



TOWN OF HOPKINTON SELECT BOARD MEETING AGENDA

Tuesday, April 5, 2022 6:00 PM

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

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/83792618679?pwd=L3BITDVxM0htZmNxQkNzQm54NGV0dz09>

Passcode: 510591

Or One tap mobile :

US: +13017158592,,83792618679# or +13126266799,,83792618679#

Or Telephone:

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

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

Webinar ID: 837 9261 8679

International numbers available: <https://us02web.zoom.us/j/83792618679>

6:00 PM

CALL TO ORDER

1.

EXECUTIVE SESSION

- a. Pursuant to *M.G.L. c.30A, §21(a)* (purpose 3) to consider strategy with respect to negotiations relative to non-union employees, Town Manager, Fire Chief, Police Chief and collective bargaining relative to DPW, Police, Fire and Library Unions because an open meeting may have a detrimental effect on the negotiating position of the Board.
- b. To approve executive session Minutes (3/15/2022).

6:30 PM

CALL TO ORDER - OPEN SESSION

2.

PLEDGE OF ALLEGIANCE

6:31 PM

PUBLIC FORUM

3.

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

6:40 PM

SCOTT KNOUS - HOPKINTON FOR A SAFE UPPER CHARLES TRAIL

4.

Scott Knous, 175 Hayden Rowe, will introduce citizens group "Hopkinton For A Safe Upper Charles Trail" and its objectives.

6:45 PM

CONSENT AGENDA

5.

The Select Board will consider the following consent agenda:

- a. **MINUTES** - The Select Board will consider approving the Minutes of the March 12, 2022 and March 15, 2022 meetings.
- b. **RESIGNATION** - The Select Board will consider accepting the resignation of Cynthia Esthimer from the Lake Maspenock Weed Management & Control Advisory Group.

- c. **ACCEPT GIFT DONATION TO THE LIBRARY** - The Select Board will consider accepting a donation of \$1,000 from the Hopkinton Public Library Foundation to the Hopkinton Public Library to be put to use for the Library of Things.
- d. **ACCEPT GIFT DONATION TO THE HOPKINTON TRAILS COMMITTEE** - The Select Board will consider accepting a donation of \$3,100 from the Estate of Henry Welzel to the Trail Coordination and Management Committee in memory of Jane Welzel.
- e. **PARADE PERMIT APPLICATION - SEASON OPENER TRIATHLON AT HOPKINTON STATE PARK, MAY 15, 2022 & TITLE 9 TRIATHLON ON SEPTEMBER 11, 2022** - The Select Board will consider approving two Parade Permits for Max Performance. One for the season opening triathlon to be held on Sunday, May 15, 2022 and the other for Title 9 Triathlon on Sunday, September 11, 2022, both starting at 8:00 AM. The starting and ending points of both Triathlons will be within the Hopkinton State Park and no road closures have been requested.

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

6:50 PM
6.

PUBLIC HEARING- VERIZON AND EVERSOURCE PETITION ON A NEW UTILITY POLE ON SPRING STREET - Request for Postponement of Public Hearing

The Select Board will hold a public hearing on the petition of Verizon New England Inc. and NSTAR Electric, d/b/a Eversource Energy requesting permission to locate a new utility pole on the easterly side of Spring Street, approximately 114 feet southerly from the center line of Lyford Road. Existing pole 73 (located on the west side of Spring St.) is an out of line pole due to a curve in the roadway, which is being pulled in a westerly direction. In order to keep said pole from pulling over, new pole 73S, located on the east side, will be placed (with a ground anchor) and an aerial guy wire will be then attached to pole 73. Pole 73S will provide support to pole 73. ***The Applicant has requested to postpone the public hearing indefinitely.***

Supporting Exhibits: Petition and supporting documents; Permitting Team comments

6:50 PM
7.

POLICE DEPARTMENT APPOINTMENTS

The Select Board will interview and consider appointing Police Officers Basit Dennis and Sean McKeon and affirming the Town Manager's appointment of Susan Schuler as Administrative Manager in the Police Department.

Supporting Exhibits: Resumes & Applications

7:05 PM
8.

ONE DAY SPECIAL TEMPORARY ALCOHOL LICENSES

The Select Board will consider approving two Special Temporary Alcohol License applications:

- a. **HOPKINTON LITTLE LEAGUE** - The Select Board will consider approving a Special Temporary Alcohol License for Gabe Recos, on behalf of the Hopkinton Little League, for its annual fundraiser. The event is to be held on Sunday, May 15, 2022 from 7 p.m. to 11 p.m. at the St. John's Parish Hall located at 20 Church St. The alcohol will be served by TIPS certified servers and will be supplied from Marty's & Startline Brewery. In addition, the Board will consider a fee waiver for the license application.
- b. **A NITE AT THE RACES** - The Select Board will consider approving a Special Temporary Alcohol License for Andrew Vail, on behalf of the Bishop Rice Council, for its Fundraiser social night. The event is to be held on Saturday, May 7, 2022 from 6

p.m. to 10 p.m. at the St. John's Parish Hall located at 20 Church St. The alcohol will be served by a TIPS certified server and will be supplied from Martys. In addition, the Board will consider a fee waiver for the license application.

Supporting Exhibits: Applications; Permitting Team Comments

7:15 PM

BOARD/COMMITTEE APPOINTMENTS

9.

The Select Board will consider making the following board and committee appointments:

- Cultural Council (one vacancy): Katie Duval
- Veterans Celebration Committee (2 vacancies): Jennifer Donahue
- Youth Commission, Middle School Representative: Joshua Jones

Supporting Exhibits: Applications

7:20 PM

MBTA COMMUNITIES - MULTI-FAMILY ZONING DISTRICTS

10.

The Select Board will be briefed by John Gelcich, Principal Planner, on the multi-family zoning district requirement for MBTA Communities, which is required pursuant to the "Draft Compliance Guidelines for Multi-family Districts Under Section 3A of the Zoning Act" in advance of a Community Information Form due to the State by 5/2/22. This new provision of Mass. General Laws Chapter 40A requires the adoption of a zoning district of reasonable size which allows multi-family development as of right, in order to qualify for certain State funding. Hopkinton is considered an MBTA Community.

Supporting Exhibits: Presentation

7:30 PM

LAND CLEARING OFF FRANKLAND ROAD

11.

Select Board Member Amy Ritterbusch will raise a constituent issue regarding the planned clearing of land by Seaboard Solar off Frankland Road, for Board discussion.

Supporting Exhibits: Town Counsel Letter

7:35 PM

2022 ANNUAL TOWN MEETING WARRANT, MOTIONS AND BALLOT QUESTIONS

12.

The Select Board will consider reviewing the draft Annual Town Meeting Warrant, begin taking positions on Warrant articles, and review draft Motions. The Board will review and finalize ballot questions (ballot question deadline is April 11).

- ATM warrant articles on which the Board may take positions are: Acceptance of Town Reports, Establish Shared Housing Services Office Revolving Fund, Establish MGL c. 44 s. 53F ¾ PEG Access & Cable Related Fund, HCAM Revolving Account Funding, Revoke HCAM Enterprise Fund, General Bylaw Amendment - Gender Neutral References, Accept Easement 2 Oakhurst Rd., Accept Gift of Land - Fitch Ave., Accept Gift of Land - Chamberlain-Whalen Subdivision.
- Ballot question language will be reviewed for the following Articles: Engine 2 Replacement, Fire Station 2 (Woodville) Upgrades, Lake Maspenock Dam, School Air Handling Unit Replacement, Marathon School Cost Increase, Replace Surface at Fruit Street Athletic Field.

Supporting Exhibits: Draft Annual Town Meeting Warrant; Draft Motions; Draft Ballot Questions

7:45 PM

SELECT BOARD POLICY REVIEW

13.

The Select Board will review the older policies adopted by the Board and consider modifications and/or rescission. The policies are:

- a. Alcoholic Beverage License Policies
- b. Central Purchasing Policy
- c. Common Driveway Naming Policy
- d. Entertainment & Amusement License Policy
- e. Financial Management Policy
- f. Fuel Efficient Vehicle Policy
- g. Marathon Policy
- h. Pledge of Allegiance Policy
- i. Executive Session Minutes Policy
- j. Legal Services 53G Policy
- k. Minutes & Agendas Policy
- l. Public Forum Policy
- m. Public Asset Naming Policy
- n. Remote Participation Policy
- o. Town Hall Evening Closing Hours Policy
- p. Town Meeting & Warrant Preparation Policy
- q. Use of Legal Assistance Policy

Supporting Exhibits: [Select Board Policy Changes - 2022-04-05 Meeting](#)

7:55 PM

TOWN MANAGER REPORT

14.

Town Manager will report on the following:

- a. MetroWest Veterans Services District Agreement Among and By the Towns of Ashland, Holliston, Hopkinton & Medway, FY2023 Amendment
- b. Residents Concerns regarding accidents at Cumberland Farms, West Main Street
- c. Main Street Corridor Update
- d. FY 23 Budget Update

Supporting Exhibits: Town Manager Report

8:00 PM

LIAISON REPORTS/BOARD INVITES

15.

Supporting Exhibit: FY 22 Liaison Assignments

8:05 PM

FUTURE BOARD AGENDA ITEMS

16.

Board members will identify future agenda items.

Supporting Exhibit: Board Member Future Agenda Items

8:10 PM

ADJOURN

Correspondence to Select Board

1. Board of Appeals Notices of Decision - 47 East Main Street
2. Email from Darlene Hayes 3-29-22, Accident at Cumberland Farms, West Main St.

Upcoming Select Board Meetings

1. April 12, 2022
2. April 19, 2022

3. May 2, 2022 (Annual Town Meeting)
4. May 17, 2022
5. June 7, 2022

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.

From: **Cynthia Esthimer** <cesthimer@gmail.com>
Date: Fri, Feb 25, 2022 at 10:53 AM
Subject: Lake Maspenock CIT
To: Irfan Nasrullah <inasrullah@hopkintonma.gov>
Cc: John Westerling <jwesterling@hopkintonma.gov>, Baldiga, Joseph H. <jbaldiga@mirickoconnell.com>

Hopkinton MA Select Board
Town Hall
18 Main St. Hopkinton MA

To the Chair, Mr. Irfan Nasrullah
Ms. Muriel Kramer, Ms. Mary Jo LaFrenier, Mr. Brenden Tedstone, Ms. Amy Ritterbusch

Dear Mr. Nasrullah,

I am submitting my resignation from the Lake Maspenock Weed Management and Control Advisory Group. My appointment to this citizen input group by the Select Board began in 2016. I am pleased with the progress with lake management that we accomplished over the last six years.

I greatly enjoyed working with the other Advisory Group Members.
Thank you for the honor of volunteering for our Town.

Regards,
Cynthia Esthimer



**TOWN OF HOPKINTON
SELECT BOARD**

18 Main Street, Hopkinton, MA 01748
508-497-9700 www.hopkintonma.gov

PARADE PERMIT APPLICATION

Date: March 10, 2022

Applicant Name: Tim Richmond, Event Director

Applicant Address: 23 Lindor Road North Reading, MA 01864

Telephone Number: 6177972215 Email: trichmond@maxperformanceonline.com

Applicant: Private/Individual Business Non-Profit
 Town Dept./Board/Committee

Date of Event: 5/15/22 & 9/12/22 Rain Date: _____ Time: 8:00AM

Road Closures: No road closures are requested, cyclists ride with the flow of traffic.

Please provide a description/purpose of the event in the space below. (Attach a separate visual or map of the complete route of the event)

Please see attached map. Cyclists travel along the route out of the Hopkinton State Park, back entrance traveling onto Legacy Farms road to Cedar Street. We have 1 police detail at Cedar Street in the past. No road closures are requested. Cycling routes are the same for both May & September events.

Route Starting Point: Hopkinton State Park Ending Point: Hopkinton State Park

Expected Number of Participants: 400 & 500 respectively

Person Responsible for Control of Litter: Joe Grant, Bike Coord Phone: (617) 719-6982

On-Site Person Responsible (Day of Event): Joe Grant, Coord Phone: (617)719-6982

ADDITIONAL REQUIREMENTS:

1. A Certificate of Insurance must be provided with this application, naming the Town of Hopkinton as an additional insured for at least \$1 million dollars in the case of accident.
2. Map, plan, or specific written description of the route of the proposed event.
3. Safety Plan
4. Litter Control Plan

The undersigned Applicant agrees that the Applicant and parade participants will conform to applicable laws, bylaws and regulations, as well as special requirements that may be made a condition of the granting of a Parade Permit pursuant to this application.

I/we agree to hold the Town of Hopkinton harmless from any and all liability and will defend the Town of Hopkinton in connection therewith.



Signature of Applicant

March 10, 2022

Date

Revised 10/5/2021



**Season Opener Duathlon/Triathlon &
Title 9 Women Triathlon
By Max Performance**

May & September Events

Safety/Medical/Operational Plans

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Hopkinton State Park Events Medical Safety Plan

Medical Plan

Our events provide Emergency Medical Services (EMS) on site through Ashland Fire Department and Hopkinton Fire (or independent EMS providers). The local hospital and Fire Departments on call will be notified of the event prior to the date. All emergency personnel on site will be in contact via Ham Radio operators to maintain open channels of communications. Max Performance works with Central Mass Ham Radio Operators, who assist with the early miles of the Boston Marathon each year. (Please see attached Communication Plan from Lead Ham Radio Operator)

Highlights of the Medical/Safety Plan are detailed below:

▪ **Pre-Race Checklist**

The onsite safety director will complete the Pre Race Checklist to ensure:

- Medical personnel are on-site and in place
- Ham Radios distributed by Communication Director to: EMS trucks, Race Director, Park Supervisor, Watercraft Operators.
- Lifeguards are in place
- Hopkinton/Ashland/Southborough Police Departments are in place and ready
- Transition area is secure and swim to Transition Area is set up
- Event timer is present and equipment is ready to start

▪ **Medical Personnel**

EMS will be located at the swim start and swim exit. One EMS unit will shift to the Finish Line after the Swim Start is clear. Additional on call units will be available the day of the race if multiple incidents occur at locations on the courses. All EMS will be in contact with the Race Directors via Ham Radio to coordinate specific needs throughout the day.

▪ **Open Communication System**

All Race Directors, Police Personnel and specified trained volunteers will be part of the Open Communication System. This system will begin with a pre-race check of all two-way radios, a briefing on roles/duties, an announcement of the start of the race, updates on the path of lead participants and concludes when the last participant crosses the finish line. Status reports to all race directors, volunteers, and police Personnel will ensure a safe and smooth flow to the race with no communication breakdowns. Ham Radio Operators are also on course with direct contact between RDs and Police & Fire Personnel.

• **Max Performance Personnel**

Max has each segment of the event broken down into Personnel responsible for Swim Course, Bike Course, & Run Course, Medical, etc. Please see below (page 22) for example. All personnel are confirmed 2 weeks prior to each event.

- **First Alert Plan**

In the event of an emergency, the Open Communication System will facilitate a First Alert to the EMS located on site. The nature of the incident will be assessed and if determined necessary by medical personnel on site and race directors, additional on-call EMS units will be brought in to provide support. We have 2 towns onsite, never leaving the race short staffed for EMS.

Communication Begins with Lead Race Director > Net Command > Local PD Dispatch.

(Please see next page)

Hopkinton State Park Events

Swim Plan

Overall Approach

The overall approach in continuing to develop a swim course that is safe and fun. The main ingredients considered in ensuring that these goals are met:

- adequate size for the number of expected participants
- allowed for swimmer and EMS ease of entry and exit
- was compatible with the number of waves needed
- allowed ease of viewing by life guards from shore and kayaks in the water
- was within reasonable distance of the transition area
- continued success at this swim location from previous Max Performance Events
- continued success with Environmental Police and Local municipality watercraft in the event a swimmer is removed

Further comments on how the above components would be handled, along with additional swim details, follows.

Safety

The following measures were taken to maximize a safe swim for all participants:

- **Site Selection**
The site was chosen in part because it already exists as a swimming location. This precedent ensures that numerous factors already exist like, regular water testing, cleanliness, swimming is a key ingredient of the park/site, water is clear of debris, park officials are already comfortable with swimming there, etc.
- **Chip timing system on swim entry and exit**
a.k.a. lost swimmer system – accounting for each swimmer in this manner ensures that all participants are accounted for. Volunteers will be counting swimmers entering and exiting the water. The swimmers will be counted by race cap color. The volunteer counts will be compared with each other and the timing system results (see below) to ensure 100% accountability.

The Timing Race Director (TRD) will immediately do a match on the computer of all entering and exiting swimmers. Should less than a 100% match occur in the two comparisons (manual or electronic), the TRD will immediately compare swim entrants with the participants recorded who crossed the bike exit timing mat. This helps account for chip errors. If the “lost swimmer” is still not present, the TRD will immediately notify the head Race Director and every means of investigating the missing person will immediately be undertaken. If warranted EMS watercraft will be used to pursue. The use of lifeguards in the water and on shore will also ensure 100% swimmer accountability, as explained below.

- **Watercraft**

Watercraft personnel are provided by Environmental Police and Boating in Boston. Each boat is staffed with an operator and lead swim director to monitor and initiate the below plan for distressed swimmers. Watercraft are located along the perimeter of the swim course divided into two equal parts. (See Attached Swim map). Lifeguards are positioned on the interior to monitor swimmers progress. All watercraft have Radio to communicate with the Lead Race Director on shore.

- **Lifeguards**

We utilize a minimum of 1 lifeguard for every 50 participants. We typically use 12 guards for the Hopkinton race. 10 lifeguards will be in kayaks on the lake and two will be on shore. Kayakers will be dispersed throughout the course to ensure safety, adherence and traffic flow.

- **Distressed Swimmer Plan**

Lifeguards identify distressed swimmers, kayak to the location and provide flotation device.

- Swimmer is provided with rest opportunity determined by lifeguard from panic or difficulty catching breath.
- If swimmer exhibits decreased ability to make progress, no progress, flailing arms, or unconscious, the lifeguard will signal to watercraft via whistle to pull the athlete from the water.
- The swimmer is taken to shore to be examined by EMS staff at the Boating in Boston Boat Ramps – all medical transports would occur from this location if necessary.

- **Lifeguard Equipment**

All lifeguards have either certified rescue tubes or certified rescue ring buoys. Each device will also have a towline. All lifeguards are certified on the use of such equipment.

- **Whistles**

All Race Directors, lifeguards and swim-related volunteers have certified whistles for use if an incident requires immediate attention.

- **Colored Caps**

Different colored caps will be given to the different waves. This process will occur pre-race via registration and reinforced via loudspeaker prior to event start. The TRD and swim volunteers will also ensure that all colored caps start in their respective waves.

- **Manageable Waves (Time Trial Start in 2021)**

To promote spacing & distancing, we will be instituting a time trial swim start where 2 swimmers enter the water to begin the race every 10 seconds. This decreases congestion, limits the typical thrashing of a swim start and promotes distancing in the COVID era of racing. It also has been well received by our swim support staff who

MAX Performance

visually can spot distressed swimmers. This style of swim start typically clears 60 athletes in 5 minutes time.

- **Body Marking**

Each participant will have their race number on their body; arm, back of hand, thigh and calf to be viewable by Race Directors if needed throughout the day.

- **Swim Course Layout and Map**

The swim course will be point-to-point, starting at the Boat Ramps and finish at the upper beach. The course will be marked with large orange buoys. The course will also be outlined in the participant Athlete Packet. [See enclosed file for swim layout.]

- **Athlete Packet**

A comprehensive AP will be given to each participant. The AP will contain swimming safety tips, course layout, wave instructions, cap designations, “what to do if...” and other relevant swim-related information to help ensure race organization, participant knowledge, safety and rule observance.

(Please see next page)

Hopkinton State Park Events

Bike Plan

Overall Approach

In the development of the Bike Course, we looked to make a course that was safe, fun and challenging for the participants. The bike course was developed with the assistance of the Hopkinton, Ashland, Southborough Police Department to ensure the following:

- public safety amongst participants, as well as motorists
- making consistent right hand turns to limit cross traffic
- cycling on roads at a time of day less traveled by motorists
- spreading the racers over the course of 10 miles
- maintaining USA Triathlon standards, single file bike riding, no drafting

Safety

The following measures were taken to maximize a safe Bike Course for all participants:

- **Course Details**

The 10-mile course was chosen carefully to facilitate a 1 loop course with consistent right hand turns. The course has only minimal turns to allow for increased rider and motorists safety, while making for a fun, yet challenging layout.

- **Traffic**

With assistance from PD, participants will be separated from auto traffic using open roads with visible signage and appropriate course marking. PD will direct auto traffic at locations throughout the course, as trained volunteers will direct participants in the appropriate direction with highly visible signs/flags. High traffic will have detailed police officers to limit/control the flow of motorists.

There will be 2 official race vehicles on course, including a mechanic vehicle to pickup or assist athletes. Race vehicles will be communicating with the Bike Race Director throughout the bike portion of the event via two-way radio. 1 race vehicle will always escort the last bikers back to the park. (SAG vehicle)

- **On-Course Safety**

Volunteers will be positioned at every turn throughout the course, with each station utilizing Ham Radio operators to communicate the arrival of cyclists and alert EMS in the unlikely event of an on course incident. To facilitate a safe course design, there are zero bike/bike crossovers and zero bike/run crossovers. Police are positioned at key intersections to handle auto traffic. Volunteers direct athletes.

- **Rider Safety**

All cyclists are required to wear their race bib and place their designated numbers on their bikes. Combined with body markings; all participants will be clearly identified on course. Additional information on cycling safety tips/USAT rules will be outlined in the Athlete Packet.

- **Athlete Packet**

A comprehensive AP will be given to each participant. The AP will contain information on course layout, cycling tips/safety, and USAT cycling guidelines. The topics addressed will increase safety, participant knowledge and rule observance.

- **Liter Control Plan**

The Bike Course Coordinator serves as the SAG vehicle on race day. This is the 'last cyclists' accounted for vehicle who also provides cleanup of any trash that may have been left behind by athletes. Typically, we don't see trash but a handful of water bottles which are accidentally dropped throughout the morning.

(Please see next page)

Hopkinton State Park Events

Run Plan

Overall Approach

The Run Course was developed to ensure a safe, fun, yet challenging course for our participants. The run course was created with the direct assistance of PD personnel/Town Officials in Ashland and Hopkinton State Park personnel to reach the following goals:

- attain public safety amongst participants and spectators
- create a course that is primarily on closed roads/park roads, free of motorists
- to allow the participants a safe looped course inside the stat park

Safety

The following measures were taken to maximize a safe Run Course for all participants:

- **Course Details/Transition Area**
The 5k course was chosen carefully with review by local Town Officials. The looped route consists primarily of closed town/park roads with limited motorists' access.
- **Transition Areas**
Participants will be directed with appropriate signage during their Bike/Run Transition. Signs will clearly mark "In/Out" for respective disciplines and trained volunteers will direct participants.
- **Traffic**
With assistance from PD, participants will be separated from auto traffic using mainly closed roads. PD will direct auto traffic at locations where auto traffic may occur. Trained volunteers will direct racers in the appropriate direction with highly visible signs/flags. To increase safety measures, there are zero high traffic intersections on the run course with zero crossovers of the cycling course.
- **Aid Stations**
Participants will be encouraged to utilize Aid Stations located at the appropriate distance every 1.5 miles. Trained volunteers will be positioned at the Aid Stations with two way communication devices to alert EMS personnel in the unlikely event of an on course incident. Aid Stations will also provide appropriate water and endurance drinks. In addition, Athletes will receive information in their Athlete Packet regarding proper hydration and nutrition to increase knowledge and safety.
- **Athlete Packet**
A comprehensive AP will be given to each participant. The AP will contain information on course layout, hydration tips and running safely. The topics addressed will increase safety, participant knowledge and overall enjoyment of the course.

(Note: The 1st Run leg for Duathletes will begin as the first wave, 3 minutes before the first swim waves starts)

Hopkinton State Park Events

Transition Area Plan

Transition Area

The Transition Area (TA) Plan emphasizes safety, organization and security. A designated TA Race Director is assigned the TA to ensure accountability.

The TA was developed to allow for ample space for bikes per bike rack, the space between bike racks and the overall TA square footage. The TA area is surrounded by heavy steel barricades, multi-colored flags and traffic looper cones in an organized yet equitable fashion.

The TA RD will supervise three volunteers to ensure proper conduct, organization and security. All participants will be directed to exit at one end only of the TA. At the exit, volunteers will match bike numbers with body markings or other appropriate identification to ensure that the bike belongs to the exiting participant.

The Athlete Packet portrays the TA details via picture, explain TA rules and help educate and reinforce safety and compliance to the participants.

A picture of the TA in the main parking area at Hopkinton Reservoir will follow and is posted online at our website.

(Please see next page)

Hopkinton State Park Events

Weather Plan

Weather Considerations:

We make every effort to produce a challenging, fun, yet safe race for our participants. We reserve the right to modify a portion of the course/race based on weather conditions. In the event of a large-scale weather emergency, the race may be cancelled to protect the safety of our participants. In such a case, participants will be notified via text message & voicemail through a reverse 911 system, in addition to social media postings.

Weather Related Topics:

- **Heavy Rain**

In the event of consistent heavy rain the week prior to the race, the body of water will be tested the day prior to the event to determine if the water is safe to swim. We reserve the right to alter the overall structure of the race, with strong consideration for a Duathlon in this situation.

- **Large Scale Natural Disaster**

Acts of God, large-scale disasters, or local emergencies will cancel our event. We feel it is necessary to protect the safety of our participants and will consider all possible alternatives prior to canceling the race.

- **Lightning/Fog:**

Heavy storms with lightning or fog may occur and will postpone the race to allow for weather to pass. The Race Directors will collaborate with local weather officials via National Weather Service and determine if the race can proceed further after a delayed start.

- **Refund Policy**

We at Max Performance strive to make our events challenging and enjoyable, however safety is our number one priority. In the event of a weather emergency or act of god, the race may be cancelled indefinitely. We will not be able to issue a refund for the race under these circumstances.

- **National Weather Service**

Max Coordinates directly with Ham Operators who have direct access to the National Weather Service to provide alerts in the event of Hurricane or Weather Emergencies.

Refund Policy/Transfer Policy is posted on our website at:

<http://www.maxperformanceonline.com/events.html>

MAX Performance

Hopkinton State Park Events

Volunteer Plan

Volunteers will be directed by a designated Volunteer Race Director (VRD). Emphasis will be on enforcing communication protocols and in assigning Volunteers commensurate with the respective discipline requirements, i.e. Swim, Bike, Run, TA, Finish line, Registration, Awards, Safety, Food and Parking.

Each Volunteer will wear the same shirt and be under guidance of the respective Race Director assigned to their specific discipline. Volunteers will come from our organization, the local community, athletic clubs, online registration, participant family, etc. All Volunteer assignments will be made prior to race day and adjusted as necessary prior to race start.

All Volunteer planning and mapping occurs within the weeks leading up to the race. Our flow charts outline in detail the roles that each volunteer fills and their responsibilities.

(Please see sample of our Volunteer Packet at end of document)

(Please see next page)

Hopkinton State Park Events

Parking Plan

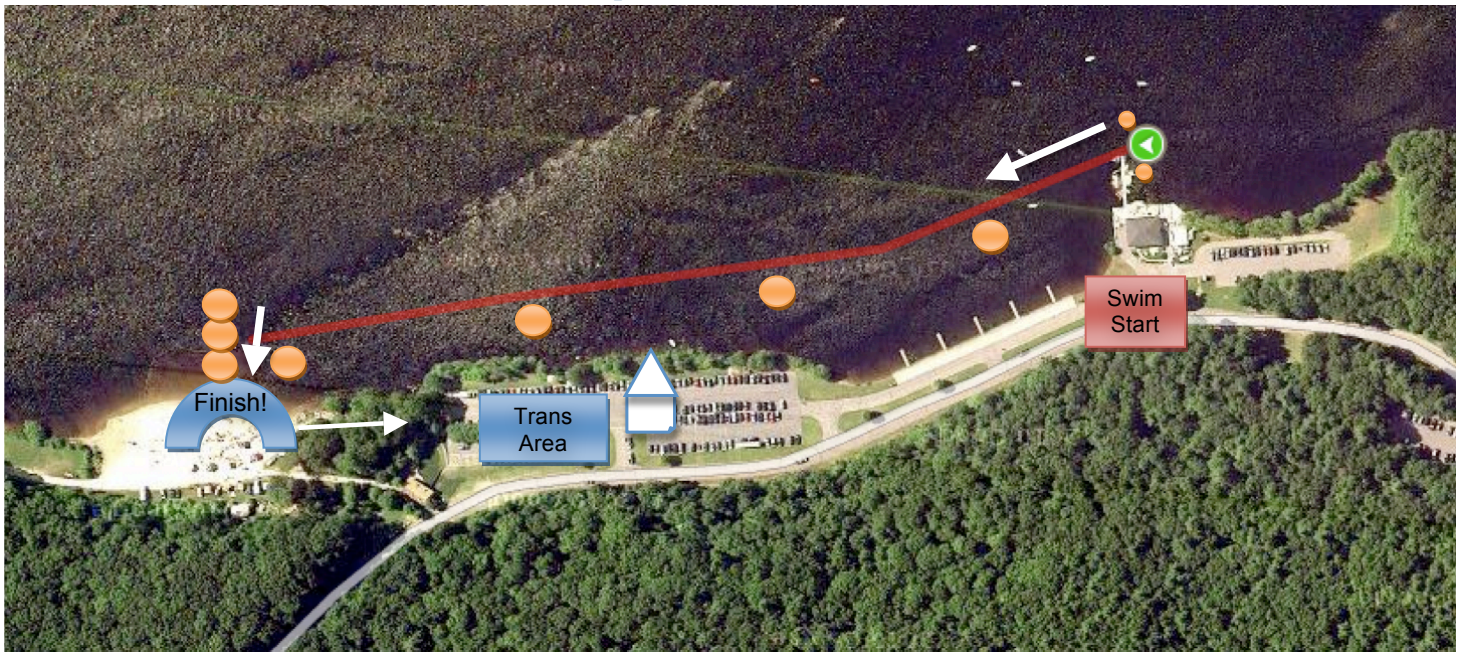
Parking Plan

In an effort to increase the safety of park visitors, race participants and race personnel, Max Performance has constructed the following Parking Plan that will be executed in any future events held at Hopkinton State Park. With a coordinated effort by Max Performance, volunteers and State Park Personnel, we can safely place athlete's vehicles in ideal parking locations, while accommodating any park visitors the morning of an event. Please see notable points below:

- **Increased Volunteers Dedicated to Parking:** Max will dedicate 5-6 volunteers to follow the Parking Plan described below. Pre-race training will include discussion of specific areas athletes will be permitted to park and that no parking is permitted any of the State Park Roads.
- **Hopkinton State Park Staff:** 4 park staff personnel will be arranged and paid for by Max Performance prior to the event. Duration: 5:45AM – 12:00PM. Roles would be at the discretion of the Park Supervisor, but may include assisting volunteers in the direction of athletes to the appropriate parking locations, bathroom opening/cleaning.
- **Strict Parking Lot Guidelines:** On the morning of the event, staff and Max cones/barricades and/or State Park Traffic cones will be used to restrict access to Ash Street & Birch Street. Volunteers will direct all athletes to appropriate Parking Lots in the following precise sequence (*Please See attached Map*):
 - Birch Street: Approx 100 spaces.
 - Dogwood Street: Approx 120 spaces.
 - Lower Beach Parking Lot: Approx 250 spaces.
 - Ash Street: Approx 50 spaces.
 - Parking Lots will be opened up at the discretion of Hopkinton State Park personnel who know the park roads best. If Split Rock is unoccupied, this lot would be utilized as well.
 - By pushing all of the early arrival athletes to Lower Beach, it ensures this parking lot is filled first.
- **Detailed Police/EPO officer on site:** A detailed officer will be hired to enforce Parking Restrictions the morning of the event. Of particular attention, any side of the road parking on Ash/Birch Street.

(Please see attached Parking Plan)

Swim Course – Triathlon Hopkinton State Park



- The course is a Point-to-Point Swim beginning at the Outdoor Rec Boat House. ¼ Mile in Distance
- A Pre-race Meeting will occur in the Transition Area at 7:45. We will then walk together as a group down to the Swim Start.
- Swimmers will be cued up by wave (cap color) – look for your colored sign, held by our wonderful volunteers.
- Each wave will begin in the water, starting between the Orange Start Buoys.
- Keep all Orange buoys on your Left – as you swim close to the shore line.
- As you approach the finish, you'll sight 3 orange buoys in a row. This is where you'll turn left, head for the beach and run under Max's Huge Finish Arch (*what a rush!*).
- Follow the tree-lined path back into the Transition Area. Great Job!
- Spectators have great views on the beach at the Swim Finish

(Please see next page)

MAX Performance

Bike Course

Hopkinton State Park



Direction	Cue	Mile
R	Out of Transition Area	
R	Park Road	.1
R	Howe St./ Wilson Street (Exit Park)	1.3
R	Rafferty Road	2.1
R	Rt. 85 North	2.5
R	Southville Road (Southborough)	4.2
R	High Street	6.7
R	Whittemore Drive	7.1
R	Sandstone Way	7.7
R	Indian Brook Way	7.8
L	Howe Street	7.9
R	Park Road (Re-enter Park)	8.6
L	Park Road (Toward Transition)	9.8
L	Dismount Area (Slow Speed!)	10

Bike Course

The bike course is 10 Miles with a gradual climb at Mile 2. Watch for steep descent at Whittemore Drive. Please follow local traffic laws when riding the course. Race day will include detailed police officers at necessary intersections. *Note:* You will Exit/Re-enter the park at the Back Entrance of the Park. (This Entrance is typically locked during the season. Please plan your training rides accordingly).

For topography and detailed views, please visit:
<http://www.mapmyrun.com/run/united-states/ma/hopkinton/534124833493280572>

Run Course

Hopkinton State Park



Begin at Reservoir Parking Lot (Transition Area)

Direction	Cue
R	Out of Transition-Park Road (Up hill)
R	Park Road
R	Park Road
Turnaround	Mile 1.1
R	Park Road
R	Parking Lot <i>Onto Grass -Beach Ahead</i>
R	Park Road
R	Out of Park onto Howe Street
R	Re-enter Park toward Foot Bridge
Across	Foot Bridge
L	At end of Foot Bridge
Across	Beach
Finish	Next to Transition Area

Run Course

The run course is relatively flat with a short hill coming out of the Transition area. There is one turnaround point located at Mile 1.1. Follow the contour of the Parking Lot as you reach lower beach (Mile 2). Restroom is located on Right side near beach. Aid stations will be located along the run course.

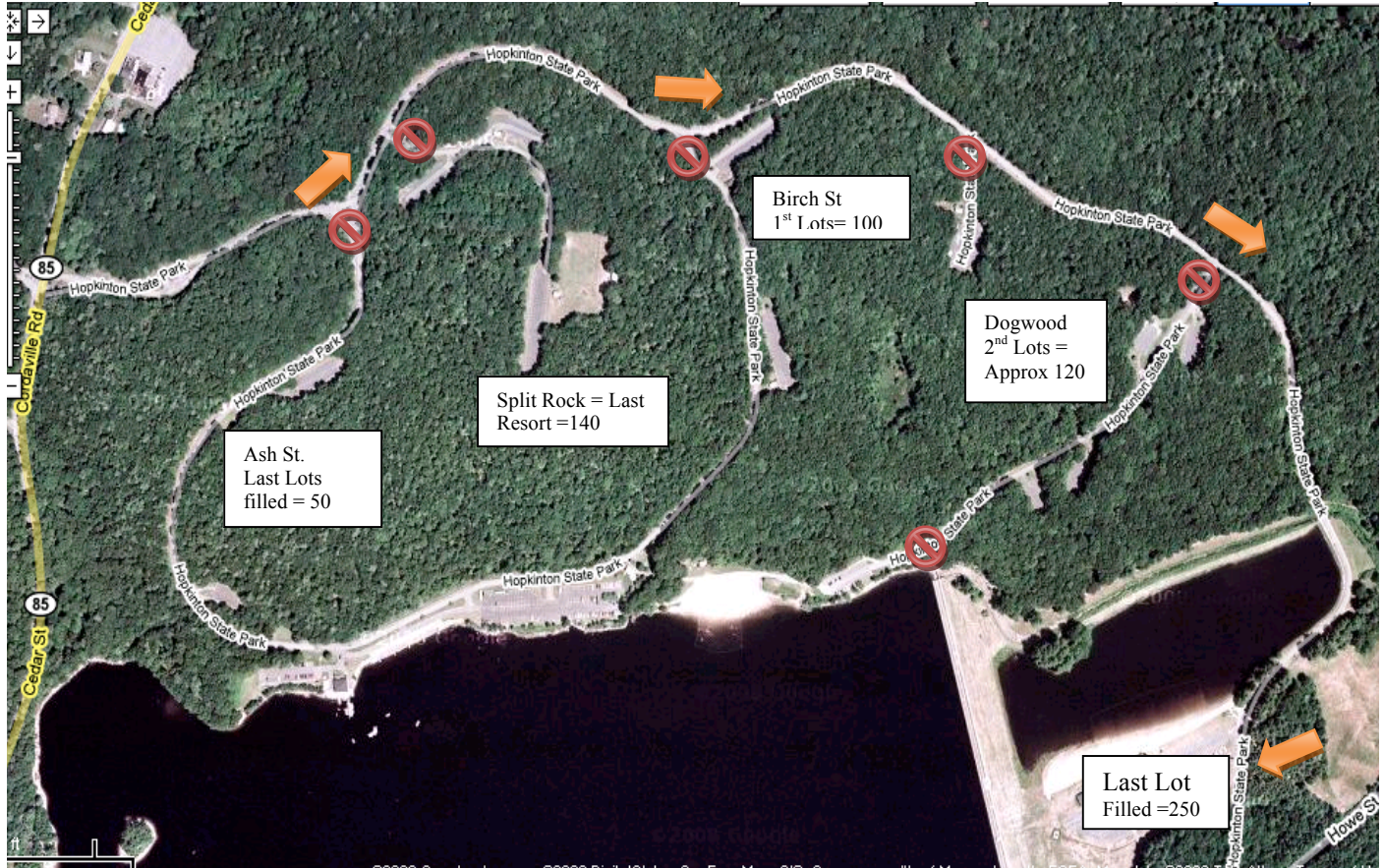
For topography and detailed views, please visit:

<http://www.mapmyrun.com/run/usa/ma/hopkinton/493323252563>

Parking Plan Hopkinton State Park

In an effort to increase the safety of park visitors, race participants and race personnel, Max Performance implemented the follow Parking Plan with success in 2009-2015. This plan worked well and we will continue to use this plan moving forward. With a coordinated effort by Max Performance, volunteers and State Park Personnel, we can safely place athlete's vehicles in ideal parking locations, while accommodating any park visitors the morning of an event. Please see notable points below:

- **Increased Volunteers Dedicated to Parking:** Max will dedicate 5-6 volunteers to follow the Parking Plan described below. Pre-race training will include discussion of specific areas athletes will be permitted to park and that no parking is permitted any of the State Park Roads.
- **Hopkinton State Park Staff:** 4 park staff personnel will be arranged and paid for by Max Performance prior to the event. Duration: 6:00AM – 12:00PM. Roles would be at the discretion of the Park Supervisor, but may include assisting volunteers in the direction of athletes to the appropriate parking locations, bathroom opening/cleaning.
- **Strict Parking Lot Guidelines:** On the morning of the event, staff and Max cones/barricades and/or State Park Traffic cones will be used to restrict access to Ash Street & Birch Street. Volunteers will direct all athletes to appropriate Parking Lots in the following precise sequence (*Please See attached Map*):
 - Birch Street: Approx 100 spaces.
 - Dogwood Street: Approx 120 spaces.
 - Ash Street: Approx 50 spaces. Lower Beach Parking Lot: Approx 250 spaces.
 - Parking Lots will be opened up at the discretion of Hopkinton State Park personnel who know the park roads best. If Split Rock is unoccupied, this lot would be utilized as well.
 - In an organized and safe manner, all early arrivals will begin parking on Birch Street. When this road is filled it will be closed and move to Dogwood and so on.
- **Detailed Police/EPO officer on site:** A detailed officer will be hired to enforce Parking Restrictions the morning of the event. Of particular attention, any side of the road parking on Ash/Birch Street.
- **Increased Signage:** Max will provide an increased number of “No Parking” signs to be placed along State Park Roads inside of Hopkinton State Park, particularly on Saturday Packet Pickup.



(Please see next page)

Communication Plan Hopkinton State Park

Triathlon Logistics / Operations (Ham Radio – 448.775 / 444.275)

Net Control Station

Race Director (Tim Richmond)
Bike Course Coordinator (Joe)

Transition Area

Bike Course:

- Station 1 - Wilson St / Rafferty Rd / Route 85
- Station 2 - Route 85 @ Southville Rd
- Station 3 - Pleasant St @ High St
- Station 4 - High St @ Whittemore Dr
- Station 5 - Whittemore Dr / Sandstone Way / Indian Brook Rd
- Station 6 - Indian Brook Rd @ Howe St
- Station 7 - Howe St @ Park Entrance / Exit

Run Course:

- Station 8 - Park Road (Right turn)
- Station 9 - Park Road (T intersection)
- Station 10 - Park Road Turnaround (WATER)
- Station 11 - Park Road at Parking Lot
- Station 12 - Park Road Entrance / Exit (WATER)
- Station 13 - Foot Path into Park

Public Safety Liaison / Coordination / Command (LPS-8)

Race Director (Tim Richmond)
Bike Course Coordinator (Joe)
Triathlon Ops (Ham Radio Liaison)

Hopkinton Dispatch (PD / FD / EMS)
Southboro Dispatch (PD / FD / EMS)
Ashland Dispatch (PD / FD / EMS)

Detail Ambulance(s)
Other Detail Units (as applicable)

Dept. of Conservation & Recreation
Environmental Police

INCIDENT RADIO COMMUNICATIONS PLAN		Incident Name		Date/Time Prepared		Operational Period Date/Time			
		Title 9 Triathlon		10 Sept 2015 23:00 EDT		13 Sept 2015 07:00-12:00 EDT			
Net	Function	Channel Name/Trunked Radio System /Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks
1	Command	LPS-8	Liaison / Coordination / Command	State 700/800 MHz Trunked Radio System				A	Public Safety Agencies & Triathlon Coordinators
2	Command	LPS-7	Dispatch Center Comms	State 700/800 MHz Trunked Radio System				A	Emergency Communications with Dispatch Centers
3	Tactical	DCR Recreation 15	Park Comms	151.3700 N	71.9	151.3700 N	71.9	A	Communications with DCR
4	Tactical	Town Channels	Public Safety Operations	Local Town Frequencies				A	Public Safety Operations
5	Tactical	Westboro 70cm	Stations 1-6	448.7750 W	D244	443.7750 W	D244	A	Ham Radio Operators Checkpoints & Race Officials
5	Tactical	Portable 70cm	Stations 7-13	444.2750 W	103.5	449.2750 W	103.5	A	Ham Radio Operators Checkpoints & Race Officials
6	Tactical	VTAC12	Non-Hams	154.4525 N	156.7	154.4525 N	156.7	A	Non-Ham Volunteers Checkpoints & Race Officials
6	Tactical	UTAC41	Non-Hams	453.4625 N	156.7	458.4625 N	156.7	A	Non-Ham Volunteers Checkpoints & Race Officials
Prepared By (Communications Unit)				Incident Location - Hopkinton State Park and area, Hopkinton / Southboro / Ashland, MA					
John Ruggiero				County Middlesex / Worcester		State MA		Latitude 42-15-30 N Longitude 71-31-05 W	

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

MAX Performance

Sample Volunteer Packet & Link

(Distributed to all Volunteers week of event)

https://drive.google.com/open?id=1hTCDc7ot4MS6PF8n2j7a_6e-g7T0gHsu&authuser=trichmond%40maxperformanceonline.com&usp=drive_fs

Sample Athlete Packet & Link

(Distributed to Athletes 2 weeks prior to the event)

https://maxperformanceonline.com/wp-content/uploads/2019/08/Title-9-Tri-Athlete-Packet-2019_online.pdf

MAX *Performance*

Title 9 Triathlon Race Coordinators

Head Race Director

Tim Richmond 617-797-2215

Medical/Safety Coordinator

Jim Hunt 978-870-7533

Duathlon Start Coordinator

Peter Cutting 978-855-1313

Jim Hunt 978-870-7533

Bike Course Coordinator

Joe Grant: 617-719-6982

Run Course Coordinator

Pete Taglino: 631-560-0647

Registration Coordinator.

Ashley Horn: (860) 424-1564

Transition Area Coordinator

Megan Gurley: 781-201-9556

Sponsor / Finish Line Coordinator

Stiena Wakeman 774-281-0791

Volunteer Coordinator

Tim Richmond

Parking Coord

Pete Taglino: 631-560-0647

Tom Latourneau

Radio Operations Coord

John Ruggerio: 508-982-0617



March 1, 2022

Hopkinton Town Hall
Select Board
18 Main St
Hopkinton, MA 01748

Members of the Select Board,

Thank you for reviewing this letter. Max Performance is excited to bring back our two signature events in Hopkinton - Season Opener Triathlon Sunday May 15, 2022 & Title 9 Triathlon Sunday September 11, 2022. This will mark our 16th Season of Triathlon events at Hopkinton State Park with access to town roads in Hopkinton, Southborough and Ashland. We would like to thank members of the board, Town Administrator, Police and Fire in working with Max Performance to make our events successful and safe. Max continues the tradition of working with the community and our volunteer initiative programs help support Hopkinton HS Swim & Dive, Hopkinton Cross Country, Hopkinton Field Hockey Teams, as well as locals from Ashland and Southborough. We're proud to promote our relationship with various community organizations. *(Please see testimonials on last page)*

Max Performance is requesting access to the town roads for both events **Sunday May 15, 2022 & September 11th, 2022**. All other permits will be arranged by Max; including Parks and Recreation and neighboring towns. Please see the attached Permit Request for event specifics. In customary fashion we will coordinate with scheduling any paid Police & Fire Dept details, including EMS stationed inside of Hopkinton State Park & police details along the cycling route.

Ongoing Commitments

- **Attendance:** At this year's triathlon events, we anticipate near 500 athletes triathlon events with family, friends and spectators also in attendance. Over half of the competitors visited Hopkinton on the weekend of the event, stay in local hotels and contribute to the local economy.
- **Charitable Contributions:**
 - *Local Hopkinton HS Athletic Groups: Hopkinton Swim & Dive, Cross Country, JV Field Hockey*

Please contact me directly with any questions you may have.

Regards,

Tim Richmond, Race Director, 617.797.2215



Request to Use Town Roads

Attn: Hopkinton Board of Selectmen
Town Manager
18 Main St
Hopkinton, MA 01748

From: From:

Max Performance Triathlons

23 Lindor Road

Tim Richmond, Race Director

North Reading, MA 01864

trichmond@maxperformanceonline.com

617.797.2215

Date: Sunday May 15, 2022 & September 11th, 2022

Goal: To host 16th Annual Hopkinton Triathlon Series in a safe and competitive manner at Hopkinton State Park using the park and town roads. The events will encourage health and wellness as well as community involvement of local volunteers who participate in our donation programs.

Roads: From Hopkinton State Park – Exit the Back entrance Right onto Howe Street, Right onto Legacy Farms Road, Right onto Cedar Street (Route 85 Northbound into Southborough), Eastbound onto Southville Road – continue east on Cordaville Road – Right onto High Street, Right onto Whittemore Drive, Right onto Sandstone Way, Right Indian Brook, Left Howe Street, Right at Rear Entrance of HSPark. It will *not* be necessary to close the roads. (Please see attached Map). Police Detail: Typically one officer at Route 85 Cedar Street & Legacy Farms Road or other designated by HPD.

Time: 8:15 – 10:00am

Additional Information:

Hopkinton State Park: All permits are secured with the Dept of Conservation and Recreation Boston.

Surrounding towns: Max will arrange any/all police details with Ashland and Southborough. Max continues to work with Environmental Police to coordinate swim safety at the State Park. Max will contract 1 EMS detail at HSP for coverage at the Boat House location.

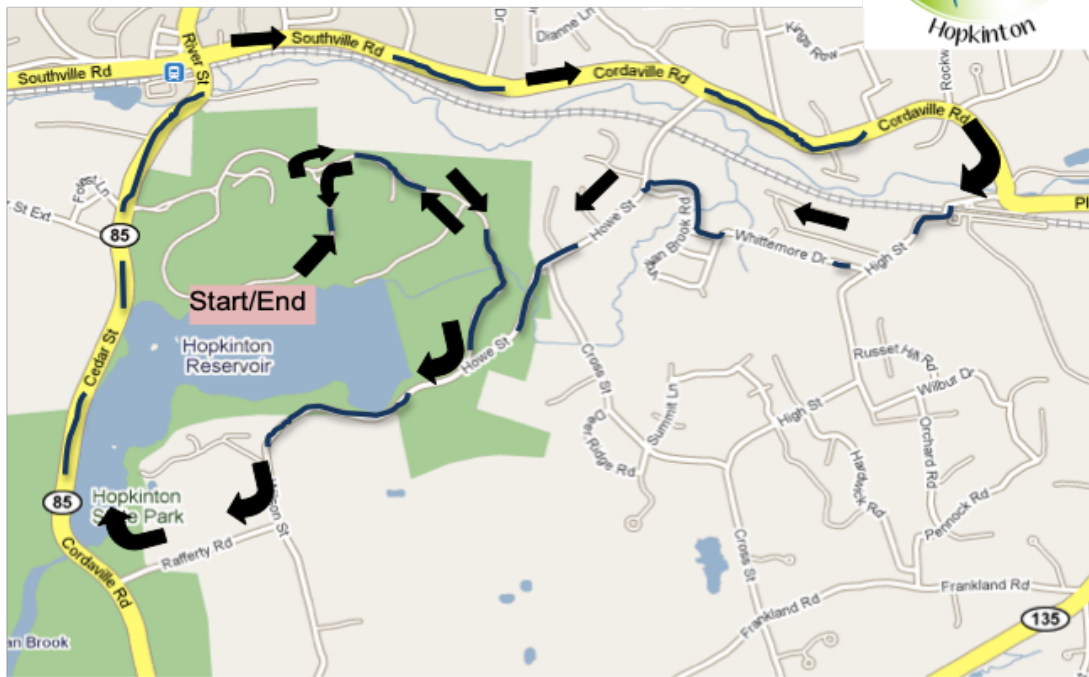
Insurance Liability: Max will continue to name the town of Hopkinton on our 5 Million Dollar insurance liability coverage to ensure appropriate standards. This is customary for all towns involved in Max Performance races.

Town of Hopkinton Delegate

Printed Name

Date

Bike Course Hopkinton State Park



Direction	Cue	Mile
R	Out of Transition Area	
R	Park Road	.1
R	Howe St./ Wilson Street (Exit Park)	1.3
R	Rafferty Road	2.1
R	Rt. 85 North	2.5
R	Southville Road (Southborough)	4.2
R	High Street	6.7
R	Whittemore Drive	7.1
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L	Howe Street	7.9
R	Park Road (Re-enter Park)	8.6
L	Park Road (Toward Transition)	9.8
L	Dismount Area (Slow Speed!)	10

Bike Course

The bike course is 10 Miles with a gradual climb at Mile 2. Watch for steep descent at Whittemore Drive. Please follow local traffic laws when riding the course. Race day will include detailed police officers at necessary intersections. *Note:* You will Exit/Re-enter the park at the Back Entrance of the Park. (This Entrance is typically locked during the season. Please plan your training rides accordingly).

For topography and detailed views, please visit:

<http://www.mapmyrun.com/run/united-states/ma/hopkinton/534124833493280572>



Hopkinton Cross Country



Hopkinton Swim & Dive Team



Hi Tim,

A quick note to thank you for letting Ellie race yesterday - she had a fantastic time, and I appreciate the warm welcome to the sport!

This was (I think) my 5th year racing Title 9, and this event is always my favorite for the great vibe and encouraging atmosphere, There is something so amazing about seeing all of the women out there encouraging each other. I also appreciate how well-organized the race is and that you get the best volunteers - the cheering on from the high school kids is amazing.

Best,

Catherine

Permitting Team Comments
Parade Permit- Max Performance Triathlons
SB Meeting- 04/05/2022

March 16, 2022.

No comments.

Dave Daltorio.
Facilities.

March 16, 2022

The Health Department requests that they monitor the Town's Covid-19 page for updates. At present, there are no requirements.

The sponsor should communicate regularly with the DCR about the status of the water quality at the State Park. There have been algal blooms at the State Park reservoir the last several years. If cyanobacteria are present, they may not be able to permit swimming.

Finally, they should provide an adequate number of portable toilets for the event, in Hopkinton.

Shaun McAuliffe
Health Director

March 16, 2022

The Police have reviewed the event and have no issues with the permit. We would request that the applicant contact me at least one month prior to finalize the detail officers.

Deputy Chief Porter
Police Department.

March 17, 2022

The FD has reviewed the event plan and has no issues with it. We would also request the applicant to reach out to the FD at least one month prior to the event to finalize EMS coverage details.

William R. Miller
Hopkinton Fire Department

March 18, 2022

The DPW approves the Litter Control Plan and has no other comment on the application..

John K. Westerling
Director of Public Works, Hopkinton DPW

Albert E. Bessette
Right of Way Manager



365 State Street
Springfield, MA 01105

Phone 413 787-0310
Cell 413 441-3612
Fax 413 734-9123
albert.e.Bessette.jr@verizon.com

February 23, 2022

Hopkinton Board of Selectmen
Town Hall
18 Main Street
Hopkinton, MA 01748

**RE: Petition for Verizon job #1A4Z2YY
Pole T. 73S/E.73-84 - Spring Street**

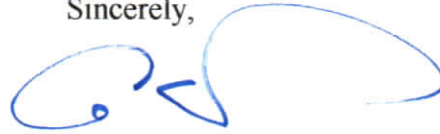
Dear Honorable Board Members:

Pursuant to G.L.c. 166, § 22 and the *Regulations for Pole and Wire Locations* of the Hopkinton Board of Selectmen, enclosed find the following items in support of the above-referenced project, which items will be submitted both in hard copy and electronically to the Town Manager and Director of the Department of Public Works:

1. Petition;
2. Order;
3. A written description (in Petition and Order) and high resolution photograph of where poles will be placed (Section B (a));
4. Plan showing the pole locations in a scale of 1 inch equal 40 feet in PDF format (Section B (b));
5. The kind of poles to be used – Southern Pacific Pine Class 2 (Section B (c));
6. The number of wires or cables to be attached - listed on the Order (Section B (d));
7. The height to which the wires or cable may run – above eighteen (18) feet for lowest cable and all other cables at heights that meet the National Electric Safety Code (Section B (e));
8. Check No. 1035 payable to the Town of Hopkinton in the amount of \$300.00 (application fee of \$50.00 and fee per pole of \$250.00 each).

Should any questions or comments arise concerning this matter, please contact me at (413) 787-0310. Your Assistance is greatly appreciated.

Sincerely,

A handwritten signature in blue ink, consisting of a large, stylized 'A' followed by 'E. Bessette, Jr.' in a cursive script.

Albert E. Bessette, Jr.
Right of Way Manager

Enc

Cc: Town Manager
Director of the Department of Public Works

PETITION FOR JOINT POLE LOCATIONS

To the Board of Selectmen

October 22, 2021

Of Hopkinton, Massachusetts.

VERIZON NEW ENGLAND INC. and NSTAR ELECTRIC, d/b/a Eversource Energy request permission to locate poles, wires, cables and fixtures, including the necessary anchors, guys and other such sustaining and protecting fixtures to be owned and used in common by your petitioners, along and across the following public way or ways:

Spring Street:

On the easterly sideline, place new Pole No. T.73S/E.73-84 approximately 114 feet southerly from the center line Lyford Road.

1 JO Pole to be placed

Wherefore they pray that after due notice and hearing as provided by law, they be granted joint or identical locations for and permission to erect and maintain poles, wires and cables, together with anchors, guys and other such sustaining and protecting fixtures as they may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – **VERIZON – ROW 1A4Z2YY – Spring Street, Hopkinton MA – Verizon – Petition Plan**, dated July 14, 2021.

Also for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioners agree to reserve space for one crossarm at a suitable point on each of said poles for the fire and police telephone and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

VERIZON NEW ENGLAND INC.

By Albert E. Bessette, Jr.
Albert E. Bessette, Manager - Rights of Way

NSTAR ELECTRIC

By Richard M. Schifone
Rights & Permits Supervisor

ORDER FOR JOINT OR IDENTICAL POLE LOCATION

The Board of Selectmen of the Town of Hopkinton, Massachusetts **ORDERED:**

That permission be and hereby granted **VERIZON NEW ENGLAND INC. and NSTAR ELECTRIC COMPANY** joint or identical locations for and permission to erect and maintain poles and their respective wires and cables to be placed thereon, together with anchors, guys and other sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways as requested in petition of said Company dated the 22nd day of October, 2021.

Spring Street:

On the easterly sideline, place new Pole No. T.73S/E.73-84 approximately 114 feet southerly from the center line Lyford Road.

1 JO Pole to be placed

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonably straight, and shall be set substantially at the points indicated upon the plan marked– **VERIZON – ROW 1A4Z2YY – Spring Street, Hopkinton MA – Verizon – Petition Plan**, dated July 14, 2021, filed with said petition.

There may be attached to said poles by said Verizon New England Inc. not to exceed 20 wires and 5 cables and by said Nstar Electric such wires, cables and fixtures as are necessary in its business and all of said wires and cables shall be placed at a height in compliance with the National Electrical Safety Code.

Also that permission be and hereby is granted said **VERIZON NEW ENGLAND INC. and NSTAR ELECTRIC COMPANY** to lay and maintain underground conduits, manholes, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the Board of Selectmen of the Town of Hopkinton, Massachusetts, held on the _____ day of _____, 2021.

Clerk of Selectmen

We hereby certify that on _____, 2021, at _____ o'clock _____ M. at Hopkinton, Massachusetts, a public hearing was held on the petition of **VERIZON NEW ENGLAND INC.** and **NSTAR ELECTRIC COMPANY** for permission to lay and maintain underground conduits, manholes and connections, with the wires and cables to be placed therein, described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which said Company is permitted to construct the lines of said Company under said order. And that thereupon said order was duly adopted.

Selectmen of the Town of
Hopkinton, Massachusetts.

CERTIFICATE

I Hereby certify that the foregoing is a true copy of a location order, and certificate of hearing with notice adopted by the Board of Selectmen of the Town of Hopkinton, Massachusetts, on the _____ day of _____, 2021, and recorded with the records of location orders of said Town, Book _____, Page _____. This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

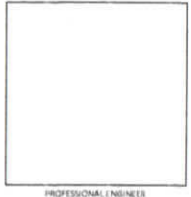
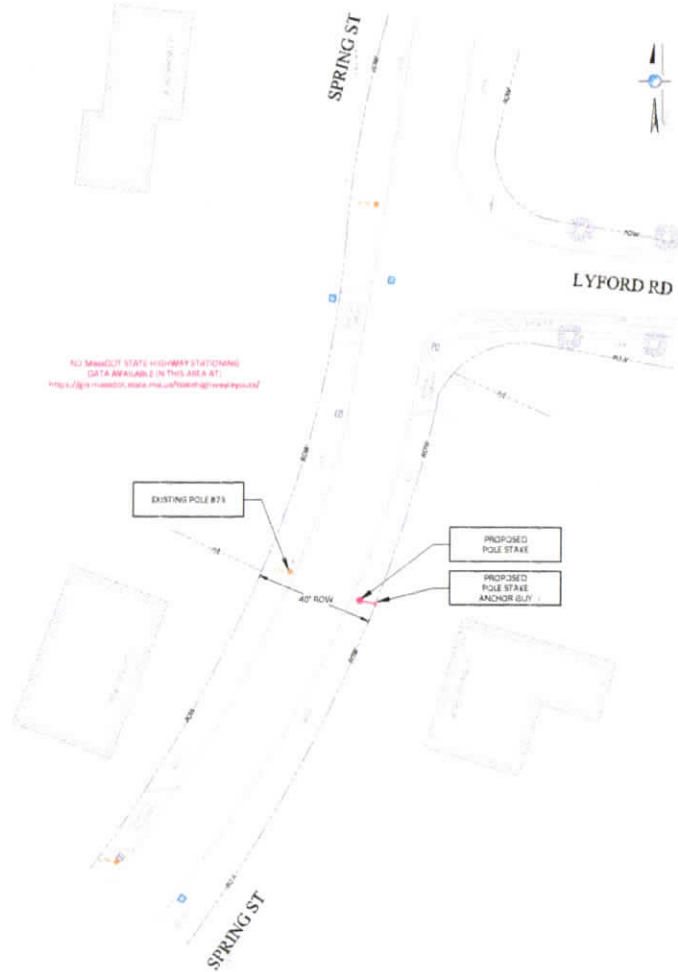
Attest:

Town Clerk

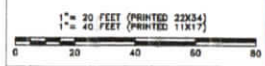
GENERAL NOTES

1. THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE MANNER ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.
 2. WHERE AN EXISTING UTILITY IS FOUND TO CONFLICT WITH THE PROPOSED WORK, THE LOCATION, DEPTH AND SIZE OF THE UTILITY SHALL BE ACCURATELY DETERMINED WITHOUT DELAY BY THE CONTRACTOR, AND THE INFORMATION FURNISHED TO THE ENGINEER FOR RESOLUTION OF THE CONFLICT.
 3. THE CONTRACTOR SHOULD MAINTAIN A SEPARATION OF 18 INCHES MIN. WHEN CROSSING EXISTING E.M.C. FACILITIES AND HORIZONTAL CLEARANCE.
 4. THE CONTRACTOR SHALL MAKE ALL ARRANGEMENTS FOR THE ALTERATION AND ADJUSTMENT OF GAS, ELECTRIC, TELEPHONE AND ANY OTHER PRIVATE UTILITIES BY THE UTILITY COMPANY.
 5. THE CONTRACTOR SHALL NOT DISTURB PUBLIC TREES AND SHRUBS.
 6. AREAS OUTSIDE THE LIMITS OF PROPOSED WORK DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED BY THE CONTRACTOR TO THEIR ORIGINAL CONDITION AT NO EXPENSE TO THE OWNER.
 7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PLACING AND MAINTAINING TEMPORARY RESURFACING AND/OR PAVING FOR ALL EXCAVATIONS IN PAVED STREETS AND SIDEWALKS UNTIL PERMANENT RESURFACING IS COMPLETE.
 8. JOINTS BETWEEN NEW BITUMINOUS CONCRETE ROADWAY PAVEMENT AND SAW CUT EXISTING PAVEMENT SHALL BE SEALED WITH BITUMEN AND ROCK SANDS.
 9. THE CONTRACTOR SHALL PROTECT AND SUPPORT ALL EXISTING UTILITY LINES THAT BECOME EXPOSED DUE TO EXCAVATION REQUIRED TO INSTALL THE PROPOSED CONDUIT.
 10. THE CONTRACTOR SHALL REPLACE ALL DISTURBED TRAFFIC SIGNAL LOOP DETECTORS TO GOOD WORKING CONDITION AS REQUIRED BY THE LATEST STANDARDS OF THE MUNICIPAL TRAFFIC DEPARTMENT.
 11. ALL EXISTING STATE, COUNTY, CITY, AND TOWN LOCATION LINES AND PRIVATE PROPERTY LINES HAVE BEEN ESTABLISHED FROM AVAILABLE INFORMATION AND THEIR EXACT LOCATION ARE NOT GUARANTEED.
 12. THE CONTRACTOR SHALL REPLACE ALL PAVEMENT MARKINGS IN THEIR ENTIRETY THAT HAVE BEEN DAMAGED BY TRENCH EXCAVATION OR OPERATIONS OF THE CONTRACTOR WITH SIMILAR COLOR AND SIZE THERMOPLASTIC MARKINGS.
- ITEM SHOWN ON UTILITY RECORDS, BUT NOT FOUND IN FIELD.
 - ITEM FOUND IN FIELD, BUT NOT IN UTILITY RECORDS.

ALL FIELD DATA ACQUIRED USING TOTAL STATION SURVEY EQUIPMENT



PROFESSIONAL ENGINEER



LEGEND

⊗	ELECTRIC POLE	⊗	CAST IRON MANHOLE
⊗	LIGHT UTILITY POLE	⊗	CAST IRON PAVEMENT
⊗	SEWER POLE	⊗	ELECTRIC MANHOLE
⊗	TRAFFIC LIGHT	⊗	IRREGULAR LOT
⊗	CATFISHING GUY	⊗	IRREGULAR LOT
⊗	DRAIN MANHOLE	⊗	IRREGULAR LOT
⊗	ELECTRIC MANHOLE	⊗	IRREGULAR LOT
⊗	SEWER MANHOLE	⊗	IRREGULAR LOT
⊗	TELEPHONE MANHOLE	⊗	IRREGULAR LOT
⊗	WATER MANHOLE	⊗	IRREGULAR LOT
⊗	POLE ANCHOR GUY	⊗	IRREGULAR LOT
⊗	BUSH/SHRUB	⊗	IRREGULAR LOT
⊗	RIGHT OF WAY	⊗	IRREGULAR LOT
⊗	EQUIPMENT	⊗	IRREGULAR LOT
⊗	POLE	⊗	IRREGULAR LOT
⊗	ROADWAY	⊗	IRREGULAR LOT
⊗	ELECTRIC MANHOLE	⊗	IRREGULAR LOT
⊗	TRAFFIC MANHOLE	⊗	IRREGULAR LOT
⊗	PROPOSED MANHOLE	⊗	IRREGULAR LOT
⊗	PROPOSED CONDUIT	⊗	IRREGULAR LOT

NOTE
EXISTING UTILITIES SHOWN ARE APPROXIMATE AND NOT GUARANTEED TO BE CORRECT. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL PUBLIC AND PRIVATE UTILITIES PRIOR TO BEGINNING ANY EXCAVATION.



PREPARED BY: **PIKE TELECOM**
 PREPARED FOR: **verizon**

REV	DESCRIPTION	DATE

TITLE: **ROW 14422YY - 143 SPRING ST**
 HURBERTVILLE, MO
 VERIZON - PETITION PLAN

DRAWN BY: **TRK/TS/2024** PRINT NO.: **1 OF 1**
 SCALE: **AS NOTED**
 DATE: **07/23/24** AC SHEET:

DATE PLOTTED: 07/23/24 10:00 AM





BASIT DENNIS

SUMMARY OF QUALIFICATIONS

TRAINING / CERTIFICATION

August 2020-February 2021

Municipal Police Training, Full-Time

MASSACHUSETTS STATE POLICE ACADEMY
340 W Brookfield Road, New Braintree, MA 01531

Course work:

License to Carry (LTC), Massachusetts Basic Firearms Course
FEMA – Baseline Training 100, 200, 700, 800, including Nuclear Waste Materials & Response to Terrorist Threats
De-Escalation and Use of Force
Responding to Emergencies of those with Mental Illness
Human Trafficking
CPR First Responder
Defensive Tactics
Critical Incident Stress Management
Cultural Competency

PROFESSIONAL EXPERIENCE

Police Officer

August 2020-present

UMASS MEDICAL SCHOOL POLICE DEPARTMENT
55 Lake Ave. N., Worcester, MA 01655

Duties, Accomplishments, and Related Skills:

- Conduct patrols of the hospital and medical school campus, enforce criminal laws in accordance with Massachusetts General Law (MGL) Ch. 75 Sec. 32A, and ensure the safety & protection of property, visitors, and staff.
- Detect, identify, and apprehend offenders, complete booking processes, attend court proceedings, and provide testimony as needed.
- Conduct field and criminal investigations, prepare detailed documentation, and file court cases.
- Respond to mental health and behavioral issues, complaints, and de-escalate situations.
- Assist persons in danger of physical harm, crime victims, accidents, and medical emergencies, and provide first aid when necessary.
- Perform traffic control, enforce State Motor Vehicle Laws and University/Hospital regulations regarding traffic and parking enforcement, and assist in transportation and escort of persons carrying money.
- Transport offenders to the Worcester location or the State Police Barracks.

November 2019-August 2020

Public Safety Officer

UMASS MEDICAL SCHOOL
55 Lake Ave. N., Worcester, MA 01655

Duties, Accomplishments, and Related Skills:

- Maintained a safe environment for hospital staff, patients, and visitors, and protected the physical property of the hospital and school facilities.
- Monitored CCTV as part of surveillance efforts of campus grounds, screened visitors, conducted foot patrols, and observed / reported unusual activity.

Security Guard
G4S SOLUTIONS
281 Winter Street, Suite 340, Waltham, MA 02451

February 2019-July 2019

Duties, Accomplishments, and Related Skills:

- Interacted with visitors and staff at St. Vincent Hospital, Worcester, MA, ensured a safe environment, and responded to incidents in the facility or on the grounds.

EDUCATION

Master of Science, Criminal Justice: Homeland Security & Global Justice
G.P.A.: 3.833

Bachelor of Arts: Legal Studies Minor: Sociology

Athletics:
Division I Football, Scholarship Athlete

COMMUNITY SERVICE

Monthly Plasma Donor
AMERICAN RED CROSS

POLICE OFFICER COVER LETTER

February 24, 2022

Kristen Merrill
18 Main Street
Hopkinton, Massachusetts 01748
508-497-9769
hr@hopkintonma.gov

Dear Kristen Merrill,

I wanted to express my excitement to submit my application for the full-time police officer position at the Hopkinton Police Department. I have one full year of experience as a police officer for the University of Massachusetts Worcester Police Department after graduating from the Massachusetts State Municipal Police Academy. Through the rigorous training I received during the police academy and my time at the University of Massachusetts Worcester Police Department, I believe I have the necessary skills and abilities to perform well at the Hopkinton Police Department.

During my time as a police officer, I've conducted patrols on foot, in a patrol car, responded to motor vehicle incidents and reports of criminal activities. I've dealt with mental health calls ranging from all ages. I have also been praised for my calm verbal de-escalation skills and authoritative demeanor during moments of hostility.

My training and personal characteristics make me a perfect fit to handle tough situations and present a pleasant face to the Hopkinton Police Department. For all these reasons that I have listed, I am confident that you will find me to be a suitable candidate. Thank you for your time and consideration.

Respectfully Submitted,

Officer Basit Dennis

Sean P. McKeon

Education

Bachelor of Arts, Sociology
High School Diploma

Employment Experience

**Full Time Sworn State Police Officer - UMass Medical School Police Department,
Worcester, MA** **April 2018 - Present**

1. Performance of police powers and functions as given by statute under Massachusetts General Law in the detection and apprehension of law violators
2. Investigation of crimes, accidents, and complaints
3. Protection of personal safety and security of hospital patients, visitors, and staff
4. Fast and efficient response to any emergency situation within designated jurisdiction
5. Routinely and effectively engage in necessary verbal de-escalation of highly disruptive or hostile hospital patients and visitors
6. Effective, professional mediation of frequent disputes between hospital patients and medical staff
7. Routine and thorough documentation of crimes, complaints, accidents, and investigations through official police reports

Floor Supervisor - Blackstone Valley Cinema, Millbury **July 2014 - March 2018**

1. Oversight of multiple movie cinema departments, ensuring fast, efficient operation during high-volume, high stress periods with hundreds of customers
2. Supervision of food service employees ranging in number from two to approximately twenty, based on weekly scheduling and projected sales figures
3. Cash handling and deposits
4. Provide safety training to food service employees
5. Act as a liaison between cinema managers and floor staff to provide information on cinema operation and personnel management
6. Act as a customer service representative and engage with uncooperative or disruptive patrons as well as staff complaints

Concessions Supervisor - Blackstone Valley Cinema

January 2013 - July 2014

Concessions Attendant - Blackstone Valley Cinema

August 2009 - January 2013

Sean P. McKeon

February 22, 2022

Ms. Maria Casey
Town Hall - Human Resources
18 Main Street
Hopkinton, Massachusetts 01748

Subject: Application for Police Officer Position

Dear Ms. Casey,

I, Sean McKeon, was notified of an open police officer position by Hopkinton Police Sergeant Arthur Schofield. Sergeant Schofield was kind enough to inform me of this position through a coworker and a fellow police officer at the University of Massachusetts Medical School Police Department in Worcester. I am contacting you to formally state my intent to apply for the open police officer position.

I have been a police officer at UMass for approximately three and a half years. In my time there, I have gained a wealth of experience with regard to the law enforcement profession, especially concerning protecting and serving the small but constantly-evolving community contained therein. I have a great deal of experience with effective communication and de-escalation of people in crisis, people with mental illnesses or disabilities, and individuals that are otherwise hostile, dangerous, or in need of any type of law enforcement assistance or intervention.

Upon reading the Hopkinton Police Department's Mission Statement, the tenets of integrity and professionalism within it resonated with me and I am proud to say are cornerstones of my personal character. I am known to my current coworkers and command staff alike as someone that maintains a high level of courtesy and professionalism and I can confidently state that integrity is, above all else, the most important virtue to me as both a public servant as well as a private individual. Reading further on through the Department's Statement of Professional Values, the fact that empathy and advocacy are included within is something I was elated to see. I work hard to place myself in other peoples' shoes when considering law enforcement actions and the notion that the Hopkinton Police Department values empathy itself leads me to believe, among other reasons, that I would be a great fit for the Department.

I am a graduate of the Massachusetts State Police Municipal Academy's Class 8 and am certified by the Massachusetts Municipal Police Training Commission as a full-time police officer. I also hold several certifications acquired through professional trainings offered by the MPTC as well as UMass Memorial's Emergency Mental Health Unit and Louisiana State University's National Center for Biomedical Research and Training Academy of Counter-terrorist Education. I greatly enjoy enhancing my professional efficacy through continued education and training and would absolutely seek to continue developing my professional repertoire in order to be of effective service to the Town of Hopkinton. I am known to coworkers and supervisors alike as a highly-effective report writer and am often complimented on my writing style in my police reports.

Thank you kindly for your time and consideration; I very much hope I am fortunate enough to be selected for an employment interview.

Very Respectfully,



Officer Sean P. McKeon

Susan Schuler

Education

Bachelors Degree in Fine Arts

Experience

Office Manager Brophy Elementary School Framingham, MA

Daily office responsibilities include answering phones, assisting families, supporting classrooms and teachers, directing calls, updating student data base, and the coordination of volunteers. Primary Administrative Assistant to the Principal and Vice Principal with daily duties assigned. Responsible for managing the budget and all school purchasing. Consistent development of computer, interpersonal, and professional problem solving skills.

Technology Specialist Brophy Elementary School Framingham, MA

Responsibilities included providing all technological support for staff and students at Brophy School, and facilitating all communication between staff and the technology department.

Counter Service and Food Preparation Sudbury Coffee Works Sudbury, MA

Served breakfast and lunch within a busy, fast paced restaurant, utilizing teamwork skills.

Office Manager Schuler Home Solutions Hopkinton, MA

As the company's first Office Manager, duties included the establishment of an office with all supplies, organizing paperwork, developing and learning special computer software, billing, accounts management, maintaining files and employee payroll.

Shelter and Adoption Center Manager Animal Rescue League of Boston Boston, MA

Shelter duties included monitoring the intake of animals, scheduling their medical care, supervising the shelter's living conditions, and ensuring that the best care was delivered. Secretarial responsibilities included extensive paperwork and the assistance to the Director of Operations.

January 4, 2022

To Whom It May Concern:

This letter is to express my interest in the position of Administrative Assistant at The Hopkinton Police Department. I feel my experiences as the Office Manager at Brophy Elementary School makes me a strong candidate to fill this position.

As Office Manager at Brophy Elementary, I am the first person to greet and assist our families, I support all our staff, and I maintain a professional relationship with our Administrators and Support Team. I help the school building run efficiently, answering the phone, greeting our families, and directing staff with concerns and questions.

My administrative responsibilities include creating and distributing the school's communication with families and the community, coordinating and collaborating with District and Town Departments, and I handle the payroll for all employees.

I manage all files and student related paperwork with strict confidentiality and respect to our families' privacy.

I am responsible for the yearly budget, placing and receiving orders and materials. I have developed strong relationships with vendors, and I see all orders through to the very last pencil.

I also had the pleasure of working as the Technology Specialist for the town of Framingham and acquired a vast knowledge of a variety of programs and platforms, and developed valuable troubleshooting computer savviness.

I am able to complete my Administrative duties within a fast paced environment, while maintaining a flexible, resourceful, and efficient work ethic. Please contact me if any further information is needed. I thank you in advance for your consideration.

Sincerely,

Susan Schuler



TOWN OF HOPKINTON
OFFICE OF THE SELECTMEN

DATE: 2/11/2022

SPECIAL TEMPORARY ALCOHOL LICENSE APPLICATION

(Formerly called One Day Liquor License Application)

Complete Application must be filed a minimum of 60 days before event date

Fee: \$75.00 per application*

Please complete all areas. Applications not completely filled out will be returned to applicant. All fees must be submitted at the time of filing and must be in the form of a bank check, made out to the Town of Hopkinton.

Type of Special Temporary Alcohol License you are applying for:

- Commercial Enterprise: Special Temporary license for the sale of Wine and Malt Beverages only
Non-Profit Enterprise: Special Temporary license for the sale of:
All Alcoholic Beverages
Wine and Beer only

Name of Individual and Organization requesting license Hopkinton Little League - Gabe Recos

Applicant's Address PO Box 32 Hopkinton, MA 01748
Street (P.O. Box, if applicable) City/Town State Zip Code

Location/Address of Event: St. Johns Parish Hall

Telephone Number: Cell: 603-969-6946 Email: hopkintonlittleleague@gmail.com

Description/Purpose of Event: Annual Fundraiser

Is Event controlled by Ticket Sales/Invitation: yes Estimated Number of attendees: 200

Date of Event: 5/13/2022 (Rain Date, if necessary): N/A

Start Time of Event: 7pm End Time of Event: 11pm

Date Alcohol is being delivered: 5/13/2022 Date Alcohol is being removed: 5/13/2022

*Name of where alcohol is being purchased (if applicable): Startline / Martys

*Special licensees must purchase alcoholic beverages from a licensed supplier provided, however, that a non-profit may accept free donated alcohol in accordance with M.G.L. c.138 §14.

All applications must also include the following:

1. Proof of Liquor Liability: the applicant must submit a Certificate of Insurance showing Liquor Liability Coverage and shall file a certificate of insurance with the Board of Selectmen naming the Town of Hopkinton as the Certificate Holder.
2. Written approval from the owner of the property where the event is being held.
3. Floor Plan.
4. Written Plan for the Control of Litter
5. Safety Plan.
6. Copy of TIPS Certification: All persons serving alcoholic beverages must be TIPS Certified and documentation must be included with this application for each server.

Applicant Signature: _____



Date: _____

Feb 11, 2022

Hopkinton Little League

PO Box 32

Hopkinton, MA 01748

Select Board

Town of Hopkinton

18 Main St

Hopkinton MA 01748

Dear Members of the Hopkinton Select Board:

In conjunction with the submission of a Special Temporary Alcohol License Application for our annual fundraiser on May 13, 2022, we are requesting a fee waiver. Hopkinton Little League is a non-profit organization. This fundraiser is a significant source of revenue, outside of player registration fees and team sponsorships. All the funds raised are put directly into our program – improving the fields, dugouts, batting cages, lighting, and completing many other projects that allow for competitive, fun, and safe play. The fundraiser has also allowed us to keep registration fees stable for a number of years and provide financial aid to all families who request it.

We appreciate your consideration.

Regards,



Gabe Recos

President

Hopkinton Little League Fundraiser
May 13, 2022 7pm-11pm
St. John's Parish Hall
Event Safety Plan

The event safety plan contains information under the following headings:

- **Event overview:** This is to help put into context what the event is for and for whom
 - This is the annual adult-only fundraiser for Hopkinton Little League. We will sell no more than 200 tickets, which is below the maximum capacity of the room (approx. 250). Beer and wine will be provided by Marty's and Start Line. Food will be provided by Start Line and Snappy Dogs. We will provide music through the in-house speaker system.
 - Jessica Staffieri, lead planner of the event, will be onsite for the duration of the event 7pm – 11pm. Gabe Recos, HLL President, will also be onsite helping oversee the event.
- **Venue overview:** This should cover information such as the contact/directional details, a floor plan and any specific access information
 - See separate floor plan.
- **Risk assessment:** This shows all readers that you have considered all the potential risks, but more importantly how you are minimizing or removing those risks.
 - We will have a police detail onsite. Exit doors will either be open or unbarricaded so people can exit easily in the event of an emergency.
 - We will have TIPS certified servers.
- **Event health, safety and welfare:** There are various methods that can be used to ensure your team's and guest's welfare at your event. The reader of this document will not need to know every individual plan, but more an overview that you are aware of what is required and any specific details that may be pertinent to the local authorities.
 - We will have a police detail.
 - We know where the defibrillator, as well as fire extinguishers are located.
- **Stage, temporary structures and infrastructure:** Provide an overview of any major structure, of their manufacturer and any health and safety notes such as wind speed ratings.
 - We will use only the structures already in place in the St. John's Parish Hall and will not construct anything additional.
- **Electrical systems:** Information on the level of power that is required and how this is being provided and maintained on site.
 - We do not have any special electrical needs and will only use pre-existing items – lighting, oven, speaker system.
- **Food, refreshments and traders:** You are likely to provide food not only for your guests but also for your crew. Give information in the event safety plan about the food – not whether it will be lamb or chicken, but how many caterers you will have on site and the types of food-preparation techniques they will be using.

- Start Line and Snappy Dogs will be providing food. Both Ted Twinney and Teresa Boyce will be present in the kitchen. Food will be pre-cooked but will need to be heated up. We will have access to the refrigerator for the food before it is served. Food will be buffet style and we'll have 3 servers helping put out the food and clear tables.
 - All servers will be TIPS certified.
- **Waste disposal:** Detail your plan for this – whether you will be having recycling bins, how often these will be emptied and whether you are employing litter pickers, for example.
 - There will be 7 trash barrels and 3 recycle bins placed around the Hall and outside. The servers and Andrea Rogers will monitor the barrels throughout the event and take filled bags out to the dumpster as needed.
- **Security/stewarding:** Include information on how many staff will be on site and any particular processes they will need to follow. There is information earlier in this chapter on different security options.
 - There will be a police detail onsite. Jessica Staffieri and Gabe Recos will monitor the event.
- **Crowd/traffic management:** This will be of particular interest to the local authorities who will want to ensure that you have taken adequate precautions to manage large movements of people.
 - The parking lot at St. John's will hold all the cars for attendees. Police detail will be onsite should any issues arise.
- **Organization and contractors:** You should include a little information on the people you're going to have on site in your event safety plan. An organization chart helps show outside readers how your on-site team will be structured and who will be responsible for what.
 - Jessica Staffieri and Gabe Recos will oversee the event and vendors.
- **Communications:** Provide a basic overview of your communication plan in your event safety plan
 - Jessica Staffieri is the main point of contact and will work closely with the police detail in the event of an onsite issue.
- **Medical/first aid provision:** Detail who on site will be available to provide first aid attention and how they can be contacted.
 - Police detail will be onsite.
 - There is a first aid kit and defibrillator onsite.
 - Andrea Rogers will call 911 in the event of a medical emergency.
- **Fire precautions and equipment:** Your health and safety advisor and production manager will be able to help you fill in this section of the event safety plan. Readers will want to know what your exit routes are, how many extinguishers you have, where they are and who will use them in case of an emergency.
 - We will have a police detail onsite.
 - There is an ansul fire suppression system hooked up to the oven. Fire extinguishers and fire alarms are available in the hall and are noted on the room

diagram. Jessica Staffieri, Andrea Rogers and Gabe Recos will be aware of locations,

- At the start of the event, we will notify attendees of the location of exits. Jessica Staffieri and Gabe Recos know where the fire extinguishers are and will share that with the vendors.
- **Sanitary accommodation:** Include information on how many toilets are provided and how often they will be serviced during your event.
 - There are 4 toilets in the women's room and 4 (2 stalls, 2 urinals) in the men's room. Jessica Staffieri and Gabe Recos will check them sporadically during the event.
- **Emergency procedures:** This is an area where the local authorities will want to see lots of detail and feel confident that you are responsible enough to deal with emergencies on site.
 - We will have a police detail onsite.
 - Jessica Staffieri will call 911 in the event of an emergency and we can use the speaker system to make announcements.
- **Event inspection:** Cover when and who will inspect your site and sign off the site in terms of structures and health and safety.
 - Building has been inspected by the Hopkinton Building Department, as coordinated by Crystal Fitzgerald, Parish Hall Manager.
- **Accident reporting and investigation:** An overview of your process needs to be included.
 - We will have a police detail onsite.
 - Jessica Staffieri will report any incidents to relevant parties.
- **Provisions for people with special needs:** Adhering to the Equality Act is important. Provide information in your event safety plan as to what visitors with various special needs will need to do.
 - Building is ADA compliant.
- **Contingency plans:** Show the local authorities that you have considered all the main potential issues by putting contingency plan examples in your event safety plan.
 - See above sections. All relevant items seem to be covered.

ST. JOHN THE EVANGELIST CHURCH
20 CHURCH STREET
HOPKINTON, MA 01748
508-435-3313 x210

CONTRACT FOR USE OF THE PARISH CENTER

Hopkinton Little League has received a copy of and agrees to fully comply with the guidelines governing the use of St. John's Parish Center on **May 13th** at **7:00 PM** until **11:00 PM** for the following purpose: **Annual Fundraiser**. It is estimated there will be **200** in attendance. This reservation is granted for the use of **Hopkinton Little League Annual Fundraiser**. If using a caterer: **To Be Determined**

It is understood that the above named group or individual will not sublet or assign this contract to another group or individual. It is agreed that there will be no admission charged to attend unless otherwise agreed to in writing.

The undersigned understands that it is his/her responsibility to leave the facility secure and accepts responsibility for any damage sustained during the use of the facility. A refundable cleaning/damage deposit of **\$200** is required.

For the use of the facility, there is a **non-refundable fee of \$600** payable with the return of this agreement. **(Do not combine the use fee with the security/damage deposit.)**

Signed: 

Telephone: 603-969-6946

Date: 3/1/2022

Countersigned by: Crystal Fitzgerald (Parish Center Manager)

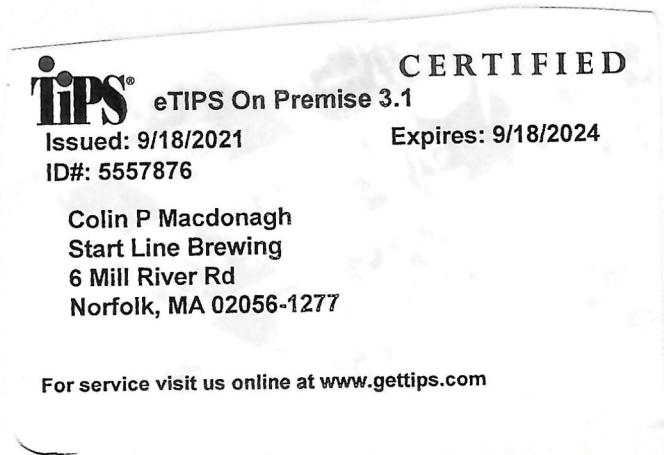
Date: March 4 2022

This contract is valid when payment is received and countersigned by the Parish Center Manager.



RETURN TO THE PORTAL

PRINT CERTIFICATE



ST. JOHN THE EVANGELIST

TWENTY CHURCH STREET
HOPKINTON, MASSACHUSETTS 01748
(508) 435-3313

St. John the Evangelist Church Garbage and Litter Control Policy

St. John's has 7 trash barrels that can be used within the Parish Hall. We also have two recycling barrels. When there is a function in the Parish Hall, these are placed strategically around the room. St. John's has two dumpsters located behind the building—one for trash and one for recycling. It is the responsibility of the host of the event to take all trash and recycling to the appropriate dumpsters at the end of their function. Furthermore, it is the responsibility of the host of the event to empty the garbage in the Men's and Ladies rooms so they are empty for religious education and Masses the following day. Failure to follow through with this policy will result in St. John's not returning the security/cleaning deposit.



Kitchen

Outdoor Patio

St. John's Parish Hall not to scale
legend:  fire extinguishers
 fire alarm

Snappy
Dogs Trailer

open
door

open
door

open
door

closed (unlocked) doors

men's
room

women's
room

Ticket sales
50/50 raffle sales

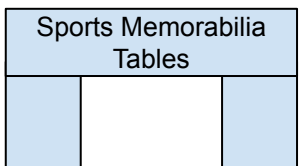
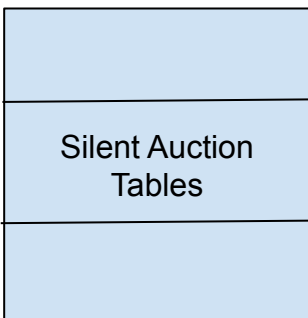
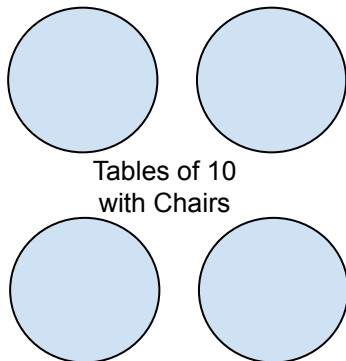
ID Checkers

Entryway

Dessert Table

Food Tables

Wine Table



Beer Table



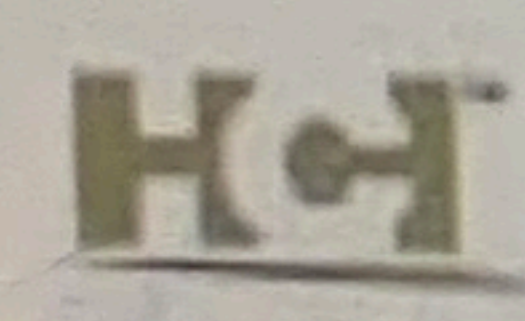
Certificate of Completion

This Certificate of Completion of
eTIPS On Premise 3.1
For coursework completed on February 17, 2022
provided by Health Communications, Inc.
is hereby granted to:

Teresa Boyce

Certification to be sent to:

281 Cedar St
Hopkinton MA, 01748-1266 USA



HEALTH COMMUNICATIONS INC.



This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.

[RETURN TO THE PORTAL](#)

[PRINT CERTIFICATE](#)

Sherman Brown
Executive Vice President, National Restaurant Association Solutions



ID # 19989144
CARD # 20325407

ServSafe Alcohol® CERTIFICATE

JOSHUA ROY

NAME

3/11/2021

DATE OF EXAMINATION

Card expires three years from the date of examination. Local laws apply.



©2017 National Restaurant Association Educational Foundation (NRAEF). All rights reserved. ServSafe® and the ServSafe logo are trademarks of the NRAEF. National Restaurant Association® and the arc design are trademarks of the National Restaurant Association.

Sherman Brown
Executive Vice President, National Restaurant Association Solutions

This certificate confirms completion of the ServSafe Alcohol® responsible alcohol service program.

In Alaska you must laminate your card for it to be valid.



233 South Wacker Drive
Suite 3600
Chicago, IL 60606-6383
1.800.SERVSAFE
312.715.1010 In the Chicago area
ServSafe.com

This is your official TIPS certification card. Carry it with you as proof of your TIPS certification.
Congratulations!

This card certifies that you have successfully completed the TIPS (Training for Intervention ProcedureS) program. We value your participation and dedication to the responsible sale, service, and consumption of alcohol.

By using the techniques you have learned, you will help to provide a safer environment for your patrons, peers, and colleagues and reduce the tragedies resulting from intoxication, underage drinking, and drunk driving.

If you have any information you think would enhance the TIPS program, or if we can assist you in any way, please contact us at 800-438-8477.



Sincerely,

A handwritten signature in black ink, appearing to read "Adam Chafetz".

Adam F. Chafetz
HCI President

ID#: 5162771 Name: Mark Andrew McCluskey
Exam Date: 8/7/2019 Expiration Date: 8/7/2022

TIPS® eTIPS On Premise 3.0 **CERTIFIED**
Issued: 8/7/2019 Expires: 8/7/2022
ID#: 5162771

Mark Andrew McCluskey
Start Line Brewing Co.
151R Hayden Rowe St
Hopkinton, MA 01748-2511

For service visit us online at www.gettips.com





eTIPS On Premise 3.1

CERTIFIED

Issued: 7/20/2020

Expires: 7/20/2023

ID#: 5358946

Sydney N Mason
67 Degrees Brewing
158 Grove St
Franklin, MA 02038-0257

For service visit us online at www.gettips.com

This is your official TIPS certification card. Carry it with you as proof of your TIPS certification.

Congratulations!

This card certifies that you have successfully completed the TIPS (Training for Intervention Procedures) program. We value your participation and dedication to the responsible sale, service, and consumption of alcohol.

By using the techniques you have learned, you will help to provide a safer environment for your patrons, peers, and colleagues and reduce the tragedies resulting from intoxication, underage drinking, and drunk driving.

If you have any information you think would enhance the TIPS program, or if we can assist you in any way, please contact us at 800-438-8477.

Sincerely,



Adam F. Chafetz
HCI President



ID#: 5137333 Name: Tyler Hilbert
Exam Date: 7/8/2019 Expiration Date: 7/8/2022

TIPS eTIPS On Premise 3.0
CERTIFIED

Issued: 7/8/2019 Expires: 7/8/2022
ID#: 5137333

Tyler Hilbert
Start Line Brewing Co.
151R Hayden Rowe St # 1748
Hopkinton, MA 01748-2511

For service visit us online at www.gettips.com



Permitting Team Comments
HLL Special One Day Alcohol Permit Application
SB Meeting- 04/05/2022

March 9, 2022

The DPW has no comment on this application.

John K. Westerling
Director of Public Works, Hopkinton DPW

March 9, 2022

The only comment from the FD is to ensure that the hosts adhere to the maximum capacity for the room.

Chief Miller
Hopkinton Fire Department.

March 9, 2022

The applicant has been proactive and discussed this event with me. I am satisfied with the application and the plan in place. They have already requested a Police Detail for the event.

Deputy Chief Porter
Hopkinton Police Department.



TOWN OF HOPKINTON
OFFICE OF THE SELECTMEN

22 MAR 14 AM 10:30

DATE: 3/14/22

SPECIAL TEMPORARY ALCOHOL LICENSE APPLICATION

(Formerly called One Day Liquor License Application)

Complete Application must be filed a minimum of 60 days before event date

Fee: \$75.00 per application*

Please complete all areas. Applications not completely filled out will be returned to applicant. All fees must be submitted at the time of filing and must be in the form of a bank check, made out to the Town of Hopkinton.

Type of Special Temporary Alcohol License you are applying for:

- Commercial Enterprise: Special Temporary license for the sale of Wine and Malt Beverages only
Non-Profit Enterprise: Special Temporary license for the sale of:
All Alcoholic Beverages
Wine and Beer only

ANDREW VAIL - FINANCIAL SECRETARY
KNIGHTS OF COLUMBUS
BISHOP RICE COUNCIL

Name of Individual and Organization requesting license

Applicant's Address: PO BOX 483 ASHLAND MA 01721
Street (P.O. Box, if applicable) City/Town State Zip Code

Location/Address of Event: ST JOHN THE EVANGELIST, PARISH CENTER, 20 CHURCH ST HOPKINTON MA

Telephone Number: 508-745-8590 Cell: X Email: ANDREW.VAIL1@VERIZON.NE

Description/Purpose of Event: FUNDRAISER SOCIAL NIGHT, USING "A NITE AT THE RACES" FUNDRAISING PACKAGE / THEME

Is Event controlled by Ticket Sales/Invitation: YES Estimated Number of attendees: 200

Date of Event: MAY 7 2022 (Rain Date, if necessary): NONE

Start Time of Event: 6 PM End Time of Event: 10 PM

Date Alcohol is being delivered: MAY 7 2022 Date Alcohol is being removed: MAY 7 2022

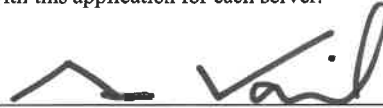
*Name of where alcohol is being purchased (if applicable): MARTY'S HOPKINTON

*Special licensees must purchase alcoholic beverages from a licensed supplier provided, however, that a non-profit may accept free donated alcohol in accordance with M.G.L. c.138 §14.

All applications must also include the following:

1. Proof of Liquor Liability: the applicant must submit a Certificate of Insurance showing Liquor Liability Coverage and shall file a certificate of insurance with the Board of Selectmen naming the Town of Hopkinton as the Certificate Holder.
2. Written approval from the owner of the property where the event is being held.
3. Floor Plan.
4. Written Plan for the Control of Litter
5. Safety Plan.
6. Copy of TIPS Certification: All persons serving alcoholic beverages must be TIPS Certified and documentation must be included with this application for each server.

Applicant Signature: _____

A handwritten signature in black ink, appearing to read "Vail", written over a horizontal line.

Date: _____

MARCH 14, 2022



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
03/03/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Affinity, LLC P. O. Box 879610 Kansas City, MO 64187-9610	CONTACT NAME: Lockton Affinity, LLC		PHONE (A/C No, Ext): 800-496-0288	FAX (A/C, No): 913-652-7599
	E-MAIL ADDRESS:			
INSURED Bishop Rice Council 4822 P.O. Box 483 Ashland, MA 01721	INSURER(S) AFFORDING COVERAGE			NAIC #
	INSURER A: Nova Casualty Co			42552
	INSURER B:			
	INSURER C:			
	INSURER D:			
	INSURER E:			
INSURER F:				

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		LFR-GL-29000000-01	02/01/2022	02/01/2023	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 20,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COM/POP AGG	\$ 3,000,000
								\$
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS X HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			LFR-GL-29000000-01	02/01/2022	02/01/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Sexual/Physical Abuse Molestation Liability			LFR-GL-29000000-01	02/01/2022	02/01/2023	Occurrence	\$500,000
							Aggregate	\$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Town of Hopkinton is an Additional Insured per the terms, conditions, and exclusions of the referenced general liability policy.
Host Liquor is included on this policy - alcohol can be available for consumption.
No coverage for alcohol that is sold or served separately.

CERTIFICATE HOLDER	CANCELLATION
Town of Hopkinton Hopkinton, MA 01748 2403848	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Pat D. O'Farrell</i>

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ST. JOHN THE EVANGELIST
TWENTY CHURCH STREET
HOPKINTON, MASSACHUSETTS 01748
(508) 435-3313

February 16, 2022

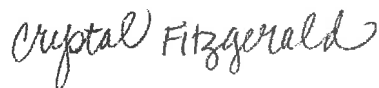
Town of Hopkinton
Office of the Select Board
18 Main St.
Hopkinton, MA 01748

Re: Application for Special Temporary Alcohol License; May 7, 2022
Knights of Columbus, Bishop Rice Council #4822

Please be advised that we, the Knights of Columbus, Bishop Rice Council will be using our own facility: St. John the Evangelist Parish Hall. The Knights of Columbus, Bishop Rice Council are co-sponsored by St. John's. As such, we as property owners, are granting ourselves permission to use the property.

I trust you will find this in order. If there are any questions, please call 508-435-3313 x210.

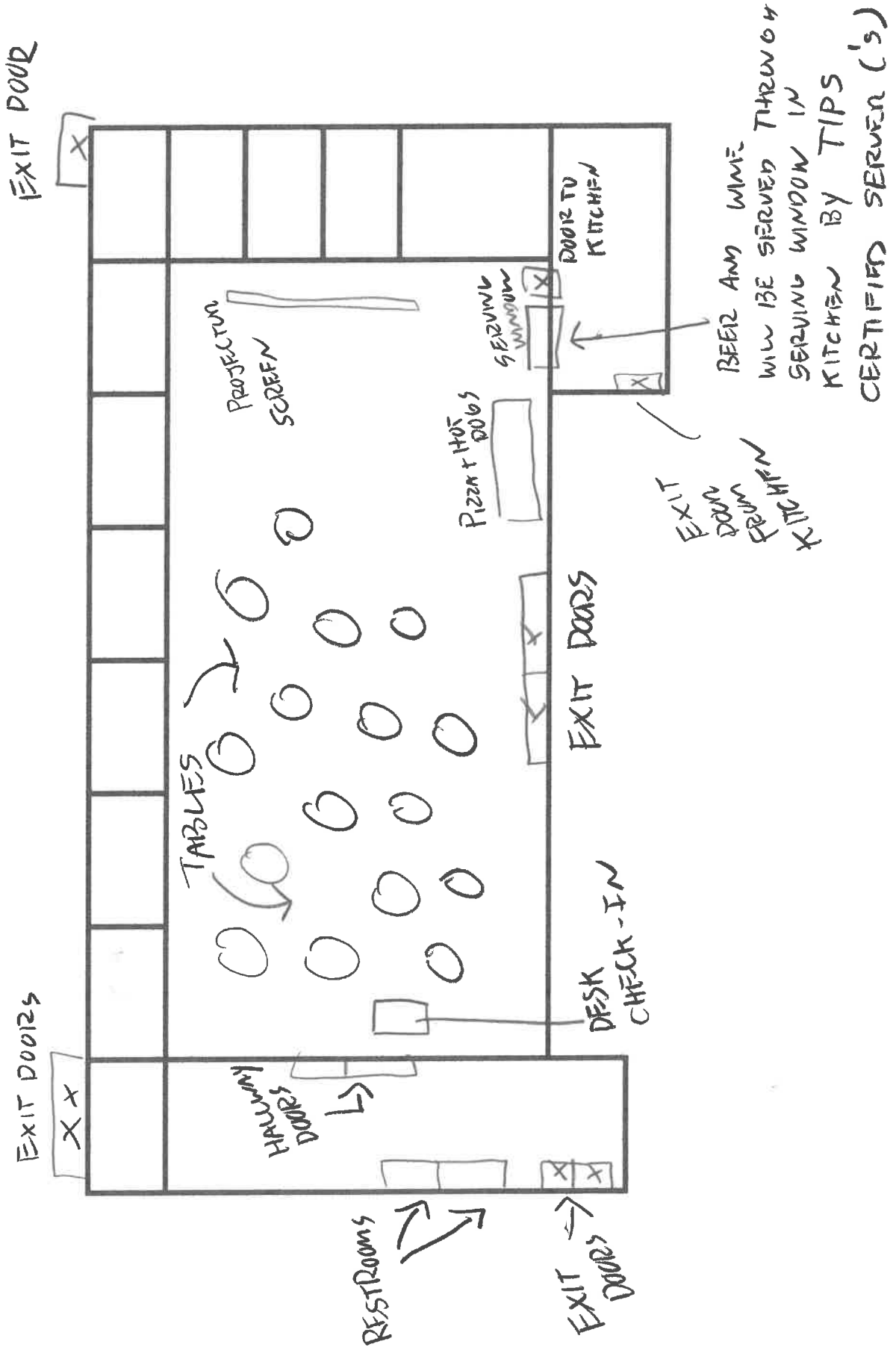
Regards,



Crystal Fitzgerald
Manager, Parish Hall



St John's Parish Hall - Floor Plan for Knights of Columbus Fundraiser - May 7th, 2022



Town of Hopkinton
Office of the Selectmen
Main St
Hopkinton, MA 01748

LITTER PLAN for the May 7th K of C Fundraiser Dinner

Council members will set up the hall and will bag up the trash in the barrels and place in the dumpster behind the church

Regards,

A handwritten signature in black ink, appearing to read "Vail". The signature is written in a cursive style with a prominent initial "V".

Andrew Vail
Financial Secretary
Bishop Rice Council 4822

SUMMARY AND SAFETY PLAN

EVENT: Knights of Columbus Bishop Rice Council Fundraiser

DATE: Saturday May 7th

TIME: 6PM to 10PM

WHERE: St John's Parish Center

SUMMARY: The Knights of Columbus Bishop Rice Council, Ashland – Hopkinton MA, is seeking to hold a fundraiser, to support its' charitable activities. (Copies of all Town requested documents are attached)

DETAILS:

WHO WILL ATTEND: Tickets will be sold for the dinner. It is open to the general public but it is expected that the majority of attendees will be from St John's and St Cecilia's parishes. Adults only, no one under 18 will be allowed.

EXPECTED ATTENDANCE: Based on past dinners and fundraisers the total expected would be approximately 200.

ALCOHOL: Beer and wine will be offered / available at no charge (NOT SOLD)

TIPS: TIPS Certified Knight ('s) will be the only one ('s) allowed to dispense beer / wine

INSURANCE: The Council has a policy in force

ENTERTAINMENT: The fundraiser is using the "A Nite at the Races" fundraising package, which is an audience participation event where actual horse races are shown to the audience to recreate the atmosphere and excitement of being at the race track.

RAFFLES: Merchandise donated by local businesses will be raffled

FOOD: Pizza and Hot Dogs will be available.

CLEAN UP: Knights will set up the hall and will clean up the hall after the dinner

Thank You

A handwritten signature in black ink, appearing to read 'Andy Vail', written over a horizontal line.

Andy Vail

Financial Secretary, Council 4822



CERTIFICATION NUMBER:

92500

ALCOHOL INTERVENTION METHODS

CERTIFIES:

ANDREW VAIL

CAMPBELL TRENT
508.756.8542

EXPIRES:

FEB 15 2023

TIPS® eTIPS On Premise 3.0 **CERTIFIED**
Issued: 10/10/2019 Expires: 10/10/2022
ID#: 5213844

Leo John Kopec
60 Front St
Hopkinton, MA 01748-1924

For service visit us online at www.gettips.com

Permitting Team Comments
One Day Alcohol Parade Permit- A Nite at the Races
SB Meeting- 04/05/2022

Mar 15, 2022

The FD has no comment.

William R. Miller
Hopkinton Fire Department

March 16, 2022

The Police department would like to see the event safety plan developed by Chief Miller and myself adhered to. Although some issues were addressed, not all were. We would also request that due to the size, two detail officers be hired. I also only saw one Tips certified card, it is recommended that all servers be tip certified, especially since there is no charge for the alcohol.

Deputy Chief Porter
Police Department.

Application Form

Profile

Katie _____ L _____ Duval _____
First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Medfield TV _____
Employer

Executive Director _____
Job Title

Which Boards would you like to apply for?

Cultural Council: Submitted
HCAM Board of Directors: Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

As a non-profit leader in the Community Media Industry for the last 10 years, I understand how important organizations like the Hopkinton Cultural Council and HCAM-TV are to the fabric of the Hopkinton community. I am the immediate past Executive Director of Bedford TV, and just began my employment as the Executive Director of Medfield TV. My shorter commute gives me more time to give back to my hometown, and I know I would be an asset to either the HCAM-TV Board of Directors or the Hopkinton Cultural Council. Throughout my career, I have worked at 5 different Community Media/PEG Access centers from the South Shore, North Shore, and MetroWest areas of Massachusetts. I have experienced various types of staffing, management, and funding structures among those organizations, giving me insight to what works and what does not, based on the community. I also serve on the MassAccess Board of Directors, a non-profit advocacy group for Massachusetts-based PEG Access stations, so I communicate with members of the industry daily. I am interested in using my knowledge of the industry to support Jim and his vision for the future of HCAM-TV, ensuring that it continues to be a thriving center for many years to come. During my time at Bedford TV, I applied for and was the recipient of 3 different grants from the Bedford Cultural Council. I understand and appreciate the time and consideration that the council members took in promoting the yearly grant cycle to new and previous applicants, helping those applicants to navigate the new MCC application website, and the time and consideration they took in awarding grants to applicants who provide a positive impact on the cultural and artistic vibrancy of the community. Thank you for considering my application for both of these groups and I look forward to hearing from the town.

[Katie Duval -
Hopkinton Resume.pdf](#)

Upload a Resume

PROFESSIONAL EXPERIENCE

Executive Director, Medfield TV - Medfield, MA

March 2022 - Present

- Maintain and encourage a positive working relationship with the Town of Medfield, its schools, its local businesses, and its residents
- Develop alternative sources of revenue to ensure the consistent funding of the organization into the future
- Build a thriving and dedicated community of volunteers, and facilitate training and production resources for their creative needs

Executive Director, Bedford TV - Bedford, MA

August 2018 - March 2022

- Manage operations, planning, finances, outreach, and development of Bedford TV
- Ensure contract compliance with the Town of Bedford, as the PEG Access provider
- Collaborate with the Board of Directors to give direction and leadership to the achievement of the organization’s philosophy, mission and annual goals and objectives.
- Provide operational and financial reports on a monthly, quarterly, and annual basis that demonstrate company growth while adhering to a strict budget
- Assist with cable franchising ascertainment process
- Secure yearly grants to supplement funding of our programs and initiatives
- Supervise volunteers, interns, and employees. Hire staff, conduct annual performance evaluations, and meet regularly to discuss goals and objectives

Director of Member Services, NewTV - Newton, MA

August 2015 - July 2018

- Manage over 300 volunteers and establish engaging initiatives to serve their needs
- Manage the revision of NewTV’s Operating Rules and Procedures
- Develop and teach innovative classes in television and film production for all ages
- Oversee day-to-day tasks of Production Coordinator and Community Channel Interns

Production Coordinator, Harbor Media - Hingham, MA

August 2013 - August 2015

- Provide volunteer training, youth media programs, and internships
- Oversee daily production schedules, equipment rentals and maintenance

Television Technician, Everett High School - Everett, MA

August 2012 - July 2013

- Direct, produce, edit, and hire crew for live, in-studio, and on-location video productions

VOLUNTEER EXPERIENCE

MassAccess Board of Directors

Vice President – Jan. 2022 - Present

Clerk – Jan. 2021 - Dec. 2021

Governance Chair – Jan. 2021 - Present

Vendor Relations Chair - Jan.2020-Present

EDUCATION

Middlesex Community College, Nonprofit Business Management Certificate

2020

University of Massachusetts, Amherst, Bachelor of Arts – Communication

2008 - 2012

Activities: *Minuteman Marching Band and Tau Beta Sigma*

Application Form

Profile

Jennifer

First Name

M

Middle Initial

Donahue

Last Name

[Redacted]

Email Address

[Redacted]

Home Address

[Redacted]

Suite or Apt

[Redacted]

City

[Redacted]

State

[Redacted]

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Donahue Group

Employer

Writer

Job Title

Which Boards would you like to apply for?

Veterans Celebration Committee: Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

Thank you for considering me for the Veterans Celebration Committee. I would love the opportunity to contribute my time and energy to remembering and honoring fallen veterans and plan special programs for local veterans. I feel that my volunteer work with the local BSA troops, who are often involved in these programs, make me an ideal candidate for this committee. My family has a history of military service. My father served during Vietnam in the U.S. Army. My great-uncle fought in World War II and was killed in action in Italy. I would greatly value the opportunity to serve the town through this committee. Thank you.

[JMDonahue_resume_2022.docx](#)

Upload a Resume

Jennifer Marie Donahue



PROFESSIONAL PROFILE

Creative professional with excellent communication, project management, and organizational skills. Experience includes rights management, content development (writing, editing, website design), grant writing, and business management in corporate and academic environments.

PROFESSIONAL EXPERIENCE

Donahue Group, Inc.
Freelance Content Developer/Writer, Project Manager, and Permissions Editor
April 2012 to present

Content Development/Writing: Author content for K-12 and higher-education textbooks and online learning solutions. Creatively communicate ideas and test student's understanding of complex topics to enhance learning. Develop homework solutions, primary source, and check for understanding problems that help students build toward higher-level, critical thinking analysis and evaluation. Subject areas of expertise include History and Literature.

Project Management: Manage production of fiction, poetry, drama, and nonfiction titles. Communicate and coordinate efforts between writers, designers, proofreaders, distributors, and booksellers to ensure quality standards and meet deadlines. Responsibilities have also included representing organization at national conferences, social media/publicity engagement, and special research projects.

Permissions & Rights Management: Assess manuscripts for text and image permissions assets. Research and determine if material is author created, in the public domain, within the scope of fair use, or requires permission. Manage all aspects of the clearance process: identifying rights-holders, requesting and obtaining permission, negotiating fees, and creating source lines and credit lists. Experience in working on manuscripts across a variety of disciplines including history, literature, medicine, science, and mathematics.

Clients include: Cengage Learning, Six Red Marbles, McGraw-Hill, Pearson Education, MPS North America, Inc, Dalkey Press, Solid Objects.

Johns Hopkins University
Baltimore, Maryland
Project Coordinator/Grant Manager, June 2003 – June 2005

As a key member of the administrative team of the Donald W. Reynolds Cardiovascular Clinical Research Center my primary responsibilities included managing the finances and reporting requirements for this

Jennifer Marie Donahue



\$24 million, four-year foundation grant.

Grant Management- developed, wrote and assembled complex sponsored funds budgets, research grants, and contracts/subcontracts; administered the expenditures of funds on multiple projects (internal and external) and accounts; monitored and approved expenditures, budget changes, and project scope issues; served as a key contact between the sponsoring organization, the university, and local and remote project leaders.

Website Design and Content Management – created content about disease and research mechanisms for a lay audience. Designed multiple sites including the Hopkins Reynolds Center primary website and the Reynolds Network Collaborative public site.

Project Management – coordinated with the Center leadership to direct activities of multiple full-time staff and various projects and created narrative and statistical reports for the sponsoring organization.

Lippincott, Williams & Wilkins (a Wolters Kluwer Company) Baltimore, Maryland

Assistant Publisher, October 2002 – May 2003

American Heart Association Coordinator, May 2001 – October 2002

Primary duties included assisting the Executive Publisher in managing the business areas of journal publishing in cardiology, neurology and agronomy.

Publisher, Soil Science – business management of the journal program including responsibilities for profitability, schedule adherence, strategic direction, and developing revenue generating opportunities. Served as a key contact for the Editor-in-Chief and Editorial Office.

Research and Reporting – gathered information from primary and secondary sources on industry trends (publishing, advertising, and medicine), competition within markets, and opportunities for new business. Compiled and summarized financial, marketing, advertising, production and online statistical reports into a top-level analysis for the customer.

Project Management – developed and managed multiple project plans, coordinated internal and external resources and communication, created requirements and scope documents, and organized/maintained schedules and tracking systems.

EDUCATION

University of Maryland
B.A. – History, 2009

Jennifer Marie Donahue



VOLUNTEER EXPERIENCE

Committee Member

Troop 11 Hopkinton, Boy Scouts of America

December 2021 to present

Serve on the troop committee responsible for troop policies and administrative functions including budgeting, fundraising, and Board of Reviews for scout advancement.

Advancement Chair, Committee Member

Troop 4 Hopkinton, Boy Scouts of America

March 2021 to present

Manage and track individual scout advancement and merit badge progress. Keep paper and electronic records. Recruit and train new merit badge counselors. Plan and organize Court of Honor ceremonies for the troop. Serve on the troop committee responsible for troop policies and administrative functions including budgeting, fundraising, and Board of Reviews for scout advancement.

Destination Imagination Team Manager

September 2019 to present

Manage teams of elementary and middle school students in a project-based learning program. Conduct brainstorming sessions to develop solutions to a project challenge, conduct and evaluate instant challenge practice sessions, help the team obtain the materials and knowledge necessary for their solution, supervise practice sessions, and accompany the team to competitions.

Co-Chair, Culture Connection Program

Holliston Parent Teacher Organization, September 2016 to June 2017

Coordinated and scheduled special programs across a wide variety of disciplines including the arts, science, and social studies for all students at Placentino Elementary School (grade preK to 2nd). Wrote and assembled grant proposals to raise money to fund these enrichment programs, worked with teachers at each grade level to extend learning to the classroom, and kept track of the budget and payments to performers. Successful grant application included the Massachusetts Cultural Council - \$3,800 award for a collaboration with The Lloyd Center for first grade students.

Application Form

Profile

Joshua

First Name

Jones

Last Name

Middle Initial

[Redacted]

Email Address

[Redacted]

Home Address

[Redacted]

Suite or Apt

[Redacted]

City

[Redacted]

State

[Redacted]

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Hopkinton Middle School

Employer

8th grade

Job Title

Which Boards would you like to apply for?

Youth Commission: Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

Vacancy for MS representative

Upload a Resume

MBTA Communities Multi-Family Zoning Requirements

Background, Criteria, and Next Steps

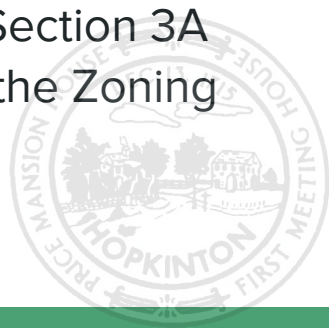


What is an MBTA Community?

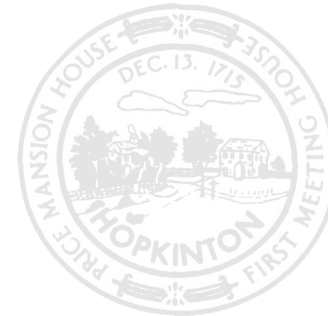
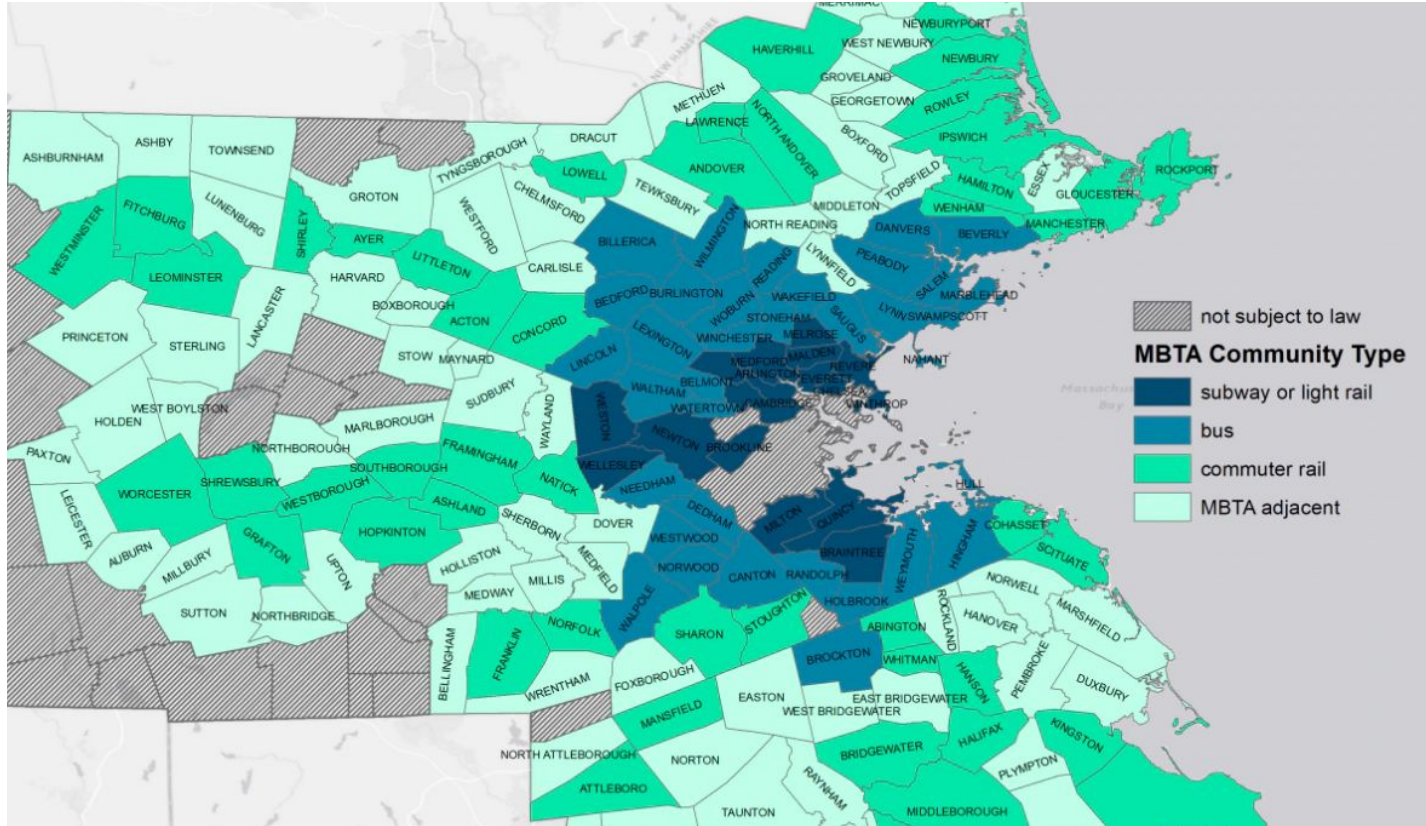
“MBTA community” is defined by reference to M.G.L. c. 161A, sec. 1:

- one of the “14 cities and towns” that initially hosted MBTA service;
- one of the “51 cities and towns” that also host MBTA service but joined later;
- other “served communities” that abut a city or town that hosts MBTA service;
or
- a municipality that has been added to the MBTA under G.L. c. 161A, sec. 6 or in accordance with any special law relative to the area constituting the authority.

In total, 175 MBTA communities are subject to the new requirements of Section 3A of the Zoning Act. While served by the MBTA, Boston is exempted from the Zoning Act, including section 3A.



What are the MBTA Communities?



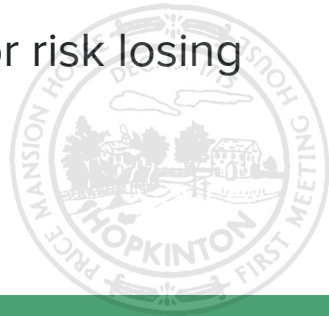
Regulatory Background

- Economic Bond Bill (House No. 5250, An Act Enabling Partnerships for Growth) passed General Court in December 2020 and signed by Governor Baker in January 2021.
- Text of the law:
 - *Section 3A. (a)(1) An MBTA community shall have a zoning ordinance or by-law that provides for at least 1 district of reasonable size in which multi-family housing is permitted as of right; provided, however, that such multi-family housing shall be without age restrictions and shall be suitable for families with children. For the purposes of this section, a district of reasonable size shall: (i) have a minimum gross density of 15 units per acre, subject to any further limitations imposed by section 40 of chapter 131 and title 5 of the state environmental code established pursuant to section 13 of chapter 21A; and (ii) be located not more than 0.5 miles from a commuter rail station, subway station, ferry terminal or bus station, if applicable.*
 - *(b) An MBTA community that fails to comply with this section shall not be eligible for funds from: (i) the Housing Choice Initiative as described by the governor in a message to the general court dated December 11, 2017; (ii) the Local Capital Projects Fund established in section 2EEEE of chapter 29; or (iii) the MassWorks infrastructure program established in section 63 of chapter 23A.*
 - *(c) The department, in consultation with the Massachusetts Bay Transportation Authority and the Massachusetts Department of Transportation, shall promulgate guidelines to determine if an MBTA community is in compliance with this section.*



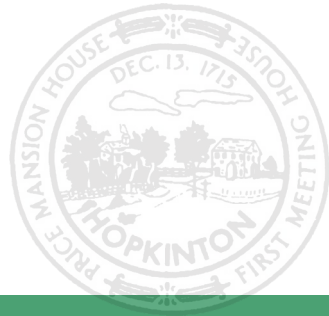
What Does This Mean?

- The regulations focus on **Zoning**.
- Provides local control of the district and location, to an extent.
- The law **DOES NOT** require the units to be constructed.
 - Zoning must allow for them, but compliance is solely based on the regulations in place, not the actual production of units.
- These new regulations **do not relate** to Chapter 40B developments.
 - Chapter 40B projects are not restricted by local zoning bylaws.
 - This new requirement would not affect Chapter 40B developments.
 - Hopkinton remains above the 10% threshold and therefore only “friendly” Chapter 40B projects can be undertaken in Hopkinton.
- All municipalities categorized as MBTA Communities must comply or risk losing funding from the State.



What if a Municipality Does Not Comply?

- Communities that do not comply with the guidelines will not be eligible for funds from:
 - Housing Choice Initiative;
 - Local Capital Projects fund; and
 - MassWorks infrastructure program.
- At this stage, compliance criteria includes:
 - This presentation;
 - The submission of the “MBTA Community Information Form;” and
 - The submission of a current parcel map if not already submitted.



Hopkinton's Share of MassWorks Funding

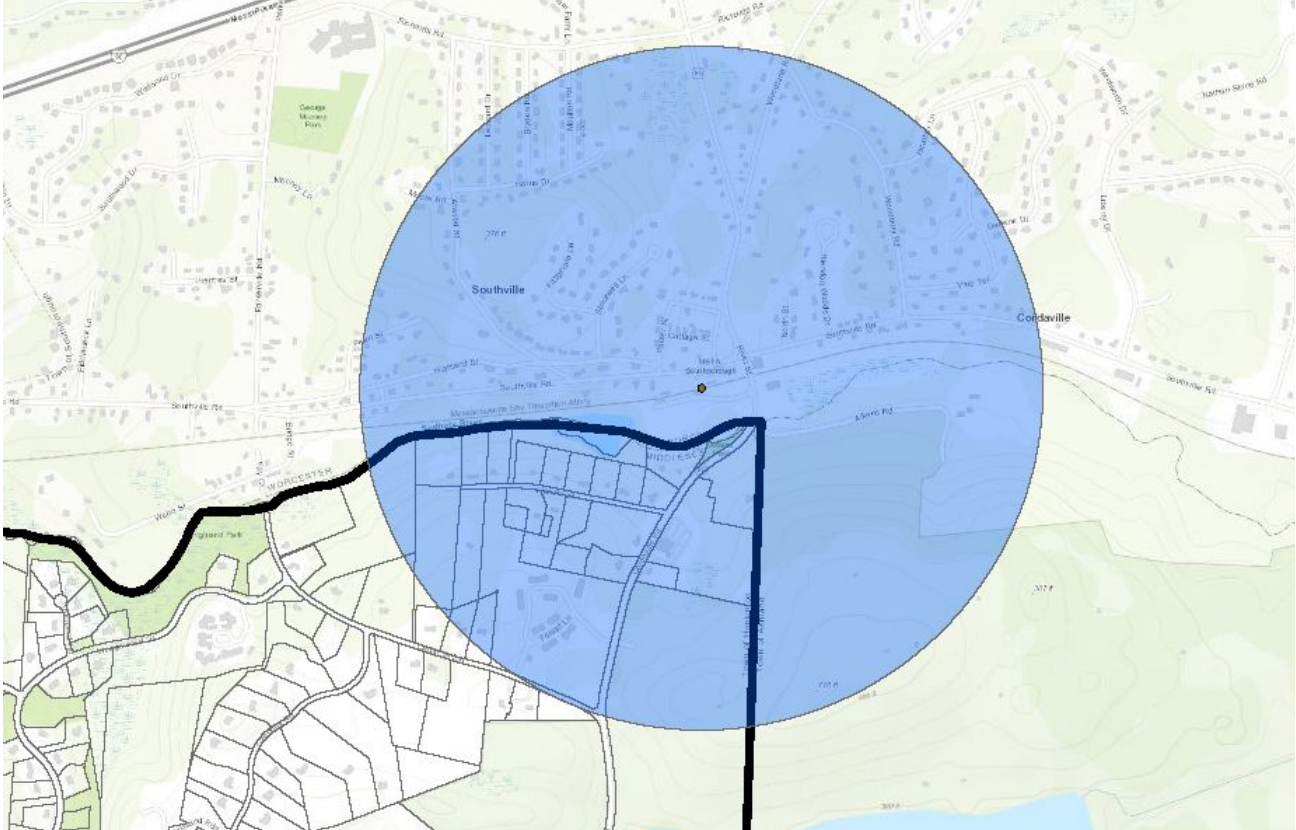
- Legacy Farms North
 - \$5 million for road construction (2014)
- Main Street Corridor
 - \$500,000 for engineering and design (2014)
 - \$3 million for engineering, easement acquisitions, and costs related to undergrounding of infrastructure (2020)
- Potential future MWRA water connection.
 - MWRA connections have been funded or partially funded by MassWorks in the past.
- Potential future infrastructure improvements related to affordable housing.
 - Possible funding to extend a water line or build a roadway to support affordable housing production.
- Other water improvements, if deemed necessary and contribute to the economic development and/or the available housing stock.

How does Hopkinton Fit In to this Initiative?

- Proximity to the Southborough Commuter Rail Station.
 - Hopkinton is within 0.5 miles of the station.
 - Classified as a “served community.”
- We **will** be required to establish this zoning district/overlay or risk losing funding.
- The location will, at least partially, need to be within 0.5 miles of the commuter rail station.
- The Ashland Commuter Rail Station is farther than 0.5 miles from Hopkinton, therefore only the Southborough Station is taken into account.



MBTA Community District Location



Parcels within MBTA Half-mile Radius

These parcels are part of the recently-approved "Turkey Ridge" OSLPD subdivision



Trevor Lane community

Carbones property

Excluded as it is protected land



What is Required?

- Establishment of a district of a “reasonable size.”
 - Must be at least 50 acres for every town - some towns must be larger
- District must allow units at a **minimum** density of 15 units per acre “as of right.”
- No age restrictions allowed - must be family-friendly
- Must be legally and “practically” allowed.
- Must allow for at least 15% of the total housing units in Town
 - Hopkinton has 6,645 units x 0.15 = **997 units**
 - Hopkinton’s district must be **≥66.5 acres** or allow for **±20 units/acre** if 50 acres



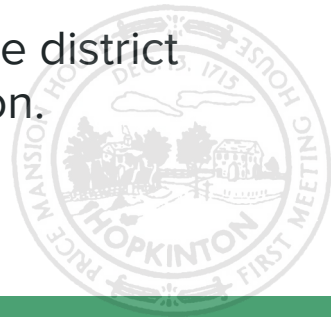
Location of District(s)

- An MBTA community that has a transit station within its boundaries, **or some land area within 0.5 mile of a transit station located in another MBTA community, shall comply with the statutory location requirement if a substantial portion of the multi-family district is located within the prescribed distance.** Absent compelling circumstances, at least [one half] of the land area of the multi-family district should be located within 0.5 mile of the transit station.
- The multi-family district may include land areas that are farther than 0.5 mile from the transit station, provided that such areas are **easily accessible to the transit station based on existing street patterns and pedestrian connections.**
 - The lack of a sidewalk along Cedar Street *may* negate this option for Hopkinton.
- At least 50% of the land area (25 acres or more) of the district must be located within 0.5 miles of the commuter rail station.



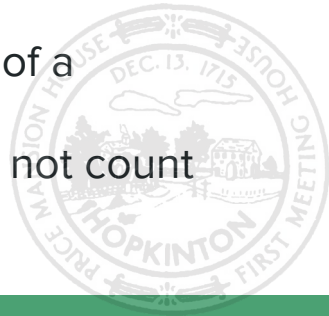
Does Hopkinton Currently Comply?

- Legacy Farms and Windsor at Hopkinton (Lumber Street) do not have the required density nor allow for this type of development “as of right”.
 - W@H has limitations on the number of bedrooms (through Comprehensive Permit)
 - LF was developed under a Master Plan Special Permit
- The Downtown Business (BD) district allows for multi-family development with no restrictions on number of units or density, however, residential development must be part of a mixed use development.
- Additionally, the BD district may not satisfy the requirement that any district outside of the 0.5-mile radius be “easily accessible to the transit station based on existing street patterns and pedestrian connections.”
- It is **unlikely** Hopkinton currently complies and we anticipate that the district will need to be located within the 0.5-mile radius of the transit station.



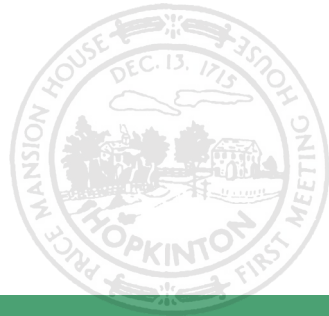
Other Technical Details

- The Town may not place limits or restrictions on:
 - Size of the units;
 - Number of bedrooms;
 - Size of the bedrooms; or
 - Number of occupants in the units within this district.
- “As of right” means “allowed in that district without the need to obtain any discretionary permit or approval.” Development under a Special Permit process would therefore not be allowed.
- Site Plan Review would be allowed, however, only the following items may be part of that review:
 - “...vehicular access and circulation on a site, architectural design of a building, and screening of adjacent properties.”
- Overlay districts are allowed, provided that the overlay must not “consist of a collection of small, non-contiguous parcels.”
- Any portion of the overlay district that is less than 5 contiguous acres will not count toward compliance.



Next Steps

- Fill out and submit the required form by 5:00 PM on May 2, 2022.
- Confirm all other requirements are satisfied prior to this date.
- Internally discuss the technical requirements of this district.
- Solicit public input on the proposed district.
- Begin the Town Meeting process for approval of this zoning district at 2023/2024 Annual Town Meeting (anticipated).





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

April 1, 2022

Via Email Only

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

Re: 71 Frankland Road, Rear
Hopkinton, MA

Dear Select Board Members:

By letter dated February 18, Pedro Rodriguez of Seaboard Solar notified the Hopkinton Planning Board of Seaboard's intention to proceed with tree clearing and site stabilization on the referenced property in preparation for submitting a building permit application for the construction of a commercial ground-mounted solar array on the property in accordance with a Special Permit issued therefor to Frankland Road Solar, LLC on or about August 19, 2020. A copy of that letter is attached hereto as "Exhibit A." As you may be aware, the Zoning Act, *M.G.L. c.40A*, §11 allows Frankland Road Solar to exercise its rights under the Special Permit, at its own risk, while that matter is under appeal and therefore not yet final.

Attached to Mr. Rodriguez's letter is a list of conditions, set forth in the 2020 Special Permit or the Stormwater Permit also issued by the Planning Board for the project, including, specifically, those that must be satisfied before site clearing and stabilization can be commenced. It is my understanding that compliance with those conditions is pending, and the date that tree clearing and site stabilization can commence has not been established.

The referenced property is also the subject of a warrant article submitted for the upcoming 2022 Annual Town Meeting, at which the petitioners will seek Town Meeting authorization for the Select Board to take the property by eminent domain. We have been asked to advise the Select Board whether the Town has any authority to prevent the tree clearing and site stabilization work on the property pending the outcome of that Town Meeting authorization vote. We have concluded that it does not.

It should be noted that, however one views the wisdom of the 2020 Special Permit, which is currently under appeal, the right to undertake tree clearing on private property is not, in and of itself, subject to Town regulation. Specifically, there are no Town restrictions on tree clearing *per*

se, although, of course, tree clearing and associated site stabilization may be regulated under the Town's Stormwater Management and Erosion Control Bylaw (General Bylaws Chapter 172) and may be subject to the jurisdiction of the Conservation Commission, in appropriate circumstances, pursuant to the state *Wetlands Protection Act*, M.G.L. c.131, §40 or the Town's Wetlands Protection Bylaw (General Bylaws Chapter 206). Town staff have confirmed that Frankland Road Solar's compliance with all applicable wetland restrictions is nearly complete.

In our opinion, the right to engage in tree clearing is not diminished in any way by reason of the fact that there is a proposal to take the property by eminent domain. If and when the Select Board is authorized to take the property and completes the necessary steps to do so, title will immediately vest in the Town. However, before that occurs in this instance, Frankland Road Solar, LLC retains all rights associated with its ownership of the property, including the right to engage in tree clearing and site stabilization, subject to the restrictions noted above.

If you have any questions or concerns regarding the matters addressed herein, please do not hesitate to contact me.

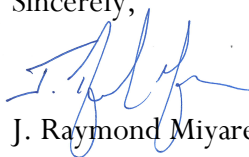
Sincerely,

J. Raymond Miyares

Exhibit A



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

February 18, 2022

Re: Update on Solar Project Located on Frankland Road, Hopkinton

Dear members of the Planning Board,

This letter is to be presented to the Board with the purpose updating them on the status of our project and our intention to proceed with the clearing and site stabilization while we prepare the requirements needed to submit our application for the Building Permit. We are currently in the process of staking the clearing limits / permitter erosion control line and the reestablishing the approved wetland delineation flags within 200' of the clearing limits as required by the issued Order of Conditions (MADEP File # 188-1694). A site visit will be scheduled after this work is completed.

As you know, we received all the approvals required for our solar project, but most of the approvals were then appealed by a neighbor. After the proper legal procedure, all the have now been dismissed except for the one against the Special Permit. As you are aware, we are entitled to proceed with the construction of the project, at our own risk, while the Special Permit appeal is being litigated, and we plan to do so.

Due to the time constraints of the Statement of Qualifications that we received from the Massachusetts Department of Utilities, we decided to proceed with the clearing of the property and the stabilization of the site while we prepare the documents needed for the issuance of the building permit.

On February 1st, we met with the Chuck Kadlik and Michael Shepard with the purpose of updating them about the status of our project and also confirm our intention to start preparing the site. They both confirmed that the work that we will be performing does not required a building permit, but we will still adhere to some of the conditions listed in the Special Permit and Stormwater Permit as "pre-construction". As requested by Chuck and Michael, we have posted a sign at the entrance of the site with our contact information and all work will be performed within the limited hours listed in the Special Permit.

As you probably know, after our meeting with Mr. Kadlik and Shepard, I then met with the John Gelcich and Kimberly Ciaramicoli to informed them about our plan, and I received their feedback. It is our intention to keep the Planning Board informed of our progress moving forward and notify them when the conditions of the Order of Conditions and the Superseding Order are met.

As a matter of clarification, I have prepared the following list of requirements noted as conditions in the Order of Conditions with their respective status and delivery time. Please note that because we are not required to obtain a building permit yet, some of these items will be submitted during the clearing but before the issuance of the building permit. I have categorized the items in such a manner, please let me know if Board has any questions or comments.

Sincerely,

Pedro Rodriguez
prodriguez@seboardsolar.com

Conditions that will be completed before the site clearing and stabilization:

Special Permit Conditions:

- F.4 – Adherence to local, state and federal law and regulations regarding noise, vibration, dust, sedimentation, and the use of, interference with or blocking of Town roads.
 - Status: Ongoing and We will obtain the EPA Construction General Permit before work commences.
- F.10 – Erosion Controls
 - Status: All erosion controls will be installed and properly maintain in order to stabilize the site, but no Construction Management Plan (CMP) will be submitted.
- F.14 – Submit SWPPP
 - Status: It will be provided to the PB before work commences.
- F.16 – Historic Resources Survey
 - Status: Complete. Acknowledgement from the Tribes will be provided to the PB before work commences.
- F.17 – Coordination with Tribes during site work.
 - Status: Complete. Acknowledgement from the Tribes will be provided to the PB.

Stormwater Permit

- 1 – All erosion and sediment controls:
 - Status: Site preparation to be performed in accordance with the Stormwater Permit.
- 2.a – Staking of disturbed area
 - Status: Clearing limits and wetlands buffered will be staked before construction and shall remain in place.
- 2b-b – All erosion and sediment controls:
 - Status: Site preparation to be performed in accordance with the Stormwater Permit.
- 3 – Construction Sequence
 - Status: This sequence will detail the construction activities which will include in clearing and stabilizing the site prior to the installation of the racking and electrical components.
- 4 – Submit Signed SWPPP to Planning Board and Conservation Commission.
 - Status: It will be provided to the PB before work commences.
- 5 – \$10,000 bond
 - Status: It will be paid before work commences. Please clarify to whom we should make the payment.
- 6 – Submit bi-weekly SWPPP Reports
 - Status: Sample SWPPP Report will be submitted to the Board before work commences, and the bi-weekly reports will be submitted as well.
- 7 – Stockpile of erosion controls
 - Status: Ongoing. Nothing to be submitted before work commences.
- 8 – Temporary Stabilization
 - Status: Ongoing. Nothing to be submitted before work commences.
- 9 – Required approvals
 - Status: All approvals have been obtained to proceed with the site clearing and stabilization.
- 11 – Inform Town when the basins is to be excavated
 - Status: We will notify but nothing to be provided before work commences.

Conditions that will be completed during or after site clearing and stabilization, but before the issuance of the building permit:

Special Permit:

- F.1- Special Permit needs to be recorded in the Registry of Deeds
 - Status: Pending the resolution of the appeal to the Special Permit
- F.8 – Screening/Landscaping
 - Status: Screening and landscaping will take place during the construction of the project.
- F.9 – Construction Management Plan (CMP)
 - Status: It will be provided before the issuance of the building permit.
- F.11 – Contractors’ confirmation of reviewing the CMP
 - Status: It will be provided before the issuance of the building permit.
- F.15 – Eversource Easement
 - Status: It will be provided before the issuance of the building permit.
- F.19 – Submit Decommissioning Estimate
 - Status: It will be provided before the issuance of the building permit.
- F.20 – Issuance of Performance Bond
 - Status: It will be provided before the issuance of the building permit.
- F.22 – Decommissioning Agreement
 - Status: It will be provided before the issuance of the building permit.
- F.24 – Screening/Landscaping
 - Status: Screening and landscaping will take place during the construction of the project
- F.25 – Screening/Landscaping Bond Estimate
 - Status: It will be provided before the issuance of the building permit.
- F.26 – Stormwater Maintenance Bond Estimate
 - Status: It will be provided before the issuance of the building permit.
- F.28 – Open Space Plan
 - Status: It will be provided before the issuance of the building permit.
- F.30 – \$10,400 Donation to HALT
 - Status: It will be provided before the issuance of the building permit.
- F.31 – Sound level estimate
 - Status: It will be provided before the issuance of the building permit.
- F.32 – Letter from the Hopkinton Health Department
 - Status: It will be provided before the issuance of the building permit.

Stormwater Permit

- 3 – Construction Sequence
 - Status: Complete construction sequence for the installation of the project will be submitted before the issuance of the building permit.
- 10 – Eversource Easement
 - Status: It will be provided before the issuance of the building permit

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF HOPKINTON
ANNUAL TOWN MEETING WARRANT
MAY 2, 2022**

(Voter Registration Deadline: April 12, 2021)

MIDDLESEX, ss.

To any of the Constables of the Town of Hopkinton in said County,

GREETINGS:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn all inhabitants of the Town of Hopkinton qualified to vote in elections and in Town affairs:

To bring in their ballots on May 16, 2022, to an adjourned session of the Annual Town Meeting to be held at the Hopkinton Middle School Gymnasium, for the election of the following Officers:

Offices for the May 16, 2022 Election

Office	# of Positions	Length of Term
Board of Assessors	1	3 years
Board of Health	1	3 years
Board of Library Trustees	2	3 years
Board of Library Trustees**	1	2 years
Board of Selectmen	2	3 years
Cemetery Commissioners	1	3 years
Cemetery Commissioners**	1	2 years
Commissioners of Trust Fund	1	3 years
Constable	1	3 years

Office	# of Positions	Length of Term
Constable**	1	2 years
Hopkinton Housing Authority	1	5 years
Hopkinton Housing Authority**	1	2 years
Parks & Recreation Commission	1	3 years
Planning Board	2	5 years
Planning Board**	1	1 year
School Committee	1	3 years
School Committee**	1	2 years
School Committee**	1	1 year
Town Clerk	1	3 years
Town Moderator	1	3 years

**UNEXPIRED TERM

AND also to vote “Yes” or “No” on the following questions appearing on the ballot:

QUESTION

[INSERT in Future Draft]

For this purpose, the polls will be open from 7:00 a.m. to 8:00 p.m.

AND, further, to meet at the Hopkinton Middle School Auditorium at 88 Hayden Rowe, on May 2, 2022, at 7:00 p.m., then and there to act upon the following Articles:

REPORTS

ARTICLE: 1 Acceptance of Town Reports; Sponsor: Select Board

To hear the Reports of Town Officers, Boards and Committees.

Pass any vote or take any act relative thereto.

FINANCIAL - FISCAL YEAR 2022

ARTICLE: 2 FY 2022 Supplemental Appropriations and Transfers; Sponsor: Town Manager

To see if the Town will vote to transfer from available funds or otherwise provide a sum or sums of money to supplement operating budgets and various accounts for the fiscal year ending June 30, 2022.

Pass any vote or take any act relative thereto.

ARTICLE: 3 Unpaid Bills from Prior Fiscal Years; Sponsor: Town Manager

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums of money to pay unpaid bills from prior fiscal years, in accordance with the provisions of Chapter 44, Section 64, of the *Massachusetts General Laws*.

Pass any vote or take any act relative thereto.

FINANCIAL - FISCAL YEAR 2023

ARTICLE: 4 Set the Salary of Elected Officials; Sponsor: Select Board

To see if the Town will vote to fix the salary or compensation of all the elected officials of the Town in accordance with Chapter 41, Section 108, of the *Massachusetts General Laws*.

Pass any vote or take any act relative thereto.

ARTICLE: 5 Fiscal Year 2023 Operating Budget; Sponsor: Town Manager

To hear and act on reports and recommendations of the Appropriation Committee and to see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for the operation and maintenance of Town Departments for the fiscal year beginning July 1, 2022, and that such sums be expended for such purposes under the direction of the respective Town Officers, Boards and Committees.

Pass any vote or take any act relative thereto.

ARTICLE: 6 Establish Shared Housing Services Office Revolving Fund; Sponsor: Town Manager

To see if the Town will vote to amend Chapter 13, Finances, of the General Bylaws of the Town of Hopkinton, Article VI, Section 13-15 entitled “Authorized Revolving Funds”, for the purpose of establishing and authorizing a new revolving fund for use by certain Town departments, boards, committees or officers, pursuant to Section 53E½ of Chapter 44 of the *Massachusetts General Laws*, by adding a row to the table in Section 13-15 as follows:

<u>Revolving Fund</u>	<u>Department, Board, Committee or Officer Authorized to Spend from Fund</u>	<u>Fees, Charges or Other Receipts Credited to the Fund</u>	<u>Program or Activity Expenses Payable from Fund</u>	<u>Restrictions or Conditions on Expenses Payable from Fund</u>	<u>Other Requirements/ Reports</u>	<u>Fiscal Years</u>
Shared Housing Services Office	Town Manager’s Office	Funds from member municipalities	Consultant services pursuant to the SWAP/TRIC Shared Housing Services Office Intermunicipal Agreement	None	None	Fiscal Year 2023 and subsequent years

Pass any vote or take any act relative thereto.

ARTICLE: 7 Establish Revolving Fund for Public Health Nursing Reimbursements; Sponsor: Board of Health

To see if the Town will vote to amend Chapter 13, Finances, of the General Bylaws of the Town of Hopkinton, Article VI, Section 13-15 entitled “Authorized Revolving Funds”, for the purpose of establishing and authorizing a new revolving fund for use by certain Town departments, boards, committees or officers, pursuant to Section 53E½ of Chapter 44 of the *Massachusetts General Laws*, by adding a row to the table in Section 13-15 as follows:

<u>Revolving Fund</u>	<u>Department, Board, Committee or Officer Authorized to Spend from Fund</u>	<u>Fees, Charges or Other Receipts Credited to the Fund</u>	<u>Program or Activity Expenses Payable from Fund</u>	<u>Restrictions or Conditions on Expenses Payable from Fund</u>	<u>Other Requirements/ Reports</u>	<u>Fiscal Years</u>
Board of Health	Director of Health Department	Vaccination, Testing and Community EMS Reimbursements	The Medicare, Medicaid and Insurance reimbursements from the vaccination, testing and Community EMS activities will cover the per diem labor, equipment and ancillary supply costs and sustain the programs without a cost or with a significantly reduced cost to the community	The reimbursements will be dedicated to the per-diem wages, the fees to operate, upgrade or replace public health nursing equipment and cover the costs for ancillary supplies and PPE	None	Fiscal Year 2023 and subsequent years

Pass any vote or take any act relative thereto.

ARTICLE: 8 FY 2023 Revolving Funds Spending Limits; Sponsor: Town Manager

To see if the Town will vote to establish the limit on the total amount that may be expended from each revolving fund established by Article VI of Chapter 13 of the General Bylaws pursuant to Section 53E½ of Chapter 44 of the *Massachusetts General Laws* for the fiscal year beginning July 1, 2022.

Pass any vote or take any act relative thereto.

ARTICLE: 9 Establish MGL Ch. 44, § 53F ¾ PEG Access and Cable Related Fund Account; Sponsor: Town Manager

To see if the Town will vote to accept the provisions of Chapter 44, Section 53F³/₄ of the *Massachusetts General Laws* to establish in the treasury a separate revenue fund to be known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for fiscal year 2023, which begins on July 1, 2022.

Pass any vote or take any act relative thereto.

ARTICLE: 10 HCAM Revolving Account Funding; Sponsor: Town Manager

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money to the Hopkinton Community Access Media, Inc. Revolving Account.

Pass any vote or take any act relative thereto.

ARTICLE: 11 Revoke HCAM Enterprise Fund; Sponsor: Town Manager

To see if the Town will vote to revoke its acceptance of the provisions of Chapter 44, § 53F¹/₂ voted at the 2019 Annual Town Meeting vote, pursuant to article 12 of said Town Meeting's warrant, with said revocation effective at the end of the day on June 30, 2022, thereby ceasing the Hopkinton Community Access Media, Inc. Fund as an enterprise fund effective in Fiscal Year 2023 and all subsequent fiscal years.

Pass any vote or take any act relative thereto.

ARTICLE: 12 Unauthorized/Unissued Debt Rescindment; Sponsor: Town Manager

To see if the Town will vote to rescind authorized and unissued debt for projects that are no longer necessary, or do not require additional funding.

Pass any vote or take any act relative thereto.

ARTICLE: 13 Chapter 90 Highway Funds; Sponsor: Town Manager

To see if the Town will vote to appropriate a sum or sums of money from the proceeds due to the Town pursuant to Chapter 90 of the *Massachusetts General Laws* for the purposes of repair, construction, maintenance and preservation of the Town's roads and bridges, the acquisition of easements and other interests in real property related to the laying out of ways, and other related costs, which qualify under the State Aid Highway Guidelines adopted by the Massachusetts Department of Transportation; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

ARTICLE: 14 Authorize Limited Means Tested Sewer User Discount; Sponsor: Town Manager

To see if the Town will vote to authorize and request the Select Board to petition the General Court of the Commonwealth, on behalf of the Town, for passage of special legislation substantially as provided below; provided, however, that the General Court may make clerical or editorial changes of form only to said legislation, unless the Select Board votes to approve amendments thereto; and provided further that the Select Board is hereby authorized to approve amendments that shall be within the scope of the general public objectives of said petition:

AN ACT AUTHORIZING SEWER AND WATER USER DISCOUNTS IN THE TOWN OF HOPKINTON

SECTION 1. Notwithstanding any general or special law to the contrary, the town of Hopkinton Select Board may discount fees charged to income eligible residents for the use of the town's water and sewer system.

SECTION 2. This act shall take effect upon its passage.

Pass any vote or take any act relative thereto.

ARTICLE: 15 Transfer to Other Post-Employment Benefits Liability Trust Fund; Sponsor: Town Manager

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums of money for the purpose of increasing the Other Post-Employment Benefits Liability Fund.

Pass any vote or take any act relative thereto.

ARTICLE: 16 Transfer to the General Stabilization Fund; Sponsor: Town Manager

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums of money for the purpose of increasing the General Stabilization Fund, to be used, upon further appropriation, for any lawful purpose.

Pass any vote or take any act relative thereto.

ARTICLE: 17 Transfer to the Capital Expense Stabilization Fund; Sponsor: Town Manager

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums of money for the purpose of increasing the Capital Expense Stabilization Fund, to be used, upon further appropriation, for any lawful purpose.

Pass any vote or take any act relative thereto.

ARTICLE: 18 Create School Special Education Reserve Fund; Sponsor: Select Board

To see if the Town will vote to accept the provisions of Chapter 40, Section 13E of the General Laws to establish a School Special Education Reserve Fund for the purposes of supporting the fluctuating cost of out of district Special Education; provided, further, that the funds shall be used, without further appropriation, for unanticipated or unbudgeted costs of special education and recovery high school programs, out-of-district tuition or transportation. The balance in such reserve fund shall not exceed 2 per cent of the annual net school spending of the school district; and, provided, further, that funds shall be distributed from the Reserve Fund only after a majority vote of the school committee and a majority vote of the select board.

Pass any vote or take any act relative thereto.

ARTICLE: 19 Transfer to the School Special Education Reserve Fund; Sponsor: Select Board

To see if the Town will transfer a sum or sums of money for the purpose of funding the School Special Education Reserve Fund.

Pass any vote or take any act relative thereto.

CAPITAL EXPENSES AND PROJECTS

ARTICLE: 20 Pay-As-You-Go Capital Expenses; Sponsor: Town Manager

To see if the Town will vote to raise and appropriate, transfer from available funds, transfer from the Capital Stabilization Fund or otherwise provide a sum or sums of money to fund the following Pay-As-You-Go capital purchases and projects:

Item	Purchase or Product	To be spent under the direction of
1	High School Auditorium Stage and Lighting	School Superintendent
2	Districtwide Computer Network Switches	School Superintendent
3	School Wetlands Order of Conditions – Restoration of Wetlands (Add to ATM 2018, Art. 14)	School Superintendent

Item	Purchase or Product	To be spent under the direction of
4	End User Computer Hardware Renewal	Town Manager
5	Datacenter Upgrades and Redundancy	Town Manager
6	Videoconferencing Updates	Town Manager
7	Electronic Document Management System	Town Manager
8	Public Safety Radio System Feasibility Study	Town Manager
9	Fire Engine 4 Replacement	Fire Chief
10	Police Patrol Cruiser Replacement (3)	Town Manager
11	Fire Station Roof HVAC Replacement, Add to ATM 2017 Art. 20	Town Manager
12	Police Station Roof Replacement Cost Growth	Town Manager
13	Police Station Mechanical System Upgrades	Town Manager
14	Senior Center Dining Facility Expansion - Design	Town Manager
15	Center School Reuse Design	Town Manager
16	Street Sweeper (S-23) Replacement	Town Manager

Item	Purchase or Product	To be spent under the direction of
17	Sidewalk Replacement, Walcott Street	Town Manager
18	Super Duty Pickup/Dump Truck Replacement	Town Manager
19	Tree Truck, Add to ATM 2019, Art. 20	Town Manager

Pass any vote or take any act relative thereto.

ARTICLE: 21 Water Tank Cleaning; Sponsor: Director of Public Works and Town Manager

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for the cleaning of the Town’s water tanks; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

ARTICLE: 22 Vehicle Replacement; Sponsor: Director of Public Works and Town Manager

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for the replacement of one pickup truck; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

ARTICLE: 23 MWRA Connection Design Work; Sponsor: Director of Public Works and Town Manager

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for a design study and all associated costs and expenses related thereto regarding the Town’s connection to the MWRA water supply; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

ARTICLE: 24 PFAS Filtration System - Well #6; Sponsor: Director of Public Works and Town Manager

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for the installation of a PFAS Filtration System in Well #6, including any planning, design, engineering, construction or associated costs or expenses related thereto; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

ARTICLE: 25 Fruit Street Well Facility Roof Replacement; Sponsor: Director of Public Works and Town Manager

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for the replacement of the Fruit Street Well Facility Roof including any planning, design, engineering, construction or associated costs or expenses related thereto; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

ARTICLE: 26 Fire Engine 2 Replacement; Sponsor: Fire Chief and Town Manager

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for the purpose of replacing Fire Engine 2.

Pass any vote or take any act relative thereto.

ARTICLE: 27 Woodville Fire Station Repair Work; Sponsor: Fire Chief and Town Manager

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money to perform repair work in the vicinity of the Woodville Fire Station (Fire Station 2).

Pass any vote or take any act relative thereto.

ARTICLE: 28 Air Handling Unit Replacement; Sponsor: School Committee

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for the replacement of air handling units, including any planning, design, engineering, construction or

associated costs or expenses related thereto; said sum to be spent under the direction of the School Committee.

Pass any vote or take any act relative thereto.

ARTICLE: 29 Fruit Street Turf Field Replacement; Sponsor: Park and Recreation Commission

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for the replacement of the Fruit Street Turf Field including any planning, design, engineering, construction or associated costs or expenses related thereto; said sum to be spent under the direction of the Park and Recreation Commission.

Pass any vote or take any act relative thereto.

ARTICLE: 30 Marathon School Addition Cost Increase; Sponsor: School Committee

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for the payment of increased costs related to the Marathon School Addition project, approved by vote of the 2021 Annual Town Meeting, pursuant to Article 17 of said Town Meeting's warrant, including any planning, design, engineering, construction or associated costs or expenses related thereto; said sum to be spent under the direction of the School Committee.

Pass any vote or take any act relative thereto.

ARTICLE: 31 Lake Maspenock Dam Area Repair Work; Sponsor: Town Manager

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money to perform repair work on the Lake Maspenock Dam.

Pass any vote or take any act relative thereto.

COMMUNITY PRESERVATION FUNDS

ARTICLE: 32 Community Preservation Funds; Sponsor: Community Preservation Committee

To see if the Town will vote to appropriate or reserve from the Community Preservation annual revenues a sum or sums of money, in the amounts recommended by the Community Preservation Committee and not to exceed 5% of the estimated annual revenues for Fiscal Year 2023, for committee administrative expenses and other expenses in the fiscal year beginning July 1, 2022, with each item to be considered a separate appropriation.

Pass any vote or take any act relative thereto.

ARTICLE: 33 Community Preservation Recommendations; Sponsor: Community Preservation Committee

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Community Preservation budget for Fiscal Year 2023; and, further, to reserve for future appropriation a sum of money from the Community Preservation Fund for open space, historic resources, community housing, recreation and budgeted reserve purposes; and, further, to appropriate from the Community Preservation Fund, a sum or sums of money for the following Community Preservation projects or purposes, including the acquisition of interests in land, all as recommended by the Community Preservation Committee, and to authorize the Town Manager, the Select Board, Conservation Commission, Town Clerk, Trail Coordination and Management Committee, Open Space Preservation Commission and Upper Charles Trail Committee to enter into all agreements and execute any and all instruments necessary to acquire, convey or accept, as the case may be, appropriate historic preservation restrictions for historic resources and conservation restrictions for open space, in accordance with Chapter 184 of the Massachusetts General Laws, to comply with the requirements of Chapter 44B, Section 12 of the Massachusetts General Laws for the same:

- A. \$23,000 (TWENTY-THREE THOUSAND DOLLARS) from funds reserved for Community Housing for a Shared Housing Services Office for Affordable Housing. Funded from the Community Housing Reserve with the following conditions: 1. That the grant expires on July 1, 2023 unless extended by the Community Preservation Committee. 2. All administrative costs will be funded not from the CPA funds. 3. The funds to be spent under the direction of the Town Manager and the Community Preservation Committee.
- B. \$20,000 (TWENTY THOUSAND DOLLARS) from funds reserved for Historical Preservation for restoration and digital archive of town records as the Historical Commission voted that the records are a Historic Resources. Funded from the Historic Resource Reserve with the following conditions: 1. That the grant expires on July 1, 2024 unless extended by the Community Preservation Committee. 2. The funds to be spent under the direction of the Town Clerk and the Community Preservation Committee.
- C. \$18,000 (EIGHTEEN THOUSAND DOLLARS) from funds reserved for Recreation Funds for drainage improvements and stone dust trail surface for the Middle School Cross Country Course. Funded from the Recreation Reserve with the following conditions: 1. That the grant expires on July 1, 2024 unless extended by the Community Preservation Committee. 2. The funds to be spent under the direction of the Trail Coordination and Management Committee and the Community Preservation Committee
- D. \$ _____ (_____ DOLLARS) from funds reserved for _____ for the purchase of the “Metrowest Holdings” property, conservation restriction, and legal expenses for Open Space and Recreation on Hayden Rowe in Hopkinton, MA, containing 2.1 acres, more or

less, identified as Assessor's Parcel R34 17 C and more particularly described in a certain deed recorded in the Middlesex South District Registry of Deeds in Book 62753, Page 589; Funded from the Open Space Reserve with the following conditions: 1. Grant expires on July 1, 2024 unless extended by the Community Preservation Committee. 2. Land will be managed by the Open Space Preservation Commission. 3. Connecting trail from the existing trail on the old rail bed out to Hayden Rowe will only be built if a safe connection is designed. The funds to be spent under the direction of the Town Manager and the Community Preservation Committee.

- E. \$15,000 (FIFTEEN THOUSAND DOLLARS) from funds reserved for Undesignated Funds for construction of parking on Pond Street for the Town Forest and Cameron Woods Open Space property. Funded from the Undesignated funds with the following conditions: 1. That the grant expires on July 1, 2024 unless extended by the Community Preservation Committee. 2. The funds to be spent under the direction of the Open Space Preservation Commission and the Community Preservation Committee.
- F. \$411,600 (FOUR HUNDRED ELEVEN THOUSAND SIX HUNDRED DOLLARS) from Undesignated funds for engineering and construction documents for the Campus Connector Trail Segments 5 and 6. Funded from the Undesignated Reserve with the following conditions: 1. That the grant expires on July 1, 2024 unless extended by the Community Preservation Committee. 2. The Upper Charles Trail Committee is encouraged to apply for a MA Trails Grant to assist in funding this project. 3. The Upper Charles Trail Committee will submit preliminary design of Segment 6 to the Select Board for their approval prior to expending final design/bidding funds on Segment 5 and 6. 4. The funds to be spent under the direction of the Upper Charles Trail Committee and the Community Preservation Committee.
- G. \$_____ (_____ DOLLARS) from funds reserved for Open Space Reserve for the purchase of the "McDonough" property, conservation restriction and legal expenses for Open Space and Recreation on Spring Street in Hopkinton, MA, containing 35.1 acres, more or less, identified as Assessor's Parcel R10 15 0 and more particularly described in a certain deed recorded in the Middlesex South District Registry of Deeds in Book 53248 Page 424,; Funded by the Open Space Reserve with the following conditions: 1. That the grant expires on July 1, 2024 unless extended by the Community Preservation Committee. 2. Land will be managed by the Open Space Preservation Commission; said sum to be spent under the direction of the Town Manager and the Community Preservation Committee.
- H. \$50,000 (FIFTY THOUSAND DOLLARS) from funds reserved for Recreation Reserve for additional features for the Skatepark and EMC Park. Funded from the Recreation Reserve with the following conditions: 1. That the grant expires on July 1, 2023 unless extended by the Community Preservation Committee. 2. The funds to be spent under the direction of the Parks and Recreation Commission and the Community Preservation Committee.

- I. \$775,000 (SEVEN HUNDRED SEVENTY FIVE THOUSAND DOLLARS) from funds reserved for Undesignated Reserve for pickleball and tennis courts with parking lot at Fruit Street recreation area. Funded from the Undesignated Reserve with the following conditions:
 1. That the grant expires on July 1, 2024 unless extended by the Community Preservation Committee.
 2. The funds to be spent under the direction of Parks and Recreation Commission and the Community Preservation Committee.

- J. \$50,000 (FIFTY THOUSAND DOLLARS) from funds reserved for engineering studies and cost estimates for construction of bathrooms and if needed construct a portion of the sewer line under the Skate Park at EMC Park. Funded from the Recreation Reserve with the following conditions:
 1. That the grant expires on July 1, 2023 unless extended by the Community Preservation Committee.
 2. The funds to be spent under the direction of Parks and Recreation Commission and the Community Preservation Committee.

- K. \$ _____ (_____ DOLLARS) from funds reserved for _____ for the purchase of the “Conroy” property, conservation restriction and legal expenses of Open Space and Recreation on Saddle Hill Road in Hopkinton, MA, containing 88.29 acres, more or less, identified as Assessor’s Parcels R7 5 0 and R7 7 0 and more particularly described in a certain deed recorded in the Middlesex South District Registry of Deeds in Book 70082, Page 23 and Book, 76408 Page 400; Funded from the Open Space Reserve with the following conditions:
 1. Grant expires on July 1, 2024 unless extended by the Community Preservation Committee. Land will be managed by the Open Space Preservation Commission. The funds to be spent under the direction of the Town Manager and the Community Preservation Committee.

- L. \$10,000 (TEN THOUSAND DOLLARS) from funds reserved for Undesignated Funds for survey and boundary marking of Cameron Woods; Funded from Undesignated Funds with the following conditions:
 1. That the grant expires on July 1, 2023 unless extended by the Community Preservation Committee.
 2. The funds to be spent under the direction of the Open Space Preservation Commission and the Community Preservation Committee.

- M. \$ _____ (_____ DOLLARS) from funds reserved for _____ for the purchase of the land or easement for trails, conservation restriction and legal expenses for Open Space and Recreation. The Mezitt property on East Main Street in Hopkinton, MA, containing _____ acres, more or less, identified as Assessor’s Parcels U12 25 0 and U12 22 0 and more particularly described in a certain deed recorded in the Middlesex South District Registry of Deeds in Book 13414, Page 7; Funded for the Open Space Reserve with the following conditions:
 1. Grant expires on July 1, 2024 unless extended by the Community Preservation Committee.
 2. Land will be managed by the Select Board until trails are constructed and then it will be transferred to the Open Space Preservation Commission. The funds to be spent to be spent under the direction of the Town Manager and the Community Preservation Committee.

Pass any vote or take any act relative thereto.

ZONING BYLAW AMENDMENTS

ARTICLE 34 One Single-Family Dwelling per Lot; Sponsor: Planning Board

To see if the Town will vote to amend the Zoning Bylaws as follows:

- 1. To amend Article I, General Provisions, Section 210-3, General Applicability, by inserting the following at the end of the section:

No lot may be used for more than one single-family dwelling, except as may be otherwise permitted herein.

- 2. To amend Article I, General Provisions, Section 210-4, Definitions, by inserting the following after the definition for "Off-Street Parking":

Principal Use - The primary or main use of land, building, or structure, as distinguished from an accessory use, building, or structure.

Pass any vote or take any act relative thereto.

ARTICLE 35 Maximum Gross Floor Area, Industrial A District; Sponsor: Planning Board

To see if the Town will vote to amend the Zoning Bylaws by amending Article VIII, Industrial A (IA) District, Section 210-28, Size and Setback Requirements, subsection (4), as follows:

(4) Maximum gross floor area: ~~50%~~ **80%** of lot area.

Pass any vote or take any action relative thereto.

ARTICLE 36 Off-Street Parking; Sponsor: Planning Board

To see if the Town will vote to amend the Zoning Bylaws by amending Article XVIII, Supplementary Regulations, Section 210-124, Off-street parking, B. Parking requirements, as follows:

(1) The following off-street parking requirements shall apply to the uses listed below:

Type of Use	Number of Spaces
Animal Shelter	3 spaces per 1,000 square feet of gross floor area

Bed & breakfast	1 space for each unit available for occupancy
Child care facility	1 space for every 10 children of rated capacity of the facility plus 1 space for each staff person on the largest shift
Conference center	2 spaces for every 3 seats
Continuing Care Retirement Facility/Assisted Living/Nursing Home Facilities	1 space for every 3 beds, plus 1 space for each employee on the largest shift
Dog Day Care Facility	1 space per 3 dogs
General office, medical and dental office, research and development and industrial uses	3 spaces per 1,000 square feet of gross floor area
Laboratory, research and development, and industrial uses	1 space per 800 square feet of gross floor area
Health services facility	3 spaces per 1,000 square feet of gross floor area
Hotel, motel, inn	1.2 spaces for each unit available for occupancy
Museums	2 spaces per 1,000 square feet of gross floor area of public floor area, not including corridors and other service areas
Nursing home	1 space for every 3 beds plus 1 space for each employee on the largest shift
Places of assembly	1 space for every 2 seats plus 1 space for each employee on the largest shift
Recreational uses	1 space for every 5 occupants as permitted by State Building Code
Residential component of mixed use buildings	1 space for every bedroom
Restaurant with customer seats	1 space for every 3 seats plus 1 space for every 2 employees on the largest shift. The term "seats" shall include all customer seats, indoor and outdoor, seasonal and year-

round, on the premises.

Restaurant without customer seats 3 spaces, or 1 space for every 300 square feet of gross floor area plus 1 space for every 2 employees on the largest shift, whichever is greater. The term "seats" shall include all customer seats, indoor and outdoor, seasonal and year-round, on the premises.

Retail uses 4 spaces per 1,000 square feet of gross floor area

Warehouse uses 1 space per 12,000 square feet of gross floor area

Pass any vote or take any act relative thereto.

ARTICLE 37 Housekeeping/Gender Neutral References; Sponsor: Planning Board

To see if the Town will vote to amend the Zoning Bylaws as follows:

1. To amend Article XXI, Design Review Board, Section 210-142.A, by striking the word "Chairman" in item (1) and replacing it with the word "Chair";
2. To amend Article XXII, Board of Appeals, Section 210-146, by amending Subsection C as follows:

Members. The Board of Appeals shall consist of five regular members and four associate members. They shall be appointed by the Select Board for terms of five years each in such manner that the term of one regular member shall expire each year. The Board shall annually elect a ~~Chairman~~ **Chair** and a Vice ~~Chairman~~ **Chair** from among its regular members, and a Clerk from among its regular or associate members. A member can only be removed for cause by the Select Board and only after written charges have been made and a public hearing has been held. The ~~Chairman~~ **Chair** may designate an associate member to sit on the Board in case of the absence, inability to act or interest on the part of a member thereof, or in the event of a vacancy on said Board, in which case an associate member may sit as a member of the Board until said vacancy is filled.

3. To amend Article XXI, Board of Appeals, Section 210-146, by amending Subsection E as follows:

Meetings. Meetings of the Board shall be held at the call of the ~~Chairman~~ **Chair** and also when called in such other manner as the Board shall determine in its rules. The

~~Chairman Chair~~ or, in the absence of the ~~Chairman Chair~~, the Acting ~~Chairman Chair~~, may administer oaths, summon witnesses and call for the production of papers.

- 4. To amend Article XXI, Board of Appeals, Section 210-151.D by striking the word “him” in the last sentence and replacing it with the word “them”.
- 5. To amend Article XXIV, Administration and Enforcement, Section 156, Investigation; notice to desist violation, as follows:

If the Director of Municipal Inspections shall be informed, or have reason to believe that any provision of this chapter or any permit thereunder has been, is being or is likely to be violated, ~~he they~~ shall make or cause an investigation to be made of the facts, including an inspection of the property where the violation may exist. When the Director receives a written request to enforce this chapter against any alleged violator, the Director shall reply in writing within 14 days, stating ~~his the~~ action ~~taken~~, or nonaction, and the reasons therefor. If ~~he finds~~ any violation ~~is found~~, ~~he shall give~~ immediate notice ~~shall be given~~ in writing to the owner or ~~his their~~ duly authorized agent and to the occupant of the premises ~~and which~~ shall order that any violation of the provisions of this chapter immediately cease.

Pass any vote or take any act relative thereto.

ARTICLE: 38 Housekeeping, Plural Uses; Sponsor: Planning Board

To see if the Town will vote to amend the Zoning Bylaws as follows:

- 1. To amend Article II, Residence A (RA) District, Section 210-6, as follows:
 - A. Single-family dwellings.
 - B. Places of worship and other religious uses.
 - C. Public schools, public libraries ~~ies and/or~~ museums, private schools for scholastic subjects only, including nursery schools.
 - D. Membership clubs, lodges, social recreational and community center buildings, and grounds for games and sports, except those having as a principal purpose any activity which is usually carried on as a business (fairs and public benefits excluded).
 - E. The renting of rooms or the furnishing of table board in an owner-occupied single family dwelling.
 - F. Home professional office.

G. Home personal service.

H. Municipal uses.

I. Agriculture, horticulture, floriculture, or viticulture on any lot of 5 acres or more. Agriculture, horticulture, floriculture or viticulture on a lot of less than 5 acres, provided that: a) the sale of products or plants is confined primarily to those raised on the premises, b) the use is not noxious, injurious or offensive to the neighborhood, and c) farm animals are kept in an enclosure or building 50 feet or more from any street line and 30 feet or more from any side lot line.

J. Reserved

K. Accessory uses.

2. To amend Article II, Residence A (RA) District, Section 210-7, as follows:

The following uses shall be allowed in an RA District upon the granting of a special permit by the Board of Appeals.

A. Funeral homes.

B. Public or semipublic institutions of a philanthropic or charitable character, nursing homes, acute care and rehabilitation facilities, and elderly housing.

C. Above-ground structures or facilities related to the distribution, collection, transmission or disposal, for a fee, of water, sanitary sewage, gas, television services, data, telephone services, or electric power; provided, however, that no special permit shall be required pursuant to this section for structures or facilities accessory to a residential use; for wireless communication facilities or the proposed extension in height, addition of cells, antenna or panels of a wireless communication facility, as defined in Section 210-4; for wind energy systems, meteorological towers or any part thereof, as defined in Section 210-197; or for commercial solar photovoltaic installations or any part thereof, as defined in Section 210-4.

3. To amend Article III, Residence B (RB) District, Section 210-9, as follows:

The following land uses and building uses shall be permitted in an RB District. Any uses not so permitted are excluded unless otherwise permitted by law or by the terms hereof.

A. ~~All uses~~ Any use permitted in an RA District as set forth in § 210-6 above.

4. To amend Article III, Residence B (RB) District, Section 210-10, as follows:

The following uses shall be allowed in an RB District upon the granting of a special permit by the Board of Appeals.

A. Funeral homes.

B. Home specialty retail.

C. Public or semipublic institutions of a philanthropic or charitable character, nursing homes, acute care and rehabilitation facilities, and elderly housing.

D. Landscaping business and storage/staging facility. Such facility shall be an accessory use to the lawful principal use of the property and shall be located on the same property as the petitioner's dwelling.

E. Above-ground structures or facilities related to the distribution, collection, transmission or disposal, for a fee, of water, sanitary sewage, gas, television services, data, telephone services, or electric power;

5. To amend Article IV, Residence Lake Front (RLF) District, Section 210-12, as follows:

The following land uses and building uses shall be permitted in an RLF District. Any uses not so permitted are excluded unless otherwise permitted by law or by the terms hereof.

A. ~~All uses~~ Any use permitted in RA Districts as set forth in §210-6 above.

B. ~~All uses~~ Any use permitted in an RB District as set forth in § 210-9.

C. Private boat, canoe, or motor boathouses.

D. Private bathhouses.

E. Public recreational and educational uses.

F. Accessory uses customarily incident to any permitted use of buildings, structures, or land.

6. To amend Article IV, Residence Lake Front (RLF) District, Section 210-13, as follows:

The following uses shall be allowed in an RLF District upon the granting of a special permit by the Board of Appeals:

A. Public boathouses for rental of boats and canoes.

B. Public bathhouses.

C. Commercial recreational uses of buildings, structures, and land.

D. Uses allowed by special permit in § 210-10, with the exception of § 210-10C and D.

7. To amend Article V, Agricultural (A) District, Section 210-115, as follows:

The following land uses and building uses shall be permitted in an A District. Any uses not so permitted are excluded, unless otherwise permitted by law or by the terms hereof.

A. Any use permitted in an RA District as set forth in §210-6 above.

B. Any use permitted in an RB District as set forth in §§ 210-9 and 210-10 with the exception of §210-10C and D.

C. Any use permitted in an RLF District as set forth in §210-12.

D. Agriculture, horticulture, floriculture, and viticulture.

E. Wood lots, portable wood working mills and machinery.

F. Accessory uses.

G. Home business workshop.

8. To amend Article V, Agricultural (A) District, Section 210-16, as follows:

In addition to the foregoing permitted uses, the following uses shall be allowed in an A District upon the granting of a special permit by the Board of Appeals:

A. Commercial saddle horses or riding stables.

B. Public or semipublic institutions of a philanthropic or charitable character, nursing homes, acute care and rehabilitation facilities, and elderly housing. [Added 4-14-1992 ATM, Article 33]

C. Landscaping business and storage/staging facility. Such facility shall be an accessory use to the lawful principal use of the property and shall be located on the same property as the petitioner's dwelling. [5-1-2006 ATM, Article 34]

D. Uses allowed by special permit in §210-13.

9. To amend Article VI, Business (B) District, Section 210-18, as follows:

The following land uses and building uses shall be permitted in a B District. Any uses not so permitted are excluded, unless otherwise permitted by law or by the terms hereof.

A. Bed-and-breakfast establishments ~~s~~ and/or inns, with a maximum of 12 guest rooms.

B. Retail stores ~~s~~ and retail service shops.

C. Business or professional offices, medical offices, and banks.

D. Municipal uses.

E. Funeral homes ~~s~~ and mortuaryies.

F. Restaurants.

G. Mixed use buildings ~~s~~ comprised of retail space on the first floor, and office space or residential dwelling units on the second and third floors. The residential dwelling units shall have dedicated on-site parking spaces. No dwelling unit shall have less than 600 gross square feet.

H. Accessory uses.

10. To amend Article VI, Business (B) District, Section 210-19, as follows:

A. The following uses shall be allowed in a B District upon the granting of a Special Permit by the Board of Appeals:

(1) Gasoline service stations ~~s~~ and automobile repair garages ~~s~~ operating in compliance with all federal, state, and municipal regulatory requirements, expressly including the accessory use of retail sale of propane; provided, however, that the maximum size of any propane storage tank authorized by Special Permit issued pursuant to this section shall not exceed 2,000 gallons.

(2) Single and multifamily residences ~~s~~ and buildings ~~s~~ used for dwelling purposes; provided, however, that all residential uses shall comply with the dimensional requirements contained in Article II, Residence A (RA) District.

(3) Live commercial entertainment.

(4) Theaters ~~s~~, halls ~~s~~, and clubs.

B. The following uses shall be allowed in a B District upon the granting of a Special Permit by the Planning Board:

(1) Drive-in, drive-through, or drive-up uses, excluding the dispensing of food or drink; provided, however that:

a. An adequate dedicated area for at least four vehicles to queue shall be provided on the premises, and

b. Notification of the public hearing for such Special Permit shall be mailed to the owners of all properties within 1,000 feet of the premises.

(2) Off-street parking facility.

(3) Registered Marijuana Dispensary (RMD).

11. To amend Article VIA, Downtown Business (DB) District, Section 210-20.2, as follows: The following land uses and building uses shall be permitted in a BD District. Any uses not so permitted are excluded, unless otherwise permitted by law or by the terms hereof.

A. Bed-and-breakfast establishments ~~s~~ and/or inns, with a maximum of 12 guest rooms.

B. Retail stores ~~s~~ and retail service shops.

C. Business or professional offices, medical offices, and banks.

D. Municipal uses.

E. Funeral homes ~~s~~ and mortuary ~~ies~~.

F. Restaurants.

G. Mixed use buildings ~~s~~ comprised of retail space on the first floor, and office space or residential dwelling units on the second and third floors. The residential dwelling units shall have dedicated on-site parking spaces. No dwelling unit shall have less than 600 gross square feet.

H. Accessory uses.

12. To amend Article III, Downtown Business (DB) District, Section 210-20.3, as follows:

A. The following uses shall be allowed in a DB District upon the granting of a Special Permit by the Board of Appeals:

(1) Gasoline service stations and automobile repair garages operating in compliance with all federal, state, and municipal regulatory requirements, expressly including the accessory use of retail sale of propane; provided, however, that the maximum size of any propane storage tank authorized by Special Permit issued pursuant to this section shall not exceed 2,000 gallons.

(2) Single and multifamily residences and buildings used for dwelling purposes; provided, however, that all residential uses shall comply with the dimensional requirements contained in Article II, Residence A (RA) District.

(3) Live commercial entertainment.

(4) Theaters, halls, and clubs.

B. The following uses shall be allowed in a DB District upon the granting of a Special Permit by the Planning Board:

(1) Drive-in, drive-through, or drive-up uses, excluding the dispensing of food or drink; provided, however that:

a. An adequate dedicated area for at least four vehicles to queue shall be provided on the premises, and

b. Notification of the public hearing for such Special Permit shall be mailed to the owners of all properties within 1,000 feet of the premises.

(2) Off-street parking facility.

13. To amend Article VII, Rural Business (BR) District, Section 210-23, as follows:

The following land uses and building uses shall be permitted in a BR District. Any uses not so permitted are excluded unless otherwise permitted by law or the terms hereof.

A. Restaurants.

B. Retail stores, provided that not more than six employees are on the premises.

C. Business, medical or professional offices, and banks.

D. Retail business: retail service or public utility uses involving manufacturing, clearly incidental and accessory to a retail use, on the same premises, and the product is customarily sold on the premises, provided that not more than six operators are employed in such manufacturing.

E. On-site residence of owners or employees of a permitted use.

F. Accessory uses.

G. Health services facility.

14. To amend Article VII, Rural Business (BR) District, Section 210-24, as follows:

A. The following uses shall be allowed in the BR District upon the granting of a Special Permit by the Board of Appeals:

(1) Filling station and routine automobile maintenance, but not including major repairs.

(2) Single-family residence.

(3) Live commercial entertainment and places of assembly.

(4) Veterinary clinic.

(5) Continuing Care Retirement Community Facilities, Assisted Living Facilities, or Nursing Home Facilities.

B. The following uses shall be allowed in a BR District upon the granting of a Special Permit by the Planning Board:

(1) Drive-in, drive-through, or drive-up uses, excluding the dispensing of food or drink; provided, however that:

a. An adequate dedicated area for at least four vehicles to queue shall be provided on the premises, and

b. Notification of the public hearing for such Special Permit shall be mailed to the owners of all properties within 1,000 feet of the premises.

(2) Registered Marijuana Dispensary (RMD).

15. To amend Article VIII, Industrial A (IA) District, Section 210-34, as follows:

A. The following land uses are permitted in an IA District.

(1) Research and development; Research centers and laboratories.

(2) Professional and medical offices.

(3) Manufacturing, assembly or processing plants for the following types of industries, provided that none of the activities in Subsection A(3)(a) through (k) will be offensive, injurious or noxious because of gas, dirt, sewage and refuse, vibration, smoke, fumes, dust, odors, discharge of harmful bacteria, radioactive material or chemicals into air, water or septic or site drainage systems, danger of fire or explosion, objectionable noise or other characteristics which are detrimental or offensive or which tend to reduce property values in the same or adjoining districts:

(a) Food and kindred products.

(b) Apparel and related products.

(c) Electronic and electrical products.

(d) Furniture and fixtures.

(e) Printing and publishing.

(f) Lumber and wood products.

(g) Paper converting products.

(h) Primary and fabricated metal industries.

(i) Machinery.

(j) Transportation equipment.

(k) Instruments and related products, or any other light manufacturing enterprise.

(4) Warehousing for distribution.

(5) Landscaping business and storage/staging facility.

(6) Health club.

(7) The preparation, packaging and warehousing for distribution of medical supplies for home intravenous therapy with accessory retail use, provided that the retail use occupies no more than 300 square feet of gross floor area in the aggregate on any one lot.

(8) Accessory uses, including but not limited to cafeterias.

(9) Restaurants.

(10) Health services facility.

(11) Retail stores not to exceed 2,000 square feet, located so as to provide for the convenience of the occupants of the immediate neighborhood, selling items such as groceries, prepared take-out food, toilet articles, cosmetics, candy, sundries, medications, newspapers, magazines and ice cream provided, however, that any such retail store may operate only between the hours of 6:00 A.M. and 10:00 P.M.

(12) Genetic, biological and chemical research centers, laboratories and manufacturing and processing plants with a Biosafety Level of Level 1 (involving specific combinations of work, practices, safety equipment and facilities appropriate for infectious agents that do not ordinarily cause human disease) or Level 2 (involving specific combinations of work practices, safety equipment and facilities appropriate for infectious agents that can cause human disease, but whose potential for transmission is limited), as determined in accordance with the Guidelines of the U.S. Centers for Disease Control.

B. Any uses not so permitted are excluded unless otherwise permitted by law or the terms of this article.

16. To amend Article VIII, Industrial A (IA) District, Section 210-35, as follows:

A. The following uses shall be allowed in an IA District upon the grant of a Special Permit by the Board of Appeals.

(1) Genetic, biological and chemical research centers, laboratories and manufacturing and processing plants with a Biosafety Level of Level 3 (involving specific combinations of work practices, safety equipment and facilities appropriate for infectious agents that may be transmitted by the respiratory route which can cause serious infection), as determined in accordance with the Guidelines of the U.S. Centers for Disease Control.

(2) Conference centers with or without a residential dormitory component.

(3) Veterinary clinics.

(4) Automobile and truck rental and repair, but not including automobile and truck sales.

(5) As an accessory use, facilities ~~ies~~ for storage of gasoline, kerosene, fuel oil, volatile gases and other such substances, except as otherwise prohibited by this Chapter.

(6) Recycling centers; provided, however, that recycling activities are not located within 100 feet of a residential zoning district, and provided further that a buffer area containing natural material and forming an effective year-round screen between the recycling activities and the residential zoning district shall be required.

(7) Continuing care retirement community, ~~or~~ assisted living facility, ~~or~~ nursing home facility.

(8) Indoor recreation uses.

B. The following uses shall be allowed in an IA District upon the grant of a Special Permit by the Planning Board:

(1) Registered Marijuana Dispensary (RMD).

17. To amend Article VIII A, Industrial B (IB) District, Section 210-37.8, as follows:

A. The following land uses are permitted in an IB District.

(1) Research and development; ~~R~~research centers and laboratories.

(2) Professional and medical offices.

(3) Manufacturing, assembly or processing plants for the following types of industries, provided that none of the above activities in Subsection A(3)(a) through (k) will be offensive, injurious or noxious because of gas, dirt, sewage and refuse, vibration, smoke, fumes, dust, odors, discharge of harmful bacteria, radioactive material or chemicals into air, water or septic or site drainage systems, danger of fire or explosion, objectionable noise or other characteristics which are detrimental or offensive or which tend to reduce property values in the same or adjoining districts.

(a) Food and kindred products.

(b) Apparel and related products.

(c) Electronic and electrical products.

- (d) Furniture and fixtures.
- (e) Printing and publishing.
- (f) Lumber and wood products.
- (g) Paper converting products.
- (h) Primary and fabricated metal industries.
- (i) Machinery.
- (j) Transportation equipment.
- (k) Instruments and related products, or any other light manufacturing enterprise.

(4) Warehousing for distribution.

(5) Health club.

(6) Landscaping business and storage/staging facility.

(7) The preparation, packaging and warehousing for distribution of medical supplies for home intravenous therapy with accessory retail use, provided that the retail use occupies no more than 300 square feet of gross floor area in the aggregate on any one lot.

(8) Accessory uses, including but not limited to cafeterias.

(9) Building trade shop.

(10) Health services facility.

(11) Restaurants that contains no more than 100 seats and that ~~are~~ not open for business after 11:00 PM.

(12) Retail stores not to exceed 2,000 square feet, located so as to provide for the convenience of the occupants of the immediate neighborhood, selling items such as groceries, prepared take-out food, toilet articles, cosmetics, candy, sundries, medications, newspapers, magazines and ice cream provided, however, that any such retail store may operate only between the hours of 6:00 A.M. and 10:00 P.M.

(13) Genetic, biological and chemical research centers, laboratories and manufacturing and processing plants with a Biosafety Level of Level 1 (involving specific combinations of work, practices, safety equipment and facilities appropriate for infectious agents that do not ordinarily cause human disease) or Level 2 (involving specific combinations of work practices, safety equipment and facilities appropriate for infectious agents that can cause human disease, but whose potential for transmission is limited), as determined in accordance with the Guidelines of the U.S. Centers for Disease Control.

B. Any uses not so permitted are excluded unless otherwise permitted by law or the terms of this article.

18. To amend Article VIII A, Industrial B (IB) District, Section 210-37.9, as follows:

A. The following uses shall be allowed in an IB District upon the grant of a Special Permit by the Board of Appeals:

(1) Genetic, biological and chemical research centers, laboratories and manufacturing and processing plants with a Biosafety Level of Level 3 (involving specific combinations of work practices, safety equipment and facilities appropriate for infectious agents that may be transmitted by the respiratory route which can cause serious infection), as determined in accordance with the Guidelines of the U.S. Centers for Disease Control.

(2) Conference centers with or without a residential dormitory component.

(3) Parking Facilities for Public School Buses Serving Hopkinton Residents.

(4) Restaurants that contain more than 100 seats or are open for business after 11:00 PM.

(5) Veterinary clinics.

(6) Automobile and truck rental and repair, but not including automobile and truck sales.

(7) Facilities for storage as an accessory use of gasoline, kerosene, fuel oil, volatile gases and other such substances, unless prohibited elsewhere in this Chapter.

(8) Recycling centers, provided that such activities on the lot are not located within 100 feet of a residential zoning district, and a buffer area containing natural material will form an effective year-round screen between the industrial uses and the residential zone.

(9) Continuing care retirement community,~~/~~ assisted living facility,~~/~~ or nursing home facility.

(10) Indoor recreation uses.

B. The following uses shall be allowed in an IA District upon the grant of a Special Permit by the Planning Board:

(1) Registered Marijuana Dispensary (RMD).

19. To amend Article IX, Professional Office (P) District, Section 210-39, as follows:

No new building or structure shall be constructed or used, in whole or in part, and no building or structure, or part thereof, shall be altered, enlarged, reconstructed or used, and no land shall be used in a Professional Office District for any purpose except one or more of the following:

A. Professional offices, administrative offices, clerical offices, establishments for research and development, or laboratories.

B. Light manufacturing and/or assembly with associated professional, administrative and/or clerical offices for the following types of industries:

~~(21)~~ (21) Electronic and electrical products.

~~(32)~~ (32) Robotics and precision instruments.

~~(43)~~ (43) Computer related products.

~~(54)~~ (54) Printing and publishing.

~~(65)~~ (65) Medical equipment and devices.

~~(76)~~ (76) Telecommunications equipment and devices.

C. Day-care center.

D. Conference center.

E. Agricultural and horticultural uses.

F. Accessory uses customarily incidental to any use permitted herein, including but not limited to cafeterias, health clubs and automatic bank teller machines located within

buildings on the site. Such accessory use shall not include restaurants open to the general public.

20. To amend Article IX, Professional Office (P) District, Section 210-40, as follows:

The following uses shall be allowed upon the grant of a special permit by the Board of Appeals:

A. Genetic, biological and chemical research centers, laboratories and manufacturing and processing plants.

B. Health services facility.

C. Residential dormitory component of a conference center.

21. To amend Article IX, Professional Office (P) District, Section 210-41, as follows:

Any uses not so permitted are excluded unless otherwise permitted by law or the terms of this Chapter.

22. To amend Article X, Floodplain District, Section 210-52, as follows:

The following uses, which create a minimal risk of damage due to flooding and will not constitute obstructions to flood flow, shall be allowed by right in the Floodplain District if they are permitted in the underlying district and do not require structures, fill or storage of materials or equipment:

A. Agricultural uses.

B. Forestry and nursery uses.

C. Outdoor recreational uses, including fishing, boating, and play area.

D. Conservation of water, plants, and wildlife.

E. Wildlife management areas, foot, bicycle, and horse paths.

F. Temporary nonresidential structures used in connection with fishing, growing, harvesting, storage, or sale of crops raised on the premises.

G. Buildings lawfully existing prior to the adoption of these provisions.

Pass any vote or take any act relative thereto.

Article: 39 Dimensional Table, Appendix; Sponsor: Planning Board

To see if the Town will vote to amend the Zoning Bylaws by inserting the following table as Appendix A at the end of the Zoning Bylaws.

Appendix A: Dimensional Requirements

Zoning District	Min. Lot Area (sf)	Max. Lot Coverage (%)	Min. Lot Frontage (feet)	Min. Frontage Depth (feet)	Min. Setback from Street Line (feet)	Min. Side Yard (feet)	Min Rear Yard (feet)	Storage Sheds Setback (feet)	Max. Building Height (feet)	Zoning Bylaw Reference
Agricultural (A)	60,000	25%	200	120	60	30	30	10	40 (res.) 35 (non-res.)	§210-14 §210-121
Residence A (RA)	15,000 (with Town water)	25%	100	90	40	10	20	6	40 (res.) 35 (non-res.)	§210-5 §210-121
	22,500 w/o Town water									
Residence B (RB)	45,000	25%	150	100	50	25	20	6	40 (res.) 35 (non-res.)	§210-8 §210-121
Residence Lake Front (RLF)	45,000	25%	150	100	30	25	20	6	40 (res.) 35 (non-res.)	§210-11 §210-121
Business (B)	15,000	60%	0	N/A	20	10	40	N/A	35	§210-17
Downtown Business (BD)	15,000	60%	0	N/A	5	0 (adj. to non-res.)	20 (adj. to non-res.)	N/A	35	§210-20.1
						10 (adj. to res.)	30 (adj. to res.)			
Rural Business (BR)	45,000	25%	200	120	50	10 (adj. to non-res.)	20 (adj. to non-res.)	N/A	35	§210-22
						25 (adj. to res.)	40 (adj. to res.)			
Professional Office (P) ¹	5 acres	60% (60% max GFA)	50	N/A	60 from street		N/A	35 / 3 stories	§210-42	
					100 from residential district					
					50 from commercial or industrial zone					

¹ For the entire development site.

Industrial A (IA)	60,000	40% (50% max GFA ²)	200	120	60	30	40	N/A	60 ³	§210-28 §210-32
Industrial B (IB)	60,000	40% (50% max GFA)	200	120	60	30	40	N/A	45 ³	§210-37.2 §210-37.6

Note: This table is for reference only. In the event of a conflict or inconsistency between this table and Chapter 210, Zoning Bylaws, the latter shall prevail.

Pass any vote or take any act relative thereto.

² Gross Floor Area

³ The vertical distance, measured from the curb grade to the highest point of the principal front of a building or structure.

GENERAL BYLAW AMENDMENTS

ARTICLE 40 Housekeeping/Gender Neutral References; Sponsor: Select Board

To see if the Town will vote to amend the General Bylaws as follows:

1. By striking the following instances of the term “Chairman” and inserting, in place thereof, the term “Chair”:
 - a. Chapter 5, Article I, Appropriation Committee, Section 5-3, Officers; regular meetings;
 - b. Chapter 5, Article III, Section 5-11, Chairman, as the title of said Section and in the two instances in which it appears in Section 5-11.
 - c. Chapter 5, Article VI, Section 5-23, Establishment; membership; terms; vacancies; appointments (2 instances).
 - d. Chapter 123, Section 123-4, Historic District Commission, Subsection G (3 instances);
 - e. Chapter 123, Section 123-5, Commission Meetings; Quorum.
2. By striking the term “his or her” and inserting, in place thereof, the term “their”, in Subsection C of Section 5-1 of Chapter 5, Article I, Appropriation Committee.
3. By striking the term “his/her” and inserting, in place thereof, the term “the employee’s” in Section 13-10 of Article V, Payment of Insurance Premiums in Chapter 13, Finances.
4. By deleting the second sentence of Subsection D of Section 28-4 in Chapter 28, Duties of Town Officers, and inserting, in place thereof, the following sentence:

Town Counsel shall receive such salary or compensation as the Select Board may determine; Town Counsel shall be available for advice to all the town departments under the supervision of the Select Board and shall perform such duties as the Select Board may prescribe.
5. By striking the term “his” and inserting, in place thereof, the term “the” in Chapter 28, Section 28-6, Town Accountant.
6. By striking the term “his/her” and inserting, in place thereof, the term “their”, in the following provisions of Chapter 33, Personnel:
 - a. Subsection C of Section 33-3, Personnel Board;

- b. Subsection E of Section 33, Personnel Board;
 - c. Subsection F of Section 33, Personnel Board (2 instances);
 - d. Subsection I of Section 33, Personnel Board;
 - e. Subsection B of Section 34, Employee Handbook (2 instances);
7. By amending Chapter 55, Alarm Systems, Article I, Intrusion Alarms, as follows:
- a. To strike the term “his” and insert in place thereof the term “any” in the first sentence of the definition of False Alarm in Section 55-2, Definitions;
 - b. To strike two instances of the term “his” and insert in place thereof the term “their” in the 5th sentence of Subsection B of Section 55-3, Administrative rules.
 - c. To strike the term “him” and insert in place thereof the term “them” in the first sentence of Subsection D (1) in Section 55-4, Control and curtailment of signals emitted by alarm users;
 - d. To strike the term “he” and insert in place thereof the term “they” in Subsection D (2) of Section 55-4, Control and curtailment of signals emitted by alarm users, ;
 - e. To strike the term “he is” and insert in place thereof the term “they are” in Subsection D (3) of Section 55-4, Control and curtailment of signals emitted by alarm users;
 - f. To strike the term “him” and insert in place thereof the term “them” in the first sentence of Subsection D (4) in Section 55-4, Control and curtailment of signals emitted by alarm users;
 - g. To re-number present Section 55-6, Testing of equipment, to Section 55-5;
 - h. To strike the term “he has” and insert in place thereof the term “they have” in the first sentence of Subsection C of Section 55-6, False alarms.
8. By striking the term “his” and inserting, in place thereof, the term “their” in the definition of Fire Alarm System Owner in Section 55-9, Definitions, in Chapter 55, Alarm Systems, Article II, Fire Alarms.
9. By striking the term “his or her” and inserting, in place thereof, the term “their” in Section 87-3, Police Department Procedure in Chapter 87, Civil Fingerprinting (2 instances);
10. By striking the term “himself” in the first sentence of Section 91-1, Prohibited actions, in Chapter 91, Disorderly Conduct.

11. By amending Chapter 119, Fuel Storage Tanks, as follows:

- a. To amend Subsection B of Section 119-4, Registration of existing tanks, as follows:

Notification of Fire Department. The Town Clerk must forthwith, give the Fire Chief a copy of the information filed for each tank that is registered according to Subsection A of this section. The Fire Chief or ~~his~~ **their** designee must check this information against Fire Department records, ~~and. He~~ may require evidence of the date of purchase and installation if there is any question concerning the age of the tank.

- b. To strike the instances of the term “his” and insert, in place thereof, the term “their” in the following:

- 1) Subsection B(1) of Section 119-5, Standards applicable to the installation of new tanks;
- 2) Subsection A(2) of Section 119-6, Leak detection for existing and new tanks;
- 3) Subsection B(1) of Section 119-6, Leak detection for existing and new tanks;
- 4) Subsection E of Section 119-8, Administration.

12. By striking the term “his/her” and inserting, in place thereof, “their” in Subsection 125-2 of Chapter 125, Historic Preservation.

13. By amending Chapter 150, Door to Door Soliciting and Canvassing, as follows:

- a. To strike the term “his” and insert, in place thereof, the term “their” in Section 150-5.1;
- b. To strike the term “his” and insert, in place thereof, the term “a” in Section 150-7.3 (a);
- c. To amend Section 150-7.3 (c) as follows:

Inform the occupant in clear language of the nature and purpose of ~~his~~ **their** business and, if ~~he is~~ **they are** representing an organization, the name and nature of that organization.

- d. To strike the term “himself” and insert, in place thereof, the term “themselves” in Subsection 150-9.2 of Section 150-9;

14. By striking the term “by him” in the first sentence of Section 188-6 of Chapter 188, Unregistered Motor Vehicles.
15. By striking the following instances of the term “his” and inserting, in place thereof, the term “their”, in Chapter 195, Wastewater Collection System, as follows:
 - a. Section 195-17, Pretreatment facilities operations, in Article III, Control of Prohibited Wastes;
 - b. Section 195-19, Protection from accidental discharge, in Article III, Control of Prohibited Wastes;
 - c. Section 195-23, Equalization basin, in Article IV, Use of System for Discharge of Industrial Waste;
 - d. Section 195-24, Control manhole, in Article IV, Use of System for Discharge of Industrial Waste;
 - e. Section 195-25, Measuring device, in Article IV, Use of System for Discharge of Industrial Waste;
 - f. Section 195-26, Grease, oil and sand interceptors, in Article IV, Use of System for Discharge of Industrial Waste;
 - g. Section 195-36, Bypassing of pretreatment facilities, in Article IV, Use of System for Discharge of Industrial Waste;
 - h. Subsection F in Section 195-41, Records and Monitoring, in Article V, Permit System for Industrial Discharge;
 - i. Section 195-42, Duration of permits, in Article V, Permit System for Industrial Discharge;
 - j. The first sentence of Section 195-44, Revocation of permit, in Article V, Permit System for Industrial Discharge;
 - k. Subsection A of Section 195-44, Revocation of permit, in Article V, Permit System for Industrial Discharge;
 - l. Subsection F of Section 195-61, Septage receiving procedures, in Article VI, Septage Waste Disposal;
 - m. Section 195-75, Negative finding; objection to decision, in Article VII, Penalties and Enforcement Procedures for Industrial Users and Septage Haulers.

Pass any vote or take any other act relative thereto

ARTICLE 41 Amend General Bylaws Section 62-2 - Dog Licensing; Sponsor: Town Clerk

To see if the Town will vote to amend Section 62-2 “Deadline; penalty” of the General Bylaws of the Town of Hopkinton by deleting the word “*penalty*” in sentences one and two and inserting the term “*late fee*” in its place, by deleting “\$50.00” from the second sentence and inserting “\$25.00” in its place, by deleting the phrase “*household irrespective of the number of dogs which reside in the household which have*” and inserting “*dog which has*” in its place, and by inserting the following language as a new sentence after the end of the last sentence:

“This fee shall not apply to any dog that has turned six months of age after April 1st of such year. Additionally, any dog not licensed on or before July 1st of such year, will be deemed in violation of M.G.L. c. 140 § 137, shall be assessed a penalty of \$50.00 in accordance with M.G.L. c. 140 § 141 in addition to the applicable license and/or late fees, to be enforced by the Animal Control Officer and/or the Chief of Police. All fees and penalties under this section will be collected by the Town Clerk’s Office.”

So that the amended bylaw will read as follows:

“Any person who is the owner or a keeper of a dog or dogs six months of age or older in the Town of Hopkinton and fails to license said dog or dogs on or before April 1st of each year shall be subject to a late fee in addition to the applicable license fee. The amount of the late fee shall be \$25.00 per dog which has not been licensed on or before April 1st of such year. This fee shall not apply to any dog that has turned six months of age after April 1st of such year. Additionally, any dog not licensed on or before July 1st of such year, will be deemed in violation of M.G.L. c. 140 § 137, shall be assessed a penalty of \$50.00 in accordance with M.G.L. c. 140 § 141 in addition to the applicable license and/or late fees, to be enforced by the Animal Control Officer and/or the Chief of Police. All fees and penalties under this section will be collected by the Town Clerk’s Office.”

Pass any vote or take any act relative thereto.

LAND ACQUISITION AND DISPOSITION

ARTICLE 42 Accept Easement - 2 Oakhurst Road; Sponsor: Select Board

To see if the Town will authorize the Select Board to acquire by gift, purchase, eminent domain or otherwise, an easement located at 2 Oakhurst Road as shown as “Proposed Bus Stop Easement” on a plan entitled “Site Plan, 2 Oakhurst Road, Hopkinton, MA”, prepared by United Consultants Inc. and dated August 10, 2020 rev. November 30, 2020, a copy of which is available for inspection at the Office of the Town Clerk, said land being a portion of property shown on Assessors’ Map as R28 73 0, and said easement to be used for a school bus waiting area.

Pass any vote or take any action relative thereto.

ARTICLE 43 Accept Gift of Land - Fitch Ave.; Sponsor: Select Board

To see if the Town will vote to authorize the Select Board to acquire, by gift, a fee interest in a certain parcel of land, consisting of a 0.98 acre parcel as shown as Lot E on a plan entitled “Plan of Land Hopkinton, Massachusetts” prepared by GLM Engineering Consultants, Inc. and dated September 2, 2021, a copy of which is available for inspection at the Office of the Town Clerk, said land being a portion of property located at 4, 6, 8 and Lot D Fitch Ave. and as a portion of property shown on Assessors Map as U22 71 0, U22 72 0, U22 73 0 and U22 74 0, and said land to be used for open space and recreation purposes.

Pass any vote or take any act relative thereto.

ARTICLE 44 Accept Gift of Land - Chamberlain-Whalen Subdivision; Sponsor: Planning Board

To see if the Town will vote to authorize the Select Board to acquire, by gift, a fee interest in a certain parcel of land, consisting of a 44.804 acre parcel of land as shown as “Open Space Parcel A” on a plan entitled “Definitive Subdivision Plan, Chamberlain Street and Whalen Road, Town of Hopkinton” prepared by Bohler Engineering and dated December 11, 2017, revised May 18, 2021, a copy of which is available for inspection at the Office of the Town Clerk. Said land to be under the jurisdiction of the Open Space Preservation Commission.

Pass any vote or take any action relative thereto.

ARTICLE 45 Land Acquisition #1; Sponsor: Open Space Preservation Commission

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums of money for the acquisition of [INSERT] for the purposes of preservation and for providing open space for passive recreation. Said sum to be spent under the direction of the Open Space Preservation Commission.

Pass any vote or take any act relative thereto.

ARTICLE 46 Land Acquisition #2; Sponsor: Open Space Preservation Commission

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums of money for the acquisition of [INSERT] for the purposes of preservation and for providing open space for passive recreation. Said sum to be spent under the direction of the Open Space Preservation Commission.

Pass any vote or take any act relative thereto.

ARTICLE 47 Land Acquisition - 71 Frankland Road, Rear; Sponsor: Citizens Petition

To see if the Town will vote to proceed on your positive action in ATM 2020 to negotiate a purchase price for the Town on 71 Frankland Road, Rear. The only way to get an answer from Seaboard Solar will be to take the large undeveloped parcel by eminent domain. Eminent Domain refers to the power of the government to take private property and convert it into public use. The Fifth Amendment provides that the government may only exercise this power if they provide just compensation to the property owners.

Pass any vote or take any act relative thereto.

ADMINISTRATIVE

ARTICLE 48 Accept M.G.L. c. 40U § 3; Sponsor: Fire Chief

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 40U in its entirety, allowing for the administration of fines as a result of violations of any rule, regulation, order, or bylaw regulating the housing, sanitary or municipal snow and ice removal requirements of the Town; and further to amend the General Bylaws by inserting a new Article VI in Chapter 1, General Provisions as:

ADMINISTRATION OF FINES FOR CERTAIN VIOLATIONS

§ 1-8. Adoption of G.L. c.40U

The procedures for the payment and collection of unpaid municipal fines, as set forth in G.L. c. 40U are hereby adopted.

§ 1-9. Municipal Hearing Officer

The Town Manager shall appoint a Municipal Hearing Officer to conduct hearings of alleged violations of the Bylaws specified in this Bylaw.

§ 1-10. Violations Subject to this Bylaw

The following Bylaws and the specified penalties attached thereto shall be included within the procedure established under this Bylaw. Each day a violation is committed or permitted to continue shall constitute a separate offense and may be penalized as such hereunder:

BYLAW	SUBJECT
§ 93-1	Dumping on public and private land
§ 113-1	Hard-wired detectors required upon sale or transfer of certain buildings
§ 174-7	Obstruction of streets and sidewalks prohibited
§ 174-29	Discharge of Water onto a Public Way Prohibited

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§ 1-11. Enforcement

Notwithstanding the provisions of this Bylaw, the Town may enforce its Bylaws and regulations or enjoin violations thereof through any lawful process, including but not limited to, any lawful means in law or in equity, including, but not limited to, non-criminal disposition pursuant to G.L. c.40, §21D and § 1-4 of the Town’s General Bylaws, and the election of one remedy by the Town shall not preclude enforcement through any other lawful means.

Pass any vote or take any act relative thereto.

ARTICLE 49 Accept M.G.L. c. 41 § 110A; Sponsor: Town Clerk

To see if the Town will vote to accept the provisions of Chapter 41 § 110A of the *Massachusetts General Laws*, thereby authorizing any public office in the Town to remain closed on any or all Saturdays as may be determined from time to time.

Pass any vote or take any act relative thereto.

ARTICLE 50 Commission on Disability; Sponsor: Town Manager

To see if the Town will vote to establish a Commission on Disability by accepting the provisions of Chapter 40, § 8J of the *Massachusetts General Laws* and amending the General Bylaws by inserting as Chapter 5, Article IX the following text:

**ARTICLE IX
Commission on Disability**

§ 5-30. Title and purpose.

- A. The name of this commission is the Commission on Disability (hereafter referred to as the Commission).
- B. The purpose of the Commission is to coordinate or carry out programs in coordination with programs of the Massachusetts Office on Disability and advise the Select Board, Town boards and officials on the same to bring about full and equal participation in all aspects of life in the Town of Hopkinton for people with disabilities.
- C. The purpose of these bylaws is to establish principles, policies, and procedures for the governance of this Commission.

§ 5-31. Powers and duties.

- A. Research, understand, evaluate, and advocate local issues, challenges and opportunities encountered by people with disabilities.
- B. Coordinate the activities of other local groups organized to meet the needs of people with disabilities.
- C. Review and make recommendations about policies, procedures, services and activities of departments and agencies of the Town as they affect people with disabilities.
- D. Work in cooperation with the departments and agencies of the Town to bring about maximum participation of people with disabilities.
- E. Initiate, monitor, and promote legislation at the town, state and federal level which advances the equal status of people with disabilities.
- F. Encourage public awareness of disability issues.
- G. Provide information, referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters pertaining to disability.
- H. Recruit and recommend prospective Commission members to the Town Manager.
- I. File an annual report, which shall be printed in the Town's annual report.

§ 5-32. Membership.

- A. The Commission shall consist of five members appointed by the Town Manager, subject to the approval of the Select Board. Three members shall consist of people with disabilities. One member shall be a member of the immediate family of a person with a disability. One member shall be either an elected or appointed official of the Town.
- B. The members shall initially serve the following terms: (1.) Two members shall serve one-year terms; (2.) Two members shall serve two-year terms; and (3.) Three members shall serve three-year terms. After the initial term, all members shall serve three-year terms.
- C. Resignation shall be made by notifying the chairperson in writing.
- D. The Town Manager shall fill any vacancy for the remainder of the unexpired term in the same manner as an original appointment.

- E. Any members of said Commission may, after a public hearing, if so requested, be removed for cause by the appointing authority.
- F. All members shall have full voting rights.

§ 5-33. Officers.

- A. The officers shall include a chairperson, vice chairperson, and secretary.
- B. Officers shall be elected annually by the majority vote of the Commission.
- C. One member may hold more than one office.

§ 5-34. Meetings.

- A. Regular meetings shall be held at least ten times a year.
- B. A quorum shall consist of three members.

Pass any vote or take any act relative thereto.

ARTICLE 51 Amend Vote of Town Meeting - Registrar Stipend; Sponsor: Town Clerk

To see if the Town will vote to amend the vote of the April 1991 Special Town Meeting on article 11 of said Town Meeting's warrant adopting the provisions of *M.G.L. c.41, s.19J* to retain the Town's adoption of the provisions of said section 19J but to strike that portion of the vote setting the amount of such compensation for the Town Clerk as \$600 and, further, that compensation to the Town Clerk pursuant to said section 19J shall hereafter be set at this and each successive Town Meeting in May in an amount not to exceed the limits set in said section 19J.

Pass any vote or take any act relative thereto.

ARTICLE 52 Prudent Investment Legislation; Sponsor: Town Manager

To see if the Town will vote to vote to authorize and request the Select Board to petition the General Court of the Commonwealth, on behalf of the Town, for passage of special legislation substantially as provided below, allowing the investment of the Town's Trust Funds in accordance with Sections 3, 4, 5, 8, and 9 of Chapter 203C of the *Massachusetts General Laws*, removing the requirement to invest only in the Massachusetts Legal List of Investments; provided, however, that the General Court may make clerical or editorial changes of form only to said legislation, unless the Select Board votes to approve amendments thereto; and provided further that the Select Board is hereby authorized to approve amendments that shall be within the scope of the general public objectives of

said petition.

AN ACT AUTHORIZING CERTAIN INVESTMENTS BY THE TREASURER OF THE TOWN OF
HOPKINTON

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Notwithstanding Section 54 of Chapter 44 of the General Laws or any other general or special law to the contrary, the treasurer of the town of Hopkinton may invest trust funds that are in the custody of the treasurer in accordance with Sections 3, 4, 5, 8, and 9 of Chapter 203C of the General Laws.

SECTION 2. This act shall take effect upon its passage.

Pass any vote or take any act relative thereto.

ARTICLE 53 Tax Increment Finance Agreement - Lykan Bioscience; Sponsor: Select Board

To see if the Town will vote, pursuant to Massachusetts General Law Chapter 40, Section 59, and Chapter 23A, Sections 3A through 3F, and the applicable regulations thereunder, to:(a) approve a Tax Increment Financing Agreement (“TIF Agreement”) between the Town, Lykan Bioscience Holdings, LLC, and Southfield Properties III, LLC for property shown on Assessors Map R29, Block 9, Lot A, which TIF Agreement provides for real estate tax and personal property tax exemptions at the exemption rate schedules set forth therein; and (b) authorize the Select Board to execute the TIF Agreement, and any documents related thereto, and to approve submission to the Massachusetts Economic Assistance Coordinating Council (EACC) of the TIF Agreement, and any documents related thereto, all relating to the project as described in the TIF Agreement, and any necessary documents relating thereto, and related submissions, and to take such other actions as necessary or appropriate to implement those documents, and carry out the purposes of this article.

Pass any vote or take any act relative thereto.

ARTICLE 54 PILOT Agreement, Wilson Street Solar Farm; Sponsor: Select Board

To see if the Town will vote in accordance with Chapter 59, Section 5, Clause forty-fifth of the *Massachusetts General Laws*, to approve a Payment in Lieu of Taxes (PILOT) Agreement, as negotiated by the Select Board, with GHTJA04 LLC, for a period of twenty-five (25) years, whereby GHTJA04 LLC will pay the Town a sum of monies per year relative to a portion of land located at 17 Wilson Street, shown as Assessors’ Maps U12 1 A, U12 2 A, U11 30 A and U11 26 B, and which is related to the proposed construction and operation of a Large-Scale Ground Mounted Solar Photovoltaic Installation with an expected nameplate capacity of approximately megawatts, said PILOT Agreement being on file in the Town Clerk’s Office, and further to

allow the Select Board or the Town Manager to negotiate any amendments necessary to said PILOT Agreement to reflect any changes in the size of the parcel of land or size of the system so long as the payments reflected in the PILOT Agreement rise or lower commensurately.

Pass any vote or take any act relative thereto.

ARTICLE 55 Trustees of the School Fund in the Town of Hopkinton; Sponsor: Select Board

To see if the Town will choose members to fill the vacancies now existing in the Board of Trustees of the School Fund in the Town of Hopkinton.

Pass any vote or take any act relative thereto.

HEREOF FAIL NOT, and make the due return of this warrant, with your doings thereon to the Clerk of said Town of Hopkinton, at the time and place aforesaid.

Given under our hands this _____th day of _____, 2022.

SELECT BOARD
TOWN OF HOPKINTON

Irfan Nasrullah, Chair

Amy Ritterbusch, Vice-Chair

Brendan Tedstone

Mary Jo LaFreniere

Muriel Kramer

A TRUE COPY
ATTEST:

Connor Degan, Town Clerk

DATE: _____

I HEREBY CERTIFY THAT I HAVE SERVED THE FOREGOING WARRANT BY POSTING A TRUE AND ATTESTED COPY THEREOF IN (1) TOWN HALL, (2) ALL POST OFFICES, (3) THE PUBLIC LIBRARY, (4) THE SENIOR CENTER, AND (5) AT LEAST ONE PUBLIC SAFETY BUILDING, AT LEAST EIGHT (8) DAYS PRIOR TO THE TIME OF HOLDING SAID MEETING.

Constable of Hopkinton

2022 ATM Motions Draft - 3/30/22, rev 4/1/22
Note - Article Numbers are subject to change



Hopkinton Annual Town Meeting
May 2, 2021

WARRANT ARTICLES AND MOTIONS

REPORTS

ARTICLE: 1 Acceptance of Town Reports

Sponsor: Select Board

To hear the Reports of Town Officers, Boards and Committees.

Pass any vote or take any act relative thereto.

Required Recommendation: Select Board recommends [INSERT].

Motion (Select Board): *We move that the Town accept the Reports of Town Officers, Boards and Committees.*

Vote Needed: Simple Majority.

FINANCIAL – FISCAL YEAR 2022

ARTICLE: 2 FY 2022 Supplemental Appropriations and Transfers

Sponsor: Town Manager

To see if the Town will vote to transfer from available funds or otherwise provide a sum or sums of money to supplement operating budgets and various accounts for the fiscal year ending June 30, 2022.

Pass any vote or take any act relative thereto.

Required Recommendation: Select Board recommends [INSERT].
Appropriation Committee recommends [INSERT].

Motion (Appropriation Committee): *We move that the Town vote to transfer the sum of _____ from _____ to supplement the FY2022 _____ Budgets . . .*

Vote Needed: Simple Majority.

ARTICLE: 3 Unpaid Bills from Prior Fiscal Years

Sponsor: Town Manager

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums of money to pay unpaid bills from prior fiscal years, in accordance with the provisions of Chapter 44, Section 64, of the *Massachusetts General Laws*.

Pass any vote or take any act relative thereto.

Required Recommendation: Select Board recommends [INSERT].

Appropriation Committee recommends [INSERT].

Motion (Appropriation Committee): *We move that the Town vote [INSERT]*

<u>Department #</u>	<u>Vendor</u>	<u>Amount</u>
[INSERT]		
	TOTAL	

Vote Needed: Four-Fifths Majority.

FINANCIAL – FISCAL YEAR 2023

ARTICLE: 4 Set the Salary of Elected Officials *Sponsor: Select Board*

To see if the Town will vote to fix the salary or compensation of all the elected officials of the Town in accordance with Chapter 41, Section 108, of the Massachusetts General Laws.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT].
Appropriation Committee recommends [INSERT].

Motion (Appropriation Committee): *We move that the Town vote to fix the salary of the elected Town Clerk for the Fiscal Year commencing July 1, 2022 at . . .*

Vote Needed: Simple Majority.

ARTICLE: 5 Fiscal Year 2023 Operating Budget *Sponsor: Town Manager*

To hear and act on reports and recommendations of the Appropriation Committee and to see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for the operation and maintenance of Town Departments for the fiscal year beginning July 1, 2022, and that such sums be expended for such purposes under the direction of the respective Town Officers, Boards and Committees.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT].
Appropriation Committee recommends [INSERT].

Motion (Appropriation Committee): *We move that the Town vote to appropriate:*

INSERT

Vote Needed: Simple Majority

ARTICLE: 6	Establish Shared Housing Services Office Revolving Fund	<i>Sponsor: Town Manager</i>
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To see if the Town will vote to amend Chapter 13, Finances, of the General Bylaws of the Town of Hopkinton, Article VI, Section 13-15 entitled “Authorized Revolving Funds”, for the purpose of establishing and authorizing a new revolving fund for use by certain Town departments, boards, committees or officers, pursuant to Section 53E½ of Chapter 44 of the *Massachusetts General Laws*, by adding a row to the table in Section 13-15 as follows:

<u>Revolving Fund</u>	<u>Department, Board, Committee or Officer Authorized to Spend from Fund</u>	<u>Fees, Charges or Other Receipts Credited to the Fund</u>	<u>Program or Activity Expenses Payable from Fund</u>	<u>Restrictions or Conditions on Expenses Payable from Fund</u>	<u>Other Requirements/ Reports</u>	<u>Fiscal Years</u>
Shared Housing Services Office	Town Manager’s Office	Funds from member municipalities	Consultant services pursuant to the SWAP/TRIC Shared Housing Services Office Intermunicipal Agreement	None	None	Fiscal Year 2023 and subsequent years

Pass any vote or take any act relative thereto.

Required Recommendation: Select Board recommends **INSERT**.
Appropriation Committee recommends **INSERT**.

Motion (Select Board): *We move to amend Chapter 13, Finances, of the General Bylaws of the Town of Hopkinton, Article VI, Section 13-15 entitled “Authorized Revolving Funds”, for the purpose of establishing and authorizing a new revolving fund for use by certain Town departments, boards, committees or officers, pursuant to Section 53E½ of Chapter 44 of the Massachusetts General Laws, by adding a row to the table in Section 13-15 as follows:*

<u>Revolving Fund</u>	<u>Department, Board, Committee or Officer Authorized to Spend from Fund</u>	<u>Fees, Charges or Other Receipts Credited to the Fund</u>	<u>Program or Activity Expenses Payable from Fund</u>	<u>Restrictions or Conditions on Expenses Payable from Fund</u>	<u>Other Requirements/ Reports</u>	<u>Fiscal Years</u>
Shared Housing Services Office	Town Manager's Office	Funds from member municipalities	Consultant services pursuant to the SWAP/TRIC Shared Housing Services Office Intermunicipal Agreement	None	None	Fiscal Year 2023 and subsequent years

Vote Needed: Simple Majority.

ARTICLE: 7 **Establish Revolving Fund for Public Health Nursing Reimbursements** *Sponsor: Board of Health*

To see if the Town will vote to amend Chapter 13, Finances, of the General Bylaws of the Town of Hopkinton, Article VI, Section 13-15 entitled "Authorized Revolving Funds", for the purpose of establishing and authorizing a new revolving fund for use by certain Town departments, boards, committees or officers, pursuant to Section 53E½ of Chapter 44 of the *Massachusetts General Laws*, by adding a row to the table in Section 13-15 as follows:

<u>Revolving Fund</u>	<u>Department, Board, Committee or Officer Authorized to Spend from Fund</u>	<u>Fees, Charges or Other Receipts Credited to the Fund</u>	<u>Program or Activity Expenses Payable from Fund</u>	<u>Restrictions or Conditions on Expenses Payable from Fund</u>	<u>Other Requirements/ Reports</u>	<u>Fiscal Years</u>
Board of Health	Director of Health Department	Vaccination, Testing and Community EMS Reimbursements	The Medicare, Medicaid and Insurance reimbursements from the vaccination, testing and	The reimbursements will be dedicated to the per-diem wages, the fees to operate,	None	Fiscal Year 2023 and subsequent years

<u>Revolving Fund</u>	<u>Department, Board, Committee or Officer Authorized to Spend from Fund</u>	<u>Fees, Charges or Other Receipts Credited to the Fund</u>	<u>Program or Activity Expenses Payable from Fund</u>	<u>Restrictions or Conditions on Expenses Payable from Fund</u>	<u>Other Requirements/ Reports</u>	<u>Fiscal Years</u>
			Community EMS activities will cover the per diem labor, equipment and ancillary supply costs and sustain the programs without a cost or with a significantly reduced cost to the community	upgrade or replace public health nursing equipment and cover the costs for ancillary supplies and PPE		

Pass any vote or take any act relative thereto.

Required Recommendation: Select Board recommends [INSERT].
Appropriation Committee recommends [INSERT].

Motion (Appropriation Committee): *We move that the Town vote to amend Chapter 13, Finances, of the General Bylaws of the Town of Hopkinton, Article VI, Section 13-15 entitled "Authorized Revolving Funds", for the purpose of establishing and authorizing a new revolving fund for use by certain Town departments, boards, committees or officers, pursuant to Section 53E½ of Chapter 44 of the Massachusetts General Laws, by adding a row to the table in Section 13-15 as follows:*

<u>Revolving Fund</u>	<u>Department, Board, Committee or Officer Authorized to Spend from Fund</u>	<u>Fees, Charges or Other Receipts Credited to the Fund</u>	<u>Program or Activity Expenses Payable from Fund</u>	<u>Restrictions or Conditions on Expenses Payable from Fund</u>	<u>Other Requirements/ Reports</u>	<u>Fiscal Years</u>
Board of Health	Director of Health Department	Vaccination, Testing and Community EMS Reimbursements	The Medicare, Medicaid and Insurance reimbursements from the vaccination, testing and Community EMS activities will cover the per diem labor, equipment and ancillary supply costs and sustain the programs without a cost or with a significantly reduced cost to the community	The reimbursements will be dedicated to the per-diem wages, the fees to operate, upgrade or replace public health nursing equipment and cover the costs for ancillary supplies and PPE	None	Fiscal Year 2023 and subsequent years

Vote Needed: Simple Majority.

ARTICLE: 8 FY 2023 Revolving Funds Spending Limits

Sponsor: Town Manager

To see if the Town will vote to establish the limit on the total amount that may be expended from each revolving fund established by Article VI of Chapter 13 of the General Bylaws pursuant to Section 53E½ of Chapter 44 of the *Massachusetts General Laws* for the fiscal year beginning July 1, 2022.

Pass any vote or take any act relative thereto.

Required Recommendation: Select Board recommends [INSERT].

Appropriation Committee recommends [INSERT].

Motion (Appropriation Committee): *We move that the Town vote to establish the limit on the total amount that may be expended from each revolving fund established by Article VI of Chapter 13 of the General Bylaws pursuant to Section 53E½ of Chapter 44 of the Massachusetts General Laws for the fiscal year beginning July 1, 2022, as follows:*

Revolving Fund	Spending Limit for FY 22
Building Department	
Part-Time Wire Inspector	
Part-Time Plumbing Inspector	
Hazardous Materials	
Conservation Commission	
Library	
Public Safety	
Planning Board	
Open Space Preservation Commission	
Youth and Family Services Department	
Zoning Board of Appeals	
Department of Public Works (Expenses of operation of the Highway Division.)	
Department of Public Works (Expenses of operation of	

Revolving Fund	Spending Limit for FY 22
Recycling Center)	
Department of Public Works (To purchase Overflow Trash bags and to meet expenses of Waste Collection and Disposal)	
Cemetery Commission	
Cemetery Lot Fund	
School Department 1:1 Laptop Initiative	
Fingerprinting Fund	
Senior Center Programs Fund	
Police Department	
Parks and Recreation	
Shared Housing Services Office	
Board of Health	

Vote Needed: Simple majority.

ARTICLE: 9	Establish MGL Ch. 44, § 53F ³/₄ PEG Access and Cable Related Fund Account	<i>Sponsor: Town Manager</i>
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To see if the Town will vote to accept the provisions of Chapter 44, Section 53F³/₄ of the *Massachusetts General Laws* to establish in the treasury a separate revenue fund to be known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for fiscal year 2023, which begins on July 1, 2022.

Pass any vote or take any act relative thereto.

Required Recommendation: Select Board recommends [INSERT]
Appropriations Committee recommends [INSERT].

Motion (Appropriation Committee): *We move that the Town vote to accept the provisions of Chapter 44, Section 53F³/₄ of the Massachusetts General Laws to establish in the treasury a separate revenue fund to be known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for fiscal year 2023, which begins on July 1, 2022.*

Vote Needed: Simple Majority.

ARTICLE: 10	HCAM Revolving Account Funding
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Sponsor: Town Manager

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money to the Hopkinton Community Access Media, Inc. Revolving Account.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT].
Appropriation Committee recommends [INSERT].

Motion (Appropriation Committee): *We move that the Town vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money to the Hopkinton Community Access Media, Inc. Revolving Account.*

Vote Needed: Simple Majority.

ARTICLE: 11	Revoke HCAM Enterprise Fund
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Sponsor: Town Manager

To see if the *Town* vote to revoke its acceptance of the provisions of Chapter 44, § 53F½ voted at the 2019 Annual Town Meeting vote, pursuant to article 12 of said Town Meeting's warrant, with said revocation effective at the end of the day on June 30, 2022, thereby ceasing the Hopkinton Community Access Media, Inc. Fund as an enterprise fund effective in Fiscal Year 2023 and all subsequent fiscal years.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT].
Appropriation Committee recommends [INSERT].

Motion: *We move that the Town vote to revoke its acceptance of the provisions of Chapter 44, § 53F½ voted at the 2019 Annual Town Meeting vote, pursuant to article 12 of said Town Meeting's warrant, with said revocation effective at the end of the day on June 30, 2022, thereby ceasing the Hopkinton Community Access Media, Inc. Fund as an enterprise fund effective in Fiscal Year 2023 and all subsequent fiscal years.*

Vote Needed: Simple Majority.

ARTICLE: 12	Unauthorized/Unissued Debt Rescindment	<i>Sponsor: Town Manager</i>
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To see if the Town will vote to rescind authorized and unissued debt for projects that are no longer necessary, or do not require additional funding.

Pass any vote or take any act relative thereto.

Required Recommendation: Select Board recommends [INSERT]
Appropriations Committee recommends [INSERT].

Motion: *We move that the Town vote to rescind authorized and unissued debt for projects that are no longer necessary, or do not require additional funding.*

Vote Needed: Simple Majority.

ARTICLE: 13	Chapter 90 Highway Funds	<i>Sponsor: Town Manager</i>
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To see if the Town will vote to appropriate a sum or sums of money from the proceeds due to the Town pursuant to Chapter 90 of the Massachusetts General Laws for the purposes of repair, construction, maintenance and preservation of the Town's roads and bridges, the acquisition of easements and other interests in real property related to the laying out of ways, and other related costs, which qualify under the State Aid Highway Guidelines adopted by the Massachusetts Department of Transportation; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

Required Recommendation: Select Board recommends [INSERT]
Appropriations Committee recommends [INSERT].
Capital Improvement Committee recommends [INSERT].

Motion: *We move that the Town vote to appropriate [INSERT] from the proceeds due to the Town pursuant to Chapter 90 of the Massachusetts General Laws for the purposes of repair, construction, maintenance and preservation of the Town's roads and bridges, the acquisition of easements and other interests in real property related to the laying out of ways, and other related costs, which qualify under the State Aid Highway Guidelines*

adopted by the Massachusetts Department of Transportation; said sum to be spent under the direction of the Town Manager.

Vote Needed: Simple Majority.

ARTICLE: 14	Authorize Limited Means Tested Sewer User Discount	<i>Sponsor: Town Manager]</i>
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To see if the Town will vote to authorize and request the Select Board to petition the General Court of the Commonwealth, on behalf of the Town, for passage of special legislation substantially as provided below; provided, however, that the General Court may make clerical or editorial changes of form only to said legislation, unless the Select Board votes to approve amendments thereto; and provided further that the Select Board is hereby authorized to approve amendments that shall be within the scope of the general public objectives of said petition:

AN ACT AUTHORIZING SEWER AND WATER USER DISCOUNTS IN THE TOWN OF HOPKINTON

SECTION 1. Notwithstanding any general or special law to the contrary, the town of Hopkinton Select Board may discount fees charged to income eligible residents for the use of the town's water and sewer system.

SECTION 2. This act shall take effect upon its passage.

Pass any vote or take any act relative thereto.

Required Recommendation: Select Board recommends **[INSERT]**
Appropriations Committee recommends **[INSERT]**.

Motion: *We move that the Town vote to authorize and request the Select Board to petition the General Court of the Commonwealth, on behalf of the Town, for passage of special legislation substantially as provided below; provided, however, that the General Court may make clerical or editorial changes of form only to said legislation, unless the Select Board votes to approve amendments thereto; and provided further that the Select Board is hereby authorized to approve amendments that shall be within the scope of the general public objectives of said petition:*

AN ACT AUTHORIZING SEWER AND WATER USER DISCOUNTS IN THE TOWN OF HOPKINTON

SECTION 1. *Notwithstanding any general or special law to the contrary, the town of Hopkinton Select Board may discount fees charged to income eligible residents for the use of the town's water and sewer system.*

SECTION 2. *This act shall take effect upon its passage.*

Vote Needed: Simple Majority.

**ARTICLE: 15 Transfer to Other Post-Employment Benefits
Liability Trust Fund**

Sponsor: Town Manager

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums of money for the purpose of increasing the Other Post-Employment Benefits Liability Fund.

Pass any vote or take any act relative thereto.

Required Recommendation: Select Board recommends [INSERT]
Appropriations Committee recommends [INSERT].

Motion: *We move that the Town vote to [INSERT] to be credited to the Other Post-Employment Benefits Liability Trust Fund.*

Vote Needed: Simple Majority.

ARTICLE: 16 Transfer to the General Stabilization Fund

Sponsor: Town Manager

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums of money for the purpose of increasing the General Stabilization Fund, to be used, upon further appropriation, for any lawful purpose.

Pass any vote or take any act relative thereto.

Required Recommendation: Select Board recommends [INSERT]
Appropriations Committee recommends [INSERT].

Motion: *We move that the Town raise and appropriate, transfer from available funds, or otherwise provide [INSERT] for the purpose of increasing the General Stabilization Fund, to be used, upon further appropriation, for any lawful purpose.*

Vote Needed: Simple Majority.

ARTICLE: 17 Transfer to the Capital Expense Stabilization Fund

Sponsor: Town Manager

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums of money for the purpose of increasing the Capital Expense Stabilization Fund, to be used, upon further appropriation, for any lawful purpose.

Pass any vote or take any act relative thereto.

Required Recommendation: Select Board recommends [INSERT]

Appropriations Committee recommends [INSERT].

Motion: *We move that the Town vote to raise and appropriate, transfer from available funds, or otherwise provide [INSERT] for the purpose of increasing the Capital Expense Stabilization Fund, to be used, upon further appropriation, for any lawful purpose.*

Vote Needed: Simple Majority.

ARTICLE: 18 Create School Special Education Reserve Fund

Sponsor: Select Board

To see if the Town will vote to accept the provisions of Chapter 40, Section 13E of the General Laws to establish a School Special Education Reserve Fund for the purposes of supporting the fluctuating cost of out of district Special Education; provided, further, that the funds shall be used, without further appropriation, for unanticipated or unbudgeted costs of special education and recovery high school programs, out-of-district tuition or transportation. The balance in such reserve fund shall not exceed 2 per cent of the annual net school spending of the school district; and, provided, further, that funds shall be distributed from the Reserve Fund only after a majority vote of the school committee and a majority vote of the select board.

Pass any vote or take any act relative thereto.

Required Recommendation: Select Board recommends [INSERT]
Appropriations Committee recommends [INSERT].
School Committee recommends [INSERT].

Motion: *We move that the Town vote to accept the provisions of Chapter 40, Section 13E of the General Laws to establish a School Special Education Reserve Fund for the purposes of supporting the fluctuating cost of out of district Special Education; provided, further, that the funds shall be used, without further appropriation, for unanticipated or unbudgeted costs of special education and recovery high school programs, out-of-district tuition or transportation. The balance in such reserve fund shall not exceed 2 per cent of the annual net school spending of the school district; and, provided, further, that funds shall be distributed from the Reserve Fund only after a majority vote of the school committee and a majority vote of the select board.*

Vote Needed: Simple Majority.

ARTICLE: 19 Transfer to the School Special Education Reserve Fund

Sponsor: Select Board

To see if the Town will transfer a sum or sums of money for the purpose of funding the School Special Education Reserve Fund.

Pass any vote or take any act relative thereto.

Required Recommendation: Select Board recommends [INSERT]
 Appropriations Committee recommends [INSERT].
 School Committee recommends [INSERT].

Motion: We move that the Town vote to transfer [INSERT] for the purpose of funding the School Special Education Reserve Fund.

Vote Needed: Simple Majority.

CAPITAL EXPENSES AND PROJECTS

ARTICLE: 20 Pay-As-You-Go Capital Expenses *Sponsor: Town Manager*

To see if the Town will vote to raise and appropriate, transfer from available funds, transfer from the Capital Stabilization Fund or otherwise provide a sum or sums of money to fund the following Pay-As-You-Go capital purchases and projects:

Item	Purchase or Product	To be spent under the direction of
1	High School Auditorium Stage and Lighting	School Superintendent
2	Districtwide Computer Network Switches	School Superintendent
3	School Wetlands Order of Conditions – Restoration of Wetlands (Add to ATM 2018, Art. 14)	School Superintendent
4	End User Computer Hardware Renewal	Town Manager
5	Datacenter Upgrades and Redundancy	Town Manager
6	Videoconferencing Updates	Town Manager

Item	Purchase or Product	To be spent under the direction of
7	Electronic Document Management System	Town Manager
8	Public Safety Radio System Feasibility Study	Town Manager
9	Fire Engine 4 Replacement	Fire Chief
10	Police Patrol Cruiser Replacement (3)	Town Manager
11	Fire Station Roof HVAC Replacement, Add to ATM 2017 Art. 20	Town Manager
12	Police Station Roof Replacement Cost Growth	Town Manager
13	Police Station Mechanical System Upgrades	Town Manager
14	Senior Center Dining Facility Expansion – Design	Town Manager
15	Center School Reuse Design	Town Manager
16	Street Sweeper (S-23) Replacement	Town Manager
17	Sidewalk Replacement, Walcott Street	Town Manager
18	Super Duty Pickup/Dump Truck Replacement	Town Manager

Item	Purchase or Product	To be spent under the direction of
19	Tree Truck, Add to ATM 2019, Art. 20	Town Manager

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT]
 Appropriation Committee recommends [INSERT].
 Capital Improvements Committee recommends [INSERT]

Motion: We move that the Town vote to raise and appropriate the sum of [INSERT] to fund the following Pay-As-You-Go capital purchases and projects:

<i>Item</i>	<i>Purchase or Product</i>	<i>Department</i>	<i>Amount</i>	<i>To be spent under the direction of</i>
1	High School Auditorium Stage and Lighting			School Superintendent
2	Districtwide Computer Network Switches			School Superintendent
3	School Wetlands Order of Conditions – Restoration of Wetlands (Add to ATM 2018, Art. 14)			School Superintendent
4	End User Computer Hardware Renewal			Town Manager
5	Datacenter Upgrades and Redundancy			Town Manager
6	Videoconferencing Updates			Town Manager
7	Electronic Document Management System			Town Manager

<i>Item</i>	<i>Purchase or Product</i>	<i>Department</i>	<i>Amount</i>	<i>To be spent under the direction of</i>
8	<i>Public Safety Radio System Feasibility Study</i>			<i>Town Manager</i>
9	<i>Fire Engine 4 Replacement</i>			<i>Fire Chief</i>
10	<i>Police Patrol Cruiser Replacement (3)</i>			<i>Town Manager</i>
11	<i>Fire Station Roof HVAC Replacement, Add to ATM 2017 Art. 20</i>			<i>Town Manager</i>
12	<i>Police Station Roof Replacement Cost Growth</i>			<i>Town Manager</i>
13	<i>Police Station Mechanical System Upgrades</i>			<i>Town Manager</i>
14	<i>Senior Center Dining Facility Expansion - Design</i>			<i>Town Manager</i>
15	<i>Center School Reuse Design</i>			<i>Town Manager</i>
16	<i>Street Sweeper (S-23) Replacement</i>			<i>Town Manager</i>
17	<i>Sidewalk Replacement, Walcott Street</i>			<i>Town Manager</i>
18	<i>Super Duty Pickup/Dump Truck Replacement</i>			<i>Town Manager</i>
19	<i>Tree Truck, Add to ATM 2019, Art. 20</i>			<i>Town Manager</i>

Vote Needed: Simple Majority.

ARTICLE: 21 Water Tank Cleaning

*Sponsor: Director of Public Works;
Town Manager*

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for the cleaning of the Town's water tanks; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT]
Appropriation Committee recommends [INSERT].
Capital Improvements Committee recommends [INSERT]

Motion: *We move that the Town vote to [INSERT] for the cleaning of the Town's water tanks; said sum to be spent under the direction of the Town Manager.*

Vote Needed: Simple Majority.

ARTICLE: 22 Vehicle Replacement

*Sponsor: Director of Public Works;
Town Manager*

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for the replacement of one pickup truck; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT]
Appropriation Committee recommends [INSERT].
Capital Improvements Committee recommends [INSERT]

Motion: *We move that the Town vote to [INSERT] for the replacement of one pickup truck; said sum to be spent under the direction of the Town Manager.*

Vote Needed: Simple Majority.

ARTICLE: 23 MWRA Connection Design Work

*Sponsor: Director of Public Works;
Town Manager*

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for a design study and all associated costs and expenses related thereto regarding the Town's connection to the MWRA water supply; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT]
Appropriation Committee recommends [INSERT].
Capital Improvements Committee recommends [INSERT]

Motion: *We move that the Town vote to [INSERT] for a design study and all associated costs and expenses related thereto regarding the Town's connection to the MWRA water supply; said sum to be spent under the direction of the Town Manager.*

Vote Needed: Simple Majority.

ARTICLE: 24 PFAS Filtration System

*Sponsor: Director of Public Works;
Town Manager*

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for the installation of a PFAS Filtration System in Well #6, including any planning, design, engineering, construction or associated costs or expenses related thereto; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT]
Appropriation Committee recommends [INSERT].
Capital Improvements Committee recommends [INSERT]

Motion: *We move that the Town vote to [INSERT] for the installation of a PFAS Filtration System in Well #6, including any planning, design, engineering, construction or associated costs or expenses related thereto; said sum to be spent under the direction of the Town Manager.*

Vote Needed: Simple Majority.

ARTICLE: 25 Fruit Street Well Facility Roof Replacement

*Sponsor: Director of Public Works;
Town Manager*

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for the replacement of the Fruit Street Well Facility Roof including any planning, design, engineering, construction or associated costs or expenses related thereto; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT]
Appropriation Committee recommends [INSERT].
Capital Improvements Committee recommends [INSERT]

Motion: *We move that the Town vote to [INSERT] for the replacement of the Fruit Street Well Facility Roof including any planning, design, engineering, construction or associated costs or expenses related thereto; said sum to be spent under the direction of the Town Manager.*

Vote Needed: Simple Majority.

ARTICLE: 26	Fire Engine 2 Replacement
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Sponsor: Fire Chief; Town Manager

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for the purpose of replacing Fire Engine 2.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT]
Appropriation Committee recommends [INSERT].
Capital Improvements Committee recommends [INSERT]

Motion: *We move that the Town vote to raise and appropriate the sum of [INSERT] for the purpose of replacing Fire Engine 2; and, for the purpose of meeting such appropriation, to authorize the Town Treasurer, with the approval of the Select Board, to borrow said sum in accordance with Chapter 44, Section XXX of the Massachusetts General Laws, or any other enabling authority and to issue bonds and notes of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount; provided, however, that any borrowing authorized hereunder shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by Chapter 59, Section 21C of the Massachusetts General Laws (Proposition 2 ½, so-called) amounts*

required to pay the principal and interest on the borrowing authorized by this vote; said sum to be spent under the direction of [INSERT].

Vote Needed: Simple Majority.

ARTICLE: 27 Woodville Fire Station Repair Work

Sponsor: Fire Chief; Town Manager

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money to perform repair work in the vicinity of the Woodville Fire Station (Fire Station 2).

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT]
Appropriation Committee recommends [INSERT].
Capital Improvements Committee recommends [INSERT]

Motion: *We move that the Town vote to raise and appropriate the sum of [INSERT] to perform repair work in the vicinity of the Woodville Fire Station (Fire Station 2); and, for the purpose of meeting such appropriation, to authorize the Town Treasurer, with the approval of the Select Board, to borrow said sum in accordance with Chapter 44, Section XXX of the Massachusetts General Laws, or any other enabling authority and to issue bonds and notes of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount; provided, however, that any borrowing authorized hereunder shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by Chapter 59, Section 21C of the Massachusetts General Laws (Proposition 2 ½, so-called) amounts required to pay the principal and interest on the borrowing authorized by this vote; said sum to be spent under the direction of [INSERT].*

Vote Needed: Simple Majority.

ARTICLE: 28 Air Handling Unit Replacement

Sponsor: School Committee

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for the replacement of air handling units, including any planning, design, engineering, construction or associated costs or expenses related thereto; said sum to be spent under the direction of the School Committee.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT]
Appropriation Committee recommends [INSERT].
Capital Improvements Committee recommends [INSERT]

Motion: *We move that the Town vote to raise and appropriate the sum of [INSERT] for the replacement of air handling units, including any planning, design, engineering, construction or associated costs or expenses related thereto; and, for the purpose of meeting such appropriation, to authorize the Town Treasurer, with the approval of the Select Board, to borrow said sum in accordance with Chapter 44, Section XXX of the Massachusetts General Laws, or any other enabling authority and to issue bonds and notes of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount; provided, however, that any borrowing authorized hereunder shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by Chapter 59, Section 21C of the Massachusetts General Laws (Proposition 2 ½, so-called) amounts required to pay the principal and interest on the borrowing authorized by this vote; said sum to be spent under the direction of the School Committee.*

Vote Needed: Simple Majority.

ARTICLE: 29 Fruit Street Turf Field Replacement	<i>Sponsor: Park and Recreation Commission</i>
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To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for the replacement of the Fruit Street Turf Field including any planning, design, engineering, construction or associated costs or expenses related thereto; said sum to be spent under the direction of the Park and Recreation Commission.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT]
Appropriation Committee recommends [INSERT].
Capital Improvements Committee recommends [INSERT]

Motion: *We move that the Town vote to raise and appropriate the sum of [INSERT] for the replacement of the Fruit Street Turf Field including any planning, design, engineering, construction or associated costs or expenses related thereto; and, for the purpose of meeting such appropriation, to authorize the Town Treasurer, with the*

approval of the Select Board, to borrow said sum in accordance with Chapter 44, Section XXX of the Massachusetts General Laws, or any other enabling authority and to issue bonds and notes of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount; provided, however, that any borrowing authorized hereunder shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by Chapter 59, Section 21C of the Massachusetts General Laws (Proposition 2 ½, so-called) amounts required to pay the principal and interest on the borrowing authorized by this vote; said sum to be spent under the direction of the Town Manager.

Vote Needed: Simple Majority.

ARTICLE: 30	Marathon School Addition Cost Increase
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<i>Sponsor: School Committee</i>

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for the payment of increased costs related to the Marathon School Addition project, approved by vote of the 2021 Annual Town Meeting, pursuant to Article 17 of said Town Meeting's warrant, including any planning, design, engineering, construction or associated costs or expenses related thereto; said sum to be spent under the direction of the School Committee.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT]
Appropriation Committee recommends [INSERT].
Capital Improvements Committee recommends [INSERT]

Motion: *We move that the Town vote to raise and appropriate the sum of [INSERT] for the payment of increased costs related to the Marathon School Addition project, approved by vote of the 2021 Annual Town Meeting, pursuant to Article 17 of said Town Meeting's warrant, including any planning, design, engineering, construction or associated costs or expenses related thereto; and, for the purpose of meeting such appropriation, to authorize the Town Treasurer, with the approval of the Select Board, to borrow said sum in accordance with Chapter 44, Section XXX of the Massachusetts General Laws, or any other enabling authority and to issue bonds and notes of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount; provided, however, that any borrowing authorized hereunder shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by Chapter 59,*

Section 21C of the Massachusetts General Laws (Proposition 2 ½, so-called) amounts required to pay the principal and interest on the borrowing authorized by this vote; said sum to be spent under the direction of the School Committee.

Vote Needed: Simple Majority.

ARTICLE: 31 Lake Maspenock Dam Area Repair Work	<i>Sponsor: Town Manager</i>
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To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money to perform repair work on the Lake Maspenock Dam.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT]
Appropriation Committee recommends [INSERT].
Capital Improvements Committee recommends [INSERT]

Motion: *We move that the Town vote to raise and appropriate the sum of [INSERT] to perform repair work on the Lake Maspenock Dam; and, for the purpose of meeting such appropriation, to authorize the Town Treasurer, with the approval of the Select Board, to borrow said sum in accordance with Chapter 44, Section XXX of the Massachusetts General Laws, or any other enabling authority and to issue bonds and notes of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount; provided, however, that any borrowing authorized hereunder shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by Chapter 59, Section 21C of the Massachusetts General Laws (Proposition 2 ½, so-called) amounts required to pay the principal and interest on the borrowing authorized by this vote; said sum to be spent under the direction of [INSERT].*

Vote Needed: Simple Majority.

COMMUNITY PRESERVATION FUNDS	
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ARTICLE: 32 Community Preservation Funds	<i>Sponsor: Community Preservation Committee</i>
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To see if the Town will vote to appropriate or reserve from the Community Preservation annual revenues a sum or sums of money, in the amounts recommended by the Community Preservation Committee and not to exceed 5% of the estimated annual revenues for Fiscal Year 2023, for committee administrative expenses and other expenses in the fiscal year beginning July 1, 2022, with each item to be considered a separate appropriation.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT]
Appropriation Committee recommends [INSERT].
Community Preservation Committee recommends [INSERT].

Motion (Appropriation Committee): *We move that the Town vote to reserve from the Community Preservation annual revenues in the amounts recommended by the Community Preservation Committee for Committee sponsored projects and expenses in fiscal year 2023, with each item to be considered a separate reservation:*

From FY 2023 estimate revenues for Recreation Reserve **INSERT**

From FY 2023 estimated revenues for Historic Resources Reserve **INSERT**

From FY 2023 estimated revenues for Community Housing Reserve **INSERT**

From FY 2023 estimated revenues for Open Space Reserve **INSERT**

From FY 2023 estimated revenues for Budgeted Reserve **INSERT**

Vote Needed: Simple Majority.

ARTICLE: 33 Community Preservation Recommendations

Sponsor: Community Preservation Committee

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Community Preservation budget for Fiscal Year 2023; and, further, to reserve for future appropriation a sum of money from the Community Preservation Fund for open space, historic resources, community housing, recreation and budgeted reserve purposes; and, further, to appropriate from the Community Preservation Fund, a sum or sums of money for the following Community Preservation projects or purposes, including the acquisition of interests in land, all as recommended by the Community Preservation Committee, and to authorize the Town Manager, the Select Board, Conservation Commission, Town Clerk, Trail Coordination and Management Committee, Open Space Preservation Commission and Upper Charles Trail Committee to enter into all agreements and execute any and all instruments necessary to acquire, convey or accept, as the case may be, appropriate historic preservation restrictions for historic resources and conservation restrictions for open space, in accordance with Chapter 184 of the Massachusetts General Laws,

to comply with the requirements of Chapter 44B, Section 12 of the Massachusetts General Laws for the same:

- A. \$23,000 (TWENTY-THREE THOUSAND DOLLARS) from funds reserved for Community Housing for a Shared Housing Services Office for Affordable Housing. Funded from the Community Housing Reserve with the following conditions: 1. That the grant expires on July 1, 2023 unless extended by the Community Preservation Committee. 2. All administrative costs will be funded not from the CPA funds. 3. The funds to be spent under the direction of the Town Manager and the Community Preservation Committee.
- B. \$20,000 (TWENTY THOUSAND DOLLARS) from funds reserved for Historical Preservation for restoration and digital archive of town records as the Historical Commission voted that the records are a Historic Resources. Funded from the Historic Resource Reserve with the following conditions: 1. That the grant expires on July 1, 2024 unless extended by the Community Preservation Committee. 2. The funds to be spent under the direction of the Town Clerk and the Community Preservation Committee.
- C. \$18,000 (EIGHTEEN THOUSAND DOLLARS) from funds reserved for Recreation Funds for drainage improvements and stone dust trail surface for the Middle School Cross Country Course. Funded from the Recreation Reserve with the following conditions: 1. That the grant expires on July 1, 2024 unless extended by the Community Preservation Committee. 2. The funds to be spent under the direction of the Trail Coordination and Management Committee and the Community Preservation Committee
- D. \$_____ (_____ DOLLARS) from funds reserved for _____ for the purchase of the "Metrowest Holdings" property, conservation restriction, and legal expenses for Open Space and Recreation on Hayden Rowe in Hopkinton, MA, containing 2.1 acres, more or less, identified as Assessor's Parcel R34 17 C and more particularly described in a certain deed recorded in the Middlesex South District Registry of Deeds in Book 62753, Page 589; Funded from the Open Space Reserve with the following conditions: 1. Grant expires on July 1, 2024 unless extended by the Community Preservation Committee. 2. Land will be managed by the Open Space Preservation Commission. 3. Connecting trail from the existing trail on the old rail bed out to Hayden Rowe will only be built if a safe connection is designed. The funds to be spent under the direction of the Town Manager and the Community Preservation Committee.
- E. \$15,000 (FIFTEEN THOUSAND DOLLARS) from funds reserved for Undesignated Funds for construction of parking on Pond Street for the Town Forest and Cameron Woods Open Space property. Funded from the Undesignated funds with the following conditions: 1. That the grant expires on July 1, 2024 unless extended by the Community Preservation Committee. 2. The funds to be spent under the direction of the Open Space Preservation Commission and the Community Preservation Committee.
- F. \$411,600 (FOUR HUNDRED ELEVEN THOUSAND SIX HUNDRED DOLLARS) from Undesignated funds for engineering and construction documents for the Campus Connector Trail Segments 5 and 6. Funded from the Undesignated Reserve with the

following conditions: 1. That the grant expires on July 1, 2024 unless extended by the Community Preservation Committee. 2. The Upper Charles Trail Committee is encouraged to apply for a MA Trails Grant to assist in funding this project. 3. The Upper Charles Trail Committee will submit preliminary design of Segment 6 to the Select Board for their approval prior to expending final design/bidding funds on Segment 5 and 6. 4 The funds to be spent under the direction of the Upper Charles Trail Committee and the Community Preservation Committee.

- G. \$____ (____ DOLLARS) from funds reserved for Open Space Reserve for the purchase of the "McDonough" property, conservation restriction and legal expenses for Open Space and Recreation on Spring Street in Hopkinton, MA, containing 35.1 acres, more or less, identified as Assessor's Parcel R10 15 0 and more particularly described in a certain deed recorded in the Middlesex South District Registry of Deeds in Book 53248, Page 424; Funded by the Open Space Reserve with the following conditions: 1. That the grant expires on July 1, 2024 unless extended by the Community Preservation Committee. 2. Land will be managed by the Open Space Preservation Commission; said sum to be spent under the direction of the Town Manager and the Community Preservation Committee.
- H. \$50,000 (FIFTY THOUSAND DOLLARS) from funds reserved for Recreation Reserve for additional features for the Skatepark and EMC Park. Funded from the Recreation Reserve with the following conditions: 1. That the grant expires on July 1, 2023 unless extended by the Community Preservation Committee. 2. The funds to be spent under the direction of the Parks and Recreation Commission and the Community Preservation Committee.
- I. \$775,000 (SEVEN HUNDRED SEVENTY FIVE THOUSAND DOLLARS) from funds reserved for Undesignated Reserve for pickleball and tennis courts with parking lot at Fruit Street recreation area. Funded from the Undesignated Reserve with the following conditions: 1. That the grant expires on July 1, 2024 unless extended by the Community Preservation Committee. 2. The funds to be spent under the direction of Parks and Recreation Commission and The Community Preservation Committee.
- J. \$50,000 (FIFTY THOUSAND DOLLARS) from funds reserved for engineering studies and cost estimates for construction of bathrooms and if needed construct a portion of the sewer line under the Skate Park at EMC Park. Funded from the Recreation Reserve with the following conditions: 1. That the grant expires on July 1, 2023 unless extended by the Community Preservation Committee. 2. The funds to be spent under the direction of Parks and Recreation Commission and the Community Preservation Committee.
- K. \$____ (____ DOLLARS) from funds reserved for _____ for the purchase of the "Conroy" property, conservation restriction and legal expenses of Open Space and Recreation on Saddle Hill Road in Hopkinton, MA, containing 88.29 acres, more or less, identified as Assessor's Parcels R7 5 0 and R7 7 0 and more particularly described in a certain deed recorded in the Middlesex South District Registry of Deeds in Book 70082, Page 23 and Book 76408, Page 400; Funded from the Open Space Reserve with the following conditions: 1. Grant expires on July 1, 2024 unless extended by the Community Preservation Committee. Land will be managed by the Open Space Preservation

Commission. The funds to be spent under the direction of the Town Manager and the Community Preservation Committee.

- L. \$10,000 (TEN THOUSAND DOLLARS) from funds reserved for Undesignated Funds for survey and boundary marking of Cameron Woods; Funded from Undesignated Funds with the following conditions: 1. That the grant expires on July 1, 2023 unless extended by the Community Preservation Committee. 2. The funds to be spent under the direction of the Open Space Preservation Commission and the Community Preservation Committee.
- M. \$____ (____ DOLLARS) from funds reserved for _____ for the purchase of the land or easement for trails, conservation restriction and legal expenses for Open Space and Recreation. The Mezitt property on East Main Street in Hopkinton, MA, containing ____ acres, more or less, identified as Assessor's Parcels U12 25 0 and U12 22 0 and more particularly described in a certain deed recorded in the Middlesex South District Registry of Deeds in Book 13414, Page 7; Funded for the Open Space Reserve with the following conditions: 1. Grant expires on July 1, 2024 unless extended by the Community Preservation Committee. 2. Land will be managed by the Select Board until trails are constructed and then it will be transferred to the Open Space Preservation Commission. The funds to be spent to be spent under the direction of the Town Manager and the Community Preservation Committee.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT]
Appropriation Committee recommends [INSERT].
Community Preservation Committee recommends [INSERT]

Motion #1 (Community Preservation Committee): *We move that the Town vote, pursuant to Chapter 44B of the Massachusetts General Laws, to accept the report and recommendations of the Community Preservation Committee on the Fiscal Year 2022 Community Preservation budget, and to appropriate the following sums from Community Preservation Fund available funds for the following projects:*

- A. *\$23,000 (TWENTY-THREE THOUSAND DOLLARS) from funds reserved for Community Housing for a Shared Housing Services Office for Affordable Housing. Funded from the Community Housing Reserve with the following conditions: 1. That the grant expires on July 1, 2023 unless extended by the Community Preservation Committee. 2. All administrative costs will be funded not from the CPA funds. 3. The funds to be spent under the direction of the Town Manager and the Community Preservation Committee.*
- B. *\$20,000 (TWENTY THOUSAND DOLLARS) from funds reserved for Historical Preservation for restoration and digital archive of town records as the Historical Commission voted that the records are a Historic Resources. Funded from the Historic Resource Reserve with the following conditions: 1. That the grant expires on July 1,*

2024 unless extended by the Community Preservation Committee. 2. The funds to be spent under the direction of the Town Clerk and the Community Preservation Committee.

- C. *\$18,000 (EIGHTEEN THOUSAND DOLLARS) from funds reserved for Recreation Funds for drainage improvements and stone dust trail surface for the Middle School Cross Country Course. Funded from the Recreation Reserve with the following conditions: 1. That the grant expires on July 1, 2024 unless extended by the Community Preservation Committee. 2. The funds to be spent under the direction of the Trail Coordination and Management Committee and the Community Preservation Committee*

- E. *\$15,000 (FIFTEEN THOUSAND DOLLARS) from funds reserved for Undesignated Funds for construction of parking on Pond Street for the Town Forest and Cameron Woods Open Space property. Funded from the Undesignated funds with the following conditions: 1. That the grant expires on July 1, 2024 unless extended by the Community Preservation Committee. 2. The funds to be spent under the direction of the Open Space Preservation Commission and the Community Preservation Committee.*

- F. *\$411,600 (FOUR HUNDRED ELEVEN THOUSAND SIX HUNDRED DOLLARS) from Undesignated funds for engineering and construction documents for the Campus Connector Trail Segments 5 and 6. Funded from the Undesignated Reserve with the following conditions: 1. That the grant expires on July 1, 2024 unless extended by the Community Preservation Committee. 2. The Upper Charles Trail Committee is encouraged to apply for a MA Trails Grant to assist in funding this project. 3. The Upper Charles Trail Committee will submit preliminary design of Segment 6 to the Select Board for their approval prior to expending final design/bidding funds on Segment 5 and 6. 4 The funds to be spent under the direction of the Upper Charles Trail Committee and the Community Preservation Committee.*

- H. *\$50,000 (FIFTY THOUSAND DOLLARS) from funds reserved for Recreation Reserve for additional features for the Skatepark and EMC Park. Funded from the Recreation Reserve with the following conditions: 1. That the grant expires on July 1, 2023 unless extended by the Community Preservation Committee. 2. The funds to be spent under the direction of the Parks and Recreation Commission and the Community Preservation Committee.*

- I. *\$775,000 (SEVEN HUNDRED SEVENTY FIVE THOUSAND DOLLARS) from funds reserved for Undesignated Reserve for pickleball and tennis courts with parking lot at Fruit Street recreation area. Funded from the Undesignated Reserve with the following conditions: 1. That the grant expires on July 1, 2024 unless extended by the Community Preservation Committee. 2. The funds to be spent under the direction of Parks and Recreation Commission and The Community Preservation Committee.*

- J. *\$50,000 (FIFTY THOUSAND DOLLARS) from funds reserved for engineering studies and cost estimates for construction of bathrooms and if needed construct a portion of the sewer line under the Skate Park at EMC Park. Funded from the Recreation Reserve*

with the following conditions: 1. That the grant expires on July 1, 2023 unless extended by the Community Preservation Committee. 2. The funds to be spent under the direction of Parks and Recreation Commission and the Community Preservation Committee.

- L. *\$10,000 (TEN THOUSAND DOLLARS) from funds reserved for Undesignated Funds for survey and boundary marking of Cameron Woods; Funded from Undesignated Funds with the following conditions: 1. That the grant expires on July 1, 2023 unless extended by the Community Preservation Committee 2. The funds to be spent under the direction of the Open Space Preservation Commission and the Community Preservation Committee.*

Vote Needed: Simple Majority.

Motion #2 (Community Preservation Committee): *We move that the Town vote, pursuant to Chapter 44B of the Massachusetts General Laws, to accept the report and recommendations of the Community Preservation Committee on the Fiscal Year 2022 Community Preservation budget, and to appropriate \$56,000 from Community Preservation Fund available funds for the following projects:*

- D. *\$_____ (_____ DOLLARS) from funds reserved for _____ for the purchase of the "Metrowest Holdings" property, conservation restriction, and legal expenses for Open Space and Recreation on Hayden Rowe in Hopkinton, MA, containing 2.1 acres, more or less, identified as Assessor's Parcel R34 17 C and more particularly described in a certain deed recorded in the Middlesex South District Registry of Deeds in Book 62753, Page 589; Funded from the Open Space Reserve with the following conditions: 1. Grant expires on July 1, 2024 unless extended by the Community Preservation Committee. 2. Land will be managed by the Open Space Preservation Commission. 3. Connecting trail from the existing trail on the old rail bed out to Hayden Rowe will only be built if a safe connection is designed. The funds to be spent under the direction of the Town Manager and the Community Preservation Committee.*
- G. *\$_____ (_____ DOLLARS) from funds reserved for Open Space Reserve for the purchase of the "McDonough" property, conservation restriction and legal expenses for Open Space and Recreation on Spring Street in Hopkinton, MA, containing 35.1 acres, more or less, identified as Assessor's Parcel R10 15 0 and more particularly described in a certain deed recorded in the Middlesex South District Registry of Deeds in Book 53248, Page 424; Funded by the Open Space Reserve with the following conditions: 1. That the grant expires on July 1, 2024 unless extended by the Community Preservation Committee. 2. Land will be managed by the Open Space Preservation Commission; said sum to be spent under the direction of the Town Manager and the Community Preservation Committee.*
- K. *\$_____ (_____ DOLLARS) from funds reserved for _____ for the purchase of the "Conroy" property, conservation restriction and legal expenses of Open Space and Recreation on Saddle Hill Road in Hopkinton, MA, containing 88.29 acres, more or less,*

identified as Assessor's Parcels R7 5 0 and R7 7 0 and more particularly described in a certain deed recorded in the Middlesex South District Registry of Deeds in Book 70082, Page 23 and Book 76408, Page 400; Funded from the Open Space Reserve with the following conditions: 1. Grant expires on July 1, 2024 unless extended by the Community Preservation Committee. Land will be managed by the Open Space Preservation Commission. The funds to be spent under the direction of the Town Manager and the Community Preservation Committee.

M. \$____ (____ DOLLARS) from funds reserved for _____ for the purchase of the land or easement for trails, conservation restriction and legal expenses for Open Space and Recreation. The Mezitt property on East Main Street in Hopkinton, MA, containing ____ acres, more or less, identified as Assessor's Parcels U12 25 0 and U12 22 0 and more particularly described in a certain deed recorded in the Middlesex South District Registry of Deeds in Book 13414, Page 7; Funded for the Open Space Reserve with the following conditions: 1. Grant expires on July 1, 2024 unless extended by the Community Preservation Committee. 2. Land will be managed by the Select Board until trails are constructed and then it will be transferred to the Open Space Preservation Commission. The funds to be spent to be spent under the direction of the Town Manager and the Community Preservation Committee.

Vote Needed: Two-Thirds Majority.

ZONING BYLAW AMENDMENTS

ARTICLE: 34 One Single-Family Dwelling per Lot

Sponsor: Planning Board

To see if the Town will vote to amend the Zoning Bylaws as follows:

1. To amend Article I, General Provisions, Section 210-3, General Applicability, by inserting the following at the end of the section:

No lot may be used for more than one single-family dwelling, except as may be otherwise permitted herein.

2. To amend Article I, General Provisions, Section 210-4, Definitions, by inserting the following after the definition for "Off-Street Parking":

Principal Use - The primary or main use of land, building, or structure, as distinguished from an accessory use, building, or structure.

Pass any vote or take any act relative thereto.

Required Recommendation: Planning Board recommends [INSERT]

Motion (Planning Board): We move that the Town vote to amend the Zoning Bylaws of the Town of Hopkinton, as set forth in Article XX of the 2022 Annual Town Meeting Warrant.

Vote Needed: Two-Thirds Majority.

ARTICLE: 35 Maximum Gross Floor Area, Industrial A District *Sponsor: Planning Board*

To see if the Town will vote to amend the Zoning Bylaws by amending Article VIII, Industrial A (IA) District, Section 210-28, Size and Setback Requirements, subsection (4), as follows:

(4) Maximum gross floor area: ~~50%~~ **80%** of lot area.

Pass any vote or take any act relative thereto.

Required Recommendation: Planning Board recommends [INSERT]

Vote Needed: Two-Thirds Majority.

ARTICLE: 36 Off-Street Parking *Sponsor: Planning Board*

To see if the Town will vote to amend the Zoning Bylaws by amending Article XVIII, Supplementary Regulations, Section 210-124, Off-street parking, B. Parking requirements, as follows:

(1) The following off-street parking requirements shall apply to the uses listed below:

Type of Use	Number of Spaces
Animal Shelter	3 spaces per 1,000 square feet of gross floor area
Bed & breakfast	1 space for each unit available for occupancy
Child care facility	1 space for every 10 children of rated capacity of the facility plus 1 space for each staff person on the largest shift
Conference center	2 spaces for every 3 seats
Continuing Care Retirement	1 space for every 3 beds, plus 1 space for

Facility/Assisted Living/Nursing Home Facilities	each employee on the largest shift
Dog Day Care Facility	1 space per 3 dogs
General office, medical and dental office, research and development and industrial uses	3 spaces per 1,000 square feet of gross floor area
Laboratory, research and development, and industrial uses	1 space per 800 square feet of gross floor area
Health services facility	3 spaces per 1,000 square feet of gross floor area
Hotel, motel, inn	1.2 spaces for each unit available for occupancy
Museums	2 spaces per 1,000 square feet of gross floor area of public floor area, not including corridors and other service areas
Nursing home	1 space for every 3 beds plus 1 space for each employee on the largest shift
Places of assembly	1 space for every 2 seats plus 1 space for each employee on the largest shift
Recreational uses	1 space for every 5 occupants as permitted by State Building Code
Residential component of mixed use buildings	1 space for every bedroom
Restaurant with customer seats	1 space for every 3 seats plus 1 space for every 2 employees on the largest shift. The term "seats" shall include all customer seats, indoor and outdoor, seasonal and year-round, on the premises.
Restaurant without customer seats	3 spaces, or 1 space for every 300 square feet of gross floor area plus 1 space for every 2 employees on the largest shift, whichever is greater. The term "seats" shall include all customer seats, indoor and outdoor, seasonal and year-round, on the premises.

Retail uses	4 spaces per 1,000 square feet of gross floor area
Warehouse uses	1 space per 12 ,000 square feet of gross floor area

Pass any vote or take any act relative thereto.

Required Recommendation: Planning Board recommends [INSERT]

Motion (Planning Board): *We move that the Town vote to amend the Zoning Bylaws of the Town of Hopkinton, as set forth in Article XX of the 2022 Annual Town Meeting Warrant.*

Vote Needed: Two-Thirds Majority.

ARTICLE: 37	Housekeeping/Gender Neutral References	<i>Sponsor: Planning Board</i>
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To see if the Town will vote to amend the Zoning Bylaws as follows:

1. To amend Article XXI, Design Review Board, Section 210-142.A, by striking the word “Chairman” in item (1) and replacing it with the word “Chair”;
2. To amend Article XXII, Board of Appeals, Section 210-146, by amending Subsection C as follows:

Members. The Board of Appeals shall consist of five regular members and four associate members. They shall be appointed by the Select Board for terms of five years each in such manner that the term of one regular member shall expire each year. The Board shall annually elect a ~~Chairman~~ **Chair** and a Vice ~~Chairman~~ **Chair** from among its regular members, and a Clerk from among its regular or associate members. A member can only be removed for cause by the Select Board and only after written charges have been made and a public hearing has been held. The ~~Chairman~~ **Chair** may designate an associate member to sit on the Board in case of the absence, inability to act or interest on the part of a member thereof, or in the event of a vacancy on said Board, in which case an associate member may sit as a member of the Board until said vacancy is filled.

3. To amend Article XXI, Board of Appeals, Section 210-146, by amending Subsection E as follows:

Meetings. Meetings of the Board shall be held at the call of the ~~Chairman~~ **Chair** and also when called in such other manner as the Board shall determine in its rules. The ~~Chairman~~ **Chair** or, in the absence of the ~~Chairman~~ **Chair**, the Acting ~~Chairman~~ **Chair**, may

administer oaths, summon witnesses and call for the production of papers.

4. To amend Article XXI, Board of Appeals, Section 210-151.D by striking the word “him” in the last sentence and replacing it with the word “them”.
5. To amend Article XXIV, Administration and Enforcement, Section 156, Investigation; notice to desist violation, as follows:

If the Director of Municipal Inspections shall be informed, or have reason to believe that any provision of this chapter or any permit thereunder has been, is being or is likely to be violated, ~~he they~~ shall make or cause an investigation to be made of the facts, including an inspection of the property where the violation may exist. When the Director receives a written request to enforce this chapter against any alleged violator, the Director shall reply in writing within 14 days, stating ~~his the~~ action ~~taken~~, or nonaction, and the reasons therefor. If ~~he finds~~ any violation ~~is found~~, ~~he shall give~~ immediate notice ~~shall be given~~ in writing to the owner or ~~his their~~ duly authorized agent and to the occupant of the premises ~~and which~~ shall order that any violation of the provisions of this chapter immediately cease.

Pass any vote or take any act relative thereto.

Required Recommendation: Planning Board recommends [INSERT]

Required Recommendation: Planning Board recommends [INSERT]

Motion (Planning Board): *We move that the Town vote to amend the Zoning Bylaws of the Town of Hopkinton, as set forth in Article XX of the 2022 Annual Town Meeting Warrant.*

Vote Needed: Two-Thirds Majority.

ARTICLE: 38 Housekeeping, Plural Uses

<i>Sponsor: Planning Board</i>

To see if the Town will vote to amend the Zoning Bylaws as follows:

1. To amend Article II, Residence A (RA) District, Section 210-6, as follows:
 - A. Single-family dwellings.
 - B. Places of worship and other religious uses.
 - C. Public schools, public libraries ~~and~~ ~~or~~ museums, private schools for scholastic subjects only, including nursery schools.

D. Membership clubs, lodges, social recreational and community center buildings, and grounds for games and sports, except those having as a principal purpose any activity which is usually carried on as a business (fairs and public benefits excluded).

E. The renting of rooms or the furnishing of table board in an owner-occupied single family dwelling.

F. Home professional office.

G. Home personal service.

H. Municipal uses.

I. Agriculture, horticulture, floriculture, or viticulture on any lot of 5 acres or more. Agriculture, horticulture, floriculture or viticulture on a lot of less than 5 acres, provided that: a) the sale of products or plants is confined primarily to those raised on the premises, b) the use is not noxious, injurious or offensive to the neighborhood, and c) farm animals are kept in an enclosure or building 50 feet or more from any street line and 30 feet or more from any side lot line.

J. Reserved

K. Accessory uses.

2. To amend Article II, Residence A (RA) District, Section 210-7, as follows:

The following uses shall be allowed in an RA District upon the granting of a special permit by the Board of Appeals.

A. Funeral homes.

B. Public or semipublic institutions of a philanthropic or charitable character, nursing homes, acute care and rehabilitation facilities, and elderly housing.

C. Above-ground structures or facilities related to the distribution, collection, transmission or disposal, for a fee, of water, sanitary sewage, gas, television services, data, telephone services, or electric power; provided, however, that no special permit shall be required pursuant to this section for structures or facilities accessory to a residential use; for wireless communication facilities or the proposed extension in height, addition of cells, antenna or panels of a wireless communication facility, as defined in Section 210-4; for wind energy systems, meteorological towers or any part thereof, as defined in Section 210-197; or for commercial solar photovoltaic installations or any part thereof, as defined in Section 210-4.

3. To amend Article III, Residence B (RB) District, Section 210-9, as follows:

The following land uses and building uses shall be permitted in an RB District. Any uses not so permitted are excluded unless otherwise permitted by law or by the terms hereof.

A. ~~All uses~~Any use permitted in an RA District as set forth in § 210-6 above.

4. To amend Article III, Residence B (RB) District, Section 210-10, as follows:

The following uses shall be allowed in an RB District upon the granting of a special permit by the Board of Appeals.

A. Funeral homes.

B. Home specialty retail.

C. Public or semipublic institutions of a philanthropic or charitable character, nursing homes, acute care and rehabilitation facilities, and elderly housing.

D. Landscaping business and storage/staging facility. Such facility shall be an accessory use to the lawful principal use of the property and shall be located on the same property as the petitioner's dwelling.

E. Above-ground structures or facilities related to the distribution, collection, transmission or disposal, for a fee, of water, sanitary sewage, gas, television services, data, telephone services, or electric power;

5. To amend Article IV, Residence Lake Front (RLF) District, Section 210-12, as follows:

The following land uses and building uses shall be permitted in an RLF District. Any uses not so permitted are excluded unless otherwise permitted by law or by the terms hereof.

A. ~~All uses~~Any use permitted in RA Districts as set forth in §210-6 above.

B. ~~All uses~~Any use permitted in an RB District as set forth in § 210-9.

C. Private boat, canoe, or motor boathouses.

D. Private bathhouses.

E. Public recreational and educational uses.

F. Accessory uses customarily incident to any permitted use of buildings, structures, or land.

6. To amend Article IV, Residence Lake Front (RLF) District, Section 210-13, as follows:

The following uses shall be allowed in an RLF District upon the granting of a special permit by the Board of Appeals:

- A. Public boathouses for rental of boats and canoes.
 - B. Public bathhouses.
 - C. Commercial recreational uses of buildings, structures, and land.
 - D. Uses allowed by special permit in § 210-10, with the exception of § 210-10C and D.
7. To amend Article V, Agricultural (A) District, Section 210-115, as follows:
- The following land uses and building uses shall be permitted in an A District. Any uses not so permitted are excluded, unless otherwise permitted by law or by the terms hereof.
- A. Any use permitted in an RA District as set forth in §210-6 above.
 - B. Any use permitted in an RB District as set forth in §§ 210-9 and 210-10 with the exception of §210-10C and D.
 - C. Any use permitted in an RLF District as set forth in §210-12.
 - D. Agriculture, horticulture, floriculture, and viticulture.
 - E. Wood lots, portable wood working mills and machinery.
 - F. Accessory uses.
 - G. Home business workshop.
8. To amend Article V, Agricultural (A) District, Section 210-16, as follows:
- In addition to the foregoing permitted uses, the following uses shall be allowed in an A District upon the granting of a special permit by the Board of Appeals:
- A. Commercial saddle horses or riding stables.
 - B. Public or semipublic institutions of a philanthropic or charitable character, nursing homes, acute care and rehabilitation facilities, and elderly housing. [Added 4-14-1992 ATM, Article 33]
 - C. Landscaping business and storage/staging facility. Such facility shall be an accessory use to the lawful principal use of the property and shall be located on the same property as the petitioner's dwelling. [5-1-2006 ATM, Article 34]
 - D. Uses allowed by special permit in §210-13.

9. To amend Article VI, Business (B) District, Section 210-18, as follows:

The following land uses and building uses shall be permitted in a B District. Any uses not so permitted are excluded, unless otherwise permitted by law or by the terms hereof.

A. Bed-and-breakfast establishments ~~and~~ ~~or~~ inns, with a maximum of 12 guest rooms.

B. Retail stores ~~s~~ and retail service shops ~~s~~.

C. Business or professional offices ~~s~~, medical offices ~~s~~, and banks ~~s~~.

D. Municipal uses.

E. Funeral homes ~~s~~ and mortuary ~~ies~~.

F. Restaurants ~~s~~.

G. Mixed use buildings ~~s~~ comprised of retail space on the first floor, and office space or residential dwelling units on the second and third floors. The residential dwelling units shall have dedicated on-site parking spaces. No dwelling unit shall have less than 600 gross square feet.

H. Accessory uses.

10. To amend Article VI, Business (B) District, Section 210-19, as follows:

A. The following uses shall be allowed in a B District upon the granting of a Special Permit by the Board of Appeals:

(1) Gasoline service stations ~~s~~ and automobile repair garages ~~s~~ operating in compliance with all federal, state, and municipal regulatory requirements, expressly including the accessory use of retail sale of propane; provided, however, that the maximum size of any propane storage tank authorized by Special Permit issued pursuant to this section shall not exceed 2,000 gallons.

(2) Single and multifamily residences ~~s~~ and buildings ~~s~~ used for dwelling purposes; provided, however, that all residential uses shall comply with the dimensional requirements contained in Article II, Residence A (RA) District.

(3) Live commercial entertainment.

(4) Theaters ~~s~~, halls ~~s~~, and clubs ~~s~~.

B. The following uses shall be allowed in a B District upon the granting of a Special Permit by the Planning Board:

(1) Drive-in, drive-through, or drive-up uses, excluding the dispensing of food or drink; provided, however that:

a. An adequate dedicated area for at least four vehicles to queue shall be provided on the premises, and

b. Notification of the public hearing for such Special Permit shall be mailed to the owners of all properties within 1,000 feet of the premises.

(2) Off-street parking facility.

(3) Registered Marijuana Dispensary (RMD).

11. To amend Article VIA, Downtown Business (DB) District, Section 210-20.2, as follows:
The following land uses and building uses shall be permitted in a BD District. Any uses not so permitted are excluded, unless otherwise permitted by law or by the terms hereof.

A. Bed-and-breakfast establishments ~~and~~ **and** inns, with a maximum of 12 guest rooms.

B. Retail stores ~~s~~ and retail service shops.

C. Business or professional offices ~~s~~, medical offices ~~s~~, and banks.

D. Municipal uses.

E. Funeral homes ~~s~~ and mortuary ~~ies~~.

F. Restaurants.

G. Mixed use buildings ~~s~~ comprised of retail space on the first floor, and office space or residential dwelling units on the second and third floors. The residential dwelling units shall have dedicated on-site parking spaces. No dwelling unit shall have less than 600 gross square feet.

H. Accessory uses.

12. To amend Article III, Downtown Business (DB) District, Section 210-20.3, as follows:

A. The following uses shall be allowed in a DB District upon the granting of a Special Permit by the Board of Appeals:

(1) Gasoline service stations ~~s~~ and automobile repair garages ~~s~~ operating in compliance with all federal, state, and municipal regulatory requirements, expressly including the accessory use of retail sale of propane; provided, however, that the maximum size of any propane storage tank authorized by Special Permit issued pursuant to this section shall not exceed 2,000 gallons.

(2) Single and multifamily residences and buildings used for dwelling purposes; provided, however, that all residential uses shall comply with the dimensional requirements contained in Article II, Residence A (RA) District.

(3) Live commercial entertainment.

(4) Theaters, halls, and clubs.

B. The following uses shall be allowed in a DB District upon the granting of a Special Permit by the Planning Board:

(1) Drive-in, drive-through, or drive-up uses, excluding the dispensing of food or drink; provided, however that:

a. An adequate dedicated area for at least four vehicles to queue shall be provided on the premises, and

b. Notification of the public hearing for such Special Permit shall be mailed to the owners of all properties within 1,000 feet of the premises.

(2) Off-street parking facility.

13. To amend Article VII, Rural Business (BR) District, Section 210-23, as follows:

The following land uses and building uses shall be permitted in a BR District. Any uses not so permitted are excluded unless otherwise permitted by law or the terms hereof.

A. Restaurants.

B. Retail stores, provided that not more than six employees are on the premises.

C. Business, medical or professional offices, and banks.

D. Retail business: retail service or public utility uses involving manufacturing, clearly incidental and accessory to a retail use, on the same premises, and the product is customarily sold on the premises, provided that not more than six operators are employed in such manufacturing.

E. On-site residence of owners or employees of a permitted use.

F. Accessory uses.

G. Health services facility.

14. To amend Article VII, Rural Business (BR) District, Section 210-24, as follows:

A. The following uses shall be allowed in the BR District upon the granting of a Special Permit by the Board of Appeals:

- (1) Filling station and routine automobile maintenance, but not including major repairs.
- (2) Single-family residence.
- (3) Live commercial entertainment and places of assembly.
- (4) Veterinary clinic.
- (5) Continuing Care Retirement Community Facility~~ies~~, Assisted Living Facility~~ies~~, or Nursing Home Facility~~ies~~.

B. The following uses shall be allowed in a BR District upon the granting of a Special Permit by the Planning Board:

- (1) Drive-in, drive-through, or drive-up uses, excluding the dispensing of food or drink; provided, however that:
 - a. An adequate dedicated area for at least four vehicles to queue shall be provided on the premises, and
 - b. Notification of the public hearing for such Special Permit shall be mailed to the owners of all properties within 1,000 feet of the premises.
- (2) Registered Marijuana Dispensary (RMD).

15. To amend Article VIII, Industrial A (IA) District, Section 210-34, as follows:

A. The following land uses are permitted in an IA District.

- (1) Research and development; Research centers and laboratory~~ies~~.
- (2) Professional and medical offices.
- (3) Manufacturing, assembly or processing plants for the following types of industries, provided that none of the activities in Subsection A(3)(a) through (k) will be offensive, injurious or noxious because of gas, dirt, sewage and refuse, vibration, smoke, fumes, dust, odors, discharge of harmful bacteria, radioactive material or chemicals into air, water or septic or site drainage systems, danger of fire or explosion, objectionable noise or other characteristics which are detrimental or offensive or which tend to reduce property values in the same or adjoining districts:

- (a) Food and kindred products.
 - (b) Apparel and related products.
 - (c) Electronic and electrical products.
 - (d) Furniture and fixtures.
 - (e) Printing and publishing.
 - (f) Lumber and wood products.
 - (g) Paper converting products.
 - (h) Primary and fabricated metal industries.
 - (i) Machinery.
 - (j) Transportation equipment.
 - (k) Instruments and related products, or any other light manufacturing enterprise.
- (4) Warehousing for distribution.
- (5) Landscaping business and storage/staging facility.
- (6) Health club.
- (7) The preparation, packaging and warehousing for distribution of medical supplies for home intravenous therapy with accessory retail use, provided that the retail use occupies no more than 300 square feet of gross floor area in the aggregate on any one lot.
- (8) Accessory uses, including but not limited to cafeterias.
- (9) Restaurants.
- (10) Health services facility.
- (11) Retail stores not to exceed 2,000 square feet, located so as to provide for the convenience of the occupants of the immediate neighborhood, selling items such as groceries, prepared take-out food, toilet articles, cosmetics, candy, sundries, medications, newspapers, magazines and ice cream provided, however, that any such retail store may operate only between the hours of 6:00 A.M. and 10:00 P.M.

(12) Genetic, biological and chemical research centers, laboratories and manufacturing and processing plants with a Biosafety Level of Level 1 (involving specific combinations of work, practices, safety equipment and facilities appropriate for infectious agents that do not ordinarily cause human disease) or Level 2 (involving specific combinations of work practices, safety equipment and facilities appropriate for infectious agents that can cause human disease, but whose potential for transmission is limited), as determined in accordance with the Guidelines of the U.S. Centers for Disease Control.

B. Any uses not so permitted are excluded unless otherwise permitted by law or the terms of this article.

16. To amend Article VIII, Industrial A (IA) District, Section 210-35, as follows:

A. The following uses shall be allowed in an IA District upon the grant of a Special Permit by the Board of Appeals.

(1) Genetic, biological and chemical research centers, laboratories and manufacturing and processing plants with a Biosafety Level of Level 3 (involving specific combinations of work practices, safety equipment and facilities appropriate for infectious agents that may be transmitted by the respiratory route which can cause serious infection), as determined in accordance with the Guidelines of the U.S. Centers for Disease Control.

(2) Conference centers with or without a residential dormitory component.

(3) Veterinary clinics.

(4) Automobile and truck rental and repair, but not including automobile and truck sales.

(5) As an accessory use, facilities for storage of gasoline, kerosene, fuel oil, volatile gases and other such substances, except as otherwise prohibited by this Chapter.

(6) Recycling centers; provided, however, that recycling activities are not located within 100 feet of a residential zoning district, and provided further that a buffer area containing natural material and forming an effective year-round screen between the recycling activities and the residential zoning district shall be required.

(7) Continuing care retirement community, assisted living facility, or nursing home facility.

(8) Indoor recreation uses.

B. The following uses shall be allowed in an IA District upon the grant of a Special Permit by the Planning Board:

(1) Registered Marijuana Dispensary (RMD).

17. To amend Article VIII A, Industrial B (IB) District, Section 210-37.8, as follows:

A. The following land uses are permitted in an IB District.

(1) Research and development; ~~research centers~~ and ~~laboratoryies~~.

(2) Professional and medical offices.

(3) Manufacturing, assembly or processing plants for the following types of industries, provided that none of the above activities in Subsection A(3)(a) through (k) will be offensive, injurious or noxious because of gas, dirt, sewage and refuse, vibration, smoke, fumes, dust, odors, discharge of harmful bacteria, radioactive material or chemicals into air, water or septic or site drainage systems, danger of fire or explosion, objectionable noise or other characteristics which are detrimental or offensive or which tend to reduce property values in the same or adjoining districts.

(a) Food and kindred products.

(b) Apparel and related products.

(c) Electronic and electrical products.

(d) Furniture and fixtures.

(e) Printing and publishing.

(f) Lumber and wood products.

(g) Paper converting products.

(h) Primary and fabricated metal industries.

(i) Machinery.

(j) Transportation equipment.

(k) Instruments and related products, or any other light manufacturing enterprise.

(4) Warehousing for distribution.

(5) Health club.

(6) Landscaping business and storage/staging facility.

(7) The preparation, packaging and warehousing for distribution of medical supplies for home intravenous therapy with accessory retail use, provided that the retail use occupies no more than 300 square feet of gross floor area in the aggregate on any one lot.

(8) Accessory uses, including but not limited to cafeterias.

(9) Building trade shop.

(10) Health services facility.

(11) Restaurants that contains no more than 100 seats and that ~~are~~is not open for business after 11:00 PM.

(12) Retail stores not to exceed 2,000 square feet, located so as to provide for the convenience of the occupants of the immediate neighborhood, selling items such as groceries, prepared take-out food, toilet articles, cosmetics, candy, sundries, medications, newspapers, magazines and ice cream provided, however, that any such retail store may operate only between the hours of 6:00 A.M. and 10:00 P.M.

(13) Genetic, biological and chemical research centers, laboratoryies and manufacturing and processing plants with a Biosafety Level of Level 1 (involving specific combinations of work, practices, safety equipment and facilities appropriate for infectious agents that do not ordinarily cause human disease) or Level 2 (involving specific combinations of work practices, safety equipment and facilities appropriate for infectious agents that can cause human disease, but whose potential for transmission is limited), as determined in accordance with the Guidelines of the U.S. Centers for Disease Control.

B. Any uses not so permitted ~~are~~is excluded unless otherwise permitted by law or the terms of this article.

18. To amend Article VIIIA, Industrial B (IB) District, Section 210-37.9, as follows:

A. The following uses shall be allowed in an IB District upon the grant of a Special Permit by the Board of Appeals:

(1) Genetic, biological and chemical research centers, laboratoryies and manufacturing and processing plants with a Biosafety Level of Level 3 (involving specific combinations of work practices, safety equipment and facilities appropriate for infectious agents that may be transmitted by the respiratory route which can cause serious infection), as determined in accordance with the Guidelines of the U.S. Centers for Disease Control.

- (2) Conference centers with or without a residential dormitory component.
- (3) Parking Facilities for Public School Buses Serving Hopkinton Residents.
- (4) Restaurants that contain more than 100 seats or are open for business after 11:00 PM.
- (5) Veterinary clinics.
- (6) Automobile and truck rental and repair, but not including automobile and truck sales.
- (7) Facilities for storage as an accessory use of gasoline, kerosene, fuel oil, volatile gases and other such substances, unless prohibited elsewhere in this Chapter.
- (8) Recycling centers, provided that such activities on the lot are not located within 100 feet of a residential zoning district, and a buffer area containing natural material will form an effective year-round screen between the industrial uses and the residential zone.
- (9) Continuing care retirement community, assisted living facility, or nursing home facility.
- (10) Indoor recreation uses.

B. The following uses shall be allowed in an IA District upon the grant of a Special Permit by the Planning Board:

- (1) Registered Marijuana Dispensary (RMD).

19. To amend Article IX, Professional Office (P) District, Section 210-39, as follows:

No new building or structure shall be constructed or used, in whole or in part, and no building or structure, or part thereof, shall be altered, enlarged, reconstructed or used, and no land shall be used in a Professional Office District for any purpose except one or more of the following:

A. Professional offices, administrative offices, clerical offices, establishments for research and development, or laboratories.

B. Light manufacturing and/or assembly with associated professional, administrative and/or clerical offices for the following types of industries:

- (21) Electronic and electrical products.

~~(32)~~ Robotics and precision instruments.

~~(43)~~ Computer related products.

~~(54)~~ Printing and publishing.

~~(65)~~ Medical equipment and devices.

~~(76)~~ Telecommunications equipment and devices.

C. Day-care center.

D. Conference center.

E. Agricultural and horticultural uses.

F. Accessory uses customarily incidental to any use permitted herein, including but not limited to cafeterias, health clubs and automatic bank teller machines located within buildings on the site. Such accessory use shall not include restaurants open to the general public.

20. To amend Article IX, Professional Office (P) District, Section 210-40, as follows:

The following uses shall be allowed upon the grant of a special permit by the Board of Appeals:

A. Genetic, biological and chemical research centers, laboratories and manufacturing and processing plants.

B. Health services facility.

C. Residential dormitory component of a conference center.

21. To amend Article IX, Professional Office (P) District, Section 210-41, as follows:

Any uses not so permitted are excluded unless otherwise permitted by law or the terms of this Chapter.

22. To amend Article X, Floodplain District, Section 210-52, as follows:

The following uses, which create a minimal risk of damage due to flooding and will not constitute obstructions to flood flow, shall be allowed by right in the Floodplain District if they are permitted in the underlying district and do not require structures, fill or storage of materials or equipment:

- A. Agricultural uses.
- B. Forestry and nursery uses.
- C. Outdoor recreational uses, including fishing, boating, and play area.
- D. Conservation of water, plants, and wildlife.
- E. Wildlife management areas, foot, bicycle, and horse paths.
- F. Temporary nonresidential structures used in connection with fishing, growing, harvesting, storage, or sale of crops raised on the premises.
- G. Buildings lawfully existing prior to the adoption of these provisions.

Pass any vote or take any act relative thereto.

Required Recommendation: Planning Board recommends [INSERT]

Motion (Planning Board): *We move that the Town vote to amend the Zoning Bylaws of the Town of Hopkinton, as set forth in Article XX of the 2022 Annual Town Meeting Warrant.*

Vote Needed: Two-Thirds Majority.

ARTICLE: 39 Dimensional Table, Appendix	<i>Sponsor: Planning Board</i>
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To see if the Town will vote to amend the Zoning Bylaws by inserting the following table as Appendix A at the end of the Zoning Bylaws.

Appendix A: Dimensional Requirements

Zoning District	Min. Lot Area (sf)	Max. Lot Coverage (%)	Min. Lot Frontage (feet)	Min. Frontage Depth (feet)	Min. Setback from Street Line (feet)	Min. Side Yard (feet)	Min Rear Yard (feet)	Storage Sheds Setback (feet)	Max. Building Height (feet)	Zoning Bylaw Reference
Agricultural (A)	60,000	25%	200	120	60	30	30	10	40 (res.) 35 (non-res.)	§210-14 §210-121
Residence A (RA)	15,000 (with Town water)	25%	100	90	40	10	20	6	40 (res.) 35 (non-res.)	§210-5 §210-121
	22,500 w/o Town water									
Residence B (RB)	45,000	25%	150	100	50	25	20	6	40 (res.) 35 (non-res.)	§210-8 §210-121
Residence Lake Front (RLF)	45,000	25%	150	100	30	25	20	6	40 (res.) 35 (non-res.)	§210-11 §210-121
Business (B)	15,000	60%	0	N/A	20	10	40	N/A	35	§210-17
Downtown Business (BD)	15,000	60%	0	N/A	5	0 (adj. to non-res.)	20 (adj. to non-res.)	N/A	35	§210-20.1
						10 (adj. to res.)	30 (adj. to res.)			
Rural Business (BR)	45,000	25%	200	120	50	10 (adj. to non-res.)	20 (adj. to non-res.)	N/A	35	§210-22
						25 (adj. to res.)	40 (adj. to res.)			
Professional Office (P) ¹	5 acres	60% (60% max GFA)	50	N/A	60 from street		N/A	35 / 3 stories	§210-42	
					100 from residential district					

¹ For the entire development site.

					50 from commercial or industrial zone					
Industrial A (IA)	60,000	40% (50% max GFA ²)	200	120	60	30	40	N/A	60 ³	§210-28 §210-32
Industrial B (IB)	60,000	40% (50% max GFA)	200	120	60	30	40	N/A	45 ³	§210-37.2 §210-37.6

Note: This table is for reference only. In the event of a conflict or inconsistency between this table and Chapter 210, Zoning Bylaws, the latter shall prevail.

² Gross Floor Area

³ The vertical distance, measured from the curb grade to the highest point of the principal front of a building or structure.

Pass any vote or take any act relative thereto.

Required Recommendation: Planning Board recommends [INSERT]

Motion (Planning Board): *We move that the Town vote to amend the Zoning Bylaws of the Town of Hopkinton, as set forth in Article XX of the 2022 Annual Town Meeting Warrant.*

Vote Needed: Two-Thirds Majority.

GENERAL BYLAW AMENDMENTS

ARTICLE: 40 Housekeeping/Gender Neutral References

Sponsor: Select Board

To see if the Town will vote to amend the General Bylaws as follows:

1. By striking the following instances of the term “Chairman” and inserting, in place thereof, the term “Chair”:
 - a. Chapter 5, Article I, Appropriation Committee, Section 5-3, Officers; regular meetings;
 - b. Chapter 5, Article III, Section 5-11, Chairman, as the title of said Section and in the two instances in which it appears in Section 5-11.
 - c. Chapter 5, Article VI, Section 5-23, Establishment; membership; terms; vacancies; appointments (2 instances).
 - d. Chapter 123, Section 123-4, Historic District Commission, Subsection G (3 instances);
 - e. Chapter 123, Section 123-5, Commission Meetings; Quorum.
2. By striking the term “his or her” and inserting, in place thereof, the term “their”, in Subsection C of Section 5-1 of Chapter 5, Article I, Appropriation Committee.
3. By striking the term “his/her” and inserting, in place thereof, the term “the employee’s” in Section 13-10 of Article V, Payment of Insurance Premiums in Chapter 13, Finances.
4. By deleting the second sentence of Subsection D of Section 28-4 in Chapter 28, Duties of Town Officers, and inserting, in place thereof, the following sentence:

Town Counsel shall receive such salary or compensation as the Select Board may determine; Town Counsel shall be available for advice to all the town departments

under the supervision of the Select Board and shall perform such duties as the Select Board may prescribe.

5. By striking the term “his” and inserting, in place thereof, the term “the” in Chapter 28, Section 28-6, Town Accountant.
6. By striking the term “his/her” and inserting, in place thereof, the term “their”, in the following provisions of Chapter 33, Personnel:
 - a. Subsection C of Section 33-3, Personnel Board;
 - b. Subsection E of Section 33, Personnel Board;
 - c. Subsection F of Section 33, Personnel Board (2 instances);
 - d. Subsection I of Section 33, Personnel Board;
 - e. Subsection B of Section 34, Employee Handbook (2 instances);
7. By amending Chapter 55, Alarm Systems, Article I, Intrusion Alarms, as follows:
 - a. To strike the term “his” and insert in place thereof the term “any” in the first sentence of the definition of False Alarm in Section 55-2, Definitions;
 - b. To strike two instances of the term “his” and insert in place thereof the term “their” in the 5th sentence of Subsection B of Section 55-3, Administrative rules.
 - c. To strike the term “him” and insert in place thereof the term “them” in the first sentence of Subsection D (1) in Section 55-4, Control and curtailment of signals emitted by alarm users;
 - d. To strike the term “he” and insert in place thereof the term “they” in Subsection D (2) of Section 55-4, Control and curtailment of signals emitted by alarm users, ;
 - e. To strike the term “he is” and insert in place thereof the term “they are” in Subsection D (3) of Section 55-4, Control and curtailment of signals emitted by alarm users;
 - f. To strike the term “him” and insert in place thereof the term “them” in the first sentence of Subsection D (4) in Section 55-4, Control and curtailment of signals emitted by alarm users;
 - g. To re-number present Section 55-6, Testing of equipment, to Section 55-5;
 - h. To strike the term “he has” and insert in place thereof the term “they have” in the first sentence of Subsection C of Section 55-6, False alarms.

8. By striking the term “his” and inserting, in place thereof, the term “their” in the definition of Fire Alarm System Owner in Section 55-9, Definitions, in Chapter 55, Alarm Systems, Article II, Fire Alarms.
9. By striking the term “his or her” and inserting, in place thereof, the term “their” in Section 87-3, Police Department Procedure in Chapter 87, Civil Fingerprinting (2 instances);
10. By striking the term “himself” in the first sentence of Section 91-1, Prohibited actions, in Chapter 91, Disorderly Conduct.
11. By amending Chapter 119, Fuel Storage Tanks, as follows:
 - a. To amend Subsection B of Section 119-4, Registration of existing tanks, as follows:

Notification of Fire Department. The Town Clerk must forthwith, give the Fire Chief a copy of the information filed for each tank that is registered according to Subsection A of this section. The Fire Chief or ~~his~~ **their** designee must check this information against Fire Department records, ~~and. He~~ may require evidence of the date of purchase and installation if there is any question concerning the age of the tank.
 - b. To strike the instances of the term “his” and insert, in place thereof, the term “their” in the following:
 - 1) Subsection B(1) of Section 119-5, Standards applicable to the installation of new tanks;
 - 2) Subsection A(2) of Section 119-6, Leak detection for existing and new tanks;
 - 3) Subsection B(1) of Section 119-6, Leak detection for existing and new tanks;
 - 4) Subsection E of Section 119-8, Administration.
12. By striking the term “his/her” and inserting, in place thereof, “their” in Subsection 125-2 of Chapter 125, Historic Preservation.
13. By amending Chapter 150, Door to Door Soliciting and Canvassing, as follows:
 - a. To strike the term “his” and insert, in place thereof, the term “their” in Section 150-5.1;
 - b. To strike the term “his” and insert, in place thereof, the term “a” in Section 150-7.3 (a);
 - c. To amend Section 150-7.3 (c) as follows:

Inform the occupant in clear language of the nature and purpose of ~~his~~ **their** business and, if ~~he is~~ **they are** representing an organization, the name and nature of that organization.

- d. To strike the term “himself” and insert, in place thereof, the term “themselves” in Subsection 150-9.2 of Section 150-9;
14. By striking the term “by him” in the first sentence of Section 188-6 of Chapter 188, Unregistered Motor Vehicles.
15. By striking the following instances of the term “his” and inserting, in place thereof, the term “their”, in Chapter 195, Wastewater Collection System, as follows:
- a. Section 195-17, Pretreatment facilities operations, in Article III, Control of Prohibited Wastes;
 - b. Section 195-19, Protection from accidental discharge, in Article III, Control of Prohibited Wastes;
 - c. Section 195-23, Equalization basin, in Article IV, Use of System for Discharge of Industrial Waste;
 - d. Section 195-24, Control manhole, in Article IV, Use of System for Discharge of Industrial Waste;
 - e. Section 195-25, Measuring device, in Article IV, Use of System for Discharge of Industrial Waste;
 - f. Section 195-26, Grease, oil and sand interceptors, in Article IV, Use of System for Discharge of Industrial Waste;
 - g. Section 195-36, Bypassing of pretreatment facilities, in Article IV, Use of System for Discharge of Industrial Waste;
 - h. Subsection F in Section 195-41, Records and Monitoring, in Article V, Permit System for Industrial Discharge;
 - i. Section 195-42, Duration of permits, in Article V, Permit System for Industrial Discharge;
 - j. The first sentence of Section 195-44, Revocation of permit, in Article V, Permit System for Industrial Discharge;
 - k. Subsection A of Section 195-44, Revocation of permit, in Article V, Permit System for Industrial Discharge;
 - l. Subsection F of Section 195-61, Septage receiving procedures, in Article VI, Septage Waste Disposal;

- m. Section 195-75, Negative finding; objection to decision, in Article VII, Penalties and Enforcement Procedures for Industrial Users and Septage Haulers.

Pass any vote or take any act relative thereto.

Motion (Select Board): *We move that the Town vote to amend the General Bylaws of the Town of Hopkinton, as set forth in Article XX of the 2022 Annual Town Meeting Warrant.*

Vote Needed: Simple Majority.

ARTICLE: 41	Amend General Bylaws Section 62-2 - Dog Licensing	<i>Sponsor: Town Clerk</i>
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To see if the Town will vote to amend Section 62-2 “Deadline; penalty” of the General Bylaws of the Town of Hopkinton by deleting the word “*penalty*” in sentences one and two and inserting the term “*late fee*” in its place, by deleting “\$50.00” from the second sentence and inserting “\$25.00” in its place, by deleting the phrase “*household irrespective of the number of dogs which reside in the household which have*” and inserting “*dog which has*” in its place, and by inserting the following language as a new sentence after the end of the last sentence:

“This fee shall not apply to any dog that has turned six months of age after April 1st of such year. Additionally, any dog not licensed on or before July 1st of such year, will be deemed in violation of M.G.L. c. 140 § 137, shall be assessed a penalty of \$50.00 in accordance with M.G.L. c. 140 § 141 in addition to the applicable license and/or late fees, to be enforced by the Animal Control Officer and/or the Chief of Police. All fees and penalties under this section will be collected by the Town Clerk’s Office.”

So that the amended bylaw will read as follows:

“Any person who is the owner or a keeper of a dog or dogs six months of age or older in the Town of Hopkinton and fails to license said dog or dogs on or before April 1st of each year shall be subject to a late fee in addition to the applicable license fee. The amount of the late fee shall be \$25.00 per dog which has not been licensed on or before April 1st of such year. This fee shall not apply to any dog that has turned six months of age after April 1st of such year. Additionally, any dog not licensed on or before July 1st of such year, will be deemed in violation of M.G.L. c. 140 § 137, shall be assessed a penalty of \$50.00 in accordance with M.G.L. c. 140 § 141 in addition to the applicable license and/or late fees, to be enforced by the Animal Control Officer and/or the Chief of Police. All fees and penalties under this section will be collected by the Town Clerk’s Office.”

Pass any vote or take any act relative thereto.

Motion (Select Board): *We move that the Town vote to amend the General Bylaws of the Town of Hopkinton, as set forth in Article XX of the 2022 Annual Town Meeting Warrant.*

Vote Needed: Simple Majority.

LAND ACQUISITION AND DISPOSITION

ARTICLE: 42 Accept Easement - 2 Oakhurst Road

Sponsor: Select Board

To see if the Town will vote to authorize the Select Board to acquire by gift, purchase, eminent domain or otherwise, an easement located at 2 Oakhurst Road as shown as “Proposed Bus Stop Easement” on a plan entitled “Site Plan, 2 Oakhurst Road, Hopkinton, MA”, prepared by United Consultants Inc. and dated August 10, 2020 rev. November 30, 2020, a copy of which is available for inspection at the Office of the Town Clerk, said land being a portion of property shown on Assessors’ Map as R28 73 0, and said easement to be used for a school bus waiting area.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT]
Capital Improvements Committee recommends [INSERT]
Appropriation Committee recommends [INSERT].

Motion: *We move that the Town vote to authorize the Select Board to [INSERT] an easement located at 2 Oakhurst Road as shown as “Proposed Bus Stop Easement” on a plan entitled “Site Plan, 2 Oakhurst Road, Hopkinton, MA”, prepared by United Consultants Inc. and dated August 10, 2020 rev. November 30, 2020, a copy of which is available for inspection at the Office of the Town Clerk, said land being a portion of property shown on Assessors’ Map as R28 73 0, and said easement to be used for a school bus waiting area.*

Vote Needed: Simple Majority.

ARTICLE: 43 Accept Gift of Land - Fitch Ave.

Sponsor: Select Board

To see if the Town will vote to authorize the Select Board to acquire, by gift, a fee interest in a certain parcel of land, consisting of a 0.98 acre parcel as shown as Lot E on a plan entitled “Plan of Land Hopkinton, Massachusetts” prepared by GLM Engineering Consultants, Inc. and dated September 2, 2021, a copy of which is available for inspection at the Office of the Town Clerk, said land being a portion of property located at 4, 6, 8 and Lot D Fitch Ave. and as a portion of property shown on Assessors Map as U22 71 0, U22 72 0, U22 73 0 and U22 74 0, and said land to be used for open space and recreation purposes.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT]
Capital Improvements Committee recommends [INSERT]
Appropriation Committee recommends [INSERT].

Motion: *We move that the Town vote to authorize the Select Board to acquire [INSERT] a fee interest in a certain parcel of land, consisting of a 0.98 acre parcel as shown as Lot E on a plan entitled "Plan of Land Hopkinton, Massachusetts" prepared by GLM Engineering Consultants, Inc. and dated September 2, 2021, a copy of which is available for inspection at the Office of the Town Clerk, said land being a portion of property located at 4, 6, 8 and Lot D Fitch Ave. and as a portion of property shown on Assessors Map as U22 71 0, U22 72 0, U22 73 0 and U22 74 0, and said land to be used for open space and recreation purposes.*

Vote Needed: Simple Majority.

ARTICLE: 44	Accept Gift of Land - Chamberlain-Whalen Subdivision	<i>Sponsor: Planning Board</i>
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To see if the Town will vote to authorize the Select Board to acquire, by gift, a fee interest in a certain parcel of land, consisting of a 44.804 acre parcel of land as shown as "Open Space Parcel A" on a plan entitled "Definitive Subdivision Plan, Chamberlain Street and Whalen Road, Town of Hopkinton" prepared by Bohler Engineering and dated December 11, 2017, revised May 18, 2021, a copy of which is available for inspection at the Office of the Town Clerk. Said land to be under the jurisdiction of the Open Space Preservation Commission.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT]
Capital Improvements Committee recommends [INSERT]

Motion: *We move that the Town vote to authorize the Select Board to acquire, by gift, a fee interest in a certain parcel of land, consisting of a 44.804 acre parcel of land as shown as "Open Space Parcel A" on a plan entitled "Definitive Subdivision Plan, Chamberlain Street and Whalen Road, Town of Hopkinton" prepared by Bohler Engineering and dated December 11, 2017, revised May 18, 2021, a copy of which is available for inspection at the Office of the Town Clerk. Said land to be under the jurisdiction of the Open Space Preservation Commission.*

Vote Needed: Simple Majority.

ARTICLE: 45	Land Acquisition #1	<i>Sponsor: Select Board</i>
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To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums of money for the acquisition of [INSERT] for the purposes of preservation

and for providing open space for passive recreation. Said sum to be spent under the direction of the Open Space Preservation Commission.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT]
Appropriation Committee recommends [INSERT].
Capital Improvements Committee recommends [INSERT]

Motion: *We move that the Town vote to [INSERT] for the acquisition of [INSERT] for the purposes of preservation and for providing open space for passive recreation. Said sum to be spent under the direction of the Open Space Preservation Commission.*

Vote Needed: Two-Thirds Majority.

ARTICLE: 46	Land Acquisition #2
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<i>Sponsor: Select Board</i>

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums of money for the acquisition of [INSERT] for the purposes of preservation and for providing open space for passive recreation. Said sum to be spent under the direction of the Open Space Preservation Commission.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT]
Appropriation Committee recommends [INSERT].
Capital Improvements Committee recommends [INSERT]

Motion: *We move that the Town vote to [INSERT] for the acquisition of [INSERT] for the purposes of preservation and for providing open space for passive recreation. Said sum to be spent under the direction of the Open Space Preservation Commission.*

Vote Needed: Two-Thirds Majority.

ARTICLE: 47	Land Acquisition - 71 Frankland Road, Rear
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<i>Sponsor: Citizens' Petition</i>

To see if the Town will vote to proceed on your positive action in ATM 2020 to negotiate a purchase price for the Town on 71 Frankland Road, Rear. The only way to get an answer from Seaboard Solar will be to take the large undeveloped parcel by eminent domain. Eminent Domain refers to the power of the government to take private property and convert it into public use. The Fifth Amendment provides that the government may only exercise this power if they provide just compensation to the property owners.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT]
 Appropriation Committee recommends [INSERT].
 Capital Improvements Committee recommends [INSERT]

Motion: *We move that the Town vote to proceed on your positive action in ATM 2020 to negotiate a purchase price for the Town on 71 Frankland Road, Rear.*

Vote Needed: Simple Majority.

ADMINISTRATIVE

ARTICLE: 48 **Accept M.G.L. c. 40U § 3** *Sponsor: Fire Chief*

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 40U in its entirety, allowing for the administration of fines as a result of violations of any rule, regulation, order, or bylaw regulating the housing, sanitary or municipal snow and ice removal requirements of the Town; and further to amend the General Bylaws by inserting a new Article VI in Chapter 1, General Provisions as:

ADMINISTRATION OF FINES FOR CERTAIN VIOLATIONS

§ 1-8. Adoption of G.L. c.40U

The procedures for the payment and collection of unpaid municipal fines, as set forth in G.L. c. 40U are hereby adopted.

§ 1-9. Municipal Hearing Officer

The Town Manager shall appoint a Municipal Hearing Officer to conduct hearings of alleged violations of the Bylaws specified in this Bylaw.

§ 1-10. Violations Subject to this Bylaw

The following Bylaws and the specified penalties attached thereto shall be included within the procedure established under this Bylaw. Each day a violation is committed or permitted to continue shall constitute a separate offense and may be penalized as such hereunder:

BYLAW	SUBJECT
§ 93-1	Dumping on public and private land
§ 113-1	Hard-wired detectors required upon sale or transfer of certain buildings
§ 174-7	Obstruction of streets and sidewalks prohibited
§ 174-29	Discharge of Water onto a Public Way Prohibited

§ 1-11. Enforcement

Notwithstanding the provisions of this Bylaw, the Town may enforce its Bylaws and regulations or enjoin violations thereof through any lawful process, including but not

limited to, any lawful means in law or in equity, including, but not limited to, non-criminal disposition pursuant to G.L. c.40, §21D and Section 1-4 of the Town's General Bylaws, and the election of one remedy by the Town shall not preclude enforcement through any other lawful means.

Pass any vote or take any act relative thereto.

Motion: *We move that the Town vote to accept the provisions of Massachusetts General Laws Chapter 40U in its entirety, allowing for the administration of fines as a result of violations of any rule, regulation, order, or bylaw regulating the housing, sanitary or municipal snow and ice removal requirements of the Town; and further to amend the General Bylaws by inserting a new Article VI in Chapter 1, General Provisions as follows:*

ADMINISTRATION OF FINES FOR CERTAIN VIOLATIONS

§ 1-8. Adoption of G.L. c.40U

The procedures for the payment and collection of unpaid municipal fines, as set forth in G.L. c. 40U are hereby adopted.

§ 1-9. Municipal Hearing Officer

The Town Manager shall appoint a Municipal Hearing Officer to conduct hearings of alleged violations of the Bylaws specified in this Bylaw.

§ 1-10. Violations Subject to this Bylaw

The following Bylaws and the specified penalties attached thereto shall be included within the procedure established under this Bylaw. Each day a violation is committed or permitted to continue shall constitute a separate offense and may be penalized as such hereunder:

BYLAW	SUBJECT
§ 93-1	Dumping on public and private land
§ 113-1	Hard-wired detectors required upon sale or transfer of certain buildings
§ 174-7	Obstruction of streets and sidewalks prohibited
§ 174-29	Discharge of Water onto a Public Way Prohibited

§ 1-11. Enforcement

Notwithstanding the provisions of this Bylaw, the Town may enforce its Bylaws and regulations or enjoin violations thereof through any lawful process, including but not limited to, any lawful means in law or in equity, including, but not limited to, non-criminal disposition pursuant to G.L. c.40, §21D and Section 1-4 of the Town's General Bylaws, and the election of one remedy by the Town shall not preclude enforcement through any other lawful means.

Vote Needed: Simple Majority.

To see if the Town will vote to accept the provisions of Chapter 41 § 110A of the Massachusetts General Laws, thereby authorizing any public office in the Town to remain closed on any or all Saturdays as may be determined from time to time.

Pass any vote or take any act relative thereto.

Motion: *We move that the Town vote to accept the provisions of Chapter 41 § 110A of the Massachusetts General Laws.*

Vote Needed: Simple Majority.

To see if the Town will vote to establish a Commission on Disability by accepting the provisions of Chapter 40, § 8J of the *Massachusetts General Laws* and amending the General Bylaws by inserting as Chapter 5, Article IX the following text:

**ARTICLE IX
Commission on Disability**

§ 5-30. Title and purpose.

- A. The name of this commission is the Commission on Disability (hereafter referred to as the Commission).
- B. The purpose of the Commission is to coordinate or carry out programs in coordination with programs of the Massachusetts Office on Disability and advise the Select Board on the same to bring about full and equal participation in all aspects of life in the Town of Hopkinton for people with disabilities.
- C. The purpose of these bylaws is to establish principles, policies, and procedures for the governance of this Commission.

§ 5-31. Powers and duties.

- A. Research, understand, evaluate, and advocate local issues, challenges and opportunities encountered by people with disabilities.
- B. Coordinate the activities of other local groups organized to meet the needs of people with disabilities.
- C. Review and make recommendations about policies, procedures, services and activities of departments and agencies of the Town as they affect people with disabilities.

- D. Work in cooperation with the departments and agencies of the Town to bring about maximum participation of people with disabilities.
- E. Initiate, monitor, and promote legislation at the city, state and federal level which advances the equal status of people with disabilities.
- F. Encourage public awareness of disability issues.
- G. Provide information, referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters pertaining to disability.
- H. Recruit and recommend prospective Commission members to the Town Manager.
- I. File an annual report, which shall be printed in the Town's annual report.

§ 5-32. Membership.

- A. The Commission shall consist of five members appointed by the Town Manager, subject to the approval of the Select Board. Three members shall consist of people with disabilities. One member shall be a member of the immediate family of a person with a disability. One member shall be either an elected or appointed official of the Town.
- B. The members shall initially serve the following terms: (1.) Two members shall serve one-year terms; (2.) Two members shall serve two-year terms; and (3.) Three members shall serve three-year terms. After the initial term, all members shall serve three-year terms.
- C. Resignation shall be made by notifying the chairperson in writing.
- D. The Town Manager shall fill any vacancy for the remainder of the unexpired term in the same manner as an original appointment.
- E. Any members of said Commission may, after a public hearing, if so requested, be removed for cause by the appointing authority.
- F. All members shall have full voting rights.

§ 5-33. Officers.

- A. The officers shall include a chairperson, vice chairperson, and secretary.
- B. Officers shall be elected annually by the majority vote of the Commission.
- C. One member may hold more than one office.

§ 5-34. Meetings.

- A. Regular meetings shall be held at least ten times a year.
- B. A quorum shall consist of three members.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT]

Motion: *We move that the Town vote to establish a Commission on Disability by accepting the provisions of Chapter 40, § 8J of the Massachusetts General Laws and amending the General Bylaws by inserting as Chapter 5, Article IX the text as printed in Article [A-3] of the Warrant.*

Vote Needed: Simple Majority.

ARTICLE: 51	Amend Vote of Town Meeting - Registrar Stipend	<i>Sponsor: Town Clerk</i>
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To see if the Town will vote to amend the vote of the April 1991 Special Town Meeting on article 11 of said Town Meeting's warrant adopting the provisions of *M.G.L. c.41, s.19J* to retain the Town's adoption of the provisions of said section 19J but to strike that portion of the vote setting the amount of such compensation for the Town Clerk as \$600 and, further, that compensation to the Town Clerk pursuant to said section 19J shall hereafter be set at this and each successive Town Meeting in May in an amount not to exceed the limits set in said section 19J.

Pass any vote or take any act relative thereto.

Motion: *We move that the Town vote to amend the vote of the April 1991 Special Town Meeting on article 11 of said Town Meeting's warrant adopting the provisions of M.G.L. c.41, s.19J to retain the Town's adoption of the provisions of said section 19J but to strike that portion of the vote setting the amount of such compensation for the Town Clerk as \$600 and, further, that compensation to the Town Clerk pursuant to said section 19J shall hereafter be set at this and each successive Town Meeting in May in an amount not to exceed the limits set in said section 19J.*

Vote Needed: Simple Majority.

ARTICLE: 52	Prudent Investment Legislation	<i>Sponsor: Town Manager</i>
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To see if the Town will vote to authorize and request the Select Board to petition the General Court of the Commonwealth, on behalf of the Town, for passage of special legislation substantially as provided below, allowing the investment of the Town's Trust Funds in accordance with Sections 3, 4, 5, 8, and 9 of Chapter 203C of the *Massachusetts General Laws*, removing the requirement to invest only in the Massachusetts Legal List of Investments; provided, however, that the General Court may make clerical or editorial

changes of form only to said legislation, unless the Select Board votes to approve amendments thereto; and provided further that the Select Board is hereby authorized to approve amendments that shall be within the scope of the general public objectives of said petition.

AN ACT AUTHORIZING CERTAIN INVESTMENTS BY THE TREASURER OF THE TOWN OF HOPKINTON

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Notwithstanding Section 54 of Chapter 44 of the General Laws or any other general or special law to the contrary, the treasurer of the town of Hopkinton may invest trust funds that are in the custody of the treasurer in accordance with Sections 3, 4, 5, 8, and 9 of Chapter 203C of the General Laws.

SECTION 2. This act shall take effect upon its passage.

Pass any vote or take any act relative thereto.

Motion: *We move that the Town vote to to authorize and request the Select Board to petition the General Court of the Commonwealth, on behalf of the Town, for passage of special legislation substantially as provided below, allowing the investment of the Town's Trust Funds in accordance with Sections 3, 4, 5, 8, and 9 of Chapter 203C of the Massachusetts General Laws, removing the requirement to invest only in the Massachusetts Legal List of Investments; provided, however, that the General Court may make clerical or editorial changes of form only to said legislation, unless the Select Board votes to approve amendments thereto; and provided further that the Select Board is hereby authorized to approve amendments that shall be within the scope of the general public objectives of said petition.*

AN ACT AUTHORIZING CERTAIN INVESTMENTS BY THE TREASURER OF THE TOWN OF HOPKINTON

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Notwithstanding Section 54 of Chapter 44 of the General Laws or any other general or special law to the contrary, the treasurer of the town of Hopkinton may invest trust funds that are in the custody of the treasurer in accordance with Sections 3, 4, 5, 8, and 9 of Chapter 203C of the General Laws.

SECTION 2. This act shall take effect upon its passage.

Vote Needed: Simple Majority.

ARTICLE: 53 Tax Increment Finance Agreement - Lykan Bioscience

Sponsor: Select Board

To see if the Town will vote, pursuant to Massachusetts General Law Chapter 40, Section 59, and Chapter 23A, Sections 3A through 3F, and the applicable regulations thereunder, to:(a) approve a Tax Increment Financing Agreement (“TIF Agreement”) between the Town, Lykan Bioscience Holdings, LLC, and Southfield Properties III, LLC for property shown on Assessors Map R 29, Block 9, Lot A, which TIF Agreement provides for real estate tax and personal property tax exemptions at the exemption rate schedules set forth therein; and (b) authorize the Select Board to execute the TIF Agreement, and any documents related thereto, and to approve submission to the Massachusetts Economic Assistance Coordinating Council (EACC) of the TIF Agreement, and any documents related thereto, all relating to the project as described in the TIF Agreement, and any necessary documents relating thereto, and related submissions, and to take such other actions as necessary or appropriate to implement those documents, and carry out the purposes of this article.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT]
Appropriation Committee recommends [INSERT]

Motion: *We move that the Town vote, pursuant to Massachusetts General Law Chapter 40, Section 59, and Chapter 23A, Sections 3A through 3F, and the applicable regulations thereunder, to:(a) approve a Tax Increment Financing Agreement (“TIF Agreement”) between the Town, Lykan Bioscience Holdings, LLC, and Southfield Properties III, LLC for property shown on Assessors Map R 29, Block 9, Lot A, which TIF Agreement provides for real estate tax and personal property tax exemptions at the exemption rate schedules set forth therein; and (b) authorize the Select Board to execute the TIF Agreement, and any documents related thereto, and to approve submission to the Massachusetts Economic Assistance Coordinating Council (EACC) of the TIF Agreement, and any documents related thereto, all relating to the project as described in the TIF Agreement, and any necessary documents relating thereto, and related submissions, and to take such other actions as necessary or appropriate to implement those documents, and carry out the purposes of this article.*

Vote Needed: Simple Majority.

ARTICLE: 54 PILOT Agreement, Wilson Street Solar Farm

Sponsor: Select Board

To see if the Town will vote in accordance with Chapter 59, Section 5, Clause forty-fifth of the *Massachusetts General Laws*, to approve a Payment in Lieu of Taxes (PILOT) Agreement, as negotiated by the Select Board, with GHTJA04 LLC, for a period of twenty-five (25) years, whereby GHTJA04 LLC will pay the Town a sum of monies per year relative to a portion of land located at 17 Wilson Street, shown as Assessors’ Maps U12 1 A, U12 2 A, U11 30 A and U11 26 B, and which is

related to the proposed construction and operation of a Large-Scale Ground Mounted Solar Photovoltaic Installation with an expected nameplate capacity of approximately [REDACTED] megawatts, said PILOT Agreement being on file in the Town Clerk's Office, and further to allow the Select Board or the Town Manager to negotiate any amendments necessary to said PILOT Agreement to reflect any changes in the size of the parcel of land or size of the system so long as the payments reflected in the PILOT Agreement rise or lower commensurately.

Pass any vote or take any act relative thereto.

Required Recommendations: Select Board recommends [INSERT]
Appropriation Committee recommends [INSERT]

Motion: *We move that the Town vote in accordance with Chapter 59, Section 5, Clause forty-fifth of the Massachusetts General Laws, to approve a Payment in Lieu of Taxes (PILOT) Agreement, as negotiated by the Select Board, with GHTJA04 LLC, for a period of twenty-five (25) years, whereby GHTJA04 LLC will pay the Town a sum of monies per year relative to a portion of land located at 17 Wilson Street, shown as Assessors' Map Maps U12 1 A, U12 2 A, U11 30 A and U11 26 B, and which is related to the proposed construction and operation of a Large-Scale Ground Mounted Solar Photovoltaic Installation with an expected nameplate capacity of approximately [REDACTED] megawatts, said PILOT Agreement being on file in the Town Clerk's Office, and further to allow the Select Board or the Town Manager to negotiate any amendments necessary to said PILOT Agreement to reflect any changes in the size of the parcel of land or size of the system so long as the payments reflected in the PILOT Agreement rise or lower commensurately.*

Vote Needed: Simple Majority.

ARTICLE: 55	Trustees of the School Fund in the Town of Hopkinton
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Sponsor: Select Board

To see if the Town will choose members to fill the vacancies now existing in the Board of Trustees of the School Fund in the Town of Hopkinton.

Pass any vote or take any act relative thereto.

Motion: *We move that the Town vote to choose members to fill the vacancies now existing in the Board of Trustees of the School Fund in the Town of Hopkinton.*

Vote Needed: Simple Majority.

DRAFT BALLOT QUESTIONS – ATM 2022

QUESTION 1: Shall the Town of Hopkinton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to purchase a replacement fire engine for Fire Engine 2?

QUESTION 2: Shall the Town of Hopkinton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to pay for upgrades and repairs in the vicinity of Fire Station No. 2 (Woodville)?

QUESTION 3: Shall the Town of Hopkinton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to perform repair work on the Lake Maspenock Dam?

QUESTION 4: Shall the Town of Hopkinton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to pay for the replacement of air handling units in the Middle School and High School buildings, including any planning, design, engineering, construction or associated costs or expenses related thereto?

QUESTION 5: Shall the Town of Hopkinton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to pay the increased costs related to the Marathon School Addition project, approved by vote of the 2021 Annual Town Meeting, pursuant to Article 17 of said Town Meeting's warrant, including any planning, design, engineering, construction or associated costs or expenses related thereto?

QUESTION 6: Shall the Town of Hopkinton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to replace the Fruit Street Turf Field including any planning, design, engineering, construction or associated costs or expenses related thereto?

For Select Board Policy Documents, click on the link below:

[Select Board Policy Changes - 2022-04-05 Meeting](#)

To: Select Board

From: Norman Khumalo 

Date: March 1, 2022

Ref: Staff Report - Select Board February 15, 2022 Meeting

1. *Metrowest Veterans Services District Agreement Among and By The Towns of Ashland, Holliston, Hopkinton, and Medway:* I am respectfully requesting the Select Board authorize the town's continued membership in the Metrowest Veterans Services District (See attached agreement, bylaws and FY 23 budget) and to designate the Town Manager as the Town's representative to the District Board of Directors. Hopkinton is a founding member of the district which was formed in 2011. Since then the Metrowest Services District has helped Hopkinton veterans learn about and apply for a range of federal, state, and local benefits to which veterans and their dependents may be entitled. The office also supports local veterans events in collaboration with in-town veteran groups. With the support of our legislative team, the office has brought in additional resources to the community, including establishing an emergency fund for veterans. Assistance provided to veterans is wide-ranging and includes housing, financial and medical assistance, outreach, employment, chapter 115 benefits and services, and cemeteries and honors. Massachusetts requires each town and city to provide a veterans office, with a specified staffing ratio. To date, the district office is staffed by a Director of Veterans Services Director, Veterans Agent, and Administrative Assistant. The regional approach has achieved staffing efficiencies that would not have been realized by individual town offices. The regional office does not have any complaints on file nor has it been informed by the State that it is not meeting its responsibilities under the law. Instead, the State has renewed the district every three years. In FY 23, the Town is proposing to maintain the Veterans Benefits budget at \$75,000. Our caseload currently stands at 6. Hopkinton's FY 23 budget assessment is \$53,333.81 based on its population.
2. *Cumberland Farms, Driveways/West Main Street Intersection Safety Concerns:* Staff will provide a detailed update to the Board at the meeting regarding continuing concerns about the safety of the Cumberland Farms driveways' intersection with West Main Street and the reports of serious accidents at this location. To date, Cumberland Farms has installed appropriate signage limiting the western driveway to "entrance only" and the eastern driveway to "exit only" and will add striping as soon as the weather allows. Recently, the Town engaged VHB to further review additional measures that might be taken to improve traffic safety in this area., of which a report is due shortly.
3. *FY 23 Budget Update:* The Appropriations Committee continues its review of the proposed FY 23 Comprehensive Budget, its preparation of the Appropriations Committee Report for

the annual town meeting and has scheduled its budget public hearing on April 13, 2022. Highlights of recent budget developments include:

- a. Keefe Tech has confirmed that the increase in its state-aid share coupled with a reduction in the number of enrolled Hopkinton students, decreases Hopkinton's FY 23 assessment to \$565,867 down by \$31,512 from last year's assessment.
 - b. Fire Truck - Engine 4: MIIA has confirmed that it will replace Engine 4 in-kind thus, eliminating the need for an article on the 2022 Annual Town Meeting warrant for this purchase. The Town's Procurement Office is collaborating with MIIA to effect this transaction prior to May 1, 2022, to avoid a minimum 5 percent cost increase.
4. *Main Street Corridor Project Update*: Dave Daltorio, Town Engineer/Facilities Director, and Michelle Murdock, Special Projects, have submitted the attached report.

Attachment:

Metrowest Veterans District Agreement, Bylaws, and Budget
Main Street Corridor Update

Agreement By and Among the Towns of Ashland, Holliston, Hopkinton and Medway for Veterans' District and Apportionment of Expenses

Agreement made initially on this 11th day of November 2011 by and among the Towns of Ashland, Holliston, Hopkinton and Medway to formalize the creation of the Metro West Veterans' District, acceptance of its bylaws attached herewith as Attachment A and to apportion expenses for the fulfillment of veterans' services to member towns according to the District budget, the fiscal year 2023 budget is incorporated herewith as Attachment B.

The Boards of Selectmen from the District's participating communities will appoint a Board of Directors pursuant to statute (MGL c.1 15, §11).

The District agrees to appoint a Veterans ' Services Director, a part-time Veterans' Agent to support the Director's fulfillment of his duties and to act in his absence, and clerical staff. Staff will have a presence in each of the communities to ensure a proper level of service to the District's constituents.

The District Board of Directors will set the compensation of the above positions, determine the expenses of the department and said positions and apportion the expenses among the municipalities as determined by the population of each municipality based on the most recent federal census.

The member communities will pay the annual assessment as determined by the Board of Directors to the District Treasurer on a quarterly basis. These payments will represent compensation for the administrative, clerical and other costs incurred by the District's Veterans' Services Department.

The District Board of Directors will appoint a District Treasurer from among the Town Treasurers of the member communities.

The District Board of Directors will direct the appointed Director of Veterans' Services to perform the duties of his office in each of the municipalities comprising the District.

The duties of the Veterans' Director and staff will be performed principally during regularly scheduled business hours in the designated central office, as determined by the Board of Directors, during set hours in satellite offices in the remaining three participating towns, and by appointment. Hours of operation will be duly posted at each office location.

Distribution of benefits payable under Massachusetts General Law chapter 115 to veterans of each community will be paid by the Treasurer of the community in which the veteran resides.

The seventy-five percent (75%) reimbursement of veterans' benefits from the state will be credited to that community which issued such benefits.

This Agreement will be subject to renewal on a biennial, no later than the end of March of the 2nd year. The member communities may terminate participation by providing sixty (60) days notice to the Board of Directors.

FY2023 AMENDMENT TO AGREEMENT BY AND AMONG THE TOWNS OF ASHLAND, HOLLISTON, HOPKINTON AND MEDWAY FOR VETERANS' DISTRICT AND APPORTIONMENT OF EXPENSES

The Agreement dated November 10, 2011 by and among the Towns of Ashland, Holliston, Hopkinton and Medway to formalize the creation of the MetroWest Veterans' District is hereby amended as follows:

1. Amendment number 2 from FY2021 Amendments is incorporated into the current FY2023 agreement.
2. Replace the District budget attached as Attachment B to the November 10, 2011 Agreement with the District's budget for FY2023, which is attached to this Amendment as Attachment B.

Effective as of the last date listed below.

_____	_____
Chair, Ashland Select Board	Dated

_____	_____
Chair, Holliston Select Board	Dated

_____	_____
Chair, Hopkinton Select Board	Dated

_____	_____
Chair, Medway Select Board	Dated

VETERANS SERVICES

FY2023 DISTRICT BUDGET

METROWEST DISTRICT

Medway, Hopkinton, Holliston, Ashland

-- Proposal #1 --

January 24, 2022

	<u>obj</u>	<u>FY2023</u>	<u>FY2022</u>	<u>Difference</u> <u>FY2023-FY2022</u>
Personal Services (<i>Director</i>)	505000	84,000.00	77,000.00	7,000.00
Agent-Shared P/S	505083	17,600.00	17,220.00	380.00
Administrative Support Specialist	505100	45,000.00	49,358.00	(4,358.00)
Benefit Emplr Costs	515700	18,408.44	18,129.66	278.78
District-Professional Services	525000	2,000.00	2,000.00	-
Communications	525150	3,500.00	3,500.00	-
District-Professional Dvlpmnt	525170	2,000.00	2,000.00	-
Municipal Agreements	525195	2,000.00	2,000.00	-
Vehicle Expense	525390	1,200.00	1,200.00	-
Building Rental	527170	5,000.00	5,000.00	-
Supplies+Materials	545000	3,300.00	3,244.18	55.82
District-Uniforms	545292	150.00	150.00	-
Other Misc Expenses	565000	150.00	150.00	-
Capital Equipment	585000	2,500.00	2,500.00	-
TOTALS		\$ 186,808.44	\$ 183,451.84	3,356.60

<u>Assessments:</u>	<u>FY2023</u>	<u>FY2022</u>	<u>Difference</u>	<u>% Change</u>
Medway: \$	37,290.70	40,469.48	(3,178.78)	(7.85)
Hopkinton: \$	53,333.81	47,348.92	5,984.89	12.64
Holliston: \$	42,639.03	42,982.77	(343.74)	(0.80)
Ashland: \$	53,544.90	52,650.68	894.23	1.70
<i>From (Previous Years Acnt) 597543</i>		0.00		
	\$ 186,808.44	183,451.84	3,356.60	

DISTRICT BOARD

Date Approved: 3/7/2022



MICHAEL HERBERT

Chairman, Board Of Directors

VETERANS SERVICES METROWEST DISTRICT	DISTRICT BY LAWS
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Revision: 3	
<i>Date:</i> December 13, 2021	<i>Approval Authority:</i> District Board of Directors

Amendment #1-2015: *reference to Board Meeting Minutes, October 19, 2015. Adding Chair Rotation*

Amendment #2-2015: *reference to Board Meeting Minutes, December 18, 2012. Delegating the Director to prepare meeting Agendas and circulate (includes Meeting Notices)*

Amendment #3-2015: *reference to Board Meeting Minutes, January 13, 2014. Delegating the Director to prepare meeting minutes.*

Amendment #4-2021: *reference to Board Meeting Minutes, September 20, 2021. Revise Article VIII to read "more than three years".*

Amendment #5-2021: *reference to Board Meeting Minutes, December 13, 2021. In Article XII: Chair Rotation, Remove "to coincide with the District Renewal with the Massachusetts Department of Veterans Services".*

Article I: PURPOSE

(As outlined in MGL Chap. 115, §10) To establish and maintain a department for the purpose of furnishing such information, advice and assistance to veterans and their families as may be necessary to enable them to procure the benefits to which they are or may be entitled relative to employment, vocational or other educational opportunities, hospitalization, medical care, pensions and other veterans' benefits.

Article II: THE DISTRICT

The Towns of Ashland, Holliston, Hopkinton, and Medway shall comprise the MetroWest Veterans' Services District, hereinafter referred to as "the District".

Article III: MEMBERSHIP

The members of the District Board of Directors shall be the Chairman of the Board of Selectmen or its designee of each town, hereinafter referred to as "the Board".

Article IV: MEETINGS

The Board shall meet regularly at such time and place as may be determined by them and the office. Each meeting shall conform to the Open Meeting Law and be posted in each Town Hall at least 48 hours prior to the meeting time.

Article V: QUORUM

Three members shall constitute a quorum for the transaction of business.

Article VI: VOTING

Each member is entitled to one vote and all matters shall be determined by a majority vote. The Director and assistant shall not have a vote at the meeting.

Article VII: OFFICERS

There shall be a chairman and a secretary from among the Board members. A Treasurer, who is not a member, but who serves as the treasurer of one of the participating towns, shall be appointed by the Board (MGL c.115, §10).

Duties:

CHAIRMAN: The Chairman shall preside at all meetings of the Board and shall be responsible for overseeing the conduct and management of the affairs of the District.

SECRETARY: The Secretary shall be responsible for seeing that notices are issued for all meetings and that the minutes of such meetings are kept. A copy of the minutes of each meeting shall be sent to the Director within twenty (20) days of meeting. The Director will send out copies to all Board members.

TREASURER: Treasurer shall be responsible for the receipts and custody of all monies and for the disbursement thereof as authorized. The Treasurer shall issue financial statements and reports to the Board and Director.

Article VIII: DIRECTOR

At the time of appointment, the Director of the Veterans' Services Department shall be appointed by the District for a term of not less than one year but not more than three years and the appointee shall be a veteran.

Article IX: MISCELLANEOUS

Fiscal Year – The fiscal year shall be July 1 through June 30.

Depositories – All funds shall be deposited to the credit of the District under such conditions and in such banks as shall be designated by the Board.

Approved Signatures – Approvals for signatures necessary on contracts, checks and orders for payment, receipts or deposits of money shall be by resolution of the Board.

Bonding – All persons having access to or a major responsibility for handling of monies shall be bonded.

Legal Counsel – Legal Counsel shall be provided by the town of residence of said client from which a dispute with the District arises.

Financial Reports – A summary report of the financial operations of the District shall be made annually to the Board of Directors.

Article X: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be the parliamentary authority governing the meetings of the Board.

In the event the Chairman is absent, the Secretary shall preside for that meeting.

Article XI: AMENDMENTS

These Bylaws may be amended by a majority of the members present and voting at any meeting provided that proposed amendment shall have been included in the notice of the meeting.

Article XII: CHAIR ROTATION

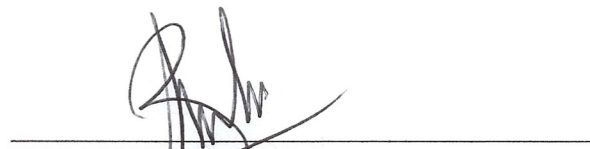
The duties of the Chairman will be rotated every two years (effective September 2016).




MICHAEL BOYNTON
Representing Medway



Travis Ahern
Representing Holliston



NORMAN KHUMALO
Representing Hopkinton



MICHAEL HERBERT
Representing Ashland

Attachment Presented by Michelle Murdock and David Daltorio

Work resumed on the project the week of Mar 14, 2022

- Work will begin with the installation of underground mainline and service conduit within the road and up to building foundations (work within easements) between the Fire Station, 72 Main St., and the 135/85 intersection.
- Work will be focused in the area between the Wood St intersection and the 85/135 intersection. No work will be performed from the 135/85 intersection to Ash St until after the Boston Marathon.
- Work will also include the installation of underground conduit for the new traffic signals at Wood Street.
- Once all underground conduit work is completed roadway reconstruction will begin. Roadway reconstruction will include milling of existing pavement, excavation of existing subbase materials, installation of new subbase material, base pavement course and pavement binder course.
- Roadway realignment (removal of existing and setting new curbing) will follow that.
- Sidewalk and shared-use path work will follow that.

Construction Cost and Quantities through 12/18/21

Construction - \$3,265,577.98

\$2,578,075.48 - MassDOT/TIP

\$687,502.50 - Town

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

- Catch Basins - 80
- Drain Manholes - 40
- Reinforced Concrete Pipe - 5,100 feet
- Ductile Iron Pipe - 727 feet
- Hot Mix Asphalt - 2,750 tons
- Gravel - 2,456 cubic yards
- Rock Excavation - 1037 CY
- Electrical Conduit Installed - 2,012 feet
- Utility Vaults Installed - 12

Work Anticipated Week of April 4, 2022

- Utility work along Main Street in front of the Fire Station and CVSain Street and Wood Street
- This work will include work on private property to install conduits from the street to the foundation of the building. No work on the foundation itself or inside any building will be done at this time.
- Delivery of Electric materials

Community Contact (3-11-22 thru 3-30-22)

- Construction Advisory #25 was distributed via email on Thursday, March 11.
- Meeting with Chamber of Commerce representatives took place on March 18.
- Construction Advisory #26 was distributed via email on Thursday, March 24.

- A total of 3 issues/concerns from the general public and project abutters were received, reviewed and researched, and an email response was sent to the individual(s) who reported an issue or asked a question. Issues reported/questions asked included:
 - Email from Marshall Ave resident to report delivery vehicle blocking driveway.
 - Email from abutter to ask if the project is on schedule.
 - Email from abutter to ask when stone walls will be relocated.

Miscellaneous

- The Project website will continue to be updated throughout the Project. Visit the website to sign up for Project Updates. A QR Code has been developed for quick access.

Project photos have been added to the website

<https://hopkintonmainstreet.com/construction-photos.htm>

SELECT BOARD LIAISON LIST FY 2022 - Approved	Brendan	Irfan	Mary Jo	Amy	Muriel	Norman	Elaine
FINANCE							
Appropriation Committee						X	
Board of Assessors			X				
Town Manager's Budget Advisory Team					X		
Capital Improvement Committee						X	
Cable Advisory Committee						X	
PUBLIC SAFETY							
Animal Control							X
Fire Department	X						
Police Department	X						
PERMITTING							
Board of Appeals					X		
Conservation Commission		X					
Planning Board					X		
Board of Health			X				
Permanent Building Committee		X					
EDUCATION							
School Committee		X					
Reg. Voc. Tech School Committee	X						
School Reentry Advisory Group	X						
PUBLIC SERVICES							
Cemetery Commission			X				
HUMAN SERVICES							
Town Clerk's Office						X	
Personnel Committee						X	
Council on Aging			X				
Veterans Services						X	
ADA Oversight Committee				X			
Veterans Celebration Committee	X						
Tax Relief Committee			X				
CULTURAL/RECREATIONAL							

Pending Select Board Member Future Agenda Items

March 9, 2022

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

1. Discharge of guns at night in residential areas - Nasrullah (5/19/20) (6/2/20)
2. Reconstruction of the Sandy Beach parking lot - LaFreniere (7/21/20)
3. Create a Legacy Farms tracking document - Ritterbusch (7/21/20)
4. Social Justice issues - Nasrullah (8/4/20)
5. Economic Development Officer, budget submission by Growth Study Committee - Ritterbusch (11/10/20)
6. Master Plan action plan/implementation plan items for Select Board - Ritterbusch (12/1/20) (12/15/20)
7. Growth Study Committee request for an Economic Development Officer position - Ritterbusch (12/15/20); Nasrullah (2/2/21)
8. Discuss the creation of a Cultural District - Ritterbusch (7/6/21)
9. Citizen suggestion to paint centerlines on roadways for improved safety - Kramer (8/3/21)
10. Examination into municipal cable - Nasrullah (9/7/21)
11. Discuss whether the turf field at Fruit St. could have caused the PFAS problem in well #6 - Ritterbusch (12/14/21)
12. Description/comparison of how each FY23 budget compares to the Board's budget message - Kramer (1/25/22)
13. 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)
14. Consider support for Senate and House bills regarding a temporary moratorium on construction of new jails and prisons in Massachusetts - Kramer (1/25/22)
15. Cumberland Farms driveways/intersection, West Main St. - Kramer (3/1/22)



**TOWN OF HOPKINTON
BOARD OF APPEALS**

Town Hall
18 Main Street - 3rd Floor
Hopkinton, MA 01748
508-497-9745
www.hopkintonma.gov

Select Board

RECEIVED
TOWN OF HOPKINTON
2022 MAR 24 AM 11:26
TOWN CLERK'S OFFICE

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

zba@hopkintonma.gov

#22-011

March 24, 2022

NOTICE OF DECISION

Notice is hereby given that the Board of Appeals of the Town of Hopkinton, MA, on March 24, 2022, filed the following Decision in the Office of the Town Clerk:

- A Decision issued to Henry Roberts and Anna Dorsey, 23 Connelly Hill Road, Hopkinton, MA to uphold the Cease and Desist Notice issued by Chuck E. Kadlik, Zoning Enforcement Officer dated October 12, 2021 regarding the use of the barn which is in the Residence B zoning district for the property located at **47 East Main Street, Hopkinton, MA.**

A copy of the Decision may be obtained at the Office of the Town Clerk or the Department of Land Use, Planning & Permitting at the Town Hall, 18 Main Street, Hopkinton, MA. Appeals of the Decision, if any, shall be made pursuant to M.G.L. Chapter 40A, Section 17, and shall be filed within twenty (20) days after the date of filing of the Decision with the Office of the Town Clerk.

HOPKINTON BOARD OF APPEALS
John Coutinho, Clerk



**TOWN OF HOPKINTON
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Select Board

RECEIVED
TOWN OF HOPKINTON
2022 MAR 24 11:26
TOWN CLERK'S OFFICE

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

zba@hopkintonma.gov

#22-012

March 24, 2022

NOTICE OF DECISION

Notice is hereby given that the Board of Appeals of the Town of Hopkinton, MA, on March 24, 2022, filed the following Decision in the Office of the Town Clerk:

- A Decision denying the application of Henry Roberts and Anna Dorcey, 23 Connelly Hill Road, Hopkinton, MA, for a variance pursuant to Section 210-9 of the Zoning Bylaw to authorize the use of the Subject Property as a place of assembly for property located at **47 East Main Street, Hopkinton, MA.**

A copy of the Decision may be obtained at the Office of the Town Clerk or the Department of Land Use, Planning & Permitting at the Town Hall, 18 Main Street, Hopkinton, MA. Appeals of the Decision, if any, shall be made pursuant to M.G.L. Chapter 40A, Section 17, and shall be filed within twenty (20) days after the date of filing of the Decision with the Office of the Town Clerk.

HOPKINTON BOARD OF APPEALS
John Coutinho, Clerk



Elaine Lazarus <elainel@hopkintonma.gov>

Another accident - confirm receipt

Darlene Hayes <darlenehayes@yahoo.com>

Tue, Mar 29, 2022 at 7:28 PM

Reply-To: Darlene Hayes <darlenehayes@yahoo.com>

To: Norman Khumalo <nkhumalo@hopkintonma.gov>, Elaine Lazarus <elainel@hopkintonma.gov>, Select Board Office <selectboard@hopkintonma.gov>, Chief Joseph Bennett <jbennett@hopkintonpd.org>, John Westerling <jwesterling@hopkintonma.gov>

Cc: Karen Spilka <karen.spilka@masenate.gov>

Please address publicly and confirm receipt.

Another accident today 3-29-22, in front of Cumby's.

Message below from my son, who if you recall was broadsided here nearly 3 yrs ago and still no improvement.

"Btw worst accident I have ever seen at Cuberland farms on way home lights right there were shut down"

Not sure why this is not being looked at as serious as it is, accidents continue and need for drastic improvements not just a couple ignored signs and non existant directional paint on roadway.

This stretch on West Main is dangerous, it has been repeatedly documented and known for 14yrs. So disappointing to see the continue disregard of public safety.

Darlene Hayes
1 Third Rd.

[Sent from Yahoo Mail on Android](#)