



## TOWN OF HOPKINTON SELECT BOARD MEETING AGENDA

Tuesday, January 31, 2023 6:00 PM

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

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/85137618354?pwd=Qnp0ZEFNZndFZVN0VXR2dXlyT0Q3Zz09>

Passcode: 627981

Or One tap mobile :

US: +13017158592,,85137618354# or +13052241968,,85137618354#

Or Telephone:

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

US: +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 646 876 9923 or +1 646 931 3860 or +1 507 473 4847 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 6833 or +1 689 278 1000 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 360 209 5623 or +1 386 347 5053 or +1 408 638 0968

Webinar ID: 851 3761 8354

International numbers available: <https://us02web.zoom.us/j/85137618354?pwd=Qnp0ZEFNZndFZVN0VXR2dXlyT0Q3Zz09>

**6:00 PM**

### **CALL TO ORDER**

**1.**

#### **PLEDGE OF ALLEGIANCE**

**6:01 PM**

### **CONSENT AGENDA**

**2.**

The Select Board will consider the following consent agenda:

- a. **GIFT** - The Select Board will consider accepting a gift of \$30 from Rebecca Gaffney to the Hopkinton Public Library to be used for the purchase of books in the memory of her friend Cheryl Walker.

**6:05 PM**

### **NEW TOWN EMPLOYEE APPOINTMENT**

**3.**

The Select Board will consider confirming the Town Manager's appointment of Beryl Wagner as the Procurement and Grants Manager.

Supporting Exhibits: Application materials

**6:15 PM**

### **LIAISON REPORTS/BOARD INVITES**

**4.**

Supporting Exhibit: FY 23 Liaison Assignments

**6:25 PM**

### **PUBLIC FORUM**

**5.**

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

**6:40 PM**

### **FY24 BUDGET & CAPITAL HEARINGS**

**6.**

The Select Board will conduct budget and capital hearings. The Select Board will review the requests of the Police Department, Fire Department, Communications Department, and the Engineering/Facilities Department.

Supporting Exhibits: FY24 Comprehensive Budget Proposal; Department Presentations; Select Board Goals

- 7:10 PM**            **MAY 1, 2023 ANNUAL TOWN MEETING WARRANT**  
7.                    The Select Board will consider discussing its potential Annual Town Meeting articles, and voting to submit articles into the Annual Town Meeting warrant, including a draft Short Term Rental Bylaw.  
Supporting Exhibits: Annual Town Meeting Timeline; Potential Annual Town Meeting Articles; Short Term Rental Bylaw; Letter - Short Term Rental Regulation
- 7:30 PM**            **TOWN MANAGER REPORT**  
8.                    Town Manager will report on the following:  
                        a. Main Street Corridor Project  
                        b. Per and Polyfluoroalkyl Substances (PFAS) treatment project  
                        c. Massachusetts Water Resources Authority (MWRA) Southborough Interconnection project  
Supporting Exhibits: Town Manager Report
- 7:40 PM**            **FUTURE BOARD AGENDA ITEMS**  
9.                    Board members will identify future agenda items.  
Supporting Exhibit: Board Member Future Agenda Items
- 7:45 PM**            **ADJOURN**

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**Correspondence to Select Board**

1. Board of Appeals Public Hearing Notices - 18 Cedar Street, 18 Kruger Rd, 9 Bridle Path.

**Upcoming Select Board Meetings**

1. February 7, 2023
2. February 14, 2023
3. February 28, 2023
4. March 14, 2023
5. March 28, 2023

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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.

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## Beryl Wagner



I am a driven individual with a background in executive, administrative, and financial management, procurement, project management, merchandising and operations. I aim to secure full time employment, where we can utilize my skills and cultivate new strengths.

**Public Works Coordinator City of Steamboat Springs, SS, CO Jan 2018 — August 2021**

Provide a variety of confidential and complex administrative, programmatic, clerical and technical work to support the Director and the seven divisions within the department. Act as liaison with other departments within municipality, especially in areas of finance, procurement and human resources. Executive support, developing and maintaining office policies and procedures, financial management and budget development, capital and grant funded project coordination, procurement coordination and contract management, public outreach, data analysis and report production. Serves on necessary committees. Functions on behalf of director in their absence.

**Staff Assistant to City Clerk City of Steamboat Springs, SS, CO — June 2017 - Jan 2018**

Provide a variety of routine administrative, clerical, and secretarial work including general coordination of departmental office function. Manage front desk and assigns tasks to provide a professional atmosphere. Respond to internal and external inquiries either in person or by telephone or email. Assist the Finance department and Municipal Court Clerk by receiving, organizing and processing payments, reconciling accounts, and assisting the public with account questions. Serves on necessary committees.

**Assistant Manager OTBP, Steamboat Springs, CO — Jan 2017 – Aug 2017**

Bookkeeping, director of event coordinating, director of marketing and advertising, budget management, product/purchase orders and returns, scheduling distribution of store and cafe associated product, merchandising, employee management, cafe management, operations management.

**Receptionist, Veterinary Assistant VCA Inc., Westborough, MA — March 2014 – Current**

Staff schedules and staff management, staff support in absence of hospital manager, assisting veterinarians and technicians with appointments, laboratory diagnostics, pharmacy needs and patient follow up, assisting veterinarians as surgical team member, scheduling appointments, providing client education, placing phone calls regarding follow ups, missed appointments or patients due for care, maintaining medical records, processing billing and collecting payments, maintaining appropriate log books.


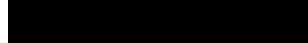
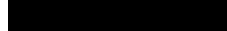
**Manager, Francesca's, Natick, MA — 2011-2012**

Merchandising, merchandise flow and sell-through, product movement and supervision, management of shipments, recovery, inventory counts, visual standardizing and marketing, participating in region wide visual merchandising workshops, all store reports and audits, payroll management and projections, scheduling, conference calls, employee management, infrastructure maintenance.

**Supervisor Gloria Jean International, Natick, MA — 2007-2012**

Open and Close of store, FOH administration including product replenishment and marketing/advertising placement, BOH administration including inventory and organization of warehouse storage, money handling, daily reports, and employee training.

**Education**

 University - Master of Business Administration - Anticipated Grad Year 2024  
 University - Bachelor of Arts GS Environmental Science Graduate Oct 2022  
 Community College - Business, Accounting and Management 2007-2010, 2015-2017

SELECT BOARD LIAISON LIST FY 2023	Select Board Members					Norman	Elaine
	Amy	Mary Jo	Irfan	Muriel	Shahidul		
<b>FINANCE</b>							
Appropriation Committee					X	X	
Board of Assessors		X					
Town Manager's Budget Advisory Team					X		
Capital Improvement Committee						X	
Cable Advisory Committee						X	
<b>PUBLIC SAFETY</b>							
Animal Control							X
Fire Department	X						
Police Department	X						
<b>PERMITTING</b>							
Board of Appeals				X			
Conservation Commission			X				
Planning Board				X			
Board of Health					X		
Permanent Building Committee			X				
<b>EDUCATION</b>							
School Committee					X		
Regional Voc. Tech School Committee				X			
<b>PUBLIC SERVICES</b>							
Cemetery Commission		X					
Commission on Disability	X						
<b>HUMAN SERVICES</b>							
Town Clerk's Office						X	
Personnel Committee						X	
Council on Aging				X			
MetroWest Veterans Service District					X	X	
ADA Oversight Committee	X						
Veterans Celebration Committee				X			
Tax Relief Committee		X					

SELECT BOARD LIAISON LIST FY 2023	Select Board Members					Norman	Elaine
	Amy	Mary Jo	Irfan	Muriel	Shahidul		
<b>CULTURAL/RECREATIONAL</b>							
Hopkinton Cultural Council			X				
Marathon Committee		X					
Marathon Fund Committee					X		
Public Library					X		
Parks & Recreation Commission					X		
Youth Commission				X			
Community Preservation Committee				X			
<b>HISTORIC PRESERVATION</b>							
Woodville Historic District Commission	X						
Hopkinton Historic District Commission	X						
Historical Commission		X					
<b>OTHER</b>							
Sustainable Green Committee		X					
Trail Coordination and Management Committee				X			
Commissioners of Trust Funds						X	
Lake Maspenock Dam Advisory Group						X	
Fruit Street						X	
Hopkinton Schools Athletic Field Subcommittee			X				
Boston Athletic Association			X				
<b>APPOINTED BOARD/COMMITTEE MEMBERSHIPS</b>							
Elementary School Building Committee (Life of the Project)					X		
Irvine-Todaro Properties Advisory Group (Life of the Project)			X				
Pratt Farm Master Plan Team (Life of the Project)		X					
Upper Charles Trail Committee (3-year term expiring 6/30/25)			X				
Open Space Preservation Commission (5-year term expiring 6/30/26)			X				
Affordable Housing Trust Fund Board (2-year term expiring 6/30/24)			X				
Metropolitan Area Planning Council Representative, Select Board member (Town Manager Appointment)	X						X
MetroWest Regional Transit Authority (1-year term)		X					

	Select Board Members							
<b>SELECT BOARD LIAISON LIST FY 2023</b>	Amy	Mary Jo	Irfan	Muriel	Shahidul	Norman	Elaine	
<b>Number of X's:</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>2</b>	

## **FY 2024 Comprehensive Budget Proposal**

[https://drive.google.com/drive/folders/199yLLtzzWFEIE48nmyfa\\_7FWAa9SDm0M?usp=sharing](https://drive.google.com/drive/folders/199yLLtzzWFEIE48nmyfa_7FWAa9SDm0M?usp=sharing)



Police Department Budget Presentation 1/31/2022



Vision:  
HERE FOR EVERYONE - ALWAYS.

**FY 2024 Priority Goals**

We believe that exceptional service lasts well beyond the call!

WHAT

WHY

Community Interaction and Relationship Building to Sustain Legitimacy	To enhance transparency, accountability and trust
Consistent and Constitutional Crime Prevention in a Fair and Impartial manner	Enhance town-wide safety and protect civil liberties
Protecting the Health and Wellness of our Personnel Through Awareness and Professional Collaboration.	Enhance safety and quality of life

<b>BUDGET/SERVICE AREA</b>	<b>SPECIFIC RISK OR OPPORTUNITY</b>	<b>LINK TO TOWN VISION OR STRATEGIC OBJECTIVE</b>	<b>PERFORMANCE OUTCOMES AND IMPACTS</b>
Marked Patrol	Enhanced feeling of safety and engagement opportunities	Maintain Hopkinton as safe community	Active presence in neighborhoods
Response to Calls for Service	Provide service in time of need	Maintain Hopkinton as safe community	Direct Service Response
Crime prevention	Crime reduction, mitigation and recovery	Maintain Hopkinton as safe community	Crime prevention messaging and education
Investigations	Response to crime scenes and follow through investigations	Maintain Hopkinton as safe community	Case forwarded for prosecution to DA's office
Traffic Safety	Crash/citizen complaint response	Maintain Hopkinton as safe community	Crash reduction. Citizen education
Community Engagement	Increased awareness of PD functions	Inclusive/transparent communications	Attendance/education/publication/listening
Prosecution	Justice for victims	Maintain Hopkinton as safe community	bring complete and thorough case to court for prosecution
Fleet Maintenance	Extend life of fleet vehicles and reduce down time	Protection of town assets	reduced down time, extended life cycle of fleet vehicles

Training/wellness	Enhance staff training level in technical, practical and intellectual fields	Maintain Hopkinton as safe community	Provide excellence in training
School District Support	Support the district at every level	Maintain Hopkinton as safe community	Transparency, community building and safety
Detention	Protection of staff and detainees	Maintain Hopkinton as safe community	Community Building and Safety
Emergency Preparedness	Prevention/response/recovery/mitigation	Maintain Hopkinton as safe community	

**NEW STARTS**

<b>Item</b>	<b>Opportunity or Risk to be Addressed</b>	<b>Requested Action to Address Opportunity or Risk</b>	<b>Expected Outcome and Impact, Quantified if Possible</b>	<b>Benefit 1-Time or Recurring</b>	<b>FY24 Cost Personnel</b>	<b>FY24 Cost Total</b>	<b>Benefit to Community Stakeholders</b>	<b>Strategic Objective Supported</b>
Citizen Engagement	Increased awareness and education in the roles, responsibilities and expectations of Law enforcement in the country and the community	Community Engagement sessions	Deliver in person awareness and education sessions to the community population	Recurring	\$5,076	\$5,076	Expanded awareness of police functions duties and responsibilities	Inclusive/Transparent communications

**IMPACT**

	FY 2023	FY 2024	Impact
Personnel Services	\$ 2,913,989.00	\$3,229,814.68	10.83% increase
Operations/Expenses	\$ 189,506.00	\$ 189,506.00	No change
Total	\$ 3,103,495.00	\$3,419,320.68	10.2 % increase

**FY24 Capital Request**

Hopkinton Police Department		FY 2024 Requested Amount	Potential Pay-Go	Potential Excluded Debt
Police	Patrol Cruiser Replacement (3)	\$205,000	\$205,000	0

# HOPKINTON FIRE DEPT.

FY' 24 BUDGET OVERVIEW

A dark blue diagonal graphic that starts from the bottom left corner and extends towards the top right corner, covering the lower half of the page.

# SALARIES / OPERATIONS

- Salaries:
  - 4 New Line Staff Positions (\$269,815.48) (1-per operation group)
  - 1 Additional position in Fire Prevention for Community Risk Reduction (\$86,607.02)
  - Raise Shift minimums (\$20,400)
- Operations:
  - Vehicle Maintenance - \$5,000
  - Building Maintenance - \$9,000 (2-Stations)
  - Promotional Exam - \$10,000
  - Employee Development \$2,000
  - Contracted Services - Savings of \$7,200
  - Firefighting Supplies - \$3,000 (Inflation)
  - Firefighter PPE - \$4,000 (Inflation)
  - EMS Supplies - \$5,000 (Inflation)
  - Uniforms - \$3,000 (Inflation)

# CAPITAL

- Replace - 2011 F-250 P/U with 70,000+ miles (\$90,000 w/equipment)
- Replace - 2011 Chevy Tahoe with 87,000+ miles (\$70,000 w/equipment)
- Replace - 25 year old Breathing Air Fill Station (\$89,242.24)
- Station 2 Engineering for future addition (\$70,000)



Public Safety Communications  
FY2024 Budget Discussion  
Select Board Meeting January 31, 2023

**Budget Request Summary**

	FY 2023	FY 2024	Impact
Personnel Services	\$ 742,595.00	\$ 833,232.00	11 % increase
Operations/Expenses	\$ 56,935.00	\$ 56,935.00	No change
Total	\$ 799,530.00	\$ 890,167.00	11 % increase

**Summary of Increase:**

*Personnel Services:*

- ~ Contractual Increases - 54%
- ~ Mid-Level management position - 41%
- ~ Emergency coverage - 5%

*Operations and Expenses:*

- ~ No increase/Level funded

Engineering/Facility Department			
FY24 Budget & Capital Presentation/Discussion			
Select Board Meeting - January 31, 2023			
<b>FY24 Budget Request Summary</b>			
<b>Personnel</b>			
Item	Fiscal Year 23	Fiscal Year 24	Budget Impact
Number of Staff - FTE	6.25	6.25	No change
Budget	\$350,384	\$371,299	+5.97%
<b>Operating</b>			
Item	Fiscal Year 23	Fiscal Year 24	Budget Impact
Utilities (Electricity, Gas, Oil, Water, Sewer)	\$509,627	\$489,747	-3.9%
All Other Expenses	\$499,837	\$521,737	+4.38%
Streetlights	\$33,000	\$33,000	No change
<b>Total</b>			
Item	Fiscal Year 23	Fiscal Year 24	Budget Impact
Personnel and Operating	\$1,392,848	\$1,415,783	+1.65%

Engineering/Facility Department			
FY24 Budget & Capital Presentation/Discussion			
Select Board Meeting - January 31, 2023			
<b>FY24 Capital Request Summary</b>			
<b>Capital Article</b>			
Item	Prior Approved Funding	Fiscal Year 24 Request*	Total Request**
EMC Park Drainage	\$300,000	\$225,000	\$525,000
*Additional Funding Required:	Dewatering Contingency Added, Construction Cost Increase (initial est. Feb. 2021)		
**Included in Total Request:	Permitting, Design, Bidding, Construction, Oversight, Contingencies, Escalation		

## 2022-10-28 Hopkinton Select Board Goals FY23

### 1. Mental wellness is a fundamental human right

#### Macros:

- Universal access
- Increased system capacity
- Educate people about the existing resources
- Provide subsidies for those that need the support
- Town employee training

#### Process Goals:

- Improved quality of life
- Covid-19 rebalance
- Increase safety
- Create a community that takes care of each other
- Make sure residents have knowledge of safe, secure help in times of crisis.
- Develop actionable plan(s) and framework

### 2. Universal adherence to budget message and timeline/To have a complete and balanced budget 14 days before Town Meeting

#### Macros:

- Present a complete balanced budget in time to be finalized in the Appropriation Committee report for Annual Town Meeting
- Town Manager budget to Select Board in February, Select Board to Approp. Committee mid-March, all departments final by Mid-April
- Comprehensive budget
- Communicate to the public 2 weeks in advance of ATM.
- Ensure financial sustainability is central to the budget process every year

#### Process Goals:

- Total adherence to schedule
- Coordination with School Committee
- 28 Sept. dates published
- Communicate to stakeholders
- Announce report when ready - user friendly communication
- Accessible communication - written, electronic, large print, multi-languages, etc.
- Ensure insight is provided to the Board and the public about our residents in need as part of the process at least annually.
- Measure and report outcomes

### 3. Address climate change

Macros:

- Get to Net Zero as a community; include tracking and monitoring
- Stormwater management/flood control
- Reduce emissions and Town's carbon footprint
- Increase alternative energy

Process Goals:

- Adopt Net Zero Resolution and Climate Action Plan
- Adopt forward thinking rainfall calculations: identify flood zones with the forward thinking rainfall calculations
- Reduce emissions through zoning and support of alternative transportation
- Encourage and incentivize alternative energy: 1) update policy on private solar farms; 2) identify areas for solar and wind farms.
- Redirect purchasing power toward environmentally friendly vendors
- Provide/incentivize EV charging stations
- Identify dedicated funding sources/stream
- Preserve natural open spaces

4. Increase diversity, equity, inclusion and belonging at all levels throughout Town

Goal Definition: Increase diversity, equity and inclusion at all levels throughout the Town so that all voices are represented and town staff and volunteers mirror the demographic makeup of the Town as a whole.

Process Goals:

- Identify baseline levels of diversity, equity, inclusion and belonging in:
  - Town staffing
  - Town boards & committees, including ensuring the appointment process to boards and committees is equitable and promotes DEIB
  - Participation in town events/activities
  - Participation in town meetings/elections
- Analyze areas where levels of diversity, equity and inclusion do not mirror the demographic makeup of the Town population as a whole (for example single gender committees, events that are not ADA accessible)
- Identify barriers that prevent some groups from being represented in town staff, boards/committees, events/activities and participating in town meetings/elections (for example communications and content that is not accessible to all residents, events that are not accessible without a car).
- Develop a multi-year plan with SMART goals to remove barriers and gradually increase diversity, equity, inclusion and belonging throughout the Town. Measure and report outcomes.
- Ensure DEIB is a required goal of all Town Departments; measure employee satisfaction with and commitment to DEIB goals.
- Develop diversity celebration plans and be inclusive in town events and activities

5. Address town water needs

Macros:

- Develop a sustainable water supply for the Town
- Balance usage and conservation
- Clean drinking water is essential for all. Develop plan for possible connection to the MWRA

Process Goals:

- Determine the town's long term water needs
- Review options to meet the needs
- Seek public input
- Develop implementation plan
- Seek Town Meeting and all required approvals
- Secure Legislative support
- Provide water quality updates and anticipated budget impacts quarterly on town website
- Develop a unified strategy and plan for all
- Educate the public and seek public input

6. Provide inclusive transparent communication to all citizens/Inclusive transparent communication

Macros:

- All key communications to be accessible to all
- Available by paper, electronic, phone
- ADA compliant, translation friendly
- Minutes/deliberative process notes accessible for all residents

Process Goals:

- Informed public
- Keyword searchable
- Transparency and communication in all ways

7. Maintain everyone's high quality of life during a time of increased growth and development

Macros:

- Maintain high quality schools & services
- Manage tax impact
- Address structural deficit
- Maintain safety
- Maintain open spaces

Process Goals:

- Make Hopkinton an affordable town where people want to stay
- Understand impact across socioeconomic range
- Find ways to keep people in their homes
- Include consideration of financial sustainability and address structural deficit as a primary budget process goal; measure and report outcomes
- Measure growth, monitor, evaluate and review

#### 8. Increase public participation in visioning and strategic planning for the Town

##### Macros:

- Ensure that the Town Manager and Select Board understand the needs and priorities of the residents
- Ensure that the Town Manager and Select Board welcome the participation and viewpoints of all residents with respect.
- Create a predictable and inviting process for annual input/feedback/visioning from residents (consider Town Halls, public hearings, strategic planning and or visioning sessions that encourage broad participation)
- Communicate proactively about upcoming strategic plans and ensure the public is invited to participate (e.g., we should ask the public to provide feedback on our newly established goals and also invite them to consider prioritizing them)
- Increase participation in Town Meeting

##### Process goals:

- Empower Town Hall, employees, and Boards/committees/commissions to be responsive to residents' priorities
- Invite participation and comment at Select Board whenever possible
- Schedule annual feedback/visioning events – set agenda/structure and consider professional facilitators – thank participants
- Conduct a community needs assessment when needed but at least every 3 years (quality of life (QOL), physical health (PH)/Behavioral health (BH), and DEI measures)

#### 9. Develop relationship with Eversource

##### Macro:

- The Town wants a good working, open and informative relationship with Eversource, while ensuring and maintaining the safety and wellbeing of our citizens.

##### Process Goals:

- Establish communications with Fire Chief and other municipal offices that have dealings with Eversource (LNG)
- Build and maintain a regular schedule of meetings and inspections to allow for continuing communication between the Town and Eversource.
- Research rules and regulations of utilities operating in Massachusetts

- Communicate with the Town's legislative team on ways to move communications forward. Can we receive any assistance from State regulatory commissions?
- Are we able to assist Eversource on public notifications and explanations to the Town of ongoing work?

10. Anticipate and proactively address public concerns throughout the Main Street Corridor Project and empower professional staff to be responsive to concerns when raised for this and other public projects

Macros:

- Listen
- Refer/respond
- Record complaints
- Police capture and address safety complaints to ensure safety
- Ensure a successful completion

Process goals:

- To educate & inform residents and businesses
- Continue supporting residents during the project

11. Promote economic activities in Town

Macros:

- Look at proactive partnership and marketing opportunities
- Develop economic office or dedicated function in current town administration structure
- Consider zoning strategy to attract specific town character friendly businesses with input from residents (not sure if this survived).

Process goals:

- Improve the commercial revenue stream without impacting town character
- Consider tax incentivization in a way that makes financial sense to the Town

12. Digitize Town Administration

Macros:

- Strategy to digitize Town administration to provide more efficient and high quality services to residents
- Explore opportunities to bring more efficiency into administration operation through further digitization
- Build a smart city strategy for the future that would encourage more citizen participation, operational and cost efficiency, and transparency

Process goals:

- Operational efficiency and cost savings



- Improved quality of town services
- Improve citizen interaction experience in the digital era

## 2023 Annual Town Meeting & FY 24 Budget Timeline

Please note that some of the dates provided below are an estimation and may change. Please call the Town Manager’s office at 508-497-9701 with questions.

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

<b>September 29, 2022</b>	<b>Town Manager gains consensus on budget timeline and budget message with Select Board, Appropriation Committee and School Committee. (Charter § 7-2(a))</b>  <b>Town Manager issues Budget Schedule.</b>
September 30, 2022	CFO distributes budget materials.
October 1, 2022	<i>Deadline for establishing and issuing budget schedule (Charter § 7-2(a))</i>
October 13, 2022	Deadline to submit CPC applications
<b>November 1, 2022</b>	<b>Municipal Services budgets due to Town Manager.</b>
November 1, 2022	Select Board discusses its potential articles, including any General Bylaw changes
November 14, 2022	Town Manager CIP review.
<b>November 14, 2022</b>	<b>CPC capital requests due to CIC</b>
<b>November 14, 2022</b>	<b>Long Term capital plans due to CIC.</b>
<b>November 15, 2022</b>	<b>Select Board Budget Listening Session</b>
December 1, 2022	<i>Town officials and multiple member bodies may submit draft warrant articles to Town Counsel for review and comment (S.B. policy).</i>
December 6, 2022	Select Board discusses its own potential articles, including any General Bylaw changes.
<b>December 8, 2022</b>	<b>Select Board, School Committee, Appropriation Committee Joint Meeting - Budget Update</b>
<b>December 15, 2022</b>	<b>School Superintendent presents budget</b>

<b>December 19, 2022</b>	<b>Town Manager completes Municipal Services budget review.</b>
<b>December 20, 2022</b>	<b>CIC &amp; CPC complete capital hearings and submit to Town Manager.</b>
December 20, 2022	<i>Select Board vote to open the ATM warrant on January 1, 2023 (or before). (120 days before ATM)</i>  Select Board discusses its own potential articles, including any General Bylaw changes.
January 1, 2023	ATM Warrant opens. Submission of proposed warrant articles begins.
<b>January 5, 2023</b>	<b>School Superintendent presents budget to School Committee</b>
January 10, 2023	Select Board discusses its own potential ATM articles.
January 12, 2023	School Committee Public Hearing/Board Discussion, with Select Board and Appropriation Committee
<b>January 19, 2023</b>	<b>School Committee Votes FY 23 Budget</b>
January 24, 2023	Select Board review its own ATM articles; vote to submit own articles into warrant.
<b>January 24, 2023</b>	<b><i>Town Manager submits a consolidated budget to the Select Board.</i></b>
January 31, 2023	<i>ATM Warrant closes (90 days before ATM, Charter § 2-3).</i> <ul style="list-style-type: none"> <li>● All petitions for warrant articles submitted to Town Clerk for signature confirmation.</li> <li>● Town Manager refers all appropriation articles to Appropriation Committee.</li> <li>● Select Board refers voter petitions to Board of Registrars (MGL c.39 § 10).</li> <li>● Select Board refers all zoning articles to Planning Bd. within 14 days of submission (MGL c.40A § 5).</li> </ul>
January 31, 2023	Select Board conducts budget and capital hearings.  Select Board reviews language of its own ATM articles.
February, 2023	Planning Board public hearing on zoning articles (date scheduled by Planning Board, Zoning Bylaw §210-153; MGL

	c.40A §5.
February 7, 2023	Draft ATM Warrant to Town Counsel
<i>Feb.20 - 24 School Vacation</i>	
February 7, 14, 28, 2023	Select Board budget and capital hearings.  Select Board finalize language of its own ATM articles.
March, 2023	Public Forum - General Bylaw articles submitted into Warrant, hosted by those proposing the General Bylaw articles. (optional)
March 14, 2023	Select Board budget and capital hearings.  Select Board finalize language of its own ATM articles.
<b>March 14, 2023</b>	<b><i>Select Board adopts budget and capital and submits to Appropriation Committee.</i></b>
March 14, 2023	Draft ATM Warrant to Select Board for review.  Working session with Department Heads - Non-financial Warrant articles, as needed.  Select Board take positions on Warrant articles
March 27, 2023	Last day to file nomination papers for town election (MGL c.53 § 7, 49 days prior to election).
March 28, 2023	Select Board Review ATM Warrant  Select Board take positions on Warrant articles
April 4, 2023	Select Board review ATM Warrant.  Select Board take positions on Warrant articles.  Select Board finalize ballot questions.  Select Board review draft Motions.
<b>April 6, 2023</b>	<b><i>Appropriation Committee holds hearing and votes on budget and delivers required report by April 17. (At least 14 days before ATM, Charter § 7-2(b))</i></b>

April 7, 2023	Warrant and Motions Document completed.
April 10, 2023	Deadline for submission of powerpoint presentations for ATM. Send to Moderator for approval.
April 10, 2023	<i>Deadline for final written notice of any ballot questions to be submitted to the Town Clerk (35 days before annual town election, MGL c.54 § 42C).</i>
April 11, 2023	Select Board review draft Motions.  Select Board take positions on Warrant articles.  Select Board sign ATM Warrant.  Select Board discuss its town meeting presentations.
April 11, 2023	<i>Last day to register to vote for the Annual Town Meeting and Annual Town Election (20 days before Town Meeting/Election M.G.L. c. 51 § 1F).</i>
April 12, 2023	Moderator's Meeting: Review of final motions and meeting process with Town Counsel, SB Chair, Moderator, Appropriation Committee Chair, Town Manager, Principal Planner/Planning Board Chair, School Committee Chair, School Superintendent, Finance Director, Town Clerk, Asst. Town Manager, Deputy Moderator.
<i>School Vacation April 17 - 21</i>	
April 17, 2023	Appropriation Committee Report Due <i>(At least 14 days before ATM, Charter § 7-2(b))</i>
April 17, 2023	<i>Town Report, Q&amp;As and other documents made available (Annual Town Report 14 days before ATM, Charter § 3-1(f)).</i>
April 17, 2023	<i>All Town Meeting Reports/handouts Are Published and Available to the Public</i>
April 18, 2023	Select Board review and assign town meeting duties/presentations.
April 21, 2023	<i>Combined Election and Warrant posted at least 8 days before ATM (Bylaws § 47-1; MGL c.39 §§ 9A, 10).</i>
May 1, 2023	Annual Town Meeting <i>(First Monday in May, Bylaws § 47-2)</i>

May 15, 2023

Annual Town Election (*3rd Monday in May, Bylaws § 47-2*)

**2023 Annual Town Meeting  
Submitted/Potential/Anticipated Articles**

**Highlighted - Potential Select Board Articles**

Submitted    Recurring Articles

- Acceptance of Town Reports (Sponsor: Select Board)
- Last Fiscal Year Supplemental Appropriations and Transfers (Sponsor: Town Manager)
- Unpaid Bills from Previous Fiscal Years (Sponsor: Town Manager)
- Excess Bond Premium (Sponsor: Town Manager)
- Set the Salary of Elected Officials (Sponsor: Select Board)
- Current Fiscal Year Operating Budget (Sponsor: Town Manager)
- Revolving Fund Spending Limits (Sponsor: Town Manager)
- Chapter 90 Highway Funds (Sponsor: Town Manager)
- Appropriate Receipts to the PEG Access and Cable Related Revolving Fund (Sponsor: Town Manager)
- Transfer To Other Post Employment Benefits Liability Trust Fund (Sponsor: Town Manager)
- Transfer to General Stabilization Fund (Sponsor: Town Manager)
- Transfer to Capital Expense Stabilization Fund (Sponsor: Town Manager)
- Transfer to School Special Education Stabilization Fund (Sponsor: )
- Pay-As-You-Go Capital Expenses (Sponsor: Town Manager)
- Capital Projects, Not Pay-As-You-Go (Sponsors: Various)
- Digital Curriculum Contracts (Sponsor: School Committee)
- Hopkins School Addition (Sponsor: School Committee)
- School Central Office Gift Account funding for Track & Field 3 Project (Sponsor: School Committee)
- Community Preservation Funds (Sponsor: CPC)
- Community Preservation Recommendations (Sponsor: CPC)

Submitted    Non-Recurring Potential Articles (in no particular order)

- General Bylaw Amendment - Short Term Rental (Select Bd.)
- General Bylaw Amendment - Leash Law (Select Bd. voted to submit 12/20/22)

- Zoning Bylaw Amendment - Electric Vehicle Parking Spaces (Planning Bd.)
- Zoning Bylaw Amendment - Rooftop Solar Exemption (Planning Bd.)
- Zoning Bylaw Amendment - Amend Flexible Community Development Bylaw (Planning Bd.)
- Net Zero Resolution (Sustainable Green Committee **Select Bd. may co-sponsor**)
- Accept Gift of Land - Turkey Ridge subdivision open space (Planning Bd.)
- Street Acceptance - Foxhollow Road (submitted by Planning Bd.; Select Bd. may co-sponsor)**
- Street Acceptance - Box Mill Road (Planning Bd. will consider on 1/23; Select Bd. may co-sponsor)**
- Select Canopy Leases, Middle School & High School (Town Manager)
- Drainage Easement, 77 South St. (DPW)
- Easements for Lake Maspenock Dam repairs (DPW)
- Drainage Easement - 20 Downey Place (DPW)
- Drainage Easement - 14 Hazel Road (Engineering)
- PILOT Agreement - Wilson Street Solar Farm/Grasshopper Energy (Select Bd.)**
- TIF Agreement - Altaeros Energies Inc. (Select Bd.)**



## CHAPTER 164

### Short Term Rental of Residential Property

#### § 164-1 Purpose

The purpose of this Chapter is to establish regulations and a licensing process for administration and enforcement of the short term rental of residential property in the Town of Hopkinton. The regulations and the licensing process are designed to protect the health, safety and welfare of the short term tenants, the property owner, the residents of the surrounding neighborhood and the general public, and to ensure compliance with applicable Massachusetts General Law.

#### § 164-2 Applicability

The rental of residential property to short term paying guests shall be allowed only in properties whose owners have obtained a license from the Select Board in accordance with the requirements of this Bylaw.

#### § 164-3 Definitions

SHORT TERM RENTAL - An owner-occupied, tenant-occupied or non-owner occupied property including, but not limited to, a dwelling unit, single-family dwelling unit, condominium, apartment, multi-family dwelling, or a furnished accommodation that is not a hotel, inn, bed and breakfast establishment, lodging house, continuing care retirement facility/assisted living facility/nursing home facility or similar facility, where: 1) at least one room or unit is rented to an occupant or sub-occupant; and 2) all accommodations are reserved in advance; provided, however, that a private owner-occupied property shall be considered a single unit if leased and rented as such. Short term rentals are rentals of 30 consecutive days or less duration.

#### § 164-4 General Requirements

The following requirements shall apply to all short term rentals:

- A. A short term rental license shall not be issued for any residential property with outstanding violations or noncompliance with the Building Code, Fire Code, and Board of Health regulations.
- B. A short term rental is required to have a manager or responsible party who will respond within 2 hours to any problem or complaint and within 30 minutes in an emergency.
- C. The number of off-street parking spaces on the property shall be sufficient to accommodate all guest occupant vehicles for overnight parking.

- D. Maximum occupancy is limited to two people per bedroom.
- E. No commercial trash receptacle such as a dumpster may be maintained on the property to be used for regular trash disposal. Trash removal shall be by regular residential trash removal services, and shall be collected weekly at a minimum.
- F. Short term rentals shall be subject to inspection by the Board of Health, Fire Department and the Director of Municipal Inspections, to establish compliance with the provisions of this Chapter and the Select Board's adopted regulations, and to determine compliance with license requirements.
- G. A short term rental license does not run with the property, and shall be terminated upon sale or transfer of the property for which the license has been issued, or if the person to whom the license is issued is no longer in control of the property; provided, however, that the Select Board may allow the transfer of a license at its sole discretion.
- H. Short term rental licenses shall not be issued for any dwelling unit which is subject to zoning restrictions that prohibit short term rental use.
- I. Short term rental licenses shall only permit rentals for a minimum of 2 and a maximum of 30 days. Short term rental for less than 2 days is not permitted.
- J. Holders of short term rental licenses shall maintain the structure and property exterior in good condition, including the upkeep of lawns, shrubbery and other landscape features.

#### § 164-5 License

A property owner who wishes to obtain a license for short term rental accommodations shall apply annually for a license from the Select Board. The Select Board shall adopt regulations and an application form and procedures for the licensing process, which may include a fee schedule and a complaint process, in furtherance of the implementation of this Bylaw. All licenses will expire on June 30 of each year.

#### § 164-6 Violations and Penalties

- A. Failure to comply with the requirements of this Bylaw, the Regulations adopted by the Select Board or the conditions of a license issued by the Select Board shall be subject to the following penalties:

First Violation: \$150

Second violation: \$250

Third and subsequent violations: \$350

Each day that such violation continues shall be deemed to be a separate violation and be subject to the above penalty.

- B. If a determination has been made that a short term rental is not in compliance with an issued license, the Select Board may suspend a license until compliance has been achieved, or revoke the license.
- C. Any person or entity maintaining short term rental accommodations without a license shall be punished by a fine of \$500. Each day that such violation continues shall be deemed to be a separate violation and be subject to the penalty.
- D. In lieu of the penalties set forth in this section, violations may be addressed in accordance with the provisions of M.G.L. c. 40, § 21D, and Ch. 1, Art. II, Noncriminal Disposition, of the General Bylaws of the Town of Hopkinton.

Town of Hopkinton  
Select Board

January 25, 2023

Dear Hopkinton Select Board Members,

The proposed short term rental by-law is a necessary step in regulating the booming industry's impacts on Hopkinton, and the time to act on this is today. Like others in Town Government, including some members of the Zoning Board, you may be wondering how big of a problem this really is today in Hopkinton. I would suggest that the small number of Hopkinton homes currently listed on Airbnb, VRBO, and other sites isn't the information that should be driving this discussion. But instead the focus should be on the outsized negative impact that even a single unregulated short term rental property can have on a residential neighborhood in our town.

The residents of Pike Street who have signed this letter can all tell you this by-law is necessary today, as an unregulated short-term rental property emerged on our street in early 2022, creating upheaval and concern for all of us. The previous owners passed away, and the house was sold to a new owner with no ties to Hopkinton. A few months after purchase, for purposes that were unknown at the time to all of us on Pike Street, the new owner started making numerous renovations, which resulted in the home being illegally split into two separate units, and both units quickly appeared on short-term rental websites. To be precise, illegal renovations and repairs were made, trash and recycling were thrown on the curb or strewn throughout the yard on a regular basis, the upkeep of the property and maintenance of the yard became non-existent, functional and cosmetic repairs that most homeowners would make were entirely neglected, and a preponderance of single day rentals had turned the property into Hopkinton's only hotel room, which I believe would be frowned upon by members of the Board and town, since hotel-zoned areas of Hopkinton have been rejected in the past.

If each of you could contemplate having the scenario described above take place on your street, on Holt Street, on Pleasant Street, on Eastview, on Blueberry Lane, next door to where you live, then you can begin to understand the importance of the regulations in this proposed by-law. From the perspective of those of us on Pike Street, we wish this by-law had been in place prior to 2022, as it would have prevented many of the scenarios that were so upsetting and unsettling to all of us during our experience with an unregulated short-term rental. We urge you to place this proposed bylaw before Town Meeting in May. The residents of Hopkinton deserve the opportunity to weigh in on this important topic before it negatively impacts their neighborhoods in the ways it negatively impacted ours.

Thank you.

Maureen & Dan Bennett 3 Pike Street	Sarah & Ben Paharik 6 Pike Street	Amy & Greg Comcowich 9 Pike Street	Kerri & Pete Joy 13 Pike Street
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Laura & Brent McKenzie 10 Pike Street	Jen & Win Sargent 14 Pike Street	Roxanne Donahue 15 Pike Street	Mary Murphy & Brian Herr 49 Hayden Rowe
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**To:** Select Board

**From:** Norman Khumalo 

**Date:** January 27, 2023

**Ref:** Staff Report - Select Board January 31, 2023 Meeting

1. *Main Street Corridor Project:* David Daltorio (Town Engineer/Facilities Director) and Michelle Murdock report that there are no new developments this week regarding the Main Street Corridor project.
  
2. *Per- and Polyfluoroalkyl Substances (PFAS) treatment project: Per- and Polyfluoroalkyl Substances (PFAS) treatment project:*  
On January 26, 2023, the Town sent the public notification triggered by the December 2022 reading of 31.7 PPT to water customers. See attachment 1.
  
3. *Massachusetts Water Resources Authority (MWRA) Southborough Interconnection project:* Representatives from Southborough and Hopkinton will commence negotiating an Inter-Municipal Agreement for this project this coming week. Previously I shared with the Select Board's Southborough's principles for these negotiations, including:
  - Direct Costs To Be Covered By Hopkinton: include establishment costs, management, legal, design, design review, construction, supplies and operation/maintenance, and electricity.
  - Compensation For Impacts: this may include Southville and Parkerville Road sites, intersections, and a "sole access" road; reconstruction of the Oak Hill standpipe; and neighborhood impacts.
  - Construction Cost Coverage: On-site and off-site design and construction of water facilities; all roadway improvements are subject to review and approval by Southborough and will entail complete road resurfacing.
  - Reimbursed by Hopkinton: includes operations and maintenance; supply only to design maximum - any need for more water will require a new agreement; direct costs, depreciation, lost water, pump inefficiency factor; indirect costs; storage maintenance amortization; system maintenance.
  - Other Compensatory Costs: Includes \$1 million for unrelated water improvement projects - such as amelioration of impacts on Oak Hill neighborhood, landscaping, etc.

**IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER**

***This report contains important information about your drinking water. Please translate it or speak with someone who understands it or ask the contact listed below for a translation.***

**Hopkinton Water Department located in Hopkinton, Massachusetts  
has levels of PFAS6 above the Drinking Water Standard**

***What happened?***

Our water system received notification of PFAS6 results showing that our system violated the 20 ng/L PFAS6 Maximum Contaminant Level (MCL) drinking water standard during the October through December 2022 compliance period with a quarterly average of 29.8 ng/L at the Fruit St. Pump Station. The quarterly average of PFAS6 has ranged between 18 and 30 ng/L since Quarter 3, 2021 to date and our system will continue to notify consumers every 3 months with updated information as required.

Samples collected in October 2022, November 2022, and December 2022, reported levels of PFAS6 at 27.2 ng/L, 30.4 ng/L and 31.7 ng/L, respectively. Exceedance of the MCL standard has been determined from these results. Compliance with the PFAS6 MCL is calculated as a quarterly average based upon the total number of samples collected during the compliance period. The location where elevated levels of PFAS6 were reported is from one of five facilities (including the Ashland Interconnection) that supplies drinking water to our system. PFAS6 levels were reported below the MCL at our other locations.

***What does this mean?***

**This is not an emergency. If it had been, you would have been notified immediately.** Although this is not an emergency, as a consumer of the water, you have a right to know what happened, what you should do, and what we did and are doing to correct this situation.

On October 2, 2020, Massachusetts Department of Environmental Protection (MassDEP) issued a new drinking water regulation setting a maximum contaminant level (MCL) of 20 nanograms per liter (ng/L) for the sum of six per- and polyfluoroalkyl substances (called PFAS6). PFAS6 includes perfluorooctanoic acid (PFOA), perfluorooctane sulfonic acid (PFOS), perfluorononanoic acid (PFNA), perfluorohexanesulfonic acid (PFHxS), perfluorodecanoic acid (PFDA) and perfluoroheptanoic acid (PFHpA).

PFAS are man-made chemicals that have been used in the manufacturing of certain fire-fighting foams, moisture and stain resistant products, and other industrial processes. An MCL is the maximum permissible level of a contaminant in water which is delivered to any user of a public water system.

***Some people who drink water containing PFAS6 in excess of the MCL may experience certain adverse effects. These could include effects on the liver, blood, immune system, thyroid, and fetal development. These PFAS6 may also elevate the risk of certain cancers.*** For more information on PFAS, see the links below.

***What should I do?***

**For consumers in a sensitive subgroup** (pregnant or nursing women, infants, and people diagnosed by their health care provider to have a compromised immune system)

- **Consumers in a sensitive subgroup are advised not to consume, drink, or cook with water when the level of PFAS6 is above 20 ng/L.**
- **Consumers in a sensitive subgroup** are advised to use bottled water for drinking and cooking of foods that absorb water (like pasta).
- **For infant formula**, use bottled water or use formula that does not require adding water.
- **Bottled water should only be used if it has been tested.** The Massachusetts Department of Public Health requires companies licensed to sell or distribute bottled water or carbonated non-alcoholic beverages to test for PFAS. See [Water Quality Standards for Bottled Water in Massachusetts | Mass.gov](#)

#### **For all other consumers not in a sensitive subgroup**

- **If you are not in a sensitive subgroup**, you may continue to consume the water because 20 ng/L value is applicable to a lifetime consuming the water and shorter duration exposures present less risk.
- **If you have specific health concerns regarding your past exposure**, you should see the Centers for Disease Control and Prevention's (CDC) link below and consult a health professional, such as your doctor.

**Steps you can take to reduce your intake** - Consider taking the following steps while actions are being implemented to address this issue:

- **For older children and adults (not in a sensitive subgroup)**, the 20 ng/L value is applicable to a lifetime of consuming the water. For these groups, shorter duration exposures present less risk. However, if you are concerned about your exposure while steps are being taken to assess and lower the PFAS6 concentration in the drinking water, use of bottled water<sup>1</sup> will reduce your exposure.
- **In most situations, the water can be safely used for washing foods, brushing teeth, bathing, and showering.**

**Please note: Boiling the water will not destroy PFAS6** and will somewhat increase its level due to evaporation of some of the water.

#### ***What is being done?***

Our water system has taken the following pro-active measures:

- May 2022 Town Meeting appropriated funds for the design and construction of a PFAS6 filtration system to remove PFAS6 from the Fruit St. Pump Station water to levels below the MCL. That system was permitted by DEP in January 2023 and will move to the bidding and construction phase.
- Our other sources were sampled, and those sources did not contain PFAS6 above the MCL.
- We will continue to blend water at the Fruit St. Water Treatment Facility to reduce PFAS6 levels at this location.
- We will continue to sample our water sources for PFAS6.
- Our investigation of a connection to the MWRA water supply as a long-term solution is ongoing.
- We offer a bottled water rebate program for people in a sensitive subgroup in the form of a \$20 monthly credit off your water bill - you may apply on our DPW website at: <https://docs.google.com/forms/d/e/1FAIpQLSdolmZWL-TXh4helWCVjnl6LH5vLXfmh3lqWsWyvnR2pnhw5Q/viewform>
- When additional information becomes available, this public notice will be updated.

### ***Where can I get more information?***

For more information, please contact the Director of Public Works, John Westerling, at 508-497-9740 or [jwesterling@hopkintonma.gov](mailto:jwesterling@hopkintonma.gov), or the Water/Sewer Manager, Eric Carty, at 508-497-9765 or [ericc@hopkintonma.gov](mailto:ericc@hopkintonma.gov), or view our website at:

[https://www.hopkintonma.gov/departments/department\\_of\\_public\\_works/pfas.php](https://www.hopkintonma.gov/departments/department_of_public_works/pfas.php)

Additional information can be found at the weblinks listed below:

- **MassDEP Fact Sheet – Questions and Answers for Consumers**  
<https://www.mass.gov/media/1854351>
- **CDC ATSDR Information on PFAS for consumers and health professionals**  
<https://www.atsdr.cdc.gov/pfas/index.html>
- **Massachusetts Department of Public Health information about PFAS in Drinking Water -**  
<https://www.mass.gov/service-details/per-and-polyfluoroalkyl-substances-pfas-in-drinking-water>

This notice is being sent to you by the Town of Hopkinton:

System ID#: 2139000

Date distributed: 1/26/22

***Please share this information with other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses).***



## Pending Select Board Member Future Agenda Items

December 21, 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. Examination into municipal cable - Nasrullah (9/7/21)
4. 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)
5. Consider support for Senate and House bills regarding a temporary moratorium on construction of new jails and prisons in Massachusetts - Kramer (1/25/22)
6. Affordable housing updates - Mannan (5/17/22)
7. Economic Development position - Mannan (5/17/22)
8. West Main St. left turns, Cumberland Farms area - Kramer (5/17/22, 10/18/22)
9. Cemetery Commission Rate Changes - Ritterbusch (6/21/22)
10. Parks & Rec. future plans - Mannan (7/12/22)
11. Status and plans for roads & sidewalks; pavement management plan - Mannan (8/2/22)
12. Board & Committee appointments - fostering volunteerism, outreach, and appreciation - Kramer (9/13/22)
13. Discuss ways to keep seniors in their homes - LaFreniere (10/18/22)
14. Policy on redaction of public survey comments - Ritterbusch (11/1/22)
15. Communications plan for the MWRA connection project - Kramer (11/15/22)
16. Ways to support boards/committees & their Chairs, including reviewing committee Charge, and asking how things are going - Kramer (12/6/22)
17. Discuss volunteer appreciation - Kramer (12/20/22)



# TOWN OF HOPKINTON

## BOARD OF APPEALS

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

John Coutinho, Chair & Clerk  
Michael Riley, Vice Chair

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

HOPKINTON TOWN CLERK  
2023 JAN 19 PM 1:27

January 19, 2023

### PUBLIC HEARING NOTICE

The Board of Appeals will hold a public hearing on **Wednesday, February 8, 2023 at 7:00 P.M.** to hear all persons interested in the Application for Special Permit and/or Variance filed by **Janice Brown, 18 Hazel Street, Cambridge, MA.** The Applicant seeks relief from the Hopkinton Zoning Bylaws to construct a six-unit multi-family residential structure in the Downtown Business district at **18 Cedar Street, Hopkinton, MA.** The property is shown on Assessors Map U16 Block 104 Lot 0, and is owned by **Cambridge Homes, LLC, Janice S. Brown, Manager, 18 Hazel Street, Cambridge, MA.** For additional information, please email [zba@hopkintonma.gov](mailto:zba@hopkintonma.gov), call the Department of Land Use, Planning and 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>.

John Coutinho  
Chair & Clerk

Re: 23-014



# TOWN OF HOPKINTON

## BOARD OF APPEALS

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

John Coutinho, Chair & Clerk  
Michael Riley, Vice Chair

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

HOPKINTON TOWN CLERK  
2023 JAN 19 PM 1:27

January 19, 2023

### PUBLIC HEARING NOTICE

The Board of Appeals will hold a public hearing on **Wednesday, February 8, 2023, at 7:00 P.M.** to hear all persons interested in the Application for Special Permit and/or Variance filed by **Dan Polanek, 18 Metcalf Ave., Milford, MA.** The Applicant seeks relief from the Zoning Bylaws for additions to a single family home at **18 Kruger Road, Hopkinton, MA** that do not meet the minimum setback requirements. The property is shown on Assessors Map R8 Block 12 Lot 0 and is owned by James E. and Victoria A. Drendel, 18 Kruger Road, Hopkinton, MA. The hearing will be held remotely using the Zoom meeting service. For additional information, please email [zba@hopkintonma.gov](mailto:zba@hopkintonma.gov), call the Department of Land Use, Planning and 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>.

John Coutinho  
Chair & Clerk

Re: 23-013



TOWN OF HOPKINTON  
BOARD OF APPEALS

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

John Coutinho, Chair & Clerk  
Michael Riley, Vice Chair

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

January 19, 2023

**PUBLIC HEARING NOTICE**

The Board of Appeals will hold a public hearing on **Wednesday, February 8, 2023, at 7:00 P.M.** to hear all persons interested in the Application for Special Permit and/or Variance filed by **John Boulanger, 29 Washington Street, Westborough, MA.** The Applicant seeks relief from the Zoning Bylaws for the installation of an inground swimming pool at **9 Bridle Path, Hopkinton, MA** that does not meet the minimum setback requirements. The property is shown on Assessors Map U10 Block 4 Lot 5 and is owned by Jeffrey and Katherine Carpenter, 9 Bridle Path, Hopkinton, MA. The hearing will be held remotely using the Zoom meeting service. For additional information, please email [zba@hopkintonma.gov](mailto:zba@hopkintonma.gov), call the Department of Land Use, Planning and 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>.

John Coutinho  
Chair & Clerk

Re: 23-012

TM | SB

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