



TOWN OF HOPKINTON SELECT BOARD MEETING AGENDA

Tuesday, June 21, 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/83191253408?pwd=cjJucDBiTXpuMVNlVkd4MThvd05lUT09>

Passcode: 504559

Or One tap mobile :

US: +13126266799,,83191253408# or +16468769923,,83191253408#

Or Telephone:

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

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

Webinar ID: 831 9125 3408

International numbers available: <https://us02web.zoom.us/j/83191253408?pwd=cjJucDBiTXpuMVNlVkd4MThvd05lUT09>

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 (May 17, 2022, June 7, 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

CONSENT AGENDA

4.

The Select Board will consider the following consent agenda:

- a. **MINUTES** - The Select Board will consider approving the Minutes of the May 17, 2022 and June 7, 2022 meetings.
- b. **MARATHON FUND REQUEST** - The Select Board will consider approving a fund request of \$3,900 from the Friends of Hopkinton to help supply portable toilets at a cost of \$1,400, and ten inflatables and a dunk tank at a cost of \$2,500, for Family Fun Day to be held on Saturday, September 17, 2022.
- c. **BUILDING/ELECTRICAL/PLUMBING FEE SCHEDULE** - The Select Board will consider approving changes to the Building, Plumbing & Electrical fee schedule.
- d. **METROWEST VETERANS SERVICES DISTRICT MEMBERSHIP:** The Select Board will consider voting to continue membership in the Metrowest Veterans Services District

and to appoint Norman Khumalo as the Town's representative to the District Board of Directors.

- e. **RESIGNATION** - The Select Board will consider accepting the resignation of Meena Kaushik from the Sustainable Green Committee and the Hopkinton Cultural Council.
- f. **FISCAL YEAR 2022 END OF YEAR TRANSFERS** - The Select Board will consider authorizing 3 budget line item transfers and an increase in a Fruit Street fields revolving account spending authorization. The line item transfers are from Employee Benefits & Insurance to Town Counsel and to the Regional Technical Vocational School. The increase in revolving account spending authorization would allow for the expenditure of fees by the Parks & Recreation Commission already collected in FY 22.

Supporting Exhibits: [Marathon Fund Request Form](#); [Building Fee Schedules](#); [Resignation](#); [Memo to Select Board and Appropriation Committee dated 6/15/22](#)

6:45 PM

5.

PLANNING BOARD APPOINTMENT - JOINT MEETING WITH PLANNING BOARD

The Select Board and the remaining members of the Planning Board will interview candidate Matthew Wronka, and consider voting to fill one Planning Board vacancy with a term to expire at the May 2023 Annual Town Election.

Supporting Exhibits: [Application](#)

6:55 PM

6.

PUBLIC HEARING ENTERTAINMENT LICENSE APPLICATION - MNLA SUMMER CONFERENCE HOSTED BY WESTON NURSERIES, 93 EAST MAIN STREET; AND SPECIAL TEMPORARY ALCOHOL LICENSE

The Select Board will hold a Public Hearing for a single event Entertainment License and a Special Temporary Alcohol License application from Melissa Frank, on behalf of Weston Nurseries, for hosting a summer conference with classes and seminars for the local landscaping industry. The event is to be held on Thursday, July 14, 2022 from 7 a.m. to 4 p.m. at Weston Nurseries located at 93 E Main St. The alcohol will be served by TIPS certified servers and will be supplied by Start Line Brewery. In addition, the Board will consider a fee waiver for the license application.

Supporting Exhibits: [Applications](#); [Permitting Team Comments](#); [Public Hearing Notice](#)

7:05 PM

7.

PUBLIC HEARING ENTERTAINMENT LICENSE - FUNDRAISER FOR JIMMY FUND HOSTED BY WESTON NURSERIES 93 EAST MAIN STREET; AND SPECIAL TEMPORARY ALCOHOL LICENSE

The Select Board will hold a Public Hearing for a single event Entertainment License, including Live Music/amplification system for an application from Melissa Frank, on behalf of Weston Nurseries, for a fundraiser for Jimmy Fund. The event is to be held on Saturday, September 10, 2022 from 11 a.m. to 7 p.m., outside in the coliseum area located behind Weston Nurseries, 93 East Main St. The Board will also consider a Special Temporary Alcohol License application for the said event, at which alcohol will be served by TIPS certified servers from four/five local microbreweries. In addition, the Board will consider a fee waiver for the license application.

Supporting Exhibits: [Application and supporting documents](#); [Permitting Team Comments](#); [Public Hearing Notice](#)

7:10 PM

EAGLE SCOUT RECOGNITION

8. The Select Board will honor Eagle Scouts Harrison Bograd, Aidan Chen, Colin Davan, Alexander Kimball, Daniel Cambourelis-Haskins and Jack Dolski.

7:15 PM APPOINTMENT OF POLICE OFFICERS

9. The Select Board will interview and consider appointing Alexander Stewart and Tyler Staback as Police Officers for the Hopkinton Police Department.
Supporting Exhibits: Resumes

7:20 PM ANNUAL APPOINTMENTS - BOARDS/COMMITTEES & OFFICIALS

10. The Select Board will consider making the following appointments: Town Counsel, Labor Counsel, Traffic Constables, MetroWest Regional Transit Authority Advisory Board member; and consider affirming the following Town Manager appointments: Principal Assessor, Treasurer/Collector, Inspector of Animals, Animal Control Officer, Fence Viewer, Plumbing & Gas Inspector, Assistant Plumbing & Gas Inspectors, Wiring Inspector, Person to cut wire in case of fire, Assistant Wiring Inspector, Sealer of Weights and Measures, and Public Weighers.

The Select Board will consider appointing members of boards and committees, as follows: Board of Appeals, Affordable Housing Trust Fund Board, Community Preservation Committee, Conservation Commission, Council on Aging, Cultural Council, Lake Maspenock Weed Management & Control Advisory Group, Marathon Committee, Marathon Fund Committee, Open Space Preservation Commission, Permanent Building Committee, Trail Coordination and Management Committee, Upper Charles Trail Committee, Veterans Celebration Committee, Woodville Historic District Commission.
Supporting Exhibits: Board/Committee Annual Appointments List; Applications; Select Board and Town Manager Appointments List

7:30 PM PERFORMANCE REVIEW & RATING ASSIGNMENT - TOWN MANAGER, POLICE CHIEF AND FIRE CHIEF

11. The Select Board will conduct performance reviews of the Town Manager, Police Chief and Fire Chief and assign ratings accordingly. The Select Board will finalize FY23 goals for each.

7:45 PM SETTING WATER AND SEWER RATES FOR FY 23

12. The Select Board will consider setting water and sewer rates for Fiscal Year 23. Staff recommends a 9.5% rate increase or \$27.25 for Water user fees due to projected capital costs and a 5.0% rate reduction for Sewer user fees due to a projected substantial surplus in the Sewer Enterprise.
Supporting Exhibit: Memo

8:05 PM TOWN MANAGER REPORT

13. Town Manager will report on the following:
- a. Main Street Corridor Project Update
 - b. PFAS Update
 - c. MWRA Connection Update
 - d. Pay Classification Plan Update, Non-union employees
 - e. 1 Baker Lane Settlement Agreement - The Select Board will consider authorizing the Town Manager to sign a settlement agreement relating to the foreclosure of 1 Baker

Lane, a property that is restricted by a Local Initiative Program deed rider as an affordable unit. The Land Court has ruled that the property could be foreclosed and sold. The Department of Housing and Community Development, Town of Hopkinton, and Specialized Loan Servicing LLC have agreed to protect the unit as affordable unless a qualified buyer cannot be found. In that case, the Town and DHCD will split the difference between the affordable and market price. Town Counsel recommends approval of the agreement.

Supporting Exhibits: Town Manager Report; 1 Baker Lane Settlement Agreement

8:10 PM

LIAISON ASSIGNMENTS & REPORTS/BOARD INVITES

14.

The Select Board will consider finalizing and approving FY 23 liaison assignments and the appointment of Select Board members to certain committees.

Supporting Exhibit: FY 23 Liaison Assignments

8:20 PM

FUTURE BOARD AGENDA ITEMS

15.

Board members will consider identifying future agenda items.

Supporting Exhibit: Board Member Future Agenda Items

8:25 PM

ADJOURN

Correspondence to Select Board

1. Question about Bike & Pedestrian Safety - 6-10-22 Email
2. Board of Appeals Notices of Decision - 85 Downey St., 17 Cross St.
3. Resignation of Meena Kaushik from the Library Board of Trustees.

Upcoming Select Board Meetings

1. July 12, 2022
2. August 2, 2022
3. September 6, 2022
4. September 20, 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.

MARATHON FUND REQUEST

Funding is hereby requested by Friends of Hopkinton
Name of organization or department

for the purpose of helping supply portable
toilets (4 regular, 2 handicap accessible)
at a cost of \$1,400 and 10 inflatables
and a dunk tank at a cost of \$2,500
for Family Fun Day on Saturday,
September 17, 2022. Total cost \$3,900

Recommended by vote of the Marathon Fund Committee

Colleen D. Charleton
Chairman or Secretary

6/08/2022
Date

\$ \$ 3,900
Amount

Approved by vote of the Board of Selectmen

Date

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

**TOWN OF HOPKINTON
INSPECTIONAL SERVICES
18 MAIN STREET
HOPKINTON, MA 01748
508-497-9745**

June 14, 2022

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

Re: Building Department Fee Schedules

Dear Select Board Members:

Chuck Kadlik, Director of Municipal Inspections, and Anna Rogers, Inspections Administrative Assistant, worked on updating, clarifying and revising the Building Department's fee schedules over the past year. We are proposing slight increases in our Residential Wiring and Residential Plumbing and Gas fees. We have reworded the language on all of the fee schedules and have added categories for Permit Types that didn't exist when the fees were last updated.

- Residential Plumbing and Gas Fees were changed from \$40/\$75/\$100 to \$50/\$80/\$125.
- Commercial Plumbing and Gas Fees: No Proposed changes.
- Residential Wiring: New Residential Construction changed from \$135 to \$150, Temporary Services changed from \$35 to \$50, Additions changed from \$50/\$60 to \$75/\$100, Swimming Pools changed from \$60 to \$75. We also added a Solar Panels category.
- Commercial Wiring: Changed from \$50 to \$75 for the first \$10,000 of value and stayed at \$8 per \$1000 over \$10,000. We added a Solar Panels category, Commercial Off-hours fee and a Commercial Annual Maintenance fee.
- Commercial Building Permit Fees: No Proposed changes.
- Residential Building Permit Fees: Residential demolition was changed from \$50 to \$10/\$1000 with a minimum of \$50. We added categories for Tents and Trailers.
- We added 4 New Permit Categories: HVAC, Mechanical, Sprinkler and Fire Alarm Permits.

We have compared the fee schedules for the surrounding Towns and also used a comparison done by the Town of Ashland when they went through this process. We feel our proposed fees fall in line with surrounding Towns, if not on the slightly lower side of the comparison. Not all of the categories are easily compared as some towns use different components for their fees, such as charging per square foot or fixture.

We believe these new fee schedules will be helpful for the public to understand the different categories of fees and provide some clarification to outdated wording or confusing sections in past fee schedules.

Thank you for your support and consideration of the proposed changes.



Charles E. Kadlik
Director of Municipal Inspections



Anna Rogers
Inspections Administrative Assistant

SPRINKLER PERMITS:

\$50 – Residential Renovation

\$150 – New Residential

\$150 – Commercial Renovation

\$250 – New Commercial

HVAC PERMITS:

\$50 – Residential – associated with New Construction/Addition, etc.

\$10/\$1000 - \$50 Minimum – Residential without associated work

\$100 – Commercial – associated with New Construction/Addition, etc.

\$10/\$1000 - \$100 Minimum – Commercial without associated work

MECHANICAL PERMITS:

\$50 – Residential – associated with New Construction/Addition, etc.

\$10/\$1000 - \$50 Minimum – Residential without associated work

\$100 – Commercial – associated with New Construction/Addition, etc.

\$10/\$1000 - \$100 Minimum – Commercial without associated work

FIRE ALARM PERMITS:

\$50 – Residential Renovation

\$100 – New Residential

\$100 – Commercial Renovation

\$200 – New Commercial

2022 DRAFT

RESIDENTIAL WIRING:

New House/Condo/Apartment Unit:

100/200 Amps \$150.00
Plus each additional 100 Amps \$50.00

Service Changes to Existing Houses:

100/200 Amps \$50.00
Plus each additional 100 Amps \$50.00
Sub panel \$35.00

Temporary Services: \$50.00

One Room Addition and/or Renovation: \$75.00
More Than 1 Room Addition/Renovation: \$100.00

Minor Repairs/Fixtures: \$40.00 (1 Inspection Only)
A/C and/or Heating Units: \$40 for 1, \$60 for more than 1

Swimming Pools/Hot Tubs/Spas: \$75.00

Sewer Tie-Ins: \$40.00

Smoke Detectors: \$40.00

Residential Burglar Alarms: \$50.00

Residential Rooftop Solar: \$50.00
Residential Solar Batteries: \$30.00
Residential Ground Mounted Solar: \$100.00 (Max 3 Inspections) - \$30/inspection over 3

COMMERCIAL/NON-RESIDENTIAL WIRING:

\$75.00 for the first \$10,000 valuation of electrical work.
\$8 per thousand-dollar valuation of electrical work over \$10,000, plus \$75.
Minimum fee: \$75.00

Rooftop Solar: \$100.00 (Maximum 3 Inspections) - \$30/inspection over 3
Ground Mounted Solar: \$75 for first \$10,000, plus \$8/\$1000 over \$10,000.

Off Hours Shut Down Permits: Initial Standard Fee Plus \$180.00

Annual Maintenance Permits: \$150.00 per year***
Pre-approval required by Electrical Inspector

Signs: \$50.00

Alarm Systems/Low Voltage Work: \$50.00

REINSPECTION FEES: \$30.00 (for each re-inspection including incomplete work.)

DOUBLE FEE: For failure to take out permit.

MARATHON DAY PERMITS: \$50.00 per site

**TOWN OF HOPKINTON
INSPECTIONAL SERVICES
18 MAIN STREET
HOPKINTON, MA 01748
508-497-9745**

2022 DRAFT FEES

FEE SCHEDULE FOR COMMERCIAL PLUMBING

New Construction: 3 Inspections Max

\$150.00 plus \$15.00 for each fixture over 20

Renovation: 2 Inspections Max

\$100.00 plus \$15.00 for each fixture over 20

Replacement: 1 Inspection

\$50.00 plus \$15.00 for each fixture over 20

****\$50 Per Inspection Over Initial Inspections Paid For****

FEE SCHEDULE FOR COMMERCIAL GAS

New Construction: 3 Inspections Max

\$150.00

Renovation: 2 Inspections Max

\$ 100.00

Replacement: 1 Inspection

\$ 50.00

Rooftop Units:

\$50.00 Per Unit

****\$50 Per Inspection Over Initial Inspections Paid For****

Re-inspection fee: When an inspection is requested and the work is not ready or requires an additional inspection, is unacceptable or not accessible, a **re-inspection fee of \$50.00** will be charged. The fee is payable prior to the scheduling of the re-inspection.

Work that is started without first obtaining a required permit, will be charged **two (2) times** the permit fee.

**TOWN OF HOPKINTON
INSPECTIONAL SERVICES
18 MAIN STREET
HOPKINTON, MA 01748
508-497-9745**

2022 DRAFT FEES

FEE SCHEDULE FOR RESIDENTIAL PLUMBING

New House/Apartment Unit/Condo Unit:

\$125.00 – Maximum of 3 Inspections Provided

Renovations and/or Replacement Work:

\$80.00 for 2 Inspections

\$50.00 for 1 Inspection

FEE SCHEDULE FOR RESIDENTIAL GAS

New House/Apartment Unit/Condo Unit:

\$125.00 – Maximum of 3 Inspections Provided

Renovations and/or Replacement Work:

\$80.00 for 2 Inspections

\$50.00 for 1 Inspection

****Additional Inspection are \$30.00 each Inspection****

Re-inspection fee: When an inspection is requested and the work is not ready, unacceptable or not accessible, a **re-inspection fee of \$40.00** will be charged. The fee is payable prior to the scheduling of the re-inspection.

Work that is started without a permit, will be charged **three (3) times** the permit fee.



Vasudha Dutta <vdutta@hopkintonma.gov>

Fwd: Resignation - HCC

1 message

Meena Kaushik <meenaathome@gmail.com>

Tue, Jun 14, 2022 at 2:28 PM

To: Select Board Office <selectboard@hopkintonma.gov>, Norman Khumalo <nkhumalo@hopkintonma.gov>, Elaine Lazarus <elaine1@hopkintonma.gov>

Please see my resignation below

----- Forwarded message -----

From: **Meena Kaushik** <meenaathome@gmail.com>

Date: Tue, Jun 14, 2022 at 11:40 AM

Subject: Resignation - HCC

To: Ilana Cassidy <culturalchair@hopkintonma.gov>, Connor Degan <cdegan@hopkintonma.gov>

Hi Ilana and Connor,

We are moving out of Hopkinton and I wanted to let you know that I am resigning from the Hopkinton Cultural Council effective immediately.

It has been a pleasure to be a part of HCC, knowing you and the other members. I feel grateful to have been part of this incredibly enthusiastic group and to have participated in the many initiatives. Hopkinton has been our home for over 16 years and we love the community - but all good things come to an end and life is taking us to California.

I wish all good things and great success for HCC.

Thanks

Meena

Meena Kaushik

Pronouns: she, her, hers

<https://www.linkedin.com/in/meena>



Vasudha Dutta <vdutta@hopkintonma.gov>

Fwd: Resignation - Hopkinton Sustainable Green Committee

1 message

Meena Kaushik <meenaathome@gmail.com>

Tue, Jun 14, 2022 at 2:27 PM

To: Select Board Office <selectboard@hopkintonma.gov>

Cc: Norman Khumalo <nkhumalo@hopkintonma.gov>, Elaine Lazarus <elainel@hopkintonma.gov>

Please see my resignation below

----- Forwarded message -----

From: **Meena Kaushik** <meenaathome@gmail.com>

Date: Tue, Jun 14, 2022 at 11:38 AM

Subject: Resignation - Hopkinton Sustainable Green Committee

To: Andrew Hayes <andrew.hayes@maritime.edu>

Cc: Connor Degan <cdegan@hopkintonma.gov>

Hi Andrew and Connor,

We are moving out of Hopkinton and I wanted to let you know that I am resigning from the Hopkinton Sustainable Green Committee effective immediately.

It has been a pleasure to be a part of SGC, knowing you and the other members. I feel grateful to have been part of this incredibly enthusiastic group and to have participated in the many initiatives. Hopkinton has been our home for over 16 years and we love the community - but all good things come to an end and life is taking us to California.

I wish all good things and great success for SGC.

Thanks

Meena

Meena Kaushik

Pronouns: she, her, hers

<https://www.linkedin.com/in/meena>



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

TO: Select Board and Appropriation Committee
 FROM: Benjamin Sweeney, Senior Accounting Manager/Town Accountant 
 VIA: Norman Khumalo, Town Manager 
 DATE: June 15, 2022
 SUBJ: Fiscal Year 2022 Year-End Requests

Per the Town Manager, the Accounting Office respectfully requests authorization of three budget line item transfers and an increase in a Fruit Street Fields revolving account spending authorization. If approved by the Select Board and Appropriation Committee, these transactions will be part of the year-end process for the Fiscal Year 2022, which runs July 1 - June 30.

Limited end-of-year transactions are permitted under Massachusetts General Law (MGL) Chapter 44 Sections 33B and 53 E ½, following approval from the Select Board and Appropriation Committee. These mechanisms recognize the inherent uncertainty of expenditures that arise due to the length of a Town’s budget development cycle. The annual budget process, from budget development through the conclusion of the fiscal year on June 30th, is approximately twenty-two months.

First, pursuant MGL Chapter 44 Section 33B I am recommending a small number of budget category transfers totaling \$118,000 due to unanticipated events during the year. The transfer recommendations, included in the following table, represent 0.1% of the \$96,393,072 FY22 General Fund budget approved by the May 2021 Annual Town Meeting.

	Budget Category	Original Budget	Proposed Transfer in/(out)	Expenses (Incurred plus anticipated)	Ending Balance	Transfer Request
Transfers To	Town Counsel	\$280,000	\$100,000	\$376,263	\$3,737	Unanticipated legal expenditures, primarily LNG related.
	Regional Technical Vocational School	\$597,379	\$18,000	\$614,449	\$930	One additional student attended Assabet Valley Regional Technical School because a specific program was not offered at Keefe Tech.
Transfer From	Employee Benefits & Insurance	\$13,752,451	-\$118,000	\$12,384,688	\$1,249,763	Savings from lower than anticipated utilization and savings achieved through contract negotiations

Second, Town Meeting annually authorizes the maximum level of spending in a fiscal year for revolving accounts established under MGL Chapter 44 Section 53 E ½. Revolving accounts are funded entirely by user fees. A revolving account creates flexibility to necessarily allow for expansion and contraction of activities because of the unpredictability of user fees within a specific timeframe. MGL Chapter 33 Section 52 E ½ further authorizes the Select Board and Appropriation Committee to increase the level of spending authorized for a revolving account during the fiscal year.

As part of a broader reorganization of Parks and Recreation finances, the May 2021 Town Meeting created a revolving account for the operation of the Fruit Street Fields. Town Meeting authorized a Fiscal Year 2022 maximum spending level of \$80,000. I respectfully request an increase of \$50,000 to the Fiscal Year 2022 total spending authorization to align with the approved by the May 2022 Annual Town Meeting \$130,000 spending authorization. The demand for the Fruit Street fields was higher than anticipated demand following the easing of COVID-19 restrictions. Increased demand resulted in higher than expected revenues and, correspondingly, higher than anticipated costs to maintain the fields. Additionally, the Park and Recreation Commission incurred costs for evaluating, designing, and engineering the Fruit Street Field replacement approved by the most recent Town Meeting. Please note that this request does not impact the tax levy or increase user fees. Instead, this request authorizes the expenditure of fees already collected.

In summary, the requested budget transfers and increase to the Fruit Street Fields revolving account spending limit address unanticipated needs during the fiscal year. The mechanisms in MGL Chapter 44 Sections 33B and 55 E ½ allow the Select Board and Appropriation Committee to respond to such unforeseen needs as those outlined above. Further, the requested transactions do not increase taxes or user fees. They also comply with the law and past practice in Hopkinton.

Application Form

Profile

Matthew

First Name

Wronka

Middle Initial

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

Tripadvisor LLC

Employer

Associate Director

Job Title

Which Boards would you like to apply for?

Planning Board: 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?

My wife and I moved to Hopkinton ten years ago, and we are looking to give-back and get more involved in our town and community.

[Matthew_Wronka - Résumé.pdf](#)

Upload a Resume

Matthew Wronka

Interests

- Social media / democratizing technologies
- Distributed systems / cloud computing / ubiquitous computing
- Artificial intelligence / intelligent agents
- Semantic web / ontology / sociology / psychology / philosophy

Matthew Wronka



Professional Experience

TripAdvisor, *Needham Heights, Massachusetts USA*

Associate Director

- B2C Supply

- Developed back-end roadmap for the services driving POI and commerce content and features to end-user surfaces (notably Web and Native apps).
- Coordinated with product and other engineering teams to align quarterly roadmaps and support company objectives.

<http://www.tripadvisor.com/>

2022 — present

2022 — present

Technical Manager

2019 — 2022

- B2C Platform

2020 — 2022

- Coordinated development between back-end and front-end teams as part of a shift of our core pages to a new server-driven presentation model, providing for improved encapsulation and front-end code reuse.
- Investigated and designed a replacement experimentation infrastructure to allow for improved testing flow and improved isolation of a/b testing logic.

- Experiences Demand

2019 — 2020

- Lead performance-improvement project for Experiences business unit, culminating in cross-team development and roll-out of a new GraphQL+React.js platform improving Google Lighthouse score from 20-30s to upper-90s, and which is being adopted throughout the site.

Principal Software Engineer

2006 — 2019

- Hotel Demand

2017 — 2019

- Managed the successful launch of a sponsored ads product comprising a team of 8-10 engineers and cross-business to-market coordination
- Directed development and design of a general-purpose, real-time, ad-delivery and management system. Gathered cross-business requirements and managed communication with internal launch partners.

- Consumer Targeting

2016 — 2017

- Developed and implemented real-time system for determining content apropos of a visitor or app user
- Provided off-line analytical tools for evaluating historical visitors

- Market Development/Localization Engineering

2010 — 2016

- Led cross-platform, cross-organization effort to standardize available I18N functionality
- Managed coordination between US-based engineering team with EU and Asia-based product management teams
- Extended and constructed core functionality to support localization needs and under-served market segments
- Numerous localizations, including Eastern, Slavic, and Semitic languages
- Primary tools: Java, Dust, React.js, AJAX, Velocity, CSS, Hadoop, PostgreSQL, Linux
- Company grew from ~60 employees (2006) to 3000+ (2016)

Knolls Atomic Power Laboratory, *Niskayuna, New York USA*

<http://www.knollslab.com/>

Summer Intern

2003

- Reverse engineered 3D scene-based file formats, created import filters for in-house cross-platform 3D modeling software
- Received "L" ("Secret") level clearance from U.S. D.O.E.
- Primary tools: C++, Cygwin, MSVC++, Irix, WindowsNT, OpenGL

Education

Brown University, *Providence, Rhode Island USA*

<http://cs.brown.edu/>

Research Assistant

2004 — 2006

Rensselaer Polytechnic Institute, *Troy, New York USA*

<http://rpi.edu/>

M.S., Computer Science (GPA 4.0/4.0), May, 2004

2003 — 2004

B.S., Computer Science / Philosophy (Dual, GPA 3.86/4.0), May, 2003

2000 — 2003



TOWN OF HOPKINTON
OFFICE OF THE SELECTMEN

22 MAY 25 PM 1:21

DATE: 5-25-22

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

Name of Individual and Organization requesting license: Weston Nurseries for Mass Nursery & Landscape Assoc.
Applicant's Address: 93 E main Street Hopkinton MA 01748

Location/Address of Event: 93 E main St Hopkinton MA 01748

Telephone Number: 508 962 2733 Cell: same Email: MELISSA F@HOTMAIL.COM

Description/Purpose of Event: MNLA fundraiser & industry meet and greet and educational seminars

Is Event controlled by Ticket Sales/Invitation: yes Estimated Number of attendees: 400-500

Date of Event: July 14, 2022 (Rain Date, if necessary): none

Start Time of Event: 7am End Time of Event: 4pm

Date Alcohol is being delivered: July 14 Date Alcohol is being removed: July 14

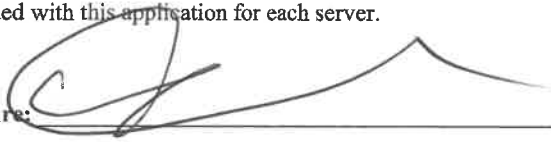
*Name of where alcohol is being purchased (if applicable): Weston Nurseries

*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, consisting of a large, stylized initial 'J' followed by a long, sweeping horizontal line that extends to the right.

Date:

5-25-22



TOWN OF HOPKINTON

SELECT BOARD

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

ENTERTAINMENT LICENSE APPLICATION

DATE: 5-25-22

Melissa Frank as agent for Weston Nurseries
Applicant Name

Weston Nurseries

MELISSAF@WESTONNURSERIES.COM

Business Name

Email

93 East Main Street

Hopkinton

508 9622733

Street Address/P.O. Box

Telephone

Hopkinton

MA

01748

City/Town

State

Zip

Please check all that apply:

Application Type:

Annual License

Single Event

Will the Entertainment occur on Sundays? Yes No

Dancing:

By Patrons

By Entertainers

No Dancing

Music:

Recorded

Juke Box

Live Music

Public Shows: Theater

Movies

Floor Show

Other _____

Amplification System:

Yes

No

Other: Video Games

Pool/Billiard Tables

Automatic Amusement Devices

Other: _____

Admission Fee:

Yes

How Much? _____

No

Nudity (As described in M.G.L. c.140 §183A):

Yes

No

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

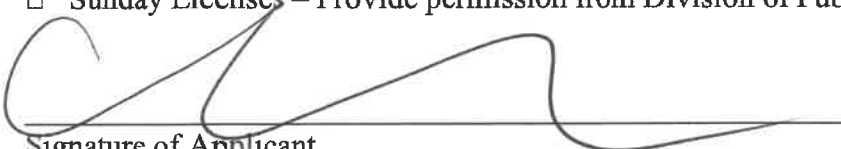
we are hosting a fundraiser for MOLA (7am-1pm)
with educational seminars, meet and greet
and an after party from (1-4pm)

Fee Schedule:

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

Application Checklist:

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



 Signature of Applicant

5/25/22

 Date

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

Revised 10/5/2021

Permitting Team Comments
One Day Entertainment & One Day Special Temporary License- MNLA
SB Meeting- 06/21/2022

June 09, 2022

.The DPW has no comment on the applications.

John K. Westerling
Director of Public Works, Hopkinton DPW

June 09, 2022

1. Ensure that all food vendor trucks contact Fire Prevention to obtain proper permits and schedule inspections.
2. Ensure that ample time for inspections / permitting prior to the event.

Chief Miller
Hopkinton Fire Department.

June 09, 2022

No comments on this.

John Gelcich
Principal Planner

June 13, 2022

The Police department has no questions at this time. We would recommend that given the size and consumption of alcohol, an officer be hired as a detail for the event. We would also like confirmation on the size of the event, as one part states 100 people and another states 400-500 people.

Deputy Chief Porter
Police Department.

MNLA Summer Conference

When: July 14, 2022 from 7AM – 4PM

Where: Weston Nurseries, Inc. 93 East Main St. Hopkinton

Description of event:

Weston Nurseries and Weston Wholesale are hosting a summer conference with classes and seminars for the local landscaping industry on July 14, 2022. We are working with Ted Twinney from the Start Line Brewery and food trucks to host an after party for approximately 100 people on our coliseum. It is the same location we use for our Blooms, Brews & BBQ event just with far fewer people.

Details are as follows:

Venue: approximately 10,000 square foot lawn area located behind our garden center. Surrounding areas adjacent to the lawn area will be used based on anticipated turn out. We will have one large tent (approximately 40ft.*40 ft.) for people to sit down. This tent will be located in the center of the field. We will also have a smaller tent (approximately 10ft.*20ft. for the beer pouring and another tent to provide shade for the band. The food vendors and the Start Line Brewing will be interspersed (see attached sketch)

Admission: It is free to everyone as they will be at the conference during the day. The conference fee is approximately \$50. That money goes to MNLA a non-profit for the nursery industry.

Food: We anticipate bringing in 3 local food trucks. All are licensed with the town of Hopkinton. The food vendors will provide their own tents and tables to serve the food. Various pork products, side dishes, salads and non-alcoholic refreshment will be sold by the food vendors. We are also looking to bring in an ice cream vendor. Food and ice cream vendors will charge customer directly for what they sell along with a voucher the conference attendees will get as part of the package they are paying for..

Beer: We anticipate bringing in Start Line Brewing. Beer tickets will be exchanged for 12 oz. pours. Tip certified staff will be located at the entrances to ID people and provide a colored wristband for anyone wanting to purchase beer tickets. They will also keep an eye on the patrons to ensure that people are not overconsuming or passing off drinks to underage attendees. There will be one drink ticket given to all legal (over 21) attendees and beer can be purchased using tickets.

Music: We plan on having 1 band perform from 1pm to 4pm. They will perform off the east end of the lawn area. Appropriate staging and amplification equipment will be used.

Parking: Parking for the event will be in our front parking lot, in our three upper parking spots on the East side of Legacy North Road, and down in our commercial sales yard. If need be, overflow parking will be across Legacy Farm North Road in the vacant lot owned by Roy MacDowell. Signs and an adequate number of Weston Nurseries staff will be used to direct people. All staff will be equipped with walkie-talkies to help coordinate parking in the different spots. Police detail may be used in order to maintain a safe environment based upon anticipated turnout and traffic.

Security: The event area will be fenced off so that all visitors must pass through the two entrances. One entrance will be located on the south side for people coming in from the garden center parking lot and the other entrance will be located on the west side for people parking in the other parking areas. (See

attached sketch). Tip certified staff will be responsible for administering wrist bands and keeping an eye out on the consumption. Only people with wrist bands and beer tickets will be served by the vendors.

Insurance: Weston Nurseries will provide all the required insurance for an event of this nature.

Written Plan for Litter Control

We have ample trash barrels and recycling barrels placed on the premise to handle the amount of trash generated and staff on hand to change over trash bags on a regular basis. We have a dumpster nearby and all trash will go into the dumpster. The area will be entirely cleaned up within an hour after the event has ended. All vendors clean up their spots and are expected to leave it as clean as it was when they got there.

Event Safety Plan for Down to Earth Summer zconference

Event description – already submitted

Map – already submitted

Contact numbers:

Peter Mezitt 508 962 8999 peterm@westonnurseries.com

Melissa Frank 508 962 2733 melissaf@westonnurseries.com

Medical Response from Staff

There will be 4-5 people present the day of the event that have recently taken a First aid/CPR Class through Heartsaver First Aide CPR/AED. They use the guidelines from the American Heart Association. This group of people has a basic understanding of what their roles are and what they need to do if someone needs emergency attention. Our training taught us to call 911 and talk to an emergency dispatcher as the first step. We also have an AED device on the premise that could be used if necessary.

Disaster Plan

In the event of a natural disaster or extremely heavy weather event that requires evacuation, we will utilize our microphone system to direct people to the closest shelter or back to their vehicles.

Missing Children

No children will be coming to this event.

Traffic Control

Parking: Parking for the event will be in our front parking lot, in our three upper parking spots on the East side of Legacy North Road, and down in our commercial sales yard. If need be, overflow parking will be across Legacy Farm North Road in the vacant lot owned by Roy MacDowell. Signs and an adequate number of Weston Nurseries staff will be used to direct people. All staff will be equipped with walkie-talkies to help coordinate parking in the different spots. Police detail may be used in order to maintain a safe environment based upon anticipated turnout and traffic.

Security: The event area will be fenced off so that all visitors must pass through the two entrances. One entrance will be located on the south side for people coming in from the garden center parking lot and the other entrance will be located on the west side for people parking in the other parking areas. Tip certified staff will be responsible for administering wrist bands and keeping an eye out on the consumption. Only people with wrist bands and beer tickets will be served by the vendors.

Other suspicious activities

Weston Nurseries staff will be present to direct people on where to park, help people get to and back from the event space and generally monitor activity and any suspicious occurrences during the event. We will utilize our voices when in close proximities and hand held walkie-talkies when further away to communicate on all logistics. Should any suspicious occurrences be recognized, Peter and Karen will be notified immediately so that we may handle the situation and contact the police if necessary.

Fire Prevention

This is an outdoor event so there is not too much concern about fire risk. However, any structures we provide such as tents will meet fire department guidelines. Any vendors who bring tents or food truck apparatus will be responsible for filling out applications and receiving a permit so that they are acting within the guidelines of what they are allowed to do.

BLOOMS BREWS & BBQ 2022 EVENT MAP

PARKING
LOT 2

PARKING
LOT 4

YELLOW
HOUSE

WHOLESALE

CABIN

PARKING
LOT 1

MARTY'S
BEER TENT

UHLMANS
ICE CREAM
TRUCK

Kid area

Waterfall

MAIN
TENT

STAGE

SPARK LAMP
BREWING

Immy Fund

Chef McFaul

PJs BBQ

BBQ

SNAPPY DOGS
TRAILER

Trains

PLANT
YARD
TREES
SHRUBS
PERENNIALS



GATE 1

TICKETS

VENDOR
PARKING



VENDOR
PARKING

GAMES & LOUNGE

GATE 2

Greenhouse 3
(Classroom)

Offices
&
Design
Center

Garden
Center

Green
House

Greenhouse 2

Greenhouse 1

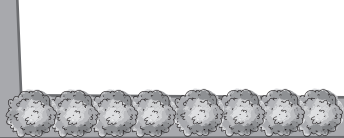
PUMPKINS
FLOWERS
MUMS
FALL DECORATIONS

NO EXIT

Garden Center Parking

(No Event Parking)

PARKING
LOT 3
(ACROSS STREET)



**POSTED PUBLIC HEARING NOTICE
TOWN OF HOPKINTON
ENTERTAINMENT/SPECIAL TEMPORARY ALCOHOL LICENSE APPLICATION
Weston Nurseries, Inc.
Mass Nursery & Landscape Association
Hopkinton Town Hall
18 Main Street
Hopkinton, MA 01748**

The Select Board will hold a public hearing pursuant to the Town of Hopkinton Entertainment and Amusement License Policy, MGL Ch. 140 §182 Entertainment License, and MGL c. 140, Special Temporary Alcohol License, on Tuesday, June 21, 2022 at 6:55 p.m. in Hopkinton Town Hall, 18 Main Street, Hopkinton, MA.

Applicant Melissa Frank, on behalf of Weston Nurseries, Inc., is seeking approval for an Entertainment/Special Temporary Alcohol License for its MNLA Fundraiser and industry meet and greet educational seminar, to be held on July 14th, 2022 from 7 a.m. to 4 p.m., outside in the field located behind the Weston Nurseries Garden Center at 93 East Main Street, Hopkinton.

The event will include live music/amplification system for the band performing from 1pm-4pm. Alcohol will be served by TIPS certified servers, supplied by Startline Brewing Company. Three local food vendors and an ice cream vendor will also be included. All net proceeds for this fundraising event will benefit the MNLA, a non-profit for the nursery industry.

Public comment is invited. For further information, please contact the Town Manager's Office at (508) 497-9700, or at Hopkinton Town Hall, 18 Main Street, Hopkinton, MA. Town Hall is handicap accessible.

Amy Ritterbusch
Chair- Hopkinton Select Board.



TOWN OF HOPKINTON
OFFICE OF THE SELECTMEN

12:11:52 PM 12/22

DATE: 5-25-22

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

Name of Individual and Organization requesting license: Weston Nurseries for the Jimmy Fund
Applicant's Address: 93 East main Street Hopkinton MA 01748
Location/Address of Event: 93 East main Street Hopkinton
Telephone Number: 508 962 2733 Cell: Same Email: MELISSA@HOTMAIL.COM
Description/Purpose of Event: fundraiser for the Jimmy Fund

Is Event controlled by Ticket Sales/Invitation: yes Estimated Number of attendees: 500-1500
Date of Event: 9/10/22 (Rain Date, if necessary): none
Start Time of Event: 11am End Time of Event: 7pm
Date Alcohol is being delivered: 9/10 Date Alcohol is being removed: 9/10
*Name of where alcohol is being purchased (if applicable): Weston Nurseries

*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: _____

5/25/22



TOWN OF HOPKINTON
SELECT BOARD

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

ENTERTAINMENT LICENSE APPLICATION

DATE: 5/25/22

Melissa Frank as agent for Weston Nurseries
Applicant Name

Weston Nurseries
Business Name

MELISSA.F@WESTONNURSERIES.COM
Email

93 East main Street
Street Address/P.O. Box

508 962 2733
Telephone

Hopkinton
City/Town

MA
State

01748
Zip

Please check all that apply:

Application Type: Annual License Single Event

Will the Entertainment occur on Sundays? Yes No

Dancing: By Patrons By Entertainers No Dancing

Music: Recorded Juke Box Live Music

Public Shows: Theater Movies Floor Show Other bands playing

Amplification System: Yes No

Other: Video Games Pool/Billiard Tables Automatic Amusement Devices

Other: _____

Admission Fee: Yes How Much? 15⁰⁰ for adults No

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

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

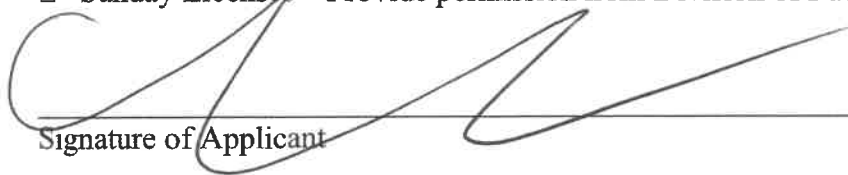
We will have a day from 11-morn and live bands from noon until 7pm along with food trucks & beer & wine being sold by local breweries

Fee Schedule:

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

Application Checklist:

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



 Signature of Applicant

_____ 5-25-22
 Date

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

Revised 10/5/2021

Permitting Team Comments
One Day Entertainment & One Day Special Temporary License-Jimmy Fund Fundraiser
SB Meeting- 06/21/2022

June 09, 2022

.The DPW has no comment on the applications.

John K. Westerling
Director of Public Works, Hopkinton DPW

June 09, 2022

1. Ensure that all food vendor trucks contact Fire Prevention to obtain proper permits and schedule inspections.
2. Ensure that ample time for inspections / permitting prior to the event.

Chief Miller
Hopkinton Fire Department.

June 09, 2022

No comments on this.

John Gelcich
Principal Planner

June 13, 2022

The Police department has no questions at this time. We would recommend that given the size and consumption of alcohol, an officer be hired as a detail for the event. We would also like confirmation on the size of the event, as one part states 100 people and another states 400-500 people.

Deputy Chief Porter
Police Department.

Event Safety Plan for Blooms Brews and BBQ

Event description – already submitted

Map – already submitted

Contact numbers:

Peter Mezitt 508 962 8999 peterm@westonnurseries.com

Karen Mezitt 508 962 0271 karenm@westonnurseries.com

Medical Response from Staff

There will be 4-5 people present the day of the event that have recently taken a First aid/CPR Class through Heartsaver First Aide CPR/AED. They use the guidelines from the American Heart Association. This group of people has a basic understanding of what their roles are and what they need to do if someone needs emergency attention. Our training taught us to call 911 and talk to an emergency dispatcher as the first step. We also have an AED device on the premise that could be used if necessary.

Disaster Plan

In the event of a natural disaster or extremely heavy weather event that requires evacuation, we will utilize our microphone system to direct people to the closest shelter or back to their vehicles.

Missing Children

Children are invited to the event. If a parent loses a child, we will immediately call the police to report the missing child. If a child loses their parent for whatever reason, we will utilize our microphone system to locate the parent. If that proves unsuccessful, we will contact the police.

Traffic Control

Parking: Parking for the event will be in our front parking lot, in our three upper parking spots on the East side of Legacy North Road, and down in our commercial sales yard. If need be, overflow parking will be across Legacy Farm North Road in the vacant lot owned by Roy MacDowell. Signs and an adequate number of Weston Nurseries staff will be used to direct people. All staff will be equipped with walkie-talkies to help coordinate parking in the different spots. Police detail may be used in order to maintain a safe environment based upon anticipated turnout and traffic.

Security: The event area will be fenced off so that all visitors must pass through the two entrances. One entrance will be located on the south side for people coming in from the garden center parking lot and the other entrance will be located on the west side for people parking in the other parking areas. Tip certified staff will be responsible for administering wrist bands and keeping an eye out on the consumption. Only people with wrist bands and beer tickets will be served by the vendors.

Other suspicious activities

Weston Nurseries staff will be present to direct people on where to park, help people get to and back from the event space and generally monitor activity and any suspicious occurrences during the event. We will utilize our voices when in close proximities and hand held walki-talkies when further away to communicate on all logistics. Should any suspicious occurrences be recognized, Peter and Karen will be notified immediately so that we may handle the situation and contact the police if necessary.

Fire Prevention

This is an outdoor event so there is not too much concern about fire risk. However, any structures we provide such as tents will meet fire department guidelines. Any vendors who bring tents or food truck apparatus will be responsible for filling out applications and receiving a permit so that they are acting within the guidelines of what they are allowed to do.

Blooms, Brews and BBQ Fundraiser Event

When: September 10, 2022 from 11AM – 7PM

Where: Weston Nurseries, Inc. 93 East Main St. Hopkinton

Description of event:

Weston Nurseries is teaming up with the folks at Dana Farber to raise money for the annual Jimmy fund Walk in October 2022. We are working with Ted Twinney from the Start Line Brewery and a licensed beer distribution company (to be determined) to host a BBQ & Beer festival at Weston Nurseries on Saturday, September 7th. The venue will be outdoors in a field located in back of our garden center.

Details are as follows:

Venue: approximately 10,000 square foot lawn area located behind our garden center. Surrounding areas adjacent to the lawn area will be used based on anticipated turn out. We will have one large tent (approximately 40ft.*40 ft.) for people to sit down. This tent will be located in the center of the field. We will also have a smaller tent (approximately 10ft.*20ft. for the beer pouring and another tent to provide shade for the bands. The food vendors and the beer vendors will be interspersed (see attached sketch)

Admission: \$10 entrance fee for online pre-purchased tickets and \$15 entrance fee for day of purchases. Kids 12 and under are free. All net proceeds will go to the Jimmy Fund Walk. In 2021 the event raised \$14,000 for the Jimmy Fund Walk and we hope to top that this year.

Food: We anticipate bringing in 4 local food vendors. The food vendors will provide their own tents and tables to serve the food. Various pork products, side dishes, salads and non-alcoholic refreshment will sold by the food vendors. We are also looking to bring in an ice cream vendor. Food and Ice cream vendors will charge customer directly for what they sell.

Beer: We anticipate bringing in 4-5 local microbreweries to serve beer through a licensed distributor and directly with the brewery in the case of Start Line Brewing. Beer tickets will be exchanged for 12 oz. pours by the local microbreweries. TIP certified staff will sell beer tickets at the entrance gates and do the pouring at the beer tent. Tip certified staff will be located at the entrances to ID people and provide a colored wristband for anyone wanting to purchase beer tickets. They will also keep an eye on the patrons to ensure that people are not overconsuming or passing off drinks to underage attendees.

Music: We plan on having 4 bands perform throughout the day. They will perform off the east end of the lawn area. Appropriate staging and amplification equipment will be used.

Parking: Parking for the event will be in our front parking lot, in our three upper parking spots on the East side of Legacy North Road, and down in our commercial sales yard. If need be, overflow parking will be across Legacy Farm North Road in the vacant lot owned by Roy MacDowell. Signs and an adequate number of Weston Nurseries staff will be used to direct people. All staff will be equipped with walkie-talkies to help coordinate parking in the different spots. Police detail may be used in order to maintain a safe environment based upon anticipated turnout and traffic.

Security: The event area will be fenced off so that all visitors must pass through the two entrances. One entrance will be located on the south side for people coming in from the garden center parking lot and the other entrance will be located on the west side for people parking in the other parking areas. (See attached sketch). Tip certified staff will be responsible for administering wrist bands and keeping an eye out on the consumption. Only people with wrist bands and beer tickets will be served by the vendors.

Insurance: Weston Nurseries will provide all the required insurance for an event of this nature.

Other activities: An Opportunity drawing will likely be part of the event. We will ask People if they would like to donate money for the Jimmy Fund walk for a chance at being picked to win various items such as Weston products and gift cards and other items donated by various businesses. A few lawn games such as corn hole and Giant Jenga will be set up as well.

Written Plan for Litter Control

We have ample trash barrels and recycling barrels placed on the premise to handle the amount of trash generated and staff on hand to change over trash bags on a regular basis. We have a dumpster nearby and all trash will go into the dumpster. The area will be entirely cleaned up within an hour after the event has ended. All vendors clean up their spots and are expected to leave it as clean as it was when they got there.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/26/22

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 have ADDITIONAL INSURED provisions or 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 J P INSURANCE, LLC 130 Main St Unit 1A Northborough, MA 01532		CONTACT NAME: JEFFREY PICHIERRI PHONE (A/C No. Ext): (508)393-9327		FAX (A/C, No): (508)393-0001	
		INSURER(S) AFFORDING COVERAGE		NAIC #	
		INSURER A : FARM FAMILY CASUALTY INSURANCE COMPANY		13803	
INSURED WESTON NURSERIES, INC 93 EAST MAIN STREET HOPKINTON, MA 01748		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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> 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:			2001X2283	01/01/22	01/01/23	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			2001C6808	01/01/22	01/02/23	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ COMP & COLL DED \$ 1,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			2001E1560	01/01/22	01/01/23	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION****PROOF OF INSURANCE**

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

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

Acct#: 2738531

12/16/2021

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 have ADDITIONAL INSURED provisions or 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 Companies, LLC 3657 Briarpark Dr., Suite 700 Houston, TX 77042	CONTACT NAME: 888-828-8365
	PHONE (A/C. No. Ext): _____ FAX (A/C. No): _____ E-MAIL ADDRESS: _____
INSURER(S) AFFORDING COVERAGE	
INSURER A: Ace American Insurance Co.	NAIC # 22667
INSURED WESTON NURSERIES, INC. 93 E MAIN ST HOPKINTON, MA 01748-1240	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
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ 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 _____ RETENTION \$ _____						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			C70116844	10/1/2021	10/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

WESTON NURSERIES, INC.
 93 EAST MAIN STREET PO BOX 186
 HOPKINTON, MA 01748

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

BLOOMS BREWS & BBQ 2022 EVENT MAP

PARKING
LOT 2

PARKING
LOT 4

YELLOW
HOUSE

WHOLESALE

CABIN

PARKING
LOT 1

MARTY'S
BEER TENT

UHLMANS
ICE CREAM
TRUCK

Kid area

SPACE LUNA
BREWING

Immy Fund

MAIN
TENT

STAGE

Waterfall

Chef McFall

PJs BBQ

BBQ

SNAPPY DOGS
TRAILER

Trains

PLANT
YARD
TREES
SHRUBS
PERENNIALS



GATE 1

TICKETS

VENDOR
PARKING



VENDOR
PARKING



GAMES & LOUNGE

GATE 2

Greenhouse 3
(Classroom)

Greenhouse 2

Greenhouse 1

Offices
&
Design
Center

Garden
Center

Green
House

PUMPKINS
FLOWERS
MUMS
FALL DECORATIONS

NO EXIT

Garden Center Parking

(No Event Parking)

PARKING
LOT 3
(ACROSS STREET)

(ACROSS STREET)

**POSTED PUBLIC HEARING NOTICE
TOWN OF HOPKINTON
ENTERTAINMENT/SPECIAL TEMPORARY ALCOHOL LICENSE APPLICATION
Weston Nurseries, Inc.
Fundraiser for Jimmy Fund
Hopkinton Town Hall
18 Main Street
Hopkinton, MA 01748**

The Select Board will hold a public hearing pursuant to the Town of Hopkinton Entertainment and Amusement License Policy, MGL Ch. 140 §182 Entertainment License, and MGL c. 140, Special Temporary Alcohol License, on Tuesday, June 21, 2022 at 7:05 p.m. in Hopkinton Town Hall, 18 Main Street, Hopkinton, MA.

Applicant Melissa Frank, on behalf of Weston Nurseries, Inc., is seeking approval for an Entertainment/Special Temporary Alcohol License for its Jimmy Fund Fundraiser to be held on September 10th, 2022 from 11 a.m. to 7 p.m., outside in the field located behind the Weston Nurseries Garden Center at 93 East Main Street, Hopkinton.

There will be an admission fee charged for the event. The event will include live music/amplification system for the four bands performing. Alcohol will be served by TIPS certified servers, supplied by 4-5 local microbreweries through Startline Brewing Company. Four local food vendors and an ice cream vendor will also be included. All net proceeds for this fundraising event will benefit the Jimmy Fund Walk.

Public comment is invited. For further information, please contact the Town Manager's Office at (508) 497-9700, or at Hopkinton Town Hall, 18 Main Street, Hopkinton, MA. Town Hall is handicap accessible.

Amy Ritterbusch
Chair- Hopkinton Select Board.

Alexander Stewart

EDUCATION

Bachelor of Science in Criminal Justice

Graduated August 2017

Reserve/ Intermittent Recruit Officer Course #2

Graduated August 2020

Boylston Regional Police Academy

Graduated May, 2022

WORK EXPERIENCE

Springfield College Police Department October 2020 - November 2021

Patrol Officer

- Certified Sexual Assault Investigator
- Patrolled campus, protected personnel, and student life and property
- Gathered preliminary investigation information as a first responder to crime scenes.
- Responded to calls in both routine and emergency situations.
- Prevented crimes and illegal activity on and around campus
- Prepared written reports on offenses committed on campus
- Massachusetts Police Training Committee (MPTC) certified Health & Wellness Level II Instructor

Securitas Security Services USA April 2017 - October 2020

Flex Officer

- Provided the security and safety of client property and personnel
- Filled in for officers while on vacation, sick, or no call- no shows
- Observed and reported incidents and activities at an assigned client site
- Controlled access to client site or facility through the admittance process
- Periodically made patrols through the client site to check for fires, hazards, unlocked doors, security violations, blocked entrances or exits, and unauthorized persons
- Provided security for short-term special events

Umass University Screener

- Walk patients and visitors of the Emergency Department through a screening process (metal detector)
- Search through patients and visitors belongings without touching anything
- Confiscating any weapons (pocket knives, blades, chains etc.) that are brought in the Emergency Department

Boys & Girls Club Of America Summer of 2015 & 2016

Summer Youth Specialist

- Did paperwork including taking attendance and doing accident reports
- Went on field trips to various places supervising over thirty kids per one adult
- Responsible for the supervision of 25 children at a time during the day
- Organized and planned an entire summer full of fun and education for ages 8-12
- Worked actively while introducing new games to the youth to encourage sportsmanship and the importance of exercise
- Taught a class (Passport to Manhood) teaching boys 8-12 about the transition of being little boys to teenagers, with an emphasis on respect and honesty
- Educated boys on hygiene and puberty, including how to deal with the changes

LEADERSHIP AND COMMUNITY SERVICE

NCAA Division III Football, *Team Captain*

- Help led the Program to its first winning season in school history

Student-Athlete Advisory Committee (SAAC)

- Meet at least a few times a month to discuss ways to better the student-athlete experience

Special Olympics

- Assisted with the organization of Special Olympics basketball event (decorated, played with the athletes)

Salt of the Earth Food Drive

- Provided boxes of food to the homeless and those in need during the holiday season

Alexander Stewart

Chief Bennett,

I am writing to you to express my interest in becoming a Police Officer within the Hopkinton Police Department. As a graduate of a Criminal Justice Program, I feel that I am well suited for this position.

In addition to my formal education, I have a thorough comprehension of what it takes to be a great officer. I'm a recent graduate of the Reserve Police Academy and I am currently attending the Boylston Regional Police Academy. I also worked for Springfield College as a full-time police officer. As a police officer for the town of Hopkinton, I would implement the good value of law and the high integrity of law enforcement with my actions in serving the public, and protecting those in need.

I look forward to hearing from you to further review my credentials. Should you have any questions or require additional information, please contact me at your convenience. Thank you in advance for your time and consideration.

Sincerely,

Alexander Stewart

Tyler Staback

EXPERIENCE

Massachusetts State Police

January 2019 – April 2022

State Trooper

- Graduate of the 84th R.T.T.
- Field Training Officer for the 85th R.T.T.
- Emergency Vehicle Operator Course Instructor
- Worked at the following Barracks: B-3 Springfield, B-8 Westfield, and C-5 Sturbridge

Erie County (NY) Law Enforcement Training Academy

January 2017 – June 2017

Police Cadet

- Graduate of the 130th Basic Course for Police Officers

United States Marine Corps

March 2015 - September 2021

Sergeant, Aviation Communication Systems Technician

- Completed Boot Camp Training at Parris Island, South Carolina. Graduated 7/31/15
- Attended Marine Combat Training at Camp Geiger, NC. Graduated 9/8/15
- Assigned to MCCES 29 Palms, California for job training (MOS school). Graduated 5/4/16
- Trained in combat tactics, Marine Corps Martial Arts, leadership, Government Secret clearance, basic electronics, soldering, aviation and ground communication systems
- USMC Courses: HMMWV Motor Vehicle Operator, Combating Trafficking in Persons / General Awareness Training, Cyber Awareness Training, Records Management, Operations Security, Violence Prevention, Military Working Dogs and the Police, Officer Safety, Joint Anti-Terrorism Level 1, Crowd Control, Searching Offenders, Ethics, Community Policing, Terrorism Awareness, Offender Transportation, Suspect Rights

Harrington Memorial Hospital

June 2014 – September 2016

Public Safety Officer

- Protected patients, visitors and staff from harm, maintain order, protect personal and hospital property, and patrol hospital grounds
- responsible for monitoring high-risk patients; conducting personal searches, applying restraints, and providing security during transportation

Brimfield Fire Department

November 2007 – December 2013

Volunteer Auxiliary Firefighter

- Training/Experience: Emergency response and public safety protocols, motor vehicle extrication, CPR/ First Aid, training in infant care, brush fire, structural fire, and pump operation

EDUCATION

Bachelor of Science : Criminal Justice

Tyler Staback

Application for Hopkinton Police Officer

To Chief Joseph Bennett:

I am writing to express my interest in pursuing a career within your department. I have been a MA State Trooper for the past three years. I am dedicated to this line of work and I'd love the opportunity to be considered for this opportunity.

I am motivated, reliable, and if given the opportunity I will strive for excellence within your department. I am ready to dedicate my life to a greater cause and improve myself, as well as those around me. I'm eager for the opportunity to continue supporting my family while upholding my Oath to the Constitution. Please feel free to contact my references or myself with any questions. Thank you for your time and consideration.

Respectfully,
Tyler Staback

Board/Committee Annual Appointments - Select Board Meeting 6-21-2022

Dates of Vacancy Notices: May 11th & June 2nd, 2022

Note: Please see the end of the document for the procedure for selecting between more than one candidate.

Committee Name: Affordable Housing Trust Fund Board

Total Number of Members: 5

Number of Expiring Terms/Vacancies: 2 at large; 1 Select Board member

Term Length: 3 years

Applicants:

New Person: Miao Chen, Khwaja H. Ehsan

Person seeking reappointment: Jack Nealon

Committee Name: Board of Appeals

Total Number of Members: 5 full members; 4 associate members

Number of Expiring Terms/Vacancies: 2 full members (terms expire 6/30/2027 & 6/30/2023); 2 associate members (terms expire 6/30/2027 & 6/30/2025)

Term Length: 5 years

Applicants:

New Person: Dwarka Chadha, Arnold E. Cohen, John Mosher, Khwaja Ehsan, Sudheer Beedanagari

Person seeking reappointment: Michael Riley (full member)

Person seeking to move from associate to full member: Walter Garland (his associate member term expires 6/30/2023).

Committee Name: Community Preservation Committee

Total Number of Members: 9

Number of Expiring Terms/Vacancies: 1 at-large

Term Length: 3 years for at-large members

Applicants:

New Person: Sujay Karade, Mark Logan, Jason Hoch

Person seeking reappointment: Ken Weismantel

Committee Name: Conservation Commission

Total Number of Members: 7

Number of Expiring Terms/Vacancies: 3

Term Length: 3 years

Applicants:

New Person:

Person seeking reappointment: Ed Harrow, Melissa Recos

Committee Name: Council on Aging

Total Number of Members: 7 full members, 2 associate members
Number of Expiring Terms/Vacancies: 2 full members; 1 associate member
Term Length: 3 years

Applicants:

New Person: Stacey Schmidt

Person seeking reappointment: John Palitsch, Donald Wolf

Committee Name: Cultural Council

Total Number of Members: 13
Number of Expiring Terms/Vacancies: 3
Term Length: 3 years

Applicants:

New Person: John Cardillo, Michelle Leibowitz

Person seeking reappointment:

Committee Name: Lake Maspenock Weed Management & Control Advisory Group

Total Number of Members: 5
Number of Expiring Terms/Vacancies: 1
Term Length: Life of project

Applicants:

New Person: Evan Strickland, Paula Garland, Andrew Davis

Person seeking reappointment:

Committee Name: Marathon Committee

Total Number of Members: 12
Number of Expiring Terms/Vacancies: 2
Term Length: 2 years

Applicants:

New Person: Taylor Ann Estupinan, Sudheer Beedanagari, Ravi Dasari, John Cardillo, Krisanne
Connell, Paula Garland

Person seeking reappointment: Adam Munroe, Tab Kadlik

Marathon Committee - Department Liaisons: (one year terms)

Police Department: Joseph Bennett, John Porter

Fire Department: William Miller, Gary Daugherty

School Department: Tim Persson

Dept. of Public Works: Mike Mansir

Committee Name: Marathon Fund Committee

Total Number of Members: 5
Number of Expiring Terms/Vacancies: 2
Term Length: 3 years

Applicants:

New Person: Sudheer Baadanagari, John Cardillo, Ravi Dasari, Robert Levenson.
Person seeking reappointment: Colleen Charleston, Carole Nathan

Committee Name: Open Space Preservation Commission

Total Number of Members: 5
Number of Expiring Terms/Vacancies: 1
Term Length: 5 years

Applicants:

New Person: Sujay Kharade
Person seeking reappointment: Nancy Peters

Committee Name: Permanent Building Committee

Total Number of Members: 5
Number of Expiring Terms/Vacancies: 2
Term Length: 3 years

Applicants:

New Person:
Person seeking reappointment: Michael DiMascio, Robert Scott

Committee Name: Trail Coordination and Management Committee

Total Number of Members: 7
Number of Expiring Terms/Vacancies: 3 at-large; 1 Planning Board rep.
Term Length: 3 years

Applicants:

New Person: John Fitzgerald, Krisanne Connell, Linda Chuss
Person seeking reappointment: Charles Dauchy, Ken Parker

Committee Name: Upper Charles Trail Committee

Number of Full Members: 9
Number of Alternate Members: 2
Number of Expiring Terms/Vacancies: 2 at-large full members, 1 Select Board member, 1
alternate member
Term Length: 3 years

Applicants:

New Person: Taylor Ann Estupinan, Craig Martin, Scott Knous
Person seeking reappointment: Jane Moran

Committee Name: Veterans Celebration Committee

Total Number of Members: 8
Number of Expiring Terms/Vacancies: 3
Term Length: 3 years

Applicants:

New Person: Linda Muri

Person seeking reappointment: James Mirabile

Committee Name: Woodville Historic District Commission

Total Number of Members: 7

Number of Expiring Terms/Vacancies: 3 (includes 1 Historical Society rep.)

Term Length: 3 years

Applicants:

New Person: John Cardillo

Person seeking reappointment: Sean Davan, Tina Berlad (Hist. Society rep.)

Runoff Voting Procedure:

Step 1: The Chair states: "Before I entertain a motion, I would like to ask each of the Board members to indicate which candidate they prefer for the position of _____."

Step 2: Each member states his/her preference.

IF ONE CANDIDATE IS PREFERRED BY A MAJORITY OF ALL THE BOARD MEMBERS:

Step 3: The Chair states: "I will entertain a motion to appoint [*the preferred candidate*] to the position of _____ for the next year.

Step 4: The motion is made and the Board proceeds to a vote.

IF NO CANDIDATE IS PREFERRED BY A MAJORITY OF ALL THE BOARD MEMBERS, BUT TWO CANDIDATES ARE PREFERRED BY MORE BOARD MEMBERS THAN THE OTHERS:

Step 3: The Chair states: "I will entertain a motion to appoint a candidate to the position of _____ for the next year, by selecting between [*one of the most preferred candidates*] and [*the other most preferred candidate*].

Step 4: The motion is made and the Board proceeds to a vote.

Pls find the link to the Board/Committee applications and resumes here:

<https://drive.google.com/drive/folders/1v9EHlkn6wBFEOAsEeTd5lqBJgZrOnYNL>

FY 2023 TOWN MANAGER AND SELECT BOARD APPOINTMENTS
June 21, 2022 Select Board Meeting

Select Board Appointments:

- Town Counsel - Miyares and Harrington, LLP (7/1/2022 - 6/30/2023)
- Labor Counsel - Mirick O'Connell (7/1/2022 - 6/30/2023)
- Select Board Chair's Designee to the MetroWest Regional Transit Authority Advisory Board - Mary Jo LaFreniere (7/1/2022 - 6/30/2023)
- Traffic Constables, terms 7/1/2022 - 6/30/2025:

Jon Kraus

Dan Smith

Evan Brooks

Meaghan DeRaad

Jane Goodman

Deri McGill

Darlene Haines

Stephen Iadarola

John Litchfield

James Collins

Douglas Lewis

Stephen Slaman

Thomas Poirier

William Proctor

Robert Santucci

Richard Flannery

Thomas Griffin

Charles Wallace

Town Manager Appointments: Terms 7/1/2022 - 6/30/2025

- Principal Assessor - John Neas
- Treasurer/Collector - Christopher Heymanns

Town Manager Appointments: Terms 7/1/2022 - 6/30/2023

- Inspector of Animals - Elizabeth Jefferis
- Animal Control Officer - William Proctor
- Fence Viewer - Ed Harrow
- Plumbing & Gas Inspector - Charles Dabritz
- Assistant Plumbing & Gas Inspector - Peter Zereski
- Assistant Plumbing & Gas Inspector - Dan Hunt
- Wiring Inspector - Kevin Bouret
- Person to cut wire in case of fire - Kevin Bouret
- Assistant Wiring Inspector - Jonathan Shepard
- Sealer of Weights and Measures - Louis Sakin
- Public Weigher - John Palmer
- Public Weigher - Jayne Adams
- Public Weigher - Jaime Wright
- Public Weigher - Chelsea Adams
- Public Weigher - Thomas J. McIntyre



**TOWN OF HOPKINTON
FINANCE DEPARTMENT**

TO: Town of Hopkinton Select Board
 FROM: Timothy M. O’Leary, Chief Financial Officer *TO*
 VIA: Norman Khumalo, Town Manager *NK*
 DATE: June 16, 2022
 RE: Water and Sewer User Fee Rate Adjustment Recommendations

After review of the Abrahams Group report provided in the June 21, 2022 Select Board meeting package and consultation with Department of Public Works Director John Westerling and Senior Accounting Manager Ben Sweeney, I recommend that the Select Board approve a 9.5% rate increase for Water user fees and a 5.0% rate reduction for Sewer user fees.

These recommended increases will have the following impact on the average residential user:

	Average User Annual Cost	Proposed Annual Increase/Decrease	New Average User Annual Cost
Water Enterprise, 8,494 Cu Ft	\$286.87	+9.5%, \$27.25	\$314.12
Sewer Enterprise; 7,044 Cu Ft	\$939.75	-5.0%, -\$46.99	\$892.76

The specific rates would change as follows:

Tier	Existing Rate	Proposed Rate
Water Tier 1, 0 - 1,000 Cu Ft	\$28.97 flat	\$31.72 flat
Water Tier 2, 1,001 - 8,000 Cu Ft	\$3.53 / 100 Cu Ft	\$3.87 / 100 Cu Ft
Water Tier 3, over 8,000 Cu Ft	\$7.33 / 100 Cu Ft	\$8.03 / 100 Cu Ft
Sewer Tier 1, 0 - 1,000 Cu Ft	\$11.77 / 100 Cu Ft	\$11.18 / 100 Cu Ft
Sewer Tier 2, 1,001 - 8,000 Cu Ft	\$13.96 / 100 Cu Ft	\$13.26 / 100 Cu Ft
Sewer Tier 3, over 8,000 Cu Ft	\$17.26 / 100 Cu Ft	\$16.40 / 100 Cu Ft

The proposed rate adjustments differ somewhat from the projections provided at last year's rate hearing, and were developed by looking forward five years while considering updated information on the current balance of retained earnings in each of the two Enterprise Funds, projected operating costs, projected user consumption, and projected capital costs.

For the Water Enterprise Fund, the dominant factor is the expected connection to the Massachusetts Water Resources Authority (MWRA). Before connection to the MWRA was considered, last year's recommendation foresaw a series of 6.5% annual increase to pay for other capital costs expected. The MWRA connection adds significant potential costs:

- A move from the production of inexpensive well water to the purchase of safe, bountiful MWRA water could eventually approximately double existing user costs by itself, although there could be modest offsetting savings when local production is suspended.
- There could be a buy-in fee for joining the MWRA which could be \$8-12M, or which could be waived by the MWRA board. Waiver seems increasingly likely, but is not certain. At full cost, an assessment for the buy-in could add about \$120 (42%) to a current water bill; or, there could be no cost to the user.
- Construction costs for a connection are currently estimated at \$25M. Some, much or perhaps all of that could eventually be paid for by federal or state grant money or other sources. If \$20M in borrowing was paid for by users, it would add about \$320 (112%) to a current water bill; \$10M in borrowing paid for by users would add about \$160 (66%) to a current water bill; or if all costs are covered outside the system there could be no cost to the user.

Because there is so much uncertainty about very consequential cost aspects of the proposed project, and because the Water Enterprise is not in immediate financial crisis, this recommendation is for an initial 9.5% rate increase, with an expectation of successive 9.5% rate increases in the next few years, subject to significant expected revision to increase rates further as the economics of the MWRA connection project firm up. The projection attached assumes \$0 for the MWRA entrance fee and \$10M of user-funded contribution to the expected \$25M MWRA connection. Even with those favorable assumptions, the long term projections show that rates in excess of 9.5% will be needed; and, to be clear, it is very likely that rate recommendations will be adjusted upward above 9.5% in FY 2024, FY 2025, or beyond to preserve a buffer in retained earnings at 15% of the Water Enterprise operating budget.

For the Sewer Enterprise Fund, rates were raised substantially in 2019 to manage a bubble of debt due, and that action was successful. Now, an unanticipated surplus in the \$650-750K range for FY 2022 will swell retained earnings to about 66% of the enterprise's operating budget at the end of FY 2022. This favorable variance may be the result of use anomalies tied to the pandemic, and is not projected to recur in FY 2023. However, because of the favorable budget variance experienced, a reduction of 5% in sewer user rates is recommended at this time, with the prospect of 0% rate adjustments for several successive future years. The long term target for the Sewer Enterprise fund is to maintain a retained earnings balance of approximately 15% Sewer Enterprise operating budget.

For the past few years, the Select Board has authorized annual sewer user fee discounts of up to \$200 for system users who qualify for certain need-based property tax exemptions (exemptions under sections 17d, 22a, 22c, 22d, 22e, 37a, 41c). If the Select Board votes to extend those

discounts for the coming year, it would provide discounts to 18 system users. To add people who receive the Circuit Breaker property tax discount to this eligibility group would add six additional system users. The cost to continue this sewer fee discount would be not more than \$4,800 for the 24 prospective recipients. The maximum expected impact on other users for extending this discount to all 24 eligible users would be an increase of just over one-quarter of one percent (0.277%), or \$2.48 on a \$892.76 bill for the average residential sewer user.

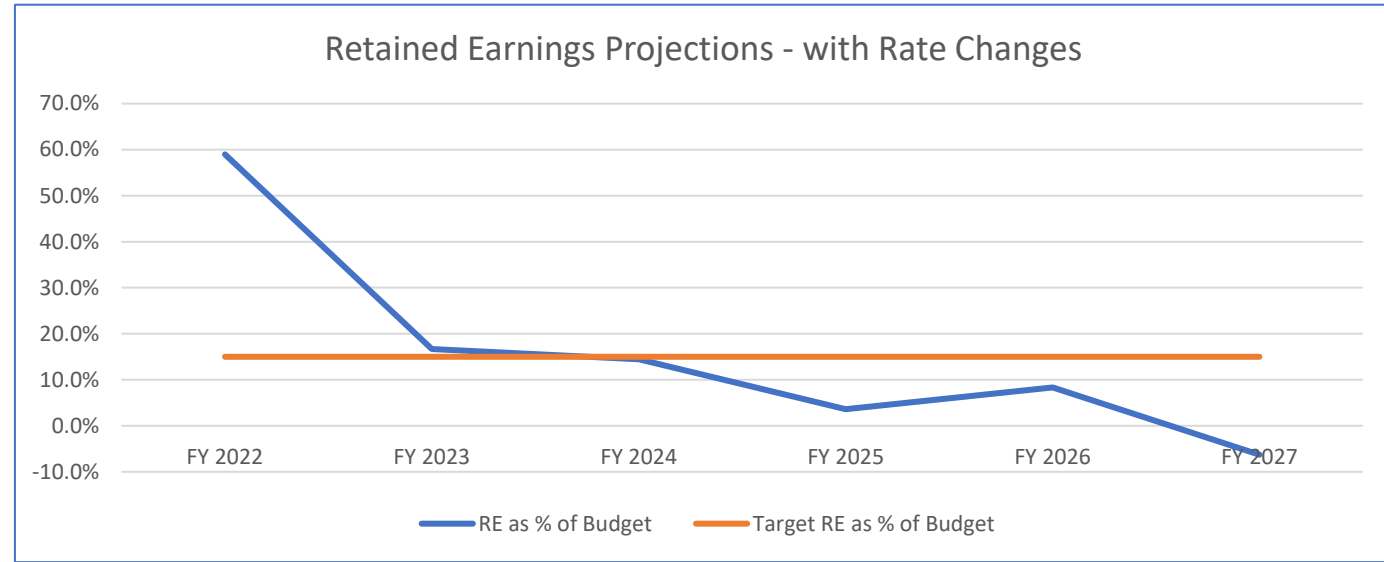
As water rates are increasing, the Select Board may want to consider extending a similar means-tested discount for water system users. A records review shows that about 40 water system users could qualify for discounts under the same criteria used for the sewer discount program. The cost to establish a water fee discount along these lines would be about \$8,000. The maximum expected impact on other users for establishing this discount to these eligible users would be under one half of one percent (0.446%), or \$1.40 on a \$314.12 bill for the average residential water user.

Enclosures showing long term projections with the rate adjustments recommended are attached.

Description	2020	2021	2022	2022	2023	2023	2024	2025	2026	2027	COMMENTS
	ACTUAL	ACTUAL	BUDGETED	PROJECTED	BUDGETED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	
Revenues and Other Sources							9.50%	9.50%	9.50%	9.50%	
User Charges - Existing Users	\$ 1,904,374	\$ 1,618,624	\$ -	\$ 1,690,211	\$ -	\$ 1,803,606	\$ 2,061,278	\$ 2,257,100	\$ 2,471,524	\$ 2,706,319	FY21 based on actual commitments and FY20; FY22 on based on FY20 commitments + rat
User Charges - New Properties	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,852	\$ 58,048	\$ 88,022	\$ 112,763	\$ 123,476	Amounts based on projected new accounts' usage + rate changes
Fire Protection Charges	\$ 297,856	\$ 297,856	\$ -	\$ 247,500	\$ -	\$ 247,500	\$ 247,500	\$ 247,500	\$ 247,500	\$ 247,500	Hydrant Rental amount adjusted for FY22; assume level each year
Connection Fees	\$ 482,253	\$ 653,453	\$ -	\$ 448,529	\$ -	\$ 156,600	\$ 256,650	\$ 230,550	\$ 43,500	\$ 43,500	FY23-FY25 based on 2022 analysis for new connections; FY26-FY27 assume 10
Misc. Utility Fees (Backflow, Sprinkler, Finals)	\$ 11,441	\$ 36,852	\$ -	\$ 37,535	\$ -	\$ 37,092	\$ 37,092	\$ 37,092	\$ 37,092	\$ 37,092	5-year average, FY22 on, based on FY17-21; assume level
Liens/Penalty on User Charges	\$ 30,781	\$ 34,402	\$ -	\$ 135,330	\$ -	\$ 37,085	\$ 37,085	\$ 37,085	\$ 37,085	\$ 37,085	FY22 based on YTD; 5-year average, FY23 on, based on FY17-21; assume level
Earnings on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Zeroed out since not recognized as revenue in MUNIS reports
Sub Total	\$ 2,726,705	\$ 2,641,187	\$ 2,585,320	\$ 2,559,105	\$ 2,495,238	\$ 2,316,735	\$ 2,697,654	\$ 2,897,349	\$ 2,949,465	\$ 3,194,972	
Retained Earnings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 897,362	\$ 128,775	\$ 292,863	\$ -	\$ 465,900	Retained Earnings Appropriated to Balance Budget or to Fund Capital Outlay
Total Revenues and Other Sources	\$ 2,726,705	\$ 2,641,187	\$ 2,585,320	\$ 2,559,105	\$ 2,495,238	\$ 3,214,097	\$ 2,826,429	\$ 3,190,212	\$ 2,949,465	\$ 3,660,872	
Expenditures and Other Uses											
Salaries	\$ 335,393	\$ 320,255	\$ 434,572	\$ 434,572	\$ 452,831	\$ 452,831	\$ 464,152	\$ 475,756	\$ 417,652	\$ 428,093	FY22, FY23 from Budget; FY24 on increased 2.5% yearly; impact of reduced O&M in FY26
Expenses	\$ 758,119	\$ 771,957	\$ 861,546	\$ 861,546	\$ 884,046	\$ 884,046	\$ 910,567	\$ 937,884	\$ 485,221	\$ 499,778	FY22, FY23 from Budget; FY24 on increased 3.0% yearly; impact of reduced O&M in FY26
MWRA Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 939,558	Projected MWRA expenses; See "MWRA Costs Projections" tab
Existing Long Term Debt Service	\$ 828,252	\$ 907,546	\$ 900,330	\$ 747,363	\$ 725,388	\$ 677,688	\$ 647,395	\$ 628,799	\$ 531,002	\$ 503,628	See Town's latest debt tracking file; incl. Ashland debt (FY21 last year of it)
Short Term Debt	\$ 51,361	\$ -	\$ -	\$ -	\$ -	\$ 16,559	\$ 108,800	\$ 100,000	\$ -	\$ -	FY22 from budget; FY23 on assumes short-term debt for borrowings, w/ 2% int. rate
New Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,718	\$ 492,880	\$ 849,816	\$ 833,419	Projected New Debt based on Borrowing assumptions on Capital Plan tab
Capital Outlay	\$ 115,000	\$ 320,000	\$ -	\$ -	\$ -	\$ 750,000	\$ 91,000	\$ -	\$ -	\$ -	Capital Outlay based on Retained Earnings selections on Capital Plan tab
Sub Total	\$ 2,088,125	\$ 2,319,758	\$ 2,196,448	\$ 2,043,481	\$ 2,062,265	\$ 2,781,125	\$ 2,382,632	\$ 2,735,320	\$ 2,383,691	\$ 3,204,476	
Indirect Costs	\$ 369,547	\$ 375,128	\$ 388,872	\$ 388,872	\$ 432,973	\$ 432,973	\$ 443,797	\$ 454,892	\$ 445,265	\$ 456,397	FY22, FY23 from Budget; FY24 on increased 2.5% yearly; impact of reduced O&M in FY26
Total Expenditures and Other Uses	\$ 2,457,672	\$ 2,694,886	\$ 2,585,320	\$ 2,432,353	\$ 2,495,238	\$ 3,214,098	\$ 2,826,429	\$ 3,190,212	\$ 2,828,957	\$ 3,660,873	
Excess (Deficiency) of Revenues and Available Funds > Expenditures and Other Uses	\$ 269,032	\$ (53,700)	\$ -	\$ 126,751	\$ -	\$ -	\$ -	\$ -	\$ 120,508	\$ -	
Retained Earnings Summary											
Projected Certified Retained Earnings as of July 1, 2021		\$ 1,307,708									
Available Retained Earnings Start of FY				\$ 1,307,708		\$ 1,434,459	\$ 537,097	\$ 408,322	\$ 115,459	\$ 235,967	
Retained Earnings Appropriated				\$ -		\$ (897,362)	\$ (128,775)	\$ (292,863)	\$ -	\$ (465,900)	
Current Year Surplus/(Deficit)				\$ 126,751		\$ -	\$ -	\$ -	\$ 120,508	\$ -	
Projected Retained Earnings Balance				\$ 1,434,459		\$ 537,097	\$ 408,322	\$ 115,459	\$ 235,967	\$ (229,933)	
Projected Retained Earnings Balance as % of Budget				59.0%		16.7%	14.4%	3.6%	8.3%	-6.3%	
Comments:											
This tab represents projections based on the rate changes shown at the top of the sheet.											

Rate Increases	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
	9.5%	9.5%	9.5%	9.5%	9.5%

Rate Impact	FY 2022 PROJECTED	FY 2023 PROJECTED	FY 2024 PROJECTED	FY 2025 PROJECTED	FY 2026 PROJECTED	FY 2027 PROJECTED
Surplus/Deficit	\$ 126,751	\$ -	\$ -	\$ -	\$ 120,508	\$ -
Retained Earnings Used	\$ -	\$ 897,362	\$ 128,775	\$ 292,863	\$ -	\$ 465,900
Projected Retained Earnings	\$ 1,434,459	\$ 537,097	\$ 408,322	\$ 115,459	\$ 235,967	\$ (229,933)
RE as % of Budget	59.0%	16.7%	14.4%	3.6%	8.3%	-6.3%
Target RE as % of Budget	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%



The table and graph above and the tables below represent projections based on the rate changes in the top table.

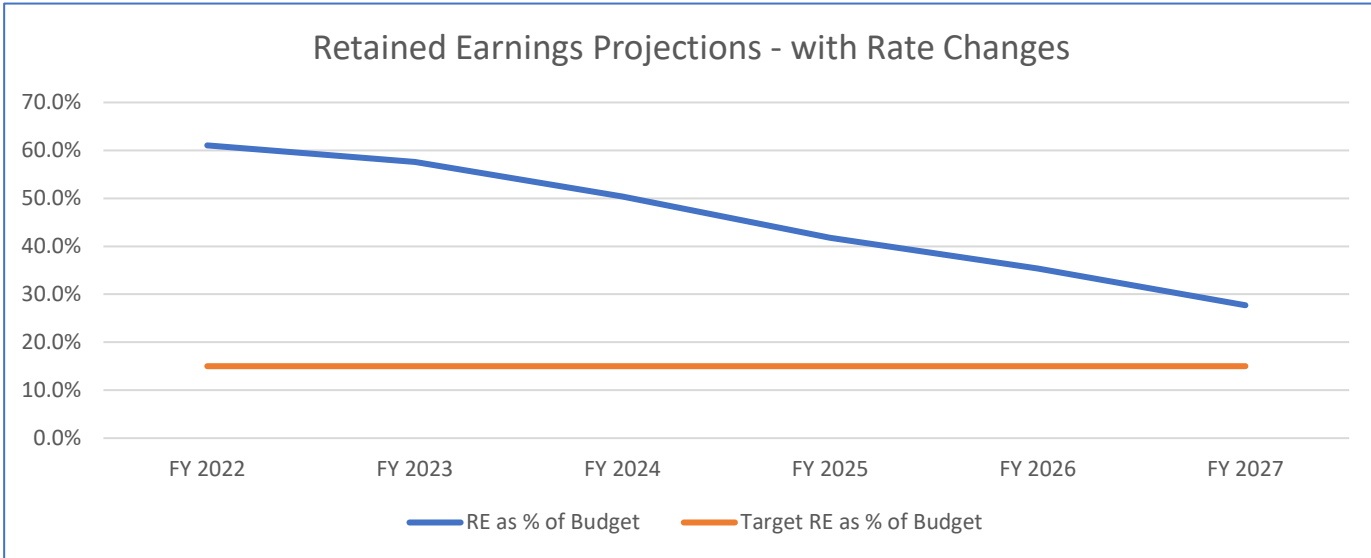
User Impact (per Bill)			New Bills				
User Type	Usage	Current Bill	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Minimum Residential User	1,000	\$ 28.97	\$ 31.72	\$ 34.74	\$ 38.04	\$ 41.65	\$ 45.61
Average Residential User	4,247	\$ 143.59	\$ 157.23	\$ 172.17	\$ 188.52	\$ 206.43	\$ 226.04
Tier 2 Residential User	8,000	\$ 276.07	\$ 302.30	\$ 331.01	\$ 362.46	\$ 396.90	\$ 434.60
Average Commercial User	7,341	\$ 252.81	\$ 276.82	\$ 303.12	\$ 331.92	\$ 363.45	\$ 397.98
Average Agricultural User	6,363	\$ 218.28	\$ 239.02	\$ 261.73	\$ 286.59	\$ 313.82	\$ 343.63
Average Industrial User	72,232	\$ 4,984.28	\$ 5,457.78	\$ 5,976.27	\$ 6,544.02	\$ 7,165.70	\$ 7,846.44

User Impact (Yearly Totals)			New Bills				
User Type	Usage	Current Bill	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Minimum Residential User	1,000	\$ 57.94	\$ 63.44	\$ 69.47	\$ 76.07	\$ 83.30	\$ 91.21
Average Residential User	4,247	\$ 287.18	\$ 314.46	\$ 344.33	\$ 377.05	\$ 412.86	\$ 452.09
Tier 2 Residential User	8,000	\$ 552.14	\$ 604.59	\$ 662.03	\$ 724.92	\$ 793.79	\$ 869.20
Average Commercial User	7,341	\$ 505.61	\$ 553.65	\$ 606.24	\$ 663.84	\$ 726.90	\$ 795.96
Average Agricultural User	6,363	\$ 436.57	\$ 478.04	\$ 523.46	\$ 573.18	\$ 627.64	\$ 687.26
Average Industrial User	72,232	\$ 9,968.55	\$ 10,915.56	\$ 11,952.54	\$ 13,088.03	\$ 14,331.40	\$ 15,692.88

Description	2020 ACTUAL	2021 ACTUAL	2022 BUDGETED	2022 PROJECTED	2023 BUDGETED	2023 PROJECTED	2024 PROJECTED	2025 PROJECTED	2026 PROJECTED	2027 PROJECTED	COMMENTS
Revenues and Other Sources						-5.00%	0.00%	0.00%	0.00%	3.00%	
User Charges - Existing Users	\$ 1,739,264	\$ 2,035,224	\$ -	\$ 2,000,145	\$ -	\$ 1,735,159	\$ 1,735,159	\$ 1,735,159	\$ 1,735,159	\$ 1,787,214	FY21 based on actual commitments and FY20; FY22 on based on FY20 commitments + rate
User Charges - New Properties	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,900	\$ 11,621	\$ 18,028	\$ 18,569	Amounts based on projected new accounts' usage + rate changes
Connection Fees	\$ 8,525	\$ 4,375	\$ -	\$ 53,321	\$ -	\$ 4,375	\$ 4,375	\$ 4,375	\$ 4,375	\$ 4,375	FY22 based on YTD; Assume FY21 projected amount for all years FY23 on
Liens and Penalty on User Charges	\$ 56,296	\$ 88,915	\$ -	\$ 216,090	\$ -	\$ 64,394	\$ 64,394	\$ 64,394	\$ 64,394	\$ 64,394	FY22 based on YTD; five-year average of FY17-21 for all years FY23 on
Betterment Receipts Phases I-III	\$ 243	\$ 230	\$ -	\$ 218	\$ -	\$ 205	\$ 193	\$ -	\$ -	\$ -	Projected Receipts from Town's Master Betterments File
Betterment Receipts Phases IV-V	\$ 43,239	\$ (792)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Projected Receipts from Town's Master Betterments File
Betterment Receipts Phase VI	\$ 806,442	\$ 725,133	\$ -	\$ 792,332	\$ -	\$ 508,650	\$ 488,686	\$ 387,068	\$ 374,480	\$ 361,183	Projected Receipts from Town's Master Betterments File
Unanticipated Betterment Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Not carrying any for years not yet completed
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	FY19 is actual and includes a transfer in; ignoring other years since only one year seen
Earnings on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Removed since not recognized as revenue in MUNIS reports; When put back in?
Sub Total	\$ 2,654,009	\$ 2,853,086	\$ 2,424,732	\$ 3,062,105	\$ 2,416,682	\$ 2,312,783	\$ 2,294,706	\$ 2,202,618	\$ 2,196,436	\$ 2,235,735	
Retained Earnings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,935	\$ 150,038	\$ 220,143	\$ 173,556	\$ 171,227	Retained Earnings Appropriated to Balance Budget or to Fund Capital Outlay
Total Revenues and Other Sources	\$ 2,654,009	\$ 2,853,086	\$ 2,424,732	\$ 3,062,105	\$ 2,416,682	\$ 2,398,718	\$ 2,444,744	\$ 2,422,761	\$ 2,369,992	\$ 2,406,962	
Expenditures and Other Uses											
Salaries	\$ 158,479	\$ 172,781	\$ 174,818	\$ 174,818	\$ 174,818	\$ 174,818	\$ 179,188	\$ 183,668	\$ 188,260	\$ 192,966	FY22, FY23 from Budget; FY24 on increased 2.5% yearly
Expenses	\$ 700,958	\$ 786,901	\$ 929,461	\$ 929,461	\$ 916,162	\$ 916,162	\$ 943,647	\$ 971,956	\$ 1,001,115	\$ 1,031,148	FY22, FY23 from Budget; FY24 on increased 3.0% yearly
Existing Long Term Debt Service	\$ 1,326,987	\$ 1,286,388	\$ 1,010,729	\$ 990,445	\$ 1,001,320	\$ 981,700	\$ 912,718	\$ 906,461	\$ 812,249	\$ 806,574	See Town's latest debt tracking file; incl. Westborough capital
Short Term Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,656	\$ -	\$ -	\$ -	\$ -	FY22 from budget; FY23 on assumes short-term debt for borrowings, w/ 2% int. rate
New Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,699	\$ 19,871	\$ 19,043	\$ 18,215	Projected New Debt based on Borrowing assumptions on Capital Plan tab
Capital Outlay	\$ -	\$ 133,000	\$ -	\$ -	\$ -	\$ -	\$ 56,000	\$ -	\$ -	\$ -	Capital Outlay based on Retained Earnings selections on Capital Plan tab
Sub Total	\$ 2,186,425	\$ 2,379,070	\$ 2,115,008	\$ 2,094,724	\$ 2,092,300	\$ 2,074,336	\$ 2,112,252	\$ 2,081,957	\$ 2,020,667	\$ 2,048,904	
Indirect Costs	\$ 281,178	\$ 285,422	\$ 309,724	\$ 309,724	\$ 324,382	\$ 324,382	\$ 332,492	\$ 340,804	\$ 349,324	\$ 358,058	FY22, FY23 from Budget; FY24 on increased 2.5% yearly
Total Expenditures and Other Uses	\$ 2,467,602	\$ 2,664,492	\$ 2,424,732	\$ 2,404,448	\$ 2,416,682	\$ 2,398,718	\$ 2,444,744	\$ 2,422,761	\$ 2,369,992	\$ 2,406,962	
Excess (Deficiency) of Revenues and Available Funds > Expenditures and Other Uses	\$ 186,407	\$ 188,593	\$ -	\$ 657,657	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Retained Earnings Summary											
Project Certified Retained Earnings as of July 1, 2020		\$ 810,190									
Available Retained Earnings Start of FY				\$ 810,190		\$ 1,467,847	\$ 1,381,912	\$ 1,231,874	\$ 1,011,731	\$ 838,175	
Retained Earnings Appropriated				\$ -		\$ (85,935)	\$ (150,038)	\$ (220,143)	\$ (173,556)	\$ (171,227)	
Current Year Surplus/(Deficit)				\$ 657,657		\$ -	\$ -	\$ -	\$ -	\$ -	
Projected Retained Earnings Balance				\$ 1,467,847		\$ 1,381,912	\$ 1,231,874	\$ 1,011,731	\$ 838,175	\$ 666,948	
Projected Retained Earnings Balance as % of Budget		30.4%		61.0%		57.6%	50.4%	41.8%	35.4%	27.7%	
Comments:											
This tab represents projections based on the rate changes shown at the top of the sheet.											

Rate Increases	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
	-5.0%	0.0%	0.0%	0.0%	3.0%

Rate Impact	FY 2022 PROJECTED	FY 2023 PROJECTED	FY 2024 PROJECTED	FY 2025 PROJECTED	FY 2026 PROJECTED	FY 2027 PROJECTED
Surplus/Deficit	\$ 657,657	\$ -	\$ -	\$ -	\$ -	\$ -
Retained Earnings Used	\$ -	\$ 85,935	\$ 150,038	\$ 220,143	\$ 173,556	\$ 171,227
Projected Retained Earnings	\$ 1,467,847	\$ 1,381,912	\$ 1,231,874	\$ 1,011,731	\$ 838,175	\$ 666,948
RE as % of Budget	61.0%	57.6%	50.4%	41.8%	35.4%	27.7%
Target RE as % of Budget	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%



The table and graph above and the tables below represent projections based on the rate changes in the top table.

User Impact (per Bill)			New Bills				
User Type	Flow	Current Bill	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Minimum Residential User	1,000	\$ 117.70	\$ 111.82	\$ 111.82	\$ 111.82	\$ 111.82	\$ 115.17
Average Residential User	3,522	\$ 469.77	\$ 446.28	\$ 446.28	\$ 446.28	\$ 446.28	\$ 459.67
Tier 2 Residential User	8,000	\$ 1,094.90	\$ 1,040.16	\$ 1,040.16	\$ 1,040.16	\$ 1,040.16	\$ 1,071.36
Average Commercial User	7,943	\$ 1,086.94	\$ 1,032.60	\$ 1,032.60	\$ 1,032.60	\$ 1,032.60	\$ 1,063.57
Average Industrial User	70,994	\$ 11,967.66	\$ 11,369.28	\$ 11,369.28	\$ 11,369.28	\$ 11,369.28	\$ 11,710.36

User Impact (Yearly Totals)			New Bills				
User Type	Flow	Current Bill	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Minimum Residential User	1,000	\$ 235.40	\$ 223.63	\$ 223.63	\$ 223.63	\$ 223.63	\$ 230.34
Average Residential User	3,522	\$ 939.54	\$ 892.57	\$ 892.57	\$ 892.57	\$ 892.57	\$ 919.34
Tier 2 Residential User	8,000	\$ 2,189.80	\$ 2,080.31	\$ 2,080.31	\$ 2,080.31	\$ 2,080.31	\$ 2,142.72
Average Commercial User	7,943	\$ 2,173.89	\$ 2,065.19	\$ 2,065.19	\$ 2,065.19	\$ 2,065.19	\$ 2,127.15
Average Industrial User	70,994	\$ 23,935.33	\$ 22,738.56	\$ 22,738.56	\$ 22,738.56	\$ 22,738.56	\$ 23,420.72

Town of Hopkinton

***FY 2023 Water and Sewer
Rate Study***

**The Abrahams Group
June 2022**

THE ABRAHAMS GROUP

FOR BETTER GOVERNMENTS

June 15, 2022

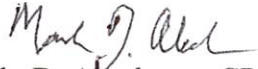
Mr. John Westerling
Director, Department of Public Works
83 Wood Street
Hopkinton, MA 01748

Dear Mr. Westerling:

We are pleased to submit to you the attached water and sewer rate study for review by the Select Board.

I will be pleased to discuss this report with you at your earliest convenience.

Sincerely yours,



Mark. D. Abrahams, CPA
President

The Town of Hopkinton operates a Water Enterprise Fund and a Sewer Enterprise Fund, both of which were fiscally challenged in the recent past. The Water Fund has maintained a healthy retained earnings balance the past few years. However, the Town’s need to address water source issues will stress the Water Fund again very soon. The Sewer Fund was facing a revenue shortfall for multiple years recently that was addressed with the rate action taken in recent years.

When setting rates for FY 2022, the Select Board voted to increase water rates 6.5% and increase sewer rates 2.0%. Rate setting for both funds was done with a focus on the state of the funds in the short term, but with consideration of the funds’ longer-term sustainability.

The objective of this report is to provide an update on the five-year analysis of both funds, with the focus on setting rates for FY 2023 and on recommended rate action to ensure both funds remain financially stable long-term.

WATER OVERVIEW

This section contains an analysis on the current state of the Water Enterprise Fund, as well as projected revenues and expenditures and their impact on retained earnings.

Town Meeting approved the FY 2023 operating budget for the Water Enterprise Fund. The budget is as follows:

WATER ENTERPRISE FUND

FY2023 Water Enterprise Revenue	<u>2,062,265</u>
WATER ENTERPRISE SOURCES OF FUNDS	2,062,265

Indirect Costs to be raised from the FY2023 Water Enterprise Fund revenues, appropriated in the General Fund	<u>432,973</u>
WATER ENTERPRISE FUND BUDGET	2,495,238

Retained earnings were certified at \$1,307,708 as of July 1, 2021, up from the certified amount of \$991,343 the year prior. The last certification amount is over 48% of expenditures in FY 2021, which represents a healthy retained earnings balance.

With the Town’s need to address water source issues as soon as possible, the capital plan has been updated to include projects to address the issues, including construction costs to connect to the MWRA.

The capital plan includes the following:

	Outlay/ Borrowing	FY 2023	FY 2024	FY 2025	FY 2026
Vehicle Ford utility pickup W4	Outlay	60,000			
Clean Water Tanks	Outlay	50,000			
Fruit St. Well Facility Roof Repl.	Outlay	40,000			
PFAS Filtration System	Outlay	600,000			
International Dump Truck W5	Borrowing		100,000		
Vehicle Ford utility pickup W3	Outlay		47,000		
Water Main Replacement	Borrowing		260,000		
Ingersoll Rand Compressor (1/2 water 1/2 sewer)	Outlay		6,000		
Vehicle Ford utility pickup W1	Outlay			38,000	
Vehicle Ford utility pickup W2	Borrowing			80,000	
Year 1 of Construction (for MWRA build-out)	Borrowing			5,000,000	
Year 2 of Construction (for MWRA build-out)	Borrowing				5,000,000
	Totals	750,000	413,000	5,118,000	5,000,000
Total Outlay (funded by Retained Earnings)		750,000	53,000	38,000	-
Total Borrowing		-	360,000	5,080,000	5,000,000

The plan identifies which items the Town plans to fund using retained earnings and which the Town plans to fund using borrowings. The Town expects discussion on water sourcing to continue and capital improvements for water sourcing may be adjusted in the capital plan.

With most of the capital plan's items to be funded via borrowing, the Water Enterprise Fund's debt service projects to increase significantly over the next few fiscal years. Existing debt and new debt projections, based on the capital plan, as well as the percentage of the total when compared to the budget, are in the table below:

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Existing Debt Service	\$ 677,688	\$ 647,395	\$ 628,799	\$ 531,002	\$ 503,628
New Debt Service	\$ 16,559	\$ 169,518	\$ 592,880	\$ 849,816	\$ 833,419
Total Debt Service	\$ 694,248	\$ 816,912	\$ 1,221,680	\$ 1,380,819	\$ 1,337,047
Debt as % of Budget	21.6%	28.9%	38.3%	48.8%	36.5%

The Town now realizes revenue for all water connections. Per the Town's agreement with the Legacy Farms developer, the developer was to be reimbursed a certain amount of money in connection fee revenue prior to the Town's collection of connection fee revenue for Legacy Farms properties. The developer has been reimbursed the amount in the agreement and, since FY 2019, the Town has been collecting connection fee revenue for Legacy Farms North properties.

Projected connection fee revenue for anticipated connections over the next five fiscal years are in the following table:

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Connection Fees	\$ 156,600	\$ 256,650	\$ 230,550	\$ 43,500	\$ 43,500

Projected connection fee revenue the next three fiscal years is well below the average amount of \$500,000 from FY 2019 to FY 2022. The decrease is due to the timing of the expected completion of the larger development projects in town. Those projects are expected to be completed sometime in FY 2025. Projected connection fee revenue for FY 2026 and beyond is based on the assumption that the Town should still expect to see a small amount of connection fee revenue for some properties around town.

Consumption decreased from FY 2021 to FY 2022 by about 500,000 cubic feet or 1.8%, after increasing by about 1,700,000 cubic feet or 6.3% from FY 2020 to FY 2021. The consumption decrease from FY 2021 to FY 2022 is mainly due to the outlier year of FY 2021 during which there was increased outdoor water usage due to a very dry summer and increases in residential usage with people home more due to the pandemic.

The following table shows the fund’s financial projections over the next five fiscal years. The revenue projections do not include a rate increase in any of the years analyzed and, therefore, this table presents the Baseline or “Do Nothing” Scenario. The “5-Year Summary-Baseline” tab for the Baseline Scenario from the FY 2023 Rate Study workbook is presented as an attachment to this report.

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Total Revenues and Other Sources	\$ 2,907,234	\$ 2,436,869	\$ 2,338,398	\$ 2,162,741	\$ 2,162,741
Total Expenditures and Other Uses	\$ 3,214,098	\$ 2,826,429	\$ 3,190,212	\$ 2,828,957	\$ 3,660,873
Surplus/(Deficit)	\$ (306,863)	\$ (389,560)	\$ (851,814)	\$ (666,215)	\$ (1,498,131)

Deficits would be covered by retained earnings, assuming retained earnings are available. Town Meeting has authorized the use of \$750,000 of retained earnings to fund FY 2023 capital items. Factoring in the \$750,000 and anticipated deficits, the \$1.3 million in available retained earnings from the last certification would be depleted quickly without significant rate action.

RECOMMENDED RATE ACTION

The following rate action plan is recommended so the Town can start increasing revenues to cover large expense increases over the next several years. Since the Town is not yet fully sure of the costs of anticipated projects and the potential connection to the MWRA, this plan is presented as a starting point, with the likelihood it is modified in the near future once the Town has a better handle on anticipated costs.

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Rate Change	9.5%	9.5%	9.5%	9.5%	9.5%

User Impact

Impact shown is on total yearly bills

	Usage per Bill	Current	New				
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Minimum Residential User	1,000	\$ 57.94	\$ 63.44	\$ 69.47	\$ 76.07	\$ 83.30	\$ 91.21
Average Residential User	4,247	\$ 287.18	\$ 314.46	\$ 344.33	\$ 377.05	\$ 412.86	\$ 452.09
Tier 2 Residential User	8,000	\$ 552.14	\$ 604.59	\$ 662.03	\$ 724.92	\$ 793.79	\$ 869.20
Average Commercial User	7,341	\$ 505.61	\$ 553.65	\$ 606.24	\$ 663.84	\$ 726.90	\$ 795.96
Average Agricultural User	6,363	\$ 436.57	\$ 478.04	\$ 523.46	\$ 573.18	\$ 627.64	\$ 687.26
Average Industrial User	72,232	\$ 9,968.55	\$ 10,915.56	\$ 11,952.54	\$ 13,088.03	\$ 14,331.40	\$ 15,692.88

SEWER OVERVIEW

This section contains an analysis on the current state of the Sewer Enterprise Fund, as well as projected revenues and expenditures and their impact on retained earnings.

Town Meeting approved the FY 2023 operating budget for the Water Enterprise Fund. The budget is as follows:

SEWER ENTERPRISE FUND

FY2023 Sewer Enterprise Revenue	<u>2,092,300</u>
SEWER ENTERPRISE SOURCES OF FUNDS	2,092,300

Indirect Costs to be raised from the FY2023 Sewer Enterprise Fund revenues, appropriated in the General Fund	<u>324,382</u>
SEWER ENTERPRISE FUND BUDGET	2,416,682

Retained earnings were certified at \$810,190 as of July 1, 2021, up from the certified amount of \$673,831 the year prior. The last certification amount is about 7.1% of FY 2021 expenditures, an amount that is lower than the Town's targeted 15% retained earnings amount.

The Department of Public Works maintains a capital plan for the Sewer Department. The current plan includes the items in the following table:

	Outlay/ Borrowing	FY 2023	FY 2024	FY 2025
Vehicle FORD F250 Pickup	Outlay		50,000	
Ingersoll Rand Compressor (1/2 water 1/2 sewer)	Outlay		6,000	
	Totals	-	56,000	-
	Total Outlay (funded by Retained Earnings)	-	56,000	-
	Total Borrowing	-	-	-

The plan identifies which items the Town plans to fund using retained earnings and which the Town plans to fund using a borrowing. The capital plan is light in comparison to the capital plan in recent years. As the table shows, the Town does not anticipate any major projects in the near future.

The fund's debt service as well as the percentage of the total debt service when compared to the budget, are in the table below. The new debt service shown is for the remaining authorization for the CWMP update, which the Town anticipates borrowing for in the near future.

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Existing Debt Service	\$ 981,700	\$ 912,718	\$ 906,461	\$ 812,249	\$ 806,574
New Debt Service	\$ 1,656	\$ 20,699	\$ 19,871	\$ 19,043	\$ 18,215
Total Debt Service	\$ 983,356	\$ 933,417	\$ 926,332	\$ 831,293	\$ 824,790
Total Budget	\$ 2,398,718	\$ 2,444,744	\$ 2,422,761	\$ 2,369,992	\$ 2,406,962
Debt as % of Budget	41.0%	38.2%	38.2%	35.1%	34.3%

Although debt service is at least 34% of the budget in all years shown in the table, it was much higher in the recent past. It was about \$1.6 million (54.6%) in FY 2017, \$1.6 million (56.2%) in FY 2018, \$1.7 million (58.8%) in FY 2019, \$1.3 million (53.8%) in FY 2020, and \$1.3 million (47.0%) in FY 2021. FY 2022 (\$990,445, 41.2%) was the first year in the recent past with debt service under \$1 million.

Unlike with water, which will add many new connections over the next few years, the Town anticipates only a few new sewer connections over the same period.

Sewer flow is down 785,000 cubic feet from FY 2021 to FY 2022 or about 7.2%, after being up over 1.7 million cubic feet from FY 2020 to FY 2021 or about 12.7%. Like with water, the outlier FY 2021, with heavy outdoor water usage and the COVID-19 pandemic impact, is the main reason why FY 2022 flow is down compared to FY 2021.

There are properties on South Street that are vacant and, if occupied again, could help sewer flow approach the high levels the Town saw in recent years. As discussed in the past, the sewer fund had a revenue problem for multiple years. Due to recent rate action by the Select Board, the fund's revenues are now covering its expenditures for the first time in many years.

The following table shows the fund's financial projections over the next five fiscal years. The revenue projections do not include a rate increase in any of the years analyzed and, therefore, this table presents the Baseline or "Do Nothing" Scenario. The "5-Year Summary-Baseline" tab for the Baseline Scenario from the FY 2023 Rate Study workbook is presented as an attachment to this report.

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Total Revenues and Other Sources	\$ 2,404,107	\$ 2,442,131	\$ 2,294,554	\$ 2,288,709	\$ 2,275,413
Total Expenditures and Other Uses	\$ 2,398,718	\$ 2,444,744	\$ 2,422,761	\$ 2,369,992	\$ 2,406,962
Surplus/(Deficit)	\$ 5,389	\$ (2,614)	\$ (128,207)	\$ (81,283)	\$ (131,549)

Not shown in the table above is FY 2022 and its projected large surplus of well over \$500,000. With that surplus, retained earnings projects to be very healthy with the next certification and the Town can consider no rate action for FY 2023 or a one-time rate decrease.

RECOMMENDED RATE ACTION

The following rate action plan is recommended to ensure operating and capital revenues cover operating and capital expenditures and ensure long-term stability for both operating and capital.

With strong retained earnings anticipated with the next certification, the Town can consider a one-time rate decrease and still anticipate healthy retained earnings for the next few years.


	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Rate Change	-5.0%	0.0%	0.0%	0.0%	3.0%

User Impact

Impact shown is on total yearly bills

	Usage per Bill	Current	New				
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Minimum Residential User	1,000	\$ 235.40	\$ 223.63	\$ 223.63	\$ 223.63	\$ 223.63	\$ 230.34
Average Residential User	3,522	\$ 939.54	\$ 892.57	\$ 892.57	\$ 892.57	\$ 892.57	\$ 919.34
Tier 2 Residential User	8,000	\$ 2,189.80	\$ 2,080.31	\$ 2,080.31	\$ 2,080.31	\$ 2,080.31	\$ 2,142.72
Average Commercial User	7,983	\$ 2,173.89	\$ 2,065.19	\$ 2,065.19	\$ 2,065.19	\$ 2,065.19	\$ 2,127.15
Average Industrial User	70,994	\$ 23,935.33	\$ 22,738.56	\$ 22,738.56	\$ 22,738.56	\$ 22,738.56	\$ 23,420.72

To: Select Board

From: Norman Khumalo 

Date: June 16, 2022

Ref: Staff Report - Select Board June 21, 2022 Meeting

1. *Main Street Corridor Project Update:* Dave Daltorio and Michelle Murdock compiled the report on the Main Street Corridor Update, dated June 15, 2022 (See Attachment 1).
2. *PFAS Update:* On June 15, the Environmental Protection Agency (EPA) released the new [Health Advisories](#) for four PFAS. The values are quite low for PFOA and PFOS, lower than the standard set by the Massachusetts Department of Environmental Protection (MassDEP). Our consultants have advised us that these values are below the current analytical detection limits. However, the values for PFBS and Gen-X are above the Minimum Reporting Level
 - Interim updated Health Advisory for PFOA = 0.004 parts per trillion (ppt)
 - Interim updated Health Advisory for PFOS = 0.02 ppt
 - Final Health Advisory for GenX chemicals = 10 ppt
 - Final Health Advisory for PFBS = 2,000 ppt

EPA's FAQ on this developing story can be viewed [here](#). MassDEP has advised towns and cities that it needs time to evaluate the information that EPA released before it can comment on how it might impact systems in Massachusetts. Staff is monitoring this developing story very closely, including what the new EPA values mean for the town's wells whose past results were Non-Detect. Again, the Town awaits guidance from MassDEP as to whether further action is necessary for our water system.

3. *MWRA Connection:* On Tuesday June 14, 2022, Amy Ritterbusch, John Westerling, Tim Thies and I attended the Southborough Select Board meeting to formally begin discussing Hopkinton's request for a permanent connection to Massachusetts Water Resource Authority indirectly through the Town of Southborough. Our presentation is included as Attachment 2. The Southborough Select Board and residents were engaged, asked process and technical questions and offered constructive advice on the project. The Board referred the matter to the Department of Public Works Planning Board. I will work with the Southborough Town Manager to schedule a meeting with this advisory board.
4. *Pay Classification Plan for Non Union Employees Update:* As a matter of policy, the Town updates its Pay Classification Plan every three years. To that end, the Town retained Human Resources Services, Inc. (HRS) to conduct (i) an update to the Town's Non-Union Compensation and Classification plan, and (ii) a pay equity analysis of town employees' wages to ensure compliance with pay equity and the Massachusetts Equal Pay Act (MEPA). All non-union municipal jobs are included in a town-wide compensation and classification system that groups similar-type positions within pay grades on the classification plan, based

on similar responsibilities, skills, and other related factors. HRS conducted an independent evaluation of the salary structure compared to the market. Staff is now reviewing the draft report internally in collaboration with the Personnel Committee. I will present the results of this update of the Pay Classification Plan at the July meeting. In the meantime, I invite Board members to reach out to learn more about the process ahead of the July meeting.

Attachments:

Attachment 1: Select Board Update: Main Street Corridor Project, June 15, 2022

Attachment 2: Hopkinton MWRA Interconnection Project, June 14, 2022

Attachment 1

TO: Select Board

FROM: Michelle Murdock, Dave Daltorio *Michelle Murdock*
VIA: Norman Khumalo, Town Manager *NK*
DATE: June 15, 2022
SUBJ: Select Board Update:Main Street Corridor Project Date: June 21, 2022

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

The project continues to make great progress. Electrical duct banks are being installed to connect the vaults, and this work will continue for several weeks. After this, the Comcast and telephone vaults will be connected. Simultaneously additional crews are working on other parts of the project, including service connections.

We are nearing the most disruptive phase of the project, the full-depth excavation of Main Street. This work will be completed in 3 phases.

Phase 1 will be the section of the road between Wood Street and the 85/135 intersection.
Phase 2 will be focused on the intersection.
Phase 3 will be from the intersection to Ash Street.

- Phase 1 will begin June 27th, the Monday following the last day of school
- Full-depth excavation includes the removal of the existing pavement and gravel to subgrade (approximately 22 inches), then the replacement and compaction of the gravel, and the replacement of pavement, with the exception of the final pavement which will be done at the end of the project.
- Traffic will need to drive on compressed gravel for several weeks. One lane of alternating traffic will be necessary throughout most working hours. Two-way traffic will be opened up at the end of each day. Cones will be placed down the centerline to divide lanes. Temporary paint will be applied once the pavement sets.
- Dust control measures will be taken including the application of Calcium Chloride.
- Electronic message boards will be used to alert traffic.

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

	As of 12/18/2021	As of May 17, 2022
Paid by MassDOT/TIP	\$2,578,075.48	\$2,678,445.98

Paid By Town	\$687,502.50	\$909,322.50
Total Construction Cost	\$3,265,577.98	\$3,587,768.48

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

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

Work Anticipated Week of June 21, 2022 to June 24, 2022 (No work on 6/20/22 - Juneteenth)

- Saw Cut for Ductbanks
- Electric Ductbanks from EMH “E” (25 Main St) to EMH “D” (52 Main Street)
- Complete Service Connections From Fire Station towards CVS
- Complete Traffic Signal at Wood Street intersection with Main Street
- Start Historic Wall #1 (35 Main Street)
- Start Concrete Retaining wall at CVS
- Remove Frame & Covers from Manholes (From Wood Street towards Fire Station)
- Eastbound detour will be in place from the 135/85 intersection to Hayden Rowe for the above work from Tuesday through Friday with Walcott Street open to 2-way traffic while the detour is in place.

Work Anticipated Week of June 27, 2022 to July 1, 2022

- Begin Phase 1 of full-depth excavation of Main Street (between Wood St. and the 135/85 intersection)

- Saw Cut for Ductbanks
- Continue Service Connections From Fire Station towards CVS
- Electric Ductbanks from EMH “D” (52 Main Street) to Utility Pole at Cedar St. (Next to 52 Main Street)
- Electric Ductbanks from EMH “G” (2 Main Street) to Utility Pole at Hayden Rowe St. (Next to 2 Hayden Rowe Street)
- Start Historic Wall #2 (25 Main Street);
- Continue Concrete Retaining wall at CVS
- Eastbound Detour will be used if needed.

Community Contact (6-3-22 thru 6-15-22)

- Construction Advisory #31 was distributed via email on Friday, June 3.
- Onsite meeting (Michelle Murdock and Nicole Bratsos) on 6-6-22 at 61 Main Street with representatives from Crosspoint Associates, MassDOT and Amorello to discuss sign removal and upcoming work in the side parking lot.
- Updated Construction Advisory #31 was distributed via email on Tuesday, June 14 to advise of a three day eastbound detour on Main Street starting at the 135/85 intersection.
- Updated Construction Advisory #31 was hand delivered to businesses on Main Street between the 135/85 intersection and Hayden Rowe.
- Emails were sent to property owners who have been compensated for the removal and replacement of their signs but have not yet removed the signs.
- On-site visit with owner of 15 Main Street to discuss sign removal.
- A total of 12 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 Crosspoint Associates with several questions about the process for new sign approval. Questions forwarded to Elaine Lazarus to coordinate response.
 - Email from project abutter to report that he has received zero response from A.F. Amorello and MassDOT for a claim filed for property damage due to flooding.
 - Email sent to abutters to advise date change for work on historic walls.
 - Email from property owner at 17 Main to report sign removal is complete.
 - Email to project abutter who had reported trip plate issues at Wood St./West Main intersection to provide updated status.
 - Assisted project abutter with Right of Entry form required by MassDOT to access property for stone wall removal and replacement.
 - Resident on West Main with a mailbox knocked over and unable to receive mail – MassDOT contacted and the issue was resolved.
 - Email from Julia at the Hopkinton Senior Center to advise that a resident who walks to the center along West Main Street tripped and fell due to the sidewalk

being dug up. MassDOT and Amorello were contacted and asked to ensure pedestrian access is maintained or alternate routes provided during sidewalk work. Julia Schneiderman updated.

- Email from project abutter to ask if there were any changes to undergrounding plans; read something on a message board that indicated there were - email from Dave Daltorio confirmed that the project is on schedule and there have been no changes for undergrounding utilities and services to residents and businesses.
- Voicemail message left by resident saying she had concerns about the project; multiple attempts to return the call, but no answer. Voicemail message left, no response.
- Assisted project abutter on Ash Street with filing a claim with Amorello/MassDOT for damage to his tire.
- Assisted project abutter on West Main Street with follow up on claim filed for damage to water heater due to flooding in basement.

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>

Hopkinton Interconnection Project

June 14, 2022



Background and Project Need

- Hopkinton is seeking a new permanent connection to Massachusetts Water Resources Authority through the Town of Southborough.
- Hopkinton currently operates 8 wells and purchases water from the Town of Ashland.
- Wells have excessively high iron and manganese concentrations.
- One well, the largest in the system, has elevated concentrations of PFAS.
- Current supply is severely restricted in the summertime and times of drought.



Benefits to Hopkinton

- Sustainable, safe, and reliable water supply to meet the Town's essential needs.
- Quality meets all DEP and public health standards.
 - Eliminates PFAS, Iron and Manganese contamination
- Resilient to climate change and droughts.
- Redirects town resources to conservation and management measures.



Project Elements in Southborough

- Two main goals – no adverse impact to Southborough customers and create opportunities to enhance service to Southborough customers.
- Increased capacity at Hosmer and Boland Pump Stations
- Water main upgrades at multiple locations in Southborough
- Replacement of the Oak Hill Storage Tank
- Eliminate 4 existing pressure reducing valves and add one in a new location.
- New booster pump station at for the Skylar and Fairview Drives neighborhood.



Benefits to Southborough

- Pump Station Upgrades:
- As part of this project, Hosmer and Boland would be upgraded to increase capacity, which would mean all new pumping and piping in the stations.
- While these upgrades are not a high priority for Southborough because the stations were recently upgraded, they come at no cost to Southborough and would result in extended life of each station.



Benefits to Southborough

- Water Main Upgrades:
- The installation of new pipes in certain parts of Town will increase transmission capacity for Hopkinton and improve circulation in the system for Southborough.
- These new pipes will also result in improved fire protection in the areas that they serve.
- These new pipe will replace smaller diameter pipes in the system that vary in age from 30 to 60 years old.



Benefits to Southborough

- Oak Hill Tank Upgrade:
- The benefits of a new, larger and taller tank at Oak Hill are both significant and numerous.
 - a. Replacing Oak Hill with a tank that is 23 ft taller single pressure zone across Town, eliminating the need for the 4 pressure reducing valves that exists currently.
 - b. Adding 23 ft would add 10 psi to the Low Service Area of Town, which would improve pressure overall and would offset the small reduction in pressure that might occur when Hopkinton is drawing water at its peak draw rate in the summer.



Benefits to Southborough (cont...)

- Oak Hill Tank Upgrade:

- c. Adding 10 psi to the system would improve fire protection throughout the Low Service Area.

- d. Adding 10 psi to the system would improve delivery capacity to the Ashland interconnection.

- e. The current Oak Hill tank has a significant amount of unusable storage; the new tank would be designed to be 100 percent usable.



Benefits to Southborough (cont...)

- Oak Hill Tank Upgrade:

- f. The new tank would be larger than the old tank, which could eliminate the storage deficit the Town of Southborough has had for many years.
- g. Having another tank in the system at the same elevation as Tara means that maintenance on Tara would be much simpler.
- h. You may be able to eliminate the Overlook tank entirely (still under evaluation but looks favorable).



Benefits to Southborough (cont...)

- Upgrades in Southborough will be phased and coordinated to minimize disruptions in service to Southborough residents.
- Investment in Southborough's water infrastructure by Hopkinton is expected to be \$8M (hard costs and soft costs).



Questions?

Timothy P. Thies, P.E.

tthies@parecorp.com

401-334-4100



AGREEMENT

Preamble

This Agreement is made this _____ day of _____, 2022 by the Commonwealth of Massachusetts, acting by and through its Department of Housing and Community Development (“DHCD”), the Town of Hopkinton (“Town”), and Specialized Loan Servicing LLC, who collectively are the “Parties.”

Whereas, the real property that is subject of this Agreement commonly known by the address, 1 Baker Lane, Hopkinton, Middlesex County, Massachusetts (“Property”) was conveyed to Albano Correia and Cynthia J. Correia, as tenants by the entirety (“Owners”), in a deed from Wood Hollow Development Corp., dated December 18, 1997 and recorded in the Middlesex County (Southern District) Registry of Deeds (“Registry”) in Book 27994, Page 204 (“Correia Deed”) for consideration of \$100,000.00.

Whereas, the Owners were income eligible purchasers of the Property and were participants in DHCD’s Local Initiative Program (“LIP”) which entitled them to purchase the Property at a price that was discounted to twenty-nine and nine-tenths percent (29.9%) of the fair market value of the Property at the time of purchase; and in conjunction with the Owner’s participation in LIP, the Owners took title to the Property subject to an affordable housing restriction as defined under G.L. c. 184, s. 31 (“Restriction”), whose terms are contained in the Local Initiative Program Deed Rider (“Subject Deed Rider”) referenced by and attached to the Correia Deed. A copy of the Correia Deed and Subject Deed Rider are attached hereto in Appendix A.

Whereas, Section 3 of the Subject Deed Rider prohibits leasing, refinancing, encumbering (voluntary or otherwise), or mortgaging the Property without prior written approval from the Town and DHCD; and Section 5 of the Subject Deed Rider states that any sale or any other transfer or conveyance of the Property in violation of the provisions of the Subject Deed Rider “shall, to the maximum extent permitted by law, be voidable” by DHCD or the Town.

Whereas, in 2004, the Owners granted a mortgage to Mortgage Electronic Registration Systems, Inc., as nominee for Taylor, Bean & Whitaker Mortgage Corp. (“Taylor”) in the amount of \$257,000.00 secured by a mortgage (“Taylor Mortgage”) dated April 8, 2004 and recorded with the Registry in Book 42480, Page 339; and neither

Property Address: 1 Baker Lane, Hopkinton, Massachusetts

the Town nor DHCD approved the granting of the Taylor Mortgage as required by the terms of the Restriction in Section 3 of the Subject Deed Rider.

Whereas, the Taylor Mortgage was assigned to Taylor by instrument recorded with the Registry in Book 52286, Page 472 on February 24, 2009.

Whereas, the Taylor Mortgage was assigned to Nationstar Mortgage LLC by instrument recorded with the Registry in Book 63031, Page 447 on December 9, 2013.

Whereas, the Taylor Mortgage was assigned to Specialized Loan Servicing LLC (“Specialized”) by instrument recorded with said Registry in Book 70575, Page 568 on January 31, 2018.

Whereas, no certificate evidencing the termination of the Restriction, pursuant to G.L. c. 184, § 32 or Section 1(b) of the Subject Deed Rider, exists in the Owners’ chain of title at the Registry.

Whereas, the Subject Deed Rider established the Restriction, pursuant to G.L. c. 184, § 31, by granting certain rights and restrictions to DHCD and the Town of Hopkinton, who are holders of the Restriction, as referred to in G.L. c. 184, § 32, with equal rights, interests, and benefits as co-assignees and co-designees of this interest; under the terms of the Restriction, either DHCD or the Town may seek to void the Taylor Mortgage and other equitable and statutory remedies as may allowed; and DHCD and the Town hereby forego enforcement of their rights pursuant to the Restriction against Specialized, while Specialized is not in default of this Agreement.

Whereas, Specialized hereby agrees to forego any right that it claims are superior to the Restriction or to the interests of DHCD and the Town as holder of and pursuant to the Restriction.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

TERMS AND CONDITIONS OF SALE OF PROPERTY

I. Definitions

This Agreement incorporates by reference all definitions in the Subject Deed Rider with respect to terms not specifically defined in this Agreement. Where a definition is provided in this Agreement, that definition shall supersede any conflicting definitions in the Subject Deed Rider, unless otherwise stated in this Agreement. The following definitions shall apply for the specified terms throughout this Agreement and shall take

precedence over the terms defined in the Preamble above, if there is any conflict between the definitions:

1. “AMI” shall mean the area median income as determined by U.S. Office of Policy Development and Research of the U.S. Department of Housing and Urban Development for the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area.
2. “Base Sale Price” shall equal the lesser of (i) the appraised fair market value of the Property at the time of resale multiplied by the applicable Discount Rate, as determined by DHCD, or (ii) the amount equal to the purchase price for which a credit-worthy eligible purchaser earning seventy percent (70%) of AMI could obtain mortgage financing (based on underwriting assumptions used by bona fide mortgage lenders at the time of resale) and assuming that such an Eligible Purchaser will not spend more than thirty percent (30%) of household income on the payment of principal, interest, real estate taxes, condominium or homeowner's fees, mortgage insurance, and homeowner's insurance premiums, as shall be calculated by DHCD in its sole discretion.
3. “DHCD” shall mean the Department of Housing and Community Development, its designees, assigns, agents, or successors.
4. “Discount Rate” shall mean 29.9%.
5. “Eligible Purchaser” shall mean (i) a purchaser who satisfies the criteria set forth in the LIP Program guidelines in effect at the time of resale by Specialized at the New Affordable Price; or (ii) a non-profit housing corporation which shall purchase the Property for the purpose of reselling the Property to an Eligible Purchaser defined under clause (i).
6. “Specialized” shall mean Specialized Loan Servicing LLC, its designees, assigns, agents, or successors.
7. “New Affordable Price” shall equal Base Sale Price minus any Required Improvement Costs plus any Resale Fee.

8. "Owners" shall mean Cynthia J. Correia and Albano Correia, the current titleholders of record, or any successors in interest to Cynthia J. Correia and Albano Correia.
9. "Property" shall mean the land with any buildings thereon in Hopkinton, Middlesex County, Massachusetts, being described in the Correia Deed and known by the address of 1 Baker Lane, Hopkinton, Massachusetts.
10. "Resale Fee" shall mean a fee for two percent (2%) of the New Affordable Price payable to the Sales Agent.
11. "Required Improvement Costs" shall mean an estimate of cost for repairs or alterations that exceed \$1,000 that are required to make the Property conform to applicable (Town, State, and Federal) building and occupancy codes for residential properties, to the extent applicable to the Property, as determined by DHCD, at its discretion, based on an inspection by the Town as addressed in Subsection II.3.b below and the appraisal forwarded to DHCD pursuant to Subsection II.2.b below, if that appraisal itemizes specific deficiencies, defects, or necessary repairs that have been accounted for in the calculation of the fair market value reported in the appraisal, and other costs for improvements without which the Property could not be marketed to Eligible Purchasers, as determined by DHCD.
12. "Sales Agent" shall mean DHCD's designee or agent who will market the Property to solicit income-eligible purchasers to purchase the Property pursuant to the terms of this Agreement. The Sales Agent shall be selected by DHCD.
13. "Subject Deed Rider" shall mean the LIP Deed Rider attached to the Correia Deed containing the terms of the Restriction, under G.L. c. 184, §§ 31-32, encumbering the Property.
14. "Town" shall mean the Town of Hopkinton, Middlesex County, Massachusetts, its designee, assign, agent, or successor.

II. Disposition of the Property

In consideration for the mutual promises contained herein and for other good and valuable consideration, the Parties agree to the above Preamble and to the following terms.

1. Specialized will take all actions necessary to acquire title to the Property in order to convey the Property to an Eligible Purchaser in accordance with the terms of this Agreement. Specialized may do so either by obtaining a deed in lieu of foreclosure from the Owner or by foreclosing its Mortgage on the Property and purchasing the Property at the foreclosure auction.
2. Specialized shall notify DHCD and the Town with a (a) notice of foreclosure auction sixty (60) days prior to the foreclosure auction, or (b) notice of acceptance of a deed in lieu of foreclosure conveying full legal and equitable title to the Property upon acceptance of the deed from the Owners to Specialized. In the event that Specialized elects to proceed by means of foreclosure under its power of sale, it shall do so in accordance with the following requirements:
 - a. The notice of foreclosure sale shall include the language, preferably with the same formatting, set forth in Appendix B.
 - b. At the foreclosure auction, Specialized shall take all actions necessary to acquire the Property, including, without limitation, bidding an amount higher than the Maximum Resale Price (for the definition, see Appendix A, sixth preamble paragraph of the Subject Deed Rider).
 - c. Specialized shall forward an appraisal of the Property within sixty (60) days after acquiring title to the Property to determine the fair market value of the Property *as if the Property was not encumbered by an affordable housing restriction* and provide this appraisal to DHCD and the Town. Specialized acknowledges that the appraisal must state the value of the Property as if it were not restricted in order for DHCD to calculate the Maximum Resale Price and the Base Resale Price. The appraiser shall be qualified and licensed in the Commonwealth of Massachusetts to appraise residential property for secondary mortgage markets, recognized as utilizing acceptable appraisal standards in the Commonwealth, and otherwise acceptable to DHCD and the Town. The Appraisal shall not be more than six (6) months old from the date of acquisition of full title to the Property by Specialized. No other appraisal shall be accepted by DHCD and the

Town, and Specialized or its agent shall be responsible for the cost of any additional appraisals for purposes of complying with this subsection.

- d. In the event that the Property is sold for a price greater than the Maximum Resale Price, the excess shall be paid to the Town for deposit in its affordable housing trust fund.
3. Once Specialized acquires full title to the Property, the Property must be sold to an Eligible Purchaser as follows:
- a. Specialized shall promptly furnish to DHCD and the Town, within ten (10) days of the execution of this Agreement by the Parties, the name and contact information of one primary person authorized to act on behalf of Specialized with respect to the marketing and sale of the Property to an Eligible Purchaser.
 - b. Specialized agrees that it will permit the Town to enter and inspect the Property to determine if substantial repairs or alterations estimated to exceed \$1,000 (1) must be made to the Property to make the Property conform to applicable (local, state, and federal) building and occupancy codes for its residential properties; or (2) otherwise render the Property unmarketable to Eligible Purchases, as determined by DHCD.
 - c. Within fourteen (14) days of receipt of the latter of the Property appraisal and the List of Required Improvement Costs from the inspection of the Property by the Town or notice from the Town that there are no Required Improvement Costs: (i) DHCD shall calculate the New Affordable Price for the Property and shall promptly inform Specialized of that value; (ii) DHCD, through its Sales Agent, shall begin marketing the Property and proceed to solicit income-eligible purchasers ready, willing, and able to purchase the Property at the New Affordable Price; and (iii) Specialized shall fully cooperate with DHCD's and the Sales Agent's efforts to locate an Eligible Purchaser, including, but not limited to, ensuring that the Sales Agent is able to access the Property for staging and showing to potential purchasers.

- d. Upon the final approval of an Eligible Purchaser by DHCD, Specialized (i) shall enter into a purchase and sale agreement with that Eligible Purchaser for no more than the New Affordable Price, (ii) shall sell the Property to such Eligible Purchaser for the New Affordable Price; and (iii) shall convey the Property to the Eligible Purchaser by a deed (“New Deed”) with a LIP deed rider that is approved by DHCD and the Town, incorporating by reference and appending to the deed, that provides the terms of an affordable housing restriction, under G.L. c. 184, §§ 31-32, for the benefit of the Commonwealth of Massachusetts, through DHCD, and the Town.
- e. The New Deed shall be delivered and the purchase price paid at the closing which shall occur at the Registry, unless the parties agree in writing to an alternative place, at a date and time as shall be specified in a written notice from the Eligible Purchaser to Specialized; the Eligible Purchaser shall give written notice of the date, time, and place of closing at least five (5) days in advance of the closing date.
- f. Water and sewer charges and taxes for the current tax period shall be apportioned and fuel value shall be adjusted as of the date of the closing and the new amount thereof shall be added to or deducted from, as the case may be, the purchase price payable by the Eligible Purchaser.
- g. Full possession of the Property free from all occupants is to be delivered by Specialized at the time of the closing; the Property to be then in the same condition as it is in on the date of inspection by the Town for Reasonable Improvement Costs.
- h. If Specialized shall be unable to give title or to make conveyance as above stipulated, or if any change of condition in the Property not included in the above exception shall occur, then Specialized shall be given a reasonable time not to exceed thirty (30) days after the date on which the closing was to have occurred in which to remove any defect in title or to restore the Property to the condition hereby provided for. Specialized shall use best efforts to remove any such defects in the title whether voluntary or

involuntary and to restore the Property to the extent permitted by insurance proceeds or condemnation award. The closing shall occur fifteen (15) days after notice by Specialized that such defect has been cured or that the Property has been so restored. The Eligible Purchaser may elect, at either the original or any extended time for performance, to accept such title as Specialized can deliver to the Property in its then condition and to pay therefor the purchase price without deduction, in which case Specialized shall convey such title, except that in the event of such conveyance in accordance with the provisions of this clause, if the Property shall have been damaged by fire or casualty insured against or if a portion of the Property shall have been taken by a public authority, then Specialized shall, unless Specialized has previously restored the Property to its former condition, pay over or assign to the Eligible Purchaser, on delivery of the New Deed, all amounts recovered or recoverable on account of such insurance or condemnation award less any amounts reasonable expended by Specialized for the partial restoration.

- i. Upon adequate evidence of the conveyance of the Property to an Eligible Purchaser consistent with this Agreement, DHCD shall execute a Compliance Certificate, which Specialized shall record in the Registry.

III. Agreement Terms

1. Time is of the essence.
2. This Agreement constitutes the complete agreement between the Parties regarding its subject matter. All prior negotiations or understandings with respect thereto are merged herein.
3. This Agreement may be executed in multiple counterparts, each of which constitutes an original and all of which constitute one and the same agreement.
4. No Party shall be deemed the Agreement's drafter and no inferences concerning its terms shall be drawn against any Party on that ground. This Agreement shall be interpreted by and governed by the laws of the Commonwealth of Massachusetts, exclusive of its choice of law rule.
5. This Agreement is freely and voluntarily entered into in contemplation of settling

any potential claims DHCD and the Town, as holders of the Restriction, may have against Specialized, resulting from a judicial enforcement action for violations of the Restriction and its terms. The Parties have had adequate opportunity to consult with competent legal counsel in connection with the issues covered within, and in negotiating and deciding to enter into, this Agreement. Each Party will bear its own legal and other costs incurred in connection with this Agreement.

6. The Parties possess the legal authority to execute this Agreement and have consulted with all required persons and entities and their respective undersigned has authority to execute and deliver this Agreement on its behalf.
7. Upon its execution by the Parties, Specialized shall record this Agreement at the Registry and shall transmit to the DHCD and the Town evidence of such recording including the date and instrument, book and page of the Agreement.
8. Failure to comply with the terms of this Agreement, including without limitation, entering into a contract for the sale of, the conveyance of, or other disposition of the Property in violation of the terms of this Agreement or outside the terms of this Agreement, constitutes an immediate default;
 - a. Specialized acknowledges that damages from the loss of a property restricted by an affordable housing are difficult to quantify, involving not only marketing costs of acquiring or developing a unit of housing in a region with high development costs, but also the costs inherent in in establishing an affordability regime that encourage the development of affordable housing throughout the Commonwealth of Massachusetts through the use of public funds, other public incentives, as well as, technical assistance from public and quasi-public entities; the permitting and approval of development project and defending decisions of public bodies; and the costs associated with the preservation of existing affordable housing including administration and monitoring of units; the enforcement of restrictive agreements between the Commonwealth of Massachusetts, municipalities, owners and developers for the preservation of existing affordable housing; funds and other public incentives for the rehabilitation and preservation of existing structures dedicated for use as affordable

housing; and overall administrative costs and expenses the administration of programs for the development and preservation of affordable housing by public and quasi-public entities; and

- b. The Parties thus agree to liquidated damages in the amount of the greater in value of either the price of the Property in a sale to a third party or the price paid by Specialized at its foreclosure auction held pursuant to this Agreement, to be paid into the Town's affordable housing trust fund.

This Agreement is executed as a sealed instrument as of the date first above written.

-----THIS SPACE INTENTIONALLY LEFT BLANK-----

SPECIALIZED LOAN SERVICING LLC

By: _____

Dated: _____

Name:

Title:

Hereunto duly authorized

STATE OF _____

COUNTY OF _____, ss. _____, 20__

On this ____ day of _____, 20__, before me, the undersigned Notary Public, personally appeared _____, proved to me through satisfactory evidence of identification, which were _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose, as _____ of Specialized Loan Servicing LLC.

Notary Public

Print Name:

My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS
Acting by and through its
Department of Housing and Community Development

By: _____
Catherine Racer, Associate Director
Duly Authorized Designee

COMMONWEALTH OF MASSACHUSETTS

COUNTY OF SUFFOLK, ss. _____, 20__

On this ____ day of _____, 20__, before me, the undersigned Notary Public, personally appeared _____, proved to me through satisfactory evidence of identification, which was my personal knowledge, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose, as _____ of the Department of Housing and Community Development.

TOWN OF HOPKINTON

By: _____
Name:
Title:
Hereunto duly authorized

Dated: _____

COMMONWEALTH OF MASSACHUSETTS

COUNTY OF _____, ss. _____, 200__

On this ____ day of _____, 20__, before me, the undersigned Notary Public, personally appeared _____, proved to me through satisfactory evidence of identification, which was my personal knowledge, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose, as _____ of the Town of Hopkinton.

Notary public
Print Name:
My Commission Expires:

APPENDIX A

[DEED AND SUBJECT DEED RIDER TO BE ATTACHED]

APPENDIX B

IMPORTANT NOTICE:

The premises known as 1 Baker Lane, Hopkinton, Massachusetts (“Property”) is encumbered by an affordable housing restriction enforceable under M.G.L c. 84, § 32, whose terms are contained in a Local Initiative Program (“LIP”) Deed Rider recorded in the Middlesex County (South) Registry of Deeds, Book 27994, Page 207. The purchaser of the Property will take title subject to the terms of the affordable housing restriction set forth in the LIP Deed Rider and shall be required, as a condition of the purchase, to execute a new deed rider incorporating the terms of the LIP Deed Rider, subject to modification by the Department of Housing and Community Development (“DHCD”), at its discretion.

Potential purchasers should be aware of three (3) pertinent terms of the restriction:

1) The Property is subject to resale price restrictions and must be resold at an affordable price to a household at or below 70% area median income as calculated by DHCD and the Town of Hopkinton (“Town”);

2) The property must be sold to a low income individual qualified by DHCD and the Town; and

3) All mortgages, including any mortgage granted in connection with the transfer of the Property pursuant to this sale or any later refinancing, or other encumbrances on the Property, must be approved with prior written consent by DHCD and the Town.

All parties are on notice that the foreclosure auction will be conducted subject to and in accordance with the terms and provisions of the above referenced restriction and a settlement agreement between DHCD, the Town, and the mortgagee.

SELECT BOARD LIAISON LIST FY 2023	Select Board Members					Norman	Elaine
	Amy	Mary Jo	Irfan	Muriel	Shahidul		
FINANCE							
Appropriation Committee					X	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		X			
Police Department		X		X			
PERMITTING							
Board of Appeals				X			
Conservation Commission			X				
Planning Board				X			
Board of Health					X		
Permanent Building Committee			X				
EDUCATION							
School Committee					X		
Regional Voc. Tech School Committee				X			
PUBLIC SERVICES							
Cemetery Commission		X					
Commission on Disability	X						
HUMAN SERVICES							
Town Clerk's Office						X	
Personnel Committee						X	
Council on Aging				X			
MetroWest Veterans Service District					X	X	
ADA Oversight Committee	X						
Veterans Celebration Committee				X			
Tax Relief Committee		X					

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

Pending Select Board Member Future Agenda Items

June 8, 2022

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

1. Social Justice issues - Nasrullah (8/4/20)
2. Master Plan action plan/implementation plan items for Select Board - Ritterbusch (12/1/20)
(12/15/20)
3. Examination into municipal cable - Nasrullah (9/7/21)
4. The role of the Select Board in the trails/Upper Charles Trail process and what are the next steps for the Board - Kramer (1/25/22)
5. Consider support for Senate and House bills regarding a temporary moratorium on construction of new jails and prisons in Massachusetts - Kramer (1/25/22)
6. Affordable housing updates - Mannan (5/17/22)
7. Economic Development position - Mannan (5/17/22)
8. West Main St. left turns, Cumberland Farms area - Kramer (5/17/22)
9. Recognize Eagle Scouts - Ritterbusch (6/7/22)



Elaine Lazarus <elaine1@hopkintonma.gov>

Question About Bike and Pedestrian Safety

Jessica Miller <jmiller@hopkintonma.gov>
To: selectboard@hopkintonma.gov

Fri, Jun 10, 2022 at 2:38 PM

Hello,

My name is Jak Miller and I am a librarian at the HPL as well as a resident (111 Main St.). I commute to work by bike and on foot primarily. I encourage my family to do the same for a variety of reasons. It is more environmentally sustainable, it is good for a person's health, and with the high price of gas/insurance/vehicle maintenance, it helps stretch money a bit further. I TRULY appreciate that with the Main Street project we will have protected bike lanes and better sidewalks. My concern remains for the ability to ride or walk to school though. There is no safe way to ride to Elmwood or Marathon. There are no crossing guards, bike racks (at least that I know of at Marathon) or a path/ sidewalk to connect those schools to the other school campuses. I would LOVE to ride my bike from the Center Trail to Marathon with my daughter in the mornings, but it just isn't safe.

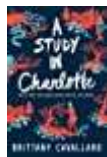
Additionally, I ride my bicycle often to Milford. The roads are treacherous, but as soon as you enter Milford the Upper Charles Trail will take you almost anywhere you need to go into Milford and beyond. Why we do not have a connector trail is beyond me.

As a bit of background, I was a collegiate cyclist for the University of New Hampshire, and was able to compete in Europe as a cyclist, both on and off-road. My husband was also a cyclist and a multiple-time Ironman finisher. In May, 2017 while we were living in California, he was hit and killed while he commuted by bike to work. The driver was presumed to be on his cell phone and driving nearly 70 mph at the time. I was left as a widow at 29 years old with a 15-month old daughter. It's been over five years since then. I moved to Hopkinton in the summer of 2017 and have found a wonderful community. I have overcome my fears of riding my bicycle, and encourage my daughter to love it too, despite what happened. I don't want any other family to go through what we went through. Bike paths and protected bike lanes are the answer. I just ask that the town continues to explore options for connecting existing bike paths in town (like Center Trail) with paths in other towns like the Upper Charles Trail, as well as to ALL school campuses and sports fields. If you have any questions, please feel free to reach out. I've been involved in the cycling and running community for decades so have some insight into this issue. I appreciate all that this town does to make it a better, safer place. Thank you.
V/R

--

Jessica "Jak" Miller (she/her)
Young Adult Librarian
Hopkinton Public Library
13 Main Street, Hopkinton MA
jmiller@hopkintonma.gov
508-497-9777 x 1529
cell: 603-860-5486

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Visit us online at www.hopkintonma.gov.



**TOWN OF HOPKINTON
BOARD OF APPEALS**

Town Hall
18 Main Street - 3rd Floor
Hopkinton, MA 01748
508-497-9745
www.hopkintonma.gov

John Coutinho, Chair & Clerk
Michael Riley, Vice Chair

zba@hopkintonma.gov

#22-016

June 8, 2022

NOTICE OF DECISION

Notice is hereby given that the Board of Appeals of the Town of Hopkinton, MA, on June 8, 2022, filed the following Decision in the Office of the Town Clerk:

- A Decision granting Special Permits to Custom Nest Builders, 12 Lenox Drive, Franklin, MA, pursuant to Section 210-128.C of the Zoning Bylaw to construct a new single family dwelling at **85 Downey Street, Hopkinton, MA**, that does not conform to the side yard width requirements on a nonconforming lot. The property is owned by Michael and Deborah Bozyczko, 16 Lafko Drive, Poughkeepsie, NY.

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

Select Board

RECEIVED
TOWN OF HOPKINTON
2022 JUN -8 AM 9:21
TOWN CLERK'S OFFICE



**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 JUN -7 AM 10:56
TOWN CLERK'S OFFICE

John Coutinho, Chair & Clerk
Michael Riley, Vice Chair

zba@hopkintonma.gov

#22-017

June 7, 2022

NOTICE OF DECISION

Notice is hereby given that the Board of Appeals of the Town of Hopkinton, MA, on June 7, 2022, filed the following Decision in the Office of the Town Clerk:

- A Decision granting Special Permits to David Godfroy, 17 Cross Street, Hopkinton, MA, pursuant to Sections 210-128.A and 210-119 of the Zoning Bylaw for additions to a single family dwelling and relative to an existing shed at **17 Cross Street, Hopkinton, MA**, that do not conform to the setback requirements.

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



Vasudha Dutta <vdutta@hopkintonma.gov>

Fwd: Resignation - Hopkinton Board of Library Trustees

2 messages

Susan Porter <ltbchair@hopkintonma.gov>

Tue, Jun 14, 2022 at 12:05 PM

To: Norman Khumalo <nkhumalo@hopkintonma.gov>, Nanci Hill <nhill@hopkintonma.gov>, Select Board Office <selectboard@hopkintonma.gov>

Hello All,

I have received Meena Kaushik's letter of resignation from her Library Trustee position. She will be greatly missed by the board. The other Trustees are working on recruiting candidates to apply for the vacancy, and will direct them appropriately once the opening is listed.

Please let me know when the Select Board wishes to meet to fill this position.

Thank You,

Susan Porter

----- Forwarded message -----

From: **Susan Porter** <ltbchair@hopkintonma.gov>

Date: Tue, Jun 14, 2022 at 11:45 AM

Subject: Re: Resignation - Hopkinton Board of Library Trustees

To: Meena Kaushik <meenaathome@gmail.com>

Thank you, Meena. I am sad to see you leave, but happy for you and wish you well in this new phase of your life.

Good luck always,

Susan

Sent from my iPad

On Jun 14, 2022, at 11:41 AM, Meena Kaushik <meenaathome@gmail.com> wrote:

Hi Susan,

We are moving out of Hopkinton and I wanted to let you know that I am resigning from the Hopkinton Board of Library Trustees effective immediately.

It has been a pleasure to be a part of the Trustee board, knowing you and the other members. I feel grateful to have been part of this incredibly enthusiastic group and to have participated in the many initiatives. Hopkinton has been our home for over 16 years and we love the community - but all good things come to an end and life is taking us to California.

I wish all good things and great success for Hopkinton Library.

Thanks

Meena

Meena Kaushik

Pronouns: she, her, hers

<https://www.linkedin.com/in/meena>

--

Susan Porter, Chair

Hopkinton Board of Library Trustees

ltbchair@hopkintonma.gov

All email messages and attached content sent from and to this email account are public records unless qualified as an exemption under the [Massachusetts Public Records Law](#).

Visit us online at www.hopkintonma.gov.

Meena Kaushik <meenaathome@gmail.com>

Tue, Jun 14, 2022 at 2:28 PM

To: Select Board Office <selectboard@hopkintonma.gov>, Norman Khumalo <nkhumalo@hopkintonma.gov>, Elaine Lazarus <elaine1@hopkintonma.gov>

Please see my resignation below

[Quoted text hidden]