

TOWN OF HOPKINTON
BOARD OF SELECTMEN
Meeting Date: January 20, 2004
MINUTES

Members Present:

Ronald M. Clark, Chairman
Leonard A. Holden, Vice-Chairman
Mary C. Pratt
F. Eric Sonnett
Paul J. Nelson

Others Present: Russell Phipps, Comcast Technician; Sarah Duckett, Editor of the Hopkinton Independent; David McLaughlin, MetroWest News reporter; Bob Falcione, HopNews reporter; Ann Click, Town Clerk; Bob Bushway, Principal Assessor; Heidi Kriger, Town Accountant; Maureen Dwinnell, Town Treasurer Collector; Police Chief Thomas Irvin; Fire Chief Gary Daugherty; John T. Gaucher, DPW Director; Tom Ryder, Board of Health Public Health Administrator; Brian Main: Facilities Director; Ken Allor, Facilities Board; Michael Shepard, Municipal Building Director; Dottie Ferriter, Marathon Committee Chairman; Al Rogers, Parks & Recreation Commission Chairman; John Coolidge, Planning Board Chairman and Community Preservation Committee; Diana Campbell, Youth Commission Chairman; Fred White, Senior Center Building Committee Chairman; Amy Downing, Human Resource Director; Lesley Ficarra, Personnel Committee; Bill Newell, Economic Commission & Development Financing Authority Chairman; Nadine Stewart, School Committee Chairman; Dr. John Phelan, School Superintendent; Mary Harrington, Affordable Housing Task Force; Marie Eldridge and Tim Kilduff, Charter Commission representatives; Cindy Chesmore, Senior Center Director; Ron Eldridge, Appropriation Committee Chairman; Brian Morrison, Conservation Commission Chairman; Theodore D. Kozak, Executive Secretary Geri Holland, Executive Assistant

Public Meeting Opened/Move into Executive Session (Litigation):

6:15 p.m. VOTE: Mr. Clark opened the public hearing and entertained a motion to move into executive session for the sole purpose to discuss litigation. **So moved Mr. Sonnett. Second Mrs. Pratt. Roll Call: Mr. Clark: yes; Mr. Holden: yes; Mrs. Pratt: yes; Mr. Sonnett: yes; Mr. Nelson: yes. Unanimously voted.**

7:00 p.m. Re-Open Public Meeting

Mr. Clark re-opened the public meeting and asked everyone to stand for the Pledge of Allegiance. Town bills were approved for payment. Town warrants were approved for signature (see attachment).

QUARTERLY MEETING

Mr. Clark opened the Quarterly meeting and gave an overview of the meeting's agenda to discuss each department's goals for Fiscal Year 2004 including: 1.) To give an analysis of a 4% cost reduction for FY'04; 2.) A Recognition and Reward Program for Town employees; 3.) The implementation of a

Standard Performance Evaluation program with a goal to tie into step increase; and 4.) To Communicate and educate the public about their department's services.

Charter Commission Update: Tim Kilduff and Marie Eldridge

Mrs. Eldridge announced that the goal to attain enough signatures to place a question on this year's May 17th ballot has been reached with 1294 signatures. Mrs. Eldridge and Mr. Kilduff expressed their appreciation to the volunteers who helped to gather signatures throughout the Town at different Town events. Mr. Clark asked Mrs. Eldridge and Mr. Kilduff if they would be willing to head up the educational effort in getting the information out to the community about the Charter Commission process and election. Both agreed to head up the educational effort.

VOTE: Mr. Clark entertained a motion to support Mrs. Eldridge and Mr. Kilduff in the effort to educate the public about the Charter Commission process. **So moved Mr. Holden. Second Mr. Nelson. Unanimously voted.**

Appropriation Committee's Budget Process Presentation (see attachment): Ron Eldridge, Chairman

Mr. Eldridge, as Chairman of the Appropriation Committee, presented a PowerPoint Presentation about the fiscal year 2005 process, time line and the three-year projection to 2007. Mr. Eldridge recommended that all departments remain level-funded so that by fiscal year 2005 there would be an actual 3-5% increase in funding availability. He also mentioned that there is a forum scheduled on January 29th at the Hopkins School to address ways to find additional ways of generating revenue.

Department's Goals for FY'04 Presentations

Department Heads presented their accomplishments and goals. Every department also gave a report on how they were reducing spending for fiscal year 2004 in regard to the Board's recommendation of 4% budget reduction for fiscal year 2004. Most departments reported that they were working towards a 2-4% decrease in their budgets. The Town Clerk requested an exemption from this reduction, as she has an extra election this year. Mrs. Stewart, Chairman of the School Department, reported that the School Department received a \$200,000 grant that was received based on the type of growth in population that the Town has had. Mr. Clark thanked everyone for their presentations and encouraged all department heads to continue to look at ways to reduce their budgets.

8:50 p.m. The Board called for a break before continuing with the public meeting.

9:00 p.m. Mr. Clark reopened the public session.

Selectmen's minutes: 11/18/03; 1/6/04 (ES)

The Board agreed to table voting the Selectmen's minutes until the next public session.

One-Day Liquor License request: Southboro Rod & Gun Club

Mr. Clark read a request from the Southborough Rod & Gun Club for a one-day alcoholic beverage license for their Porketta Supper at the clubhouse located at 254 Fruit Street scheduled on Saturday,

February 7, 2004 from 6:00 to 11:00 p.m. Mr. Clark noted that the Police Chief has no problem with issuing the license.

VOTE: Mr. Clark entertained a motion to approve the one-day all alcoholic beverage license to the Southborough Rod & Gun Club for the annual Porketta supper on Saturday, February 7, 2004 from 6:00 p.m. to 11:00 p.m. scheduled at their clubhouse located at 254 Fruit Street. **So moved Mrs. Pratt. Second Mr. Holden. Unanimously voted.**

NOTE (Community Septic Management Program (Title V) \$200,000 (see attachment))

Mr. Kozak presented a Note in the amount of \$200,000 for the Community Septic Management Program Interim Loan relating to Loan Agreement #T5-97-1110-B from the Massachusetts Water Pollution Abatement Trust, and recommended that the Board vote to sign the Note. As the Chairman of the DPW Advisory Committee, Mr. Sonnett made the recommendation on behalf of the Committee, to approve for signature of the Note for the Community Septic Management Program Interim Loan in the amount of \$200,000.

VOTE: Mr. Clark entertained a motion to approve for signature the Note for the Community Septic Management Program Interim in the amount of \$200,000. **So moved Mrs. Pratt. Second Mr. Sonnett. Unanimously voted.**

Annual Town Report Bids (see attachment)

Mr. Kozak presented an analysis of the bids for the 2003 Annual Town Report. Mr. Kozak explained that there were four bids from the following: 1.) Athol Press: an estimated cost of \$4,796.70, with a cost of \$125 for an additional color and \$600 for a processed color cover; 2.) Commonwealth Printing: an estimated cost of \$6,295.50, with a cost of \$750 for a processed color cover; 3.) SelectPS: an estimated cost of \$7,218.65, with a cost of \$189 for an additional color and \$978 for a processed color cover; and 4.) Sterling Printing: an estimated cost of \$9,373.43, with a cost of \$300 for an additional color and \$1,000 for a processed color cover. Based on the cost analysis, Mr. Kozak recommended awarding the bid to Athol Press for an estimated cost of \$4,796.70 being the lowest bidder.

VOTE: Mr. Clark entertained a motion to award Athol Press to print the 2003 Annual Town report with an estimated bid of \$4,796.70, including the additional color and processed color cover costs. **So moved Mr. Holden. Second Mr. Sonnett. Unanimously voted.**

Mrs. Pratt stepped off the Board of Selectmen for the following discussions, as she is an abutter to the Fruit Street property.

Memorandum of Agreement (Fisheries & Wildlife) (see attachment)

Mr. Clark presented a Memorandum of Agreement (MOA) between the Commonwealth of Massachusetts Division of Fisheries and Wildlife and the Town of Hopkinton. He recommended moving forward on the MEPA Phase I allowing the Town to use the existing roadway and facility at the 66 Fruit Street property. He pointed out that there is a Conservation Restriction included with the MOA, but that the Board would not sign the document until the approval of the Environmental Impact Report is received. He recommended that the Board vote to authorize the Chairman to sign the MOA.

VOTE: Mr. Clark entertained a motion to vote to authorize the Chairman of the Board of Selectmen to sign the Memorandum of Agreement between the Commonwealth of Massachusetts Division of Fisheries

and Wildlife and the Town of Hopkinton. **So moved Mr. Sonnett. Second Mr. Holden. Unanimously voted.**

Memorandum of Agreement (Conservation Commission culvert) (see attachment)

Mr. Clark presented a Memorandum of Agreement (MOA) for the Restoration for Fruit Street Temporary Crossing for the Board's signature. He explained the MOA that the wetland crossing and culvert located on the 66 Fruit Street property would remain in place until August 1, 2005 to allow further testing and development of a final plan for the property; and that prior to August 1, 2005 the Town will remove the existing temporary crossing and culvert and restore the area. Mr. Sonnett, as the Chairman of the DPW Advisory Committee, recommended on behalf of the Committee to approve for signature the MOA as presented. Mr. Clark asked if there were any other comments from the Board and the abutter. There were no other comments at this time.

VOTE: Mr. Clark entertained a motion to authorize the Chairman of the Board of Selectmen to sign the Memorandum of Agreement for the Restoration for Fruit Street Temporary Crossing. **So moved Mr. Sonnett. Second Mr. Holden. Unanimously voted.**

Mrs. Pratt stepped back on the Board at this time.

Board of Selectmen's Future Agenda Overview:

Mr. Clark reviewed the Selectmen's future agenda including a discussion at the February 10th Selectmen's meeting about Sunday openings for package stores, review of the Annual Town meeting articles and a TIP Project update.

Public Meeting Adjourned:

9:15 p.m. Mr. Clark entertained a motion to adjourn the public meeting. **So moved Mr. Sonnett. Second Mr. Nelson. Unanimously voted.**

Respectfully submitted,

Geri Holland
Executive Assistant
Date Approved: