enbridge.com)

Town Parcels

U17-52-0

U20-28-B

off Ash St &  
Prestrate Dr.