

**TOWN OF HOPKINTON
BOARD OF SELECTMEN
Meeting Date: August 17, 2004
MINUTES**

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

Others Present: HCAM Station Director: Jim Cozzens; MetroWest News: Dave McLaughlin; Ann Click, Town Clerk; Kimberly Collins; Paul Matthews, Public Affairs Program Manager, and Kris Allen, ARC; Selectmen's Office Theodore D. Kozak, Executive Secretary, and Geri Holland.

Public Meeting Opened/Pledge of Allegiance:

7:00 p.m. Mr. Sonnett opened the public meeting and invited everyone to stand for the Pledge of Allegiance. Town warrants and bills were approved for payment.

Board of Selectmen Minutes: 8/3/04; 8/3/04 (ES)

Vote: Mr. Sonnett entertained a motion to approve the August 3, 2004 Selectmen minutes. **So moved Mr. Clark. Second Mrs. Pratt. Unanimously voted.**

Vote: Mr. Sonnett entertained a motion to approve the August 3, 2004 executive session Selectmen minutes. **So moved Mr. Holden. Second Mr. Nelson. Unanimously voted.**

Eagle Scout Proclamation: Andrew E. Jennings (unable to attend)

Mr. Sonnett stated that Eagle Scout, Andrew E. Jennings, was unable to attend the meeting as he is being honored this evening as an Eagle Scout in Weston. Mr. Sonnett read the Eagle Scout Proclamation honoring Mr. Jennings for his accomplishments.

Youth Commission (five (5) vacancies; four (4) terms to 2007; one (1) term to 2008): Kimberly Collins

Mr. Sonnett invited candidate, Kimberly Collins, to give an overview of her background and explain why she would like to serve on the Youth Commission. Ms. Collins said that she has lived in Hopkinton for five years and is an attorney. She explained that although she previously sought a seat on the Marathon Committee, she realized after learning more about the Youth Commission that she believes her interests lie better with the Youth Commission. The Board agreed that Ms. Collins would make an excellent member for the Youth Commission.

Vote: Mr. Sonnett entertained a motion to appoint Kimberly Collins to the Youth Commission for a term to 2007. **So moved Mr. Clark. Second Mrs. Pratt. Unanimously voted.**

Depository Minutes with the Town Clerk: Ann Click, Town Clerk

The Board had a general discussion regarding submitting Minutes to the Town Clerk's Office. Ms. Click stated that there is not a State or Town Bylaw that requires Committees/Boards to submit their meeting's minutes to the Clerk's Office. Mr. Kozak said that the Board had recommended that Committees that report to them submit their minutes to her office, but that it is not a Town policy. Mrs. Click commented that in the 1976 Committee Handbook, it was recommended that at the end of the year for Committees' to submit minutes to the Selectmen's Office and keep them in a bound book. Mr. Clark

recommended that the Board of Selectmen (BoS) consider establishing a policy to submit meeting minutes to the Town Clerk's Office. He said that the BoS could implement this policy this evening for those Committees that are appointed by the BoS. He added that the Board could recommend to elected Boards to consider submitting their minutes to the Town Clerk's Office. He suggested that the Board could then sponsor an article at the next Annual Town meeting to establish a Town Bylaw regarding this policy. Mr. Clark suggested that Boards submit their Meeting Minutes to the Clerk's Office within 60 days after a posted meeting. The BoS considered this suggestion and discussed the timeframe to submit meeting minutes to the Clerk's Office. The BoS also discussed submitting executive session minutes to the Town Clerk's Office, once the issues discussed are completed and not of an executive session nature. Mr. Nelson pointed out that 60 days might not be enough time for those committees that meet once a month. Mr. Sonnett suggested submitting minutes by the 2nd or 3rd week a meeting is held. Mr. Kozak suggested seven days after the minutes are approved. The Board also discussed posting the minutes on the Town's website. Mr. Cozzens, Director of HCAM, said that there are several Committees/Board that submit meeting minutes including the Board of Selectmen and Planning Board. Mr. Sonnett also asked about posting meeting agendas on the website. Mr. Nelson recommended instruction about how to take minutes and record votes etc. Ms. Click pointed out that she hands out an Open Meeting Law Booklet at the time that appointees are sworn into office, which instructs how to post meetings etc. The Board agreed to establish a policy and asked Mr. Kozak to prepare a draft policy to present at the next Selectmen's meeting for their consideration.

ARC of Innovation – 495/MetroWest Corridor Partnership Presentation (see attachment)

Ms. Kristina Allen, Municipal Co-Chair of the 495/MetroWest Corridor Partnership (MWCRP), gave a brief history of the MWCRP. Ms. Allen said that MWCRP was founded to address regional needs through public and private collaboration to improve the economic vitality and quality of life, and to sustain the natural resources in the 495/MetroWest region. Other areas that Ms. Allen talked about included MWCRP's goals, accomplishments and how the Partnership is governed. Mr. Paul Matthews, Public Affairs Program Manager, explained how municipalities benefit from the Partnership. When Mr. Sonnett asked what the central detriment to the economic development of this region is, Ms. Allen responded housing. The Board had a general discussion regarding affordable housing concerns. Mr. Clark pointed out the Town's efforts in addressing the housing situation and referred to the 90 affordable housing units initiative that the Town plans to build on the Fruit Street property for teachers, safety personnel etc. When Mr. Clark asked what MWCRP would like from the Board of Selectmen and the Town of Hopkinton, Ms. Allen responded that MWCRP would like to encourage attendance at forums, political support, and the community to take advantage of educational tools i.e., videos that they have to offer. There was discussion regarding the permitting process and the BoS requested the Partnership to send a copy to the Selectmen's Office. The Board agreed that the MetroWest region needs to become more vocal on the distribution of our tax monies. The Board thanked Ms. Allen and Mr. Matthews for their presentation.

Capital Improvement Committee Report

Mr. Sonnett referred to a letter dated August 12, 2004 from the Capital Improvement Committee (CIC) about their schedule to meet with the Town's various committees/boards to develop planning information for FY'06. As the Board of Selectmen are scheduled to meet with the CIC on September 13th, the Board discussed holding a workshop with those departments that are under the Board's jurisdiction before the September 13th meeting with the CIC to determine their short/long term capital needs. Mr. Clark agreed to attend the CIC September 13th meeting on behalf of the BoS.

State Champion Sign

Mr. Sonnett began a discussion regarding Mr. Clark's idea of installing a State Champion sign i.e., baseball, track etc. at a visible location in town and asked Mr. Clark to explain his idea. Mr. Clark said that he and Mr. Holden both believe that a State Champion sign would recognize the achievement of State Champions and build community pride. The Board agreed to pursue this idea and discussed potential locations, such as across from the Golden Pond located on West Main Street, the logistics of developing a concept plan and design, and funding. The Board agreed to request the DPW Director to develop a concept plan, to contact the School Department to acquire a list of Champion teams. Mr. Cozzens and Mrs.

Holland agreed to work on a visual plan, if needed. After Mr. Nelson recommended the possibility of acquiring funds from the Booster Club and Hopkinton Athletic Association, he agreed to contact them.

Readout Mail:

Mr. Sonnett read a letter from Governor Romney and Lieutenant Governor Kerry Healey that informs the Town that the Commonwealth of MA is releasing the \$120M apportionment for the FY'05 Chapter 90 local transportation aid and that the Town of Hopkinton's Chapter 90's apportionment is \$344,545.

Selectmen Liaisons' Update:

Mrs. Pratt announced the next Charter Commission meeting and said that there are plans for a public forum on September 22nd. Mr. Holden announced a concert on August 26 at the Town Common sponsored by the Hopkinton Historical Society, Hopkinton Cultural Council, and Hopkinton Historical Commission. Mr. Sonnett said that 7th annual luncheon for the Town's seniors is scheduled the next day, August 18, at the Laborer's Training Center by Rep. Paul Loscocco and his family.

Accept Town Treasures Gift:

Vote: Mr. Sonnett entertained a motion to accept a gift for \$60.00 into the Town Treasures' Account from Maureen Tumbleton. **So moved Mrs. Pratt. Second Mr. Clark. Unanimously voted.**

One-Day Liquor License: Southborough Rod & Gun Club (Annual Field Day; Sun. 9/19/04; Noon-6 p.m.)

Mr. Sonnett read the request for a one-day liquor license from the Southborough Rod & Gun Club for their Annual Field Day scheduled on Sunday, September 19, 2004 from noon to 6:00 p.m. Mr. Sonnett noted that the Police Chief has no problem with the issuance of this license.

Vote: Mr. Sonnett entertained a motion to approve the one-day liquor license to the Southborough Rod & Gun Club for their Annual Field Day scheduled on Sunday, September 19, 2004 from noon to 6:00 p.m. **So moved Mrs. Pratt. Second Mr. Clark. Unanimously voted.**

Marathon Expenditures

Mr. Sonnett explained that the Marathon Committee submitted for payment an invoice from B-P Trucking for \$1398.33 a Marathon Fund expenditure that pertains to the 2004 Boston Marathon. Mr. Sonnett noted that the total Marathon Fund Expenditures for 2004 is currently \$39,949.51.

Vote: Mr. Sonnett entertained a motion to approve for payment the invoice from B-P Trucking for \$1398.33. **So moved Mr. Holden. Second Mr. Nelson. Unanimously voted.**

Firefighter's Appointment

Mr. Sonnett gave an overview of the Board's vote at the August 3, 2004 Selectmen's meeting to authorize the Fire Chief to appoint his son should the recommendation from the review committee be in his favor. Mr. Sonnett explained that the Board also agreed to not address the issue of authorizing the Chief to participate in decisions concerning his reappointment, promotion, reclassification, demotion, discipline, determining eligibility for step increases, conducting job performance reviews and his day to day supervision until a decision by the reviewing committee was rendered, and if the decision was in his favor, the Fire Chief could submit another request to the Board. Mr. Sonnett further explained that, since that time, the reviewing committee has recommended the Fire Chief's son for appointment, pending the outcome of his medical exam, CORI check, and psychological assessment. The Board discussed sending a letter to the Fire Chief to authorize him to

participate in decisions concerning his reappointment, promotion, reclassification, demotion, discipline, determining eligibility for step increases, conducting job performance reviews and his day to day supervision, and agreed that this should be done.

Vote: Mr. Sonnett entertained a motion to send a letter to the Fire Chief to authorize him to participate in decisions concerning his reappointment, promotion, reclassification, demotion, discipline, determining eligibility for step increases, conducting job performance reviews and his day to day supervision, pending upon the outcome of his son's medical exam, CORI check, and psychological assessment. **So moved Mr. Nelson. Second Mr. Clark. Unanimously voted.**

Street Name Request: Highland Park IV Subdivision (Stoney Brook Road)

Mr. Sonnett read a letter from Attorney Timothy Nealon, legal counsel for Prime Properties Limited Partnership, the developers of Highland Park IV Subdivision. Attorney Nealon requests on behalf of his client for approval of the street name of a new road that connects two ends of the existing Stoney Road, which has been designated Stoney Brook Road. Mr. Sonnett noted that both Police Chief Irvin and Fire Chief Daugherty have no problem with the name, Stoney Brook Road, as requested.

Vote: Mr. Sonnett entertained a motion to approve the name, Stoney Brook Road, as requested. **So moved Mr. Clark. Second Mr. Nelson. Unanimously voted.**

EMC Corporation Gift

Vote: Mr. Sonnett entertained a motion to accept the gift of \$8695.35 as EMC Corporation's payment to the Town of Hopkinton for application to the payment of the work performed under Payment Application #13 of the South Street Traffic & Roadway Improvements Project. **So moved Mrs. Pratt. Second Mr. Holden. Unanimously voted.**

Public Session Adjourned:

8:45 p.m. Vote: Mr. Sonnett entertained a motion to adjourn the public session. **So moved Mr. Clark. Second Mr. Nelson. Unanimously voted.**

Respectfully submitted,

Geri Holland
Executive Assistant
Date Approved: 9/7/04