

**TOWN OF HOPKINTON  
BOARD OF SELECTMEN  
Meeting Date: September 7, 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: Lisa Kocian, Boston Globe; Ann Click, Town Clerk; Joseph Karner; Dana Philbrook; Maureen Dwinell, Town Treasurer/Collector; Boy Scouts: Matt Dry, Matt Plumb, Daniel Gribben, David Dry; 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.

Mr. Sonnett recognized and welcomed Boy Scouts, Matt Dry, Matt Plumb, Daniel Gribben and their leader David Dry for their interest in the Selectmen's Meeting.

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**Board of Selectmen Minutes: 8/17/04**

**Vote:** Mr. Sonnett entertained a motion to approve the August 17, 2004 Selectmen minutes. **So moved Mr. Clark. Second Mr. Nelson. Unanimously voted.**

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**Notes (Chapter 90): Maureen L. Dwinell, Town Treasurer**

Mrs. Dwinell presented a State Aid Anticipation Note that pertains to Chapter 90 for \$382,639.00 at 1.84% totaling \$384,454.22.

**Vote:** Mr. Sonnett entertained a motion to authorize the State Aid Anticipation Note that pertains to Chapter 90 funding for \$382,639.00. **So moved Mrs. Pratt. Second Mr. Nelson. Unanimously voted.**

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**Capital Improvement Committee (one (1) vacancy; term to 2008): Joseph Karner, and Dana Philbrook**

Mr. Sonnett explained the vacancy on the Capital Improvement Committee that has a term to 2008. He invited candidates to give an overview of their backgrounds. Mr. Karner outlined his background as a software engineer and talked about his membership on the Cable Advisory Committee since 2002 and his participation in the Voices for Vision Civic Engagement Forum in 2003. He added that he has attended CIC meetings and, if appointed, he has the time to serve on this Committee. The Board asked various questions and thanked Mr. Karner for his overview. Mr. Philbrook gave an overview of his background as a CPA and talked about his experience as a financial officer in his current position at Strata Bank. Mr. Philbrook also stated that he has the time to serve, if appointed, to the CIC. The Board asked various questions and thanked Mr. Philbrook for his overview.

**Vote:** Mr. Sonnett entertained a motion to nominate Mr. Karner and Mr. Philbrook for the Board's consideration for the vacancy on the Capital Improvement Committee. **So moved Mr. Clark. Second Mr. Nelson. Unanimously voted.**

**The votes are as follows: Mr. Sonnett: Mr. Philbrook; Mr. Nelson: Mr. Philbrook; Mrs. Pratt: Mr. Karner; Mr. Holden: Mr. Philbrook; Mr. Clark: Mr. Philbrook. The vote is 4-1 in favor of Mr. Philbrook. Mr. Philbrook is appointed to the Capital Improvement Committee for a term to 2008.**

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#### **Personnel Department Training Discussion**

Ms. Pulnick, member of the Personnel Committee (PC), said that based on feedback from employees and the Board of Selectmen, the PC would like to present a communications program this fall to employees under the Salary Administration Plan (SAP). She explained that Amy Downing, Human Resource Director, met with Sharon Wulf, Ph.D., to discuss a communication program that she could present to the Town's employees. She presented the program and explained that the program is a three phase plan. The first phase which would begin this fall would be to identify one's own communication style, the style of others, and how to adapt ones' own communication style. Ms. Pulnick detailed the program saying that Dr. Wulf would first meet with the BoS for one hour to explain the program's goals. Dr. Wulf would then present three sessions for two hours each to employees, and lastly, she would meet with the BoS to summarize her key findings from the three sessions with employees. She said Phase II would be to meet with managers. Phase III which is about conflict management would be recommended by the PC for next fiscal year. She believes that Dr. Wulf would present the program in a non-threatening manner. She said that the cost for Phase I is \$3,200, with an additional \$20 per person for supplies, totaling \$4,200. Ms. Pulnik said that the PC will commit to the program, but asks that the BoS help defray the cost. Mr. Sonnett asked if the training is for the employees to communicate with each other or the public. Ms. Pulnick responded that the program would benefit both communication with each other and the public. Mr. Clark commented, as the liaison to the PC, that he met with the PC about this program and believes that it is a good program and endorses it. He questioned though if Dr. Wulf could apply the last session to summarize the program with the BoS to coaching employees. Mr. Kozak said that his budget could help with the cost. The Board had more discussion regarding the program.

**Vote:** Mr. Sonnett entertained a motion to direct Mr. Kozak to contribute \$2,100 from the Professional Services budget to participate with the Personnel Committee's hiring of Dr. Wulf to present the communication program, as presented. **So moved Mr. Clark. Second Mrs. Pratt. Unanimously voted.**

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#### **Update: Selectmen Liaisons**

Mr. Clark said that he attended the August 31<sup>st</sup> Personnel Committee (PC) meeting. He said that the PC is developing a Reward/Recognition Program for Town employees for longevity, attendance record, better service to the public etc. He said that there is a steering committee that is working to develop this program. Mr. Sonnett added that all three unions (Police, Fire, and AFSCME) have also set-up a study group with their unions to establish a reward program. He commented that this is a "giant" step in working toward the same goals. Mr. Clark said that the PC is also looking at a Pay for Performance Merit Program. He commented that he encouraged the PC to keep working on coming up with a procedure to establish this program. He believes that this program could be proposed at the next Annual Town Meeting in May 2005 and implemented during fiscal year 2006.

Mrs. Pratt talked about the Charter Commission's progress and said that the Commission recently sent a questionnaire throughout the Town. She announced the next public meeting is scheduled on September 22<sup>nd</sup> at the Fire Station, and that the Charter Commission would like public input at the meeting.

Mr. Holden said that one of Hopkinton's honorary citizens, Katherine the Great, recently won a Silver medal at the Olympics and suggested sending a letter of congratulations. Mr. Holden also suggested that the BoS send Birthday Congratulation cards to local residents, Mr. Angelo Collella (age 90), and Ms. Mabel McGee (age 99).

Mrs. Pratt said that Rep. Paul Loscocco attended the most recent Lake Maspenock Preservation Committee meeting. She added that she believes that Lake Maspenock should be included as a capital asset, as well as Whitehall and Hopkinton Reservoir.

Mr. Clark gave a Fruit Street Development Committee update and commented that this project is moving forward. He reviewed the September 9<sup>th</sup> agenda.

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#### **Draft Policy to Deposit Minutes with the Town Clerk (see attachment)**

Mr. Kozak said that he met with Mrs. Click, Town Clerk, and Mr. Cozzens, HCAM Director, to discuss the Public Meeting Minutes Policy that pertains to submitting minutes to the Town Clerk and posting agendas to Mr. Cozzens for the Town's website. Mr. Kozak read the first section of the policy proposal that pertains to submitting minutes to the Clerk's Office. The Board discussed the section about submitting the minutes to the Clerk's Office within 90 days after a posted public meeting. Mrs. Pratt expressed that she believes it should be within 60 days. Mr. Clark talked about the BoS sponsoring an article at the next Annual Town meeting in 2005 to establish a Town Bylaw requiring Committees/Boards to submit their minutes to the Clerk's Office. Mr. Sonnett said that the Board could establish a policy for all those committees that fall under the BoS's jurisdiction and to encourage those elected Board such as the Planning Board, Board of Assessors, School Committee, and Board of Health etc. to also submit their minutes to the Clerk's Office. The Board discussed the issue that this could be done on a trial basis before they sponsor an article at Town meeting. The Board agreed to the policy as submitted, to submit minutes to the Clerk's Office and to the "90 days" after a posted public meeting. Mr. Kozak then read the second section of the policy proposal that pertains to requesting Boards and Committees appointed by the Board of Selectmen to send agendas to the Town's Webmaster at least 48 hours prior to meetings. The Board agreed that as agendas can change, to post at least a draft of their meeting's agendas at least 48 hours before a meeting on the Town's Website. The Board also agreed to strongly encourage all elected Boards and Committees to also comply with the policy.

**Vote:** Mr. Sonnett entertained a motion to approve the Public Meeting Minutes Policy as submitted by Mr. Kozak. **So moved Mr. Clark. Second Mrs. Pratt. Unanimously voted.**

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#### **Federal Vote Act (FVA) Update: Town Clerk**

Mrs. Click clarified the FVA to avoid any confusion regarding the identification process in the upcoming November election. The Board thanked Mrs. Click for her update.

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#### **Local Preparedness Grant Program Application**

Mr. Sonnett said that the Town's Local Preparedness Grant Application that was submitted by the Fire Chief to the Executive Office of Public Safety was approved and the Town was awarded \$12,820. He further explained that the Program is a reimbursable grant. Mr. Sonnett requests the Board's authorization to sign the contract on behalf of the Town.

**Vote:** Mr. Sonnett entertained a motion to authorize the Chairman of the Board to sign the Local Preparedness Grant Contract in the amount of \$12,820. **So moved Mr. Clark. Second Mr. Holden. Unanimously voted.**

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#### **Gift to the Town (William Tetlow)**

Mr. Sonnett read a letter from William Tetlow, 25! Hayward Street, of his gift for \$2,070.80 to the Town for additional project costs for Paolini Corporation to perform extra work for the driveway opening on South Street.

**Vote:** Mr. Sonnett entertained a motion to accept the gift from Mr. Tetlow for \$2,070.80. **So moved Mrs. Pratt. Second Mr. Nelson. Unanimously voted.**

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#### **Phase 4/5 Sewer Project (closeout documents)**

Mr. Sonnett explained that the Project Completion Certification (PCC), Authority to File, and Certifying Authority to File documents that pertains to Phase 4/5 of the Sewer Project, #CWSRF-1470 and #CWSRF-1313, needs to be finalized and closed-out. He further explained that the closeout of these projects couldn't be finalized until the Town authorizes a representative to sign and return the PCC form to the Department of Environmental Protection, and that

as the Water & Sewer Commissioners, the Chairman of the Board of Selectmen (BoS) would be the Town's representative to execute the documents.

**Vote:** Mr. Sonnett entertained a motion to authorize the Chairman of the BoS to sign the Project Completion Certificate, Authority to File and Certifying Authority to File documents pertaining to Phase 4/5 of the Sewer Project, #CWSRF-1470 and #CWSRF-1313. **So moved Mr. Clark. Second Mrs. Pratt. Unanimously voted.**

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**Accept gift into the Town Treasures Account**

**Vote:** Mr. Sonnett entertained a motion to accept gifts from *Bob & Fran Santucci for \$60.00; Kristen Layton for \$60.00; and Karen Weinstein-Millson for \$60.00* into the Town Treasures Gift Account. **So moved Mr. Nelson. Second Mrs. Pratt. Unanimously voted.**

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**Accept gift into the Ambulance Gift Account**

**Vote:** Mr. Sonnett entertained a motion to accept a gift from Beverly M. McIntyre for \$25.00 into the Ambulance Gift Account. **So moved Mr. Clark. Second Mr. Holden. Unanimously voted.**

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**Adopt Street Layout Reports (voted at the May 2004 ATM)**

Mr. Sonnett explained the letter of request from Town Counsel that the Board vote to adopt the reports on the layout of Wescott Drive, Daniel Shays Road, Baldwin Lane, Honeysuckle Circle, Washington Lane and Wild Road, each of which were voted by the Town at the May 2004 Annual Town Meeting.

**Vote:** Mr. Sonnett entertained a motion that the Board adopts the reports on the layout of Wescott Drive, Daniel Shays Road, Baldwin Lane, Honeysuckle Circle, Washington Lane and Wild Road. **So moved Mr. Clark. Second Mrs. Pratt. Unanimously voted.**

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**Tax Credit Work Off Program: Peg Zilembo**

**Vote:** Mr. Sonnett entertained a motion to approve an application from Peg Zilembo to the Tax Credit Work-Off Program for calendar year 2004. **So moved Mrs. Pratt. Second Mr. Nelson. Unanimously voted.**

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**One-Day Liquor License Request: Hadassah New England, Sunday, 9/12, Weston Nurseries, 3-7 p.m.)**

Mr. Sonnett read a letter from the organization, Hadassah New England that requests a one-day all liquor license for a New Chapter Launch Celebration on September 12<sup>th</sup> from 3:00 p.m. to 7:00 p.m. at Weston Nurseries, 93 East Main Street, in the Garden Center. Mr. Sonnett noted that the Police Chief has no problem with the issuance of the license.

**Vote:** Mr. Sonnett entertained a motion to approve the one-day all liquor license from the organization, Hadassah New England, on September 12<sup>th</sup> from 3:00 p.m. to 7:00 p.m. at Weston Nurseries. **So moved Mr. Holden. Second Mr. Nelson. Unanimously voted.**

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**Accept Conservation Commission Resignation: Mark Bullinger**

Mr. Sonnett read a letter from Mark Bullinger of his resignation from the Conservation Commission, as he no longer has the time to serve. Mr. Sonnett noted that Mr. Bullinger has agreed to remain on the Commission until the end of September.

**Vote:** Mr. Sonnett entertained a motion to accept Mark Bullinger's resignation with regret effective September 30, 2004. **So moved Mr. Clark. Second Mr. Holden. Unanimously voted.** The Board requests to send a letter of thanks to Mr. Bullinger for his service on the Conservation Commission.

Mr. Sonnett announced there are currently two Conservation Commission vacancies, with one term to 2007 and the other term is to 2005. He invited interested individuals to submit their letter of interest to the Selectmen's Office.

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**Accept Revenue Enhancement Committee resignation: Beth Herlihy (at Large)**

Mr. Sonnett read a letter from Beth Herlihy of her resignation to the Revenue Enhancement Committee, as she no longer has the time to serve on the committee. Mr. Sonnett noted that the resignation is effective immediately.

**Vote:** Mr. Sonnett entertained a motion to accept with regret the resignation from Beth Herlihy from the Revenue Enhancement Committee effective immediately. **So moved Mr. Nelson. Second Mr. Holden. Unanimously voted.** The Board requests to send a letter of thanks to Ms. Herlihy for her service on the Revenue Enhancement Committee.

Mr. Sonnett announced the at large Revenue Enhancement Committee vacancy and invited interested individuals to submit their letter of interest to the Selectmen's Office.

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**Meeting Adjourned:**

**Vote:** Mr. Sonnett entertained a motion to adjourn the public meeting. **So moved Mr. Clark. Second Mr. Holden. Unanimously voted.**

Respectfully submitted,

Geri Holland  
Executive Assistant  
Date approved: 9/21/04