

**TOWN OF HOPKINTON  
BOARD OF SELECTMEN  
Meeting Date: July 15, 2003  
MINUTES**

**Members Present:**

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

**Others Present:**

Comcast Technicians: Jim Cosgrove and Russ Phipps  
MetroWest News Reporter: Andy Smith  
Theodore D. Kozak, Executive Secretary  
Geri Holland, Clerk

**6:50 p.m.** Mr. Clark opened the meeting and invited everyone present to stand for the Pledge of Allegiance. Town bills were approved for payment and Town warrants were approved as follows:

- ◆ Town payroll #04-02 (pay period: 7/6/03-7/12/03) for \$116,764.40 (FICA: \$1,306.97)
- ◆ Town accounts payable #03-79 (run date: 7/15/03) for \$530,033.24
- ◆ Town Manual Check #03-80 (run date: 7/15/03) for \$79,477.53
- ◆ School payroll #04-01 (pay period: 6/26/03-7/9/03) for \$107,225.66 (FICA: \$1,373.45)
- ◆ School accounts payable #03-00102 (run date: 7/15/03) for \$181,445.74
- ◆ School accounts payable #03-00103 (run date: 7/15/03) for \$93,638.44
- ◆ School accounts payable #03-00104 (run date: 7/15/03) for \$95,660.89
- ◆ School accounts payable #03-00105 (run date: 7/15/03) for \$290,738.46
- ◆ School accounts payable #03-00106 (run date: 7/15/03) for \$155,378.94

The Board signed the following town warrants on July 19, 2003:

- ◆ Town accounts payable #03-78 (run date: 7/8/03) for \$409,585.67
- ◆ Town payroll #04-01 (pay period: 6/30/03-7/5/03) for \$127,844.17 (FICA: \$1,403.57)
- ◆ School payroll #03-27A (pay period: 6/12/03-6/30/03) for \$11,384.66 (FICA: \$126.12)

Mr. Clark moved out of the public session to call a meeting with the Appropriation Appointing Committee and then reconvene the public session to continue the meeting.

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**7:00 p.m.** Mr. Clark reopened the public session.

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**Legal Expenditures – FY'03 (attachment)**

Mr. Kozak gave a handout of the legal expenditures for FY'03 including Faiman & DeAngelis, Collins & Weinberg, Conn Kavanaugh, and Fay, Spofford & Thorndike for the Town's various departments including the

Board of Selectmen, ZBA, Board of Health, Planning Board, Building Department, Board of Assessors, Police Department, CPA, and Trust Funds. The total being \$116,955.30. Mr. Kozak also reviewed a breakdown of the legal expenses for all the departments. Mrs. Pratt suggested the Board look at ways to recoup legal and engineering funds for 40B projects from the developers. Mr. Clark asked to forward this recommendation to the ZBA for their attention and response. The Board members agreed with this.

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**Reserve Fund Transfers (amended):**

Mr. Kozak explained that the Reserve Fund transfer request of July 1, 2003 had additional expenditures and requests the Board's approval for the Reserve Fund Transfer of an additional \$460 under the unemployment line for the Appropriation Committee's consideration.

**VOTE:** Mr. Sonnett motioned to approve the additional expenditure of \$460 under the unemployment line totaling \$21,512. Second Mrs. Pratt. Unanimously voted.

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**Performance Evaluations: Chief Daugherty and Chief Irvin:**

Mr. Kozak gave his input to the Board on Police Chief Irvin's and Fire Chief Daugherty's performance evaluations for their review. Mr. Clark recommended for the Board to review the input and get back to Mr. Kozak with any recommendations. He said that the Board would discuss this at the August 5<sup>th</sup> Selectmen's meeting.

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**Selectmen Minutes: 5/27; 5/27 (ES); 6/17; 7/1 (ES)**

**1. May 27, 2003:**

**VOTE:** Mr. Clark entertained a motion to approve the May 27, 2003 Selectmen minutes. So moved Mr. Sonnett. Second Mrs. Pratt. Unanimously voted.

**2. May 27, 2003 (executive session):**

**VOTE:** Mr. Clark entertained a motion to approve the May 27, 2003 (executive session) Selectmen minutes. So moved Mr. Sonnett. Second Mr. Nelson. So voted. Mrs. Pratt abstained from the vote, as she was not present at this meeting.

**3. June 17, 2003:**

**VOTE:** Mr. Clark entertained a motion to approve the June 17, 2003 Selectmen minutes. So moved Mr. Sonnett. Second Mr. Holden. Unanimously voted.

**4. July 1, 2003 (executive session):**

**VOTE:** Mr. Clark entertained a motion to approve the July 1, 2003 (executive session) Selectmen minutes. So moved Mr. Sonnett. Second Mr. Holden. Unanimously voted.

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**One Day Liquor License: Weston Nurseries (Bridal Shower: 8/9; 11 a.m.-5 p.m.)**

Mr. Clark read a request from Weston Nurseries for a one-day liquor license for a Bridal Shower event scheduled on August 9, 2003 from 11:00 a.m. to 5:00 p.m. He noted that the Police Chief has no problem with the issuance of this license, as submitted.

**VOTE:** Motion Mr. Sonnett to approve a one-day liquor license request from Weston Nurseries for a Bridal Shower scheduled on August 9, 2003 from 11:00 a.m. to 5:00 p.m. Second Mr. Holden. Unanimously voted.

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**Marathon Fund Requests: Tri-Valley Track Club, Council on Aging, Concerts on the Common**

1. **VOTE:** Mr. Clark entertained a motion to approve the Marathon Fund request from the Tri-Valley Track Club for their *trip to Stanford University in CA for USA Jr. Outdoor Track & Field Championships for \$2,400*. So moved Mr. Holden. Second Mr. Sonnett. Unanimously voted.
  2. **VOTE:** Mr. Clark entertained a motion to approve the Marathon Fund request from the Council on Aging for their *Exercise Program for \$1,600*. So moved Mr. Nelson. Second Mr. Sonnett. Unanimously voted.
  3. **VOTE:** Mr. Clark entertained a motion to approve the Marathon Fund request for the Concerts on the Common Program for *\$1,500*. So moved Mr. Sonnett. Second Mr. Holden. Unanimously voted.
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**Accept Board of Appeals, Associate Member Resignation: Sarah Shepard**

**VOTE:** Mr. Clark entertained a motion to accept with regret a resignation from Sarah Shepard as an Associate member from the Board of Appeals. So moved Mr. Sonnett. Second Mrs. Pratt. Unanimously voted.

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**Accept Town Treasures Gifts: Sheryl & Tom Abate (\$60) and Mary McLeod (\$60)**

**VOTE:** Mr. Clark entertained a motion to accept gifts into the Town Treasures Gift account from Sheryl & Tom Abate for \$60 and Mary McLeod for \$60. So moved Mr. Sonnett. Second Mr. Nelson. Unanimously voted.

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**Appoint Election Workers (One-Year Term: 9/1/03-8/31/04):**

**VOTE:** Mr. Clark entertained a motion to re-appoint the following as Election Works for a one-year term from September 1, 2003 to August 31, 2004: *Maxine Adams, Judith Alessio, Susan Boass, Harold Boudreau, Avis Braley, Patricia Byrne, Mary Carey, Raymond Drawe, Jacquelyn Fahey, Ollie Flannery, Daniel Garner, Elizabeth Garner, Diane Hayward, Kathleen Kearns, Maureen Lavoie, Anne Marcy, Mary Morrissey, Theresa Nealon, Helen O'Brien, John Palitsch, Jean Robertson, Judy Ryan, Carolyn Schmidt, Alfreda White, Frederick White, Walter Wood, Jean Warden, and Marjorie Wright*. So moved Mrs. Pratt. Second Mr. Nelson. Unanimously voted.

**VOTE:** Mr. Clark entertained a motion to appoint the following as Election Workers for a one-year term from September 1, 2003 to August 31, 2004: *Grace Gradie, Carol McBride and Joyce Plucker*. So moved Mr. Holden. Second Mr. Nelson. Unanimously voted.

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**Approve Acceptance of Conveyance: Equus Hill Estates Subdivision (ATM: 5/7/01; Art. 34)**

Mr. Clark reviewed the request from Town Counsel, Attorney Faiman, asking the Board to approve for signature the Acceptance of Conveyance for the Equus Hill Estate Subdivision that was accepted at the May 7, 2003 Annual Town Meeting under Article 34. Mr. Clark reviewed the map of Equus Hill Estates that shows the property. Mr. Clark said that Attorney Faiman would record the Deed, once he receives the completed Acceptance of Conveyance.

**VOTE:** Mr. Clark entertained a motion to approve the Acceptance of Conveyance for the Equus Hill Estate Subdivision. So moved Mr. Sonnett. Second Mr. Nelson. Unanimously voted.

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**7:10 p.m.** Mr. Clark requested a break before commencing the Quarterly meeting at 7:15 p.m. The Board will complete the regular Selectmen's business once the Quarterly meeting has ended.

## Quarterly Meeting July 15, 2003

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**Attendees:** Fire Chief Gary Daugherty; Police Chief Thomas Irvin; J. T. Gaucher, *DPW Director*; Eric Carty, *Water/Sewer Manager*; Carol Walsh, *Director of the Public Library*; Cindy Chesmore, *Director of the Senior Center*; Brian Main, *Director of the Facilities Department*; Paul Giroux, *Facilities Board*; John McVeigh, *Board of Health Administrator*; Michelle Gates, *Historical Commission*; Ron Eldridge, *Chairman of the Appropriation Committee*; Maureen Dwinnell, *Treasurer/Collector*; Al Rogers, *Chairman of the Parks & Recreation Commission*; Brian Morrison, *Chairman of the Conservation Commission*; Robert Bushway, *Principal Assessor*; John Palmer, *Chairman of the Board of Assessors*; Dave Catone, *Capital Improvement Committee*; Heidi Kriger, *Town Accountant*; Nadine Stewart, *Chairman of the School Committee*; Kevin Shaw; Lou Sakin, *Sealer of Weights and Measures*; Ezzat Parnia, *Chairman of the Personnel Committee*;

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**7:15 p.m.** Mr. Clark reconvened the meeting.

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### **MA Town Clerk's Association Announcement: Ann Click, Town Clerk**

Mr. Clark noted that Ann Click had recently qualified for the Massachusetts Town Clerks Association's Certified Massachusetts Municipal Clerks designation. He said that according to the MA Town Clerk's Association only 98 of the Commonwealth's 304 Town Clerks have qualified for this designation in the nine years since its inception, with only eighty-one clerks holding the designation to date. Mr. Clark wished to recognize Mrs. Click for her accomplishment.

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### **Town Department FY'03 Accomplishments and FY'04 Goals and Objectives:**

Mr. Clark gave an overview of the Quarterly meeting agenda which is to focus on Town Department's FY'03 accomplishments and FY'04 goals and objectives and what has transpired from this year's override. He said that the Town would be faced with challenges in managing expenses and producing revenue for FY'05. He explained that the Board of Selectmen has set a goal to reduce the FY'04 expenses by 4% by cost reductions and efficiency improvements. Mr. Clark recommended building teamwork by involving employees in this process. Mr. Clark said that another goal of the Board is to implement an efficient and standardized performance appraisal system with the goal of linking performance to step increase, and communicate and educate the public of the Department's functions, activities and successes. Mr. Clark said that the Board requests Department Heads to look at their fees and fines structure to see if they are appropriate. Mr. Clark asked if there were any questions. Mrs. Pratt said that fees for permits help to pay for employee's salaries and encouraged Department Heads to review their fee structure. Mr. Clark added that the Board would come back in the fall to meet with Department Heads individually to discuss this with them.

Lastly, Mr. Clark said that the Board has a goal to get the Charter Commission up and running to review what the Town structure is and what changes could be done to this structure. He announced that September 4<sup>th</sup> is the Charter Commission's kick-off meeting for volunteers. He invited citizens to become active in this Commission. He said that Tim Kilduff and Marie Eldridge have both agreed to spearhead the Charter Commission efforts.

Mr. Clark invited the various Department Heads to give a brief overview of their FY'03 accomplishments and FY'04 goals.

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**Town Department FY'03 Accomplishments/FY'04 Goals and Objectives (See Attachments):**

The Departments that gave their accomplishments and goals included Police Chief Irvin, Mr. Sakin (Sealer of Weights and Measures); Carol Walsh, Director of the Public Library (*Mrs. Walsh pointed out that the Public Library is closed on Saturdays to help save costs to the Town.*); Mrs. Chesmore, Director of the Senior Center; Fire Chief Daugherty; Al Rogers, Chairman of the Parks & Recreation Commission; John T. Gaucher, DPW Director; (*At this time, there was discussion regarding a recycling plan, which Mr. Clark said that the Board would be addressing this issue at the Board's September 16<sup>th</sup> meeting.*); Robert Bushway, Principal Assessor; Wayne Davies, Zoning Board of Appeals; Michael Shepard, Municipal Building Inspector; Nadine Stewart, Chairman of the School Committee; (*Mr. Clark commented that the Board and School Committee are holding a joint meeting to interview candidates for the vacancy on the School Committee.*); Ezzat Parnia, Chairman of the Personnel Committee; Michelle Gates, Historical Commission; Dave Catone, Capital Improvement Committee; Ronald Eldridge, Chairman of the Appropriation Committee.

Mr. Clark said that at the August 5<sup>th</sup> Selectmen's meeting, the Board would discuss economic development and how to generate revenue outside of raising property taxes. He said that the Board of Health, Zoning Board of Appeals, Conservation Commission, and Planning Board are invited to the August 5<sup>th</sup> meeting to discuss the expansion of the Harvey Facility on Wood Street and how this could have a positive economic benefits to the community.

Mr. Clark said that another area of discussion on the August 5<sup>th</sup> Selectmen's meeting is the makeup of the Downtown Revitalization Committee. Mr. Clark invited input from those participants from the Voices for Vision Forum and wished to encourage participants to keep involved. He said that the participants will have opportunities to become involved in the Charter Commission and the Downtown Revitalization Committee.

Mr. Eldridge commented his belief that there needs to be a continuation of dialogue between the Voices for Vision participants and the Board of Selectmen.

Mr. Clark said that action is needed by the participants to get the process going for the Charter Commission and Downtown Revitalization Committee.

Mr. Eldridge said that challenges have changed since the Forum and reiterated that dialogue needs to continue.

Mr. Nelson said that dialog is a must; however, participants need to be challenged to action and that there needs to be a balance between the dialogue and action.

Mr. Eldridge asked how the Board of Selectmen agreed to a 4% reduction versus other percentages i.e., 2%, 3%, 5%.

Mr. Clark responded that at a public meeting the Board discussed their goals and agreed that expense reduction is very crucial. Mr. Clark said that the Board discussed looking for budget reductions in FY'04 and to challenge Department Heads to reduce their FY'04 budgets and looked at various percentages before agreeing to 4%.

Mr. Eldridge questioned how the Town would maintain services with the 4% reduction.

Mr. Clark responded that the Board requests Departments to increase efficiency while maintaining Town services.

**9:25 p.m.** Mr. Clark thanked Department Heads for their presentations and adjourned the Quarterly meeting and requested a two-minute break before reconvening the public session.

**9:30 p.m.** Mr. Clark reconvened the public session.

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**Delegate Cable Committee: Conduct Cable Television License Renewal Public Hearing**

Mr. Kozak explained that Attorney William August, who represents the Cable Advisory Committee in regards to the cable television license renewal, requests the Board to delegate the Cable Advisory Committee authority to conduct a cable television license renewal hearing that is required for the purpose of identifying the Town's cable-related needs and interest.

**VOTE:** Mr. Sonnett motioned to delegate the Cable Committee to conduct the cable television license renewal public hearing. Second Mr. Nelson. Unanimously voted.

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**EMC Gift**

Mr. Clark read a letter from Sandra Lehane, Global Facilities Project Manger, of EMC's gift in the amount of \$23,750 as EMC's payment to the Town for application to the payment of the work performed under Payment Application #2 of the South Street Traffic & Roadway Improvements Project.

**VOTE:** Mr. Sonnett motioned to accept EMC's gift in the amount of \$23,750 as payment to the Town for application to the payment of the work performed under Payment Application #2 of the South Street Traffic & Roadway Improvements. Second Mr. Nelson. Unanimously voted.

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**Fruit Street Development Committee: MEPA**

Mr. Clark explained that the Fruit Street Development Committee might have a letter sent to the DEP State Agency for the MEPA reviewed process which is due August 1 that would need to be signed by the Chairman of the Board. Mr. Clark asked the Board to authorize him to sign the letter.

**VOTE:** Mr. Sonnett entertained a motion to authorize the Chairman to sign the letter to the EPA. Second Mr. Nelson. Unanimously voted.

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**Sealer of Weights and Measures Grant**

Mr. Kozak explained that Lou Sakin, Sealer of Weights and Measures, requested to apply for a grant to purchase equipment and that the grant application is due at the end of the month. Mr. Kozak requests on behalf of Mr. Sakin that if he is able to apply for the grant that the Board authorize the Chairman of the Board to sign the grant application for submittal to the State.

**VOTE:** Mr. Sonnett motioned to authorize the Chairman of the Board to sign the Sealer of Weights and Measures grant application to purchase equipment. Second Mrs. Pratt. Unanimously voted.

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**Other Comments:**

- ◆ Mr. Clark reviewed the Selectmen's future agenda.
  - ◆ Mr. Sonnett commented about the large attendance by Department Heads at this evening's Quarterly meeting and that the meeting was informative. Mr. Clark added that the Department Heads were well prepared.
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**Meeting Adjourned:**

**9:40 p.m. VOTE:** Mr. Clark entertained a motion to adjourn the public meeting. So moved Mr. Sonnett. Second Mr. Holden. Unanimously voted.

Respectfully submitted,

Geri Holland, Clerk

Date Approved: \_\_\_\_\_