



TOWN OF HOPKINTON SELECT BOARD MEETING AGENDA

Tuesday, September 28, 2021 6:00 PM
Hopkinton Town Hall, 18 Main St, Hopkinton, MA-Room 215/216

The public may attend the meeting in person or via Zoom. Please click the link below to join the meeting:

<https://us02web.zoom.us/j/89458031351?pwd=bUEzRC9iOE45U0plZjdPdGNVSWlzUT09>

Passcode: 538285

Or One tap mobile :

US: +13126266799,,89458031351# or +16468769923,,89458031351#

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 +1 346 248 7799 or +1 408 638 0968 or +1 669 900 6833 or +1 253 215 8782

Webinar ID: 894 5803 1351

International numbers available: <https://us02web.zoom.us/j/89458031351?pwd=bUEzRC9iOE45U0plZjdPdGNVSWlzUT09>

- 6:00 PM** **CALL TO ORDER**
1. **PLEDGE OF ALLEGIANCE**
- 6:05 PM** **CONSENT AGENDA**
2. The Select Board will consider the following consent agenda:
a. **MINUTES** - The Select Board will consider approving the Minutes of the September 13, 2021 meeting.
- 6:06 PM** **BOSTON MARATHON ROAD CLOSURE UPDATE**
3. The Select Board will receive an update from the Boston Athletic Association (BAA) and Public Safety about the road closures relative to the upcoming 125th Boston Marathon to be held on October 11th, 2021. On October 11th, 2021 at 6:30am all roads leading into the downtown area will be closed for general travel. This will be done to create a safe and efficient area for all who are involved in the 125th Boston Marathon. This year will be consistent with recent years prior. The major roads leading into the downtown area will be blocked at the following locations:
i. West Main Street at Lumber Street
ii. Wood Street at Elm Street
iii. Hayden Rowe Street at Chestnut
iv. Ash Street at Blueberry Lane
v. Cedar Street at Legacy Farms North
vi. East Main Street at every intersection
vii. In addition to these locations all roadways that are adjacent to the roads where runners, spectators, volunteers and workers are located will be blocked.
- 6:10 PM** **GOAL PRIORITIZATION**
4. The Select Board will consider prioritizing its goals for the year.
- 6:25 PM** **FY 2023 BUDGET CALENDAR AND BUDGET MESSAGE**
5. The Select Board will consider adopting the FY2023 budget calendar and budget

message. The School Committee and Appropriation Committee will join the discussion.
Supporting Exhibits: FY23 Budget and Town Meeting Calendar, Draft FY23 Sources and Uses, Budget Whitepaper, and instructions

6:35 PM

6.

FRUIT STREET WELL # 6 - PER- AND POLYFLUOROALKYL SUBSTANCES (PFAS) UPDATE

The Select Board will receive an update from the DPW Director and Town Manager that PFAS has been detected at Fruit Street Well #6 at above Department of Environmental Protection's (DEP) maximum contaminant level of 20 parts per trillion, including steps towards public notification and possible treatment options. This result is one out of the required three (3) quarterly monthly testing. It is shared out of the need to be transparent, prepared and does not, for now, mean that the Town is technically in violation of the DEP standard.

Supporting Exhibits: PFAS Press Release Following First Test Results September 24, 2021

6:45 PM

7.

TOWN MANAGER REPORT

The Town Manager will report on the Verizon Cable License Renewal including asking the Select Board to consider delegating to the Town Manager the task of conducting the Town of Hopkinton's cable television license renewal public hearing.

7:00 PM

ADJOURN

Upcoming Select Board Meetings

1. October 5, 2021
2. October 19, 2021
3. November 9, 2021
4. November 16, 2021

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



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

TO: Select Board
FROM: Norman Khumalo, Town Manager
RE: Fiscal Year 2023 Budget Development
DATE: September 24, 2021

I recommend that you endorse the initial fiscal year (FY) 2023 budget guidance contained in this memorandum at your September 28, 2021 meeting.

1. Departments will examine, prepare, and document justification of budgets from the bottom up. Departments will use this opportunity to review current operating approaches, with an eye toward streamlining and improved efficiency of operations. Departments will be prepared to discuss the review of operations for efficiency during upcoming Town Manager Budget Review sessions.
2. Departmental budgets to be submitted to the Select Board, after Town Manager review, will provide for spending with growth of not more than 3.25% over FY 2022 levels. This ceiling level reflects current estimates of key revenue sources for FY 2023, including new growth in the tax levy from construction and other expansion, a projected 5% increase in local aid from the Commonwealth of Massachusetts, and a projected 3% increase in local receipts which includes Motor Vehicle Excise Tax. In developing these requests, Departments should be aware that if revenue is lower than expected or if centrally funded Departmental costs, such as Municipal-wide employee health care and benefits, rise by appreciably more than 3.25%, Departmental budget growth may be constrained below the 3.25% level.
3. To support review of the current services and incremental request, all Departments are directed to adopt the summary format used by the Hopkinton Public School in FY 2022, framing summary requests in the following format which will be included in the revised budget submission template:
 - a. FY 2022 budget
 - b. Less, Efficiencies planned
 - c. Plus, inflationary costs for supplies, services, and contractual and other salary increases
 - d. Plus, new costs for compliance with regulatory or statutory requirements
 - e. Plus, costs related to growth-driven service expansions
 - f. Plus, other service or programmatic enhancement costs
 - g. Sum, not to exceed 103.25% of the approved FY 2022 budget
 - h. Include relevant metrics to support budget requests
4. Specific instructions for Departments on FY 2023 procedures for operating budget submissions and capital requests will be forthcoming from the Hopkinton Chief Financial Officer. Requests

that may be related to COVID-19 expenses will be reported in the budget submission template and will be used to support decision making on the disposition of available federal funding.

As part of this year's budget process, I will be coordinating a series of public listening sessions to discuss ideas about new or expanded service levels or service lines that the Town might consider. These ideas may involve initiatives to expand diversity, equity, and inclusion; new community requirements; stresses associated with the COVID-19 public health crisis; or other long standing issues.

A budget advisory group consisting of the Chairs of the Select Board, Appropriation Committee, School Committee, and professional staff will meet regularly with Chairs reporting to their respective boards. I look forward to another successful collaboration for the development of the FY 2023 budget.

Enclosure: (1) Proposed Timelines for 2022 Annual Town Meeting & FY 2023 Budget
(2) Town of Hopkinton FY 2023 Initial General Fund Planning Forecast
(3) Fiscal Year 2023 Budget Initial Discussion Paper

Cc: Hopkinton School Committee
Hopkinton Appropriation Committee

2022 Annual Town Meeting & FY 23 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.

September 28, 2021	Town Manager gains consensus on budget timeline and budget message with Select Board, Appropriation Committee and School Committee. (Charter § 7-2(a)) Town Manager issues Budget Schedule.
September 29, 2021	CFO distributes budget materials.
October 1, 2021	<i>Deadline for establishing and issuing budget schedule (Charter § 7-2(a))</i>
October 14, 2021	Deadline to submit CPC applications
November 1 , 2021	Municipal Services budgets due to Town Manager.
November 9, 2021	Select Board discusses its potential articles, including any General Bylaw changes
November 15 , 2021	Town Manager CIP review.
November 15 , 2021	CPC capital requests due to CIC
November TBD , 2021	Long Term capital plans due to CIC.
December 1, 2021	<i>Town officials and multiple member bodies may submit draft warrant articles to Town Counsel for review and comment (S.B. policy).</i>
December 7, 2021	Select Board discusses its own potential articles, including any General Bylaw changes.
December TBD , 2021	Select Board, School Committee, Appropriation Committee Joint Meeting - Budget Update
December TBD, 2021	School Superintendent presents budget
December 20, 2021	CIC & CPC complete capital hearings and submit to Town

	Manager.
December 20, 2021	Town Manager completes Municipal Services budget review.
December 14, 2021	<i>Select Board vote to open the ATM warrant on January 2, 2020 (or before). (120 days before ATM)</i> Select Board discusses its own potential articles, including any General Bylaw changes.
January, 2022	Planning Board public hearing on zoning articles (date scheduled by Planning Board, Zoning Bylaw §210-153; MGL c.40A §5.
January 2, 2022	ATM Warrant opens. Submission of proposed warrant articles begins.
January TBD , 2022	School Superintendent presents budget to School Committee
January , 2022	Select Board discusses its own potential ATM articles.
January TBD , 2022	School Committee Public Hearing/Board Discussion, with Select Board and Appropriation Committee
January TBD , 2022	School Committee Votes FY 23 Budget
January , 2022	Select Board review its own ATM articles; vote to submit own articles into warrant.
January 25 , 2022	<i>Town Manager submits a consolidated budget to the Select Board.</i>
February 1, 2022	<i>ATM Warrant closes (90 days before ATM, Charter § 2-3).</i> <ul style="list-style-type: none"> ● All petitions for warrant articles submitted to Town Clerk for signature confirmation. ● Town Manager refers all appropriation articles to Appropriation Committee. ● Select Board refers voter petitions to Board of Registrars (MGL c.39 § 10). ● Select Board refers all zoning articles to Planning Bd. within 14 days of submission (MGL c.40A § 5).
February 1 , 2022	Select Board conducts budget and capital hearings. Select Board reviews language of its own ATM articles.
February 8, 2022	Draft ATM Warrant to Town Counsel

<i>Feb.21-25 School Vacation</i>	
February 8,15,22, 2022	Select Board budget and capital hearings. Select Board finalize language of its own ATM articles.
March, 2022	Public Forum - General Bylaw articles submitted into Warrant, hosted by those proposing the General Bylaw articles. (optional)
March 1,15, 2022	Select Board budget and capital hearings. Select Board finalize language of its own ATM articles.
March 15 , 2022	<i>Select Board adopts budget and capital and submits to Appropriation Committee.</i>
March 15 , 2022	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 28, 2022	Last day to file nomination papers for town election (MGL c.53 § 7, 49 days prior to election).
April 5 , 2022	Select Board review ATM Warrant. Select Board take positions on Warrant articles. Select Board finalize ballot questions. Select Board review draft Motions.
April 7 , 2022	<i>Appropriation Committee holds hearing and votes on budget and delivers required report by April 18. (At least 14 days before ATM, Charter § 7-2(b))</i>
April 8 , 2022	Warrant and Motions Document completed by Town Counsel.
April 11, 2022	Deadline for submission of powerpoint presentations for ATM. Send to Moderator for approval.
April 11, 2022	<i>Deadline for final written notice of any ballot questions to be submitted to the Town Clerk (35 days before annual town</i>

	<i>election, MGL c.54 § 42C).</i>
April 12 , 2022	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 12, 2022	<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 13 , 2022	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.
April 18, 2022	Appropriation Committee Report Due <i>(At least 14 days before ATM, Charter § 7-2(b))</i>
April 18, 2022	<i>Town Report, Q&As and other documents made available (Annual Town Report 14 days before ATM, Charter § 3-1(f)).</i>
<i>School Vacation April 18 - 22</i>	
April 18, 2022	<i>All Town Meeting Reports/handouts Are Published and Available to the Public</i>
April 19 , 2022	Select Board review and assign town meeting duties/presentations.
April 22, 2022	<i>Combined Election and Warrant posted at least 8 days before ATM (Bylaws § 47-1; MGL c.39 §§ 9A, 10).</i>
May 2, 2022	Annual Town Meeting <i>(First Monday in May, Bylaws § 47-2)</i>
May 16, 2022	Annual Town Election <i>(3rd Monday in May, Bylaws § 47-2)</i>

Enclosure: (1)

Town of Hopkinton FY 2023 Initial General Fund Planning Forecast

9/24/2021

Sources of Funds		FY22 Estimated Sources of Funds	FY23 Projected Sources of Funds	% Chg. FY22 - FY23	
1	Levy Base	\$72,765,443	\$76,634,579	5.3%	
2	New Growth	\$2,000,000	\$1,300,000	-35.0%	
3	Debt Exclusions	\$6,367,657	\$6,065,308	-4.7%	
4	Less - Provision for tax abatements/exemptions	-\$500,000	-\$500,000	0.0%	
5	Estimated Net Property Tax Revenue	\$80,633,100	\$83,499,887	3.6%	
6	Excess from Prior Fiscal Year (Cert. Free Cash)	\$2,645,278	\$2,500,000	-5.5%	
7	State Aid	\$9,427,975	\$9,899,374	5.0%	
8	Less - Regional and State Program Charges	-\$472,521	-\$496,147	5.0%	
9	Estimated Net State Aid	\$8,955,454	\$9,403,227	5.0%	
10	Excise Tax, Licenses, other Local Receipts	\$4,595,805	\$4,733,679	3.0%	
11	Cost Share from Enterprise Funds	\$698,595	\$716,060	2.5%	
12	Ambulance, misc. sources	\$1,196,506	\$841,098	-29.7%	
Total Sources of Funds:		\$98,724,738	\$101,693,951	3.0%	
Uses of Funds		FY22 Budgeted Uses of Funds	FY23 Est. Avail. for Uses of Funds	% Chg. FY22 - FY23	
13	Tax lien administration costs	\$50,000	\$50,000	0.0%	
14	State funded Library spending	\$28,736	\$29,862	3.9%	
15	Repayment of Debt Principal and Interest	\$7,532,399	\$7,089,945	-5.9%	
15a	<i>Repayment of Existing Debt P&I, Excluded</i>	\$6,301,599	\$6,170,781		
15b	<i>Repayment of Existing Debt P&I, In Levy</i>	\$1,050,740	\$919,164		
15c	<i>Est. Repayment of New FY23 Debt P&I,</i>	\$0	\$0		
15d	<i>Est. Repayment of New FY23 Debt P&I, In Levy</i>	\$0	\$0		
16	Deficits and Judgments	\$0	\$0	0.0%	
17	Snow and Ice Surge Costs	\$0	\$0	0.0%	
18	General Government	\$4,875,550	\$91,774,144	3.28%	
19	Public Safety	\$7,359,365			
20	Regional Technical Vocational School	\$597,379			
21	Education	\$53,966,911			
22	Public Works	\$6,214,621			
23	Health and Human Services	\$1,239,862			
24	Culture and Recreation	\$854,534			
25	Employee Benefits and Insurance	\$13,752,451			
26	Departmental Capital Funding from Operations				\$250,000
27	<i>Sub-Total Departmental Operating Funding</i>	\$88,860,673			\$92,024,144
28	Transfer to OPEB (post-retirement health care)	\$410,000	\$420,250	2.5%	
29	Transfer to Stabilization	\$0	\$250,000	0.0%	
30	Town Meeting Capital Articles, free cash	\$1,842,930	\$1,829,750	-0.7%	
Total Uses of Funds:		\$98,724,738	\$101,693,951	3.0%	

Enclosure: (2)

Town of Hopkinton
 Fiscal Year 2023 Budget
 Initial Discussion Paper
 September 24, 2021

This paper provides background to initiate a discussion supporting the launch of the fiscal year (FY) 2023 budget process for the Town of Hopkinton. There is a level of uncertainty at the beginning of every budget process, and the period of recovery from the COVID-19 public health emergency is no exception to that general rule. Town practice is to complete a bottom-up, budget review of the cost and value of services delivered each year. The following table provides a baseline, showing the relative scale of current services spending across standard budget categories, reflecting the FY 2022 spending plan as approved by Town Meeting:

	FY22 Budget	% of Budget	FY22 Education	% Budget
General Government	\$4,875,550	4.92%		
Public Safety	\$7,359,365	7.42%		
Education	\$53,966,911	55.01%		
<i>Hopkinton Public Schools</i>			\$53,966,911	54.40%
<i>Regional Schools</i>			\$597,379	0.60%
Public Works	\$6,214,621	6.26%		
Human Services	\$1,239,682	1.25%		
Culture & Recreation	\$854,534	0.86%		
Employee Benefits & Ins	\$13,752,451	13.68%		
Operating Budget	\$88,860,193	89.58%		
Capital Articles	\$1,842,930	1.86%		
Contribution to Stabilization	\$0	0.00%		
Other Post Employment Benefits	\$410,000	0.41%		
General Fund Debt Service	\$7,532,399	7.59%		
Parks & Recreation Subsidy	\$0	0.00%		
State/Reg Program Charges	\$472,521	0.48%		
Snow & Ice Contingency	\$0	0.00%		
State Aid to Libraries	\$28,736	0.03%		
Tax Lien Admin	\$50,000	0.05%		
Total General Fund Budget	\$99,196,779	100.00%		

The following table summarizes current initial estimates of FY 2023 General Fund sources of funding compared to budgeted funding estimates for FY 2022 under a 2.5% tax impact scenario:

	Sources of Funds	FY22 Budgeted Sources of Funds	FY23 Projected Sources of Funds	% Chg. FY22 - FY23
1	Levy Base	\$72,765,443	\$76,634,579	5.3%
2	New Growth	\$2,000,000	\$1,300,000	-35.0%
3	Debt Exclusions	\$6,367,657	\$6,065,308	-4.7%
4	Less - Provision for tax abatements/exemptions	<u>-\$500,000</u>	<u>-\$500,000</u>	<u>0.0%</u>
5	Estimated Net Property Tax Revenue	\$80,633,100	\$83,499,887	3.6%
6	Excess from Prior Fiscal Year (Cert. Free Cash)	\$2,645,278	\$2,500,000	-5.5%
7	State Aid	\$9,427,975	\$9,899,374	5.0%
8	Less - Regional and State Program Charges	<u>-\$472,521</u>	<u>-\$496,147</u>	<u>5.0%</u>
9	Estimated Net State Aid	\$8,955,454	\$9,403,227	5.0%
10	Excise Tax, Licenses, other Local Receipts	\$4,595,805	\$4,733,679	3.0%
11	Cost Share from Enterprise Funds	\$698,595	\$716,060	2.5%
12	Ambulance, misc. sources	\$1,196,506	\$841,098	-29.7%
	Total Sources of Funds:	\$98,724,738	\$101,693,951	3.0%

On row 1, the Tax Levy Base is projected to rise by \$1.9M over the FY 2022 ending level through a 2.5% statutorily allowed increase in the tax levy.

On row 2, the significant reduction in projected New Growth in the tax levy reflects a tail-off in construction as the Legacy Farms condominium development is reaching completion. This long-expected outcome is linked to a Town Meeting policy decision to avoid further condominium development outside the Town center area. As an additional factor, the Town achieved significant growth in property tax revenue from taxable commercial and industrial personal property in each of the past several years, this opportunity to achieve future gain is waning. The Town has undertaken a major effort to update the valuation of the Eversource Liquid Natural Gas facility, and the results of that effort may result in an increase, and perhaps a significant increase, in this estimate.

On row 6, thanks partially to the continuing results of the hiring freeze and procurement austerity measures taken during the COVID-19 public health emergency, unspent funds from the prior year budget are expected to remain high entering FY 2023, allowing for support of one-time expenditures including capital purchases, funding for stabilization

reserves, and funding for the Town’s long-term liability for the future costs of retiree health care (other post-employment benefits - OPEB). The final value for this estimate is still subject to change as information continues to accrue.

On rows 7 and 8, this summary estimates a 5% increase in local aid from the Commonwealth and a corresponding 5% increase in charges for state and regional programs administered through the Commonwealth. This estimate reflects a multi-year average. The actual level of local aid could be higher or lower and will be tracked through the budget process.

On row 10, local receipts (including motor vehicle excise tax) are projected to rise by 3%, although this preliminary forecast is subject to appropriate re-evaluation and revision.

On row 12, the apparent reduction in revenue reflects that \$300,000 in one-time capital funding was used from the Ambulance Fund for the purchase of a new ambulance in FY 2022, and that use is not expected to be proposed again in FY 2023.

On a strategic level, the Town Manager’s priorities in initiating the FY 2023 budget process are to advance accomplishment of the Town’s vision and mission, including the priority to advance diversity, equity, and inclusion in the Town of Hopkinton. This effort is informed in part by the Strategic Planning initiative undertaken in 2021. On an operational level, the budget process pursues those aims with a focus on change and improvement in three areas:

- Sustaining and improving Town service delivery operations through a rigorous budget process that prioritizes spending to support key service outcomes and impacts
- Sustaining and improving the Town’s capital infrastructure through judicious recapitalization and investment practices
- Ensuring long term fiscal stability by allocating resources to support adequate reserves and steady funding of long-term liabilities

The following initial targets for General Fund uses of funds in FY 2023 reflect those priorities:

	Uses of Funds	FY22 Budgeted Uses of Funds	FY23 Est. Avail. for Uses of Funds	% Chg. FY22 - FY23
13	Tax lien administration costs	\$50,000	\$50,000	0.0%
14	State funded Library spending	\$28,736	\$29,862	3.9%
15	Repayment of Debt Principal and Interest	\$7,532,399	\$7,089,945	-5.9%
15a	<i>Repayment of Existing Debt P&I, Excluded</i>	\$6,301,599	\$6,170,781	
15b	<i>Repayment of Existing Debt P&I, In Levy</i>	\$1,050,740	\$919,164	
15c	<i>Est. Repayment of New FY23 Debt P&I,</i>	\$0	\$0	

15d	<i>Est Repayment of New FY23 Debt P&I, In Levy</i>	\$0	\$0	
16	Deficits and Judgments	\$0	\$0	0.0%
17	Snow and Ice Surge Costs	\$0	\$0	0.0%
18	General Government	\$4,875,550	\$91,774,144	3.28%
19	Public Safety	\$7,359,365		
20	Regional Technical Vocational School	\$597,379		
21	Education	\$53,966,911		
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26	Departmental Capital Funding from Operations		\$250,000	
27	<i>Sub-Total Departmental Operating Funding</i>	\$88,860,673	\$92,024,144	
28	Transfer to OPEB (post-retirement health care)	\$410,000	\$420,250	2.5%
29	Transfer to Stabilization	\$0	\$250,000	0.0%
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Revisiting the three operational priorities in the budget process; in terms of sustaining and improving the Town's capital infrastructure through judicious recapitalization and investment, these preliminary forecasts suggest that \$1.83 million in free cash (line 30) and an additional \$250,000 from recurring sources of funding (line 26) will be available to support high priority recapitalization and investment activities.

In terms of ensuring long term fiscal stability by allocating resources to support adequate reserves and steady funding of long-term liabilities, these preliminary forecasts suggest that \$420,250 (row 28) can be applied to the long-term OPEB liability, continuing the Town on the path to having this liability fully funded by 2050. Also, an additional \$250,000 could be applied to the Town's general stabilization reserve (row 29), which had a 6/30/2021 balance of \$3.93M, and would move the Town closer to the goal of a stabilization balance at 5% of General Fund spending.

In terms of sustaining and improving the Town's service delivery, these preliminary forecasts suggest that approximately 3.25% in additional funding will be available to satisfy contractual and inflationary costs for Town Operating Departments, including the Hopkinton Public Schools (rows 18 - 25). Absent new unfunded regulatory mandates or unanticipated enrollment growth in the Public Schools, recent experience suggests that this level of funding could be sufficient to sustain services, and to achieve some targeted service level increases.

Of course, the revenue estimates presented are subject to revision and adjustment. The final amount of excess balances from prior years certified by our financial regulator, the Commonwealth Department of Revenue, may rise or fall. New Growth in the tax base may be higher or lower than now projected, driven largely by the reevaluation of the Eversource LNG facility. Local aid and local receipts may be higher or lower than is now forecast, depending on economic or other factors. While these estimates are preliminary, on balance, the opportunity to begin the budget process with an estimate of funds to be available for Town operations, capital, and long-term solvency needs provides more value than the uncertainty in the revenue estimates erodes.

In summary, the Town of Hopkinton has reason to be cautiously optimistic that the FY 2023 budget process can work toward serving the Town's strategic priorities through a budget that sustains and improves excellent Town services, supports judicious recapitalization and investment in Town infrastructure, and continues to make progress on long-term liabilities facing the Town.

Enclosure: (3)

Town of Hopkinton

Norman Khumalo,
Town Manager

18 Main St.,
Hopkinton, MA 01748



FOR IMMEDIATE RELEASE

Friday, Sept. 24, 2021

Media Contact: Norman Khumalo

Phone: [508-497-9701](tel:508-497-9701)

Email: nkhumalo@hopkintonma.gov

Hopkinton Reports Elevated Levels of PFAS Detected in Water Sample, Encourages Residents to Review Educational Resources

HOPKINTON — Town Manager Norman Khumalo and Water & Sewer Superintendent Eric Carty report that water from Well #6 near Fruit Street has shown slightly elevated levels of a regulated group of chemicals called PFAS. The Town of Hopkinton encourages residents to review the available [public education resources](#) provided by the town about these chemicals and noted concerns about long-term exposure.

[The Massachusetts Department of Environmental Protection \(DEP\)](#) adopted a strict drinking water standard in October 2020, limiting the quantities of six specific PFAS chemicals to no more than 20 parts per trillion. That limit is well below the limit set by the [U.S. Environmental Protection Agency](#) which is 70 parts per trillion.

Samples collected during an initial test in July detected PFAS levels at 20.9 parts per

trillion, and a confirmatory test in August showed 20.5 parts per trillion, making the average 20.7 parts per trillion, which is slightly above MassDEP's standards.

"While PFAS has been around for nearly half a century, we are just beginning to understand the possible adverse effects that these chemicals have on water supply systems and public health," said Town Manager Khumalo. "Recently, government agencies have instituted aggressive regulations to combat the problem, which we believe are necessary to protect people long term. I encourage every resident and business owner to read the published materials so that you can understand PFAS chemicals."

If the water violates drinking standards for a complete calendar quarter, the town will explore ways to reimburse customers.

The Town of Hopkinton is working alongside MassDEP to ensure the town's water system meets all standards and will aggressively monitor and test the wells in town. The town is investigating treatment options to mitigate PFAS levels in the water supply.

"As a whole, New England is taking very aggressive steps to mitigate the levels of these chemicals and their possible effects on public health. We will continue to monitor the wells and take the appropriate actions," said Superintendent Carty. "We are investigating corrective measures, and will keep the community informed of our progress."

The Town of Hopkinton gets its water supply from eight wells. Wells #1, #2 and #3 are located near Fruit Street; Wells #4 and #5, known as the Pond Street wells, are located off of Pond Street near Whitehall Reservoir; Well #6 is located off Fruit Street; and Wells #7 and #8 are located off Alprilla Farm Road. All of the eight wells in town were tested, as well as water that the town purchases from Ashland, but only Well #6 had levels above the MCL.

Residents are encouraged to attend the Board of Selectmen meeting on Tuesday, Sept. 28 to learn more about PFAS.

What are PFAS?

According to the U.S. Environmental Protection Agency, PFAS are a group of man-made chemicals that includes PFOA, PFOS and GenX chemicals. These chemicals

have been manufactured and used in a variety of industries around the globe since the 1940s for stain-resistant, water-resistant and non-stick products.

These chemicals are often found in drinking water, but people are also exposed to the chemicals through consumer products and food. While the chemicals are often found in the environment and human body, prolonged exposure to certain PFAS can lead to adverse human health effects.

Recent studies indicate that people with long-term exposure to high levels of PFAS may experience potential health effects, including liver, blood, thyroid, fetal development and immune systems effects. Exposure to high levels of PFAS also may elevate the risk of certain cancers.

Drinking water can be a source of exposure in communities where these chemicals have contaminated water supplies. Such contamination is typically localized and associated with a specific facility, for example:

- an industrial facility where PFAS were produced or used to manufacture other products, or
- locations where firefighting foam was used such as oil refineries, airfields or other training facilities for firefighters

Steps Residents Can Take

It is recommended that residents in sensitive groups, including those pregnant or nursing, infants and people with compromised immune systems do not consume, drink or cook with water with elevated levels of PFAS above the MCL of 20 parts per trillion. Residents in these groups are advised to use bottled water for drinking, as well as for cooking foods that absorb water like pasta. Parents should use bottled water for infant formula, or use infant formula that does not require adding water.

Residents in non-sensitive groups may continue to consume the water. All residents concerned about exposure are advised to substitute drinking water for bottled water.

Additionally, officials report that water can be safely used for washing foods, brushing teeth, bathing and showering.

Residents should note that boiling water will not destroy PFAS, and may result in increased levels due to evaporation of the water.

Residents with concerns regarding past exposure to PFAS should visit the [Centers for Disease Control and Prevention's website](#) or consult their doctor.

To view the public education information provided by the town, please click [here](#).

For questions, please contact Director of Public Works John Westerling at 508-497-9740 or jwesterling@hopkintonma.gov or 83 Wood St, Hopkinton, MA 01748.

A message from the Town of Hopkinton

To: Select Board

From: Norman Khumalo 

Date: September 24, 2021

Ref: Staff Report - Select Board September 28, 2021 Meeting

1. *Verizon Cable License Renewal:* The current Verizon Cable license expires July 10, 2024. Following consultations with Bill August, Special Cable Licensing Counsel, I am recommending that the Town schedules and holds a hybrid hearing for both the Verizon and Comcast license renewals. The latter license November 14 2023 and Verizon has not yet issued a “renewal commence letter”. The Selec Board already delegated the authority to hold an ascertainment hearing for that license. To be able to conduct a hybrid hearing, I am respectfully requesting that the Select Board, as the License Issuing Authority, delegate the task of holding the hearing to the Town Manager. Under this delegation, the Select Board retains the final decision-making authority concerning license renewal decisions. In essence, the Town Manager will be conducting the hearing in an advisory capacity and for the purposes of gathering information on behalf of the Select Board. The Town Manager will coordinate the production of a stenographic record of the hearing, as required by regulations of the Massachusetts Department of Telecommunications and Cable; make arrangements for a videotape of the hearing; coordinate the requisite two newspaper notices and arrangements for Verizon’s transcription of the hearing. In addition to conducting the hearing, the Town Manager, in consultation with HCAMTV and the IT Department, will assist with ongoing cable license renewal ascertainment of needs, and other renewal-related negotiations work, under the direction of the Board of Selectmen as cable license Issuing Authority.