

**TOWN OF HOPKINTON**  
**BOARD OF SELECTMEN**  
**Meeting Date: October 19, 2004**  
**MINUTES**

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

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**Others Present:** HCAM Station Director: Jim Cozzens; Robert Falcione, HopNews; Ann Click, Town Clerk; Maureen L. Dwinell, Town Treasurer/Collector; Margaret Wiggin, Hopkinton Cultural Council; Ezat Parnia, Chairman – Personnel Committee; Carol DeVeuve; Selectmen's Office Theodore D. Kozak, Executive Secretary, and Geri Holland.

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**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.

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**Board of Selectmen Minutes: 10/5/04**

**Vote:** Mr. Sonnett entertained a motion to approve the October 5, 2004 Selectmen's minutes. **So moved Mr. Clark. Second Mrs. Pratt. Unanimously voted.**

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**Appointing Appropriation Committee: 10/5/04**

**Vote:** Mr. Sonnett entertained a motion to approve the October 5, 2004 Appointing Appropriation Committee minutes. **So moved Mr. Clark. Second Mrs. Pratt. Unanimously voted.**

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**MA Water Pollution Abatement Trust Loan: Maureen L. Dwinell, Town Treasurer/Collector**

Mrs. Dwinell explained the request for the Board's approval to authorize her to sign the bond relating to the Town's borrowing from the Massachusetts Water Pollution Abatement Trust that pertains to the infiltration and inflow study.

**Vote:** Mr. Sonnett entertained a motion to Authorize Mrs. Dwinell to sign the bond, as requested. **So moved Mr. Nelson. Second Mr. Clark. Unanimously voted.**

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**Election Overview and Election Workers' Appointments**

Mrs. Click gave an overview of the Election process and presented names of residents to be appointed as election workers in addition to those who have already been appointed this year. She explained that there is no limit to the number of election workers that can be placed in the election worker pool. Mr. Clark noted that Blanche Driscoll's address is incorrect and stated her correct address.

**Vote:** Mr. Sonnett entertained a motion to approve the appointment of the following as Election Workers with terms to expire August 31, 2005: Florence Connolly, Nancy Drawe, Blanche Driscoll, George Gross, Rose Leveille, Virginia Mahar, Lynn Marquedant, John McInerney, Therese Robert-Birri, Nora Schwartz, Francis Seariac, and Ruth Ziglear. **So moved Mr. Clark. Second Mr. Nelson. Unanimously voted.**

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**Public Hearing: Cornell's Pub (premises' alteration)**

**7:10 p.m.** Mr. Sonnett entertained a motion to open the public hearing. **So moved Mr. Clark. Second Mrs. Pratt. Unanimously voted.**

Mr. Sonnett read the public hearing notice on the application of Cornell's, Inc. to alter the premises located at 229 Hayden Rowe Street to add a 20'X20' fenced in area on the north side of the building. Mr. Sonnett read a letter from Robert Cornell, President of Cornell's, Inc., to withdraw the application to change the existing license.

**7:25 p.m.** Mr. Sonnett entertained a motion to close the public hearing. **So moved Mr. Nelson. Second Mrs. Pratt. Unanimously voted.**

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**Hopkinton Cultural Council: Margaret Wiggin**

Ms. Wiggin explained that the purpose of the Cultural Council is to administer the distribution of funds provided by the State Lottery for a variety of cultural purposes. She said that the Council could also sponsor activities to promote and encourage the arts. She said that there are presently six members on the Council, and talked about the process in distributing the funds. She said that over the last two years approximately \$2,000 has been distributed for various programs including the Council on Aging, the Cultural Arts Alliance, music concerts and the Public Library. Mr. Sonnett asked if there are typically more applications than funds. Ms. Wiggin replied yes, and that out of 21 applications received last year, seven applications were awarded funds. Mr. Nelson asked if there is a formula in acquiring grant money for the Cultural Council. Ms. Wiggin was not sure about this. Mr. Sonnett asked that the Selectmen's Office contact State Representative Paul Loscocco to ask for assistance in obtaining grant money to help fund the Cultural Council. Ms. Wiggin said that the Council needs more volunteers. Mr. Sonnett encouraged interested persons to contact the Selectmen's Office. Mrs. Pratt asked how often the Council meets. Ms. Wiggin replied about two or three times a year. Mr. Clark recommended contacting Dora Garabedian, President of the Cultural Arts Alliance, to question if there are any volunteers from that organization. Ms. Wiggin replied that the Cultural Council has done this, but would re-contact them again. The Board thanked Ms. Wiggin for attending the meeting and giving an overview of the Hopkinton Cultural Council's mission.

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**Recognition & Rewards Program: Personnel Committee**

Dr. Ezat Parnia, Chairman of the Personnel Committee, gave a presentation about the Recognition and Rewards program that Amy Downing, Director of the Human Resource Department and the Recognition and Rewards Steering Committee (RRSTC), have been developing, and requests the Board of Selectmen's support of the program. Dr. Parnia said that the RRSTC consists of employees from various Town Departments, and recognized them by name thanking them publicly. Dr. Parnia highlighted the components of the program including: 1.) Innovations Incentive Program: This program encourages employees to recommend ways to decrease costs, improve services and increase customer satisfaction. He said that the Human Resource Director and members of the Personnel Committee will review proposals and successful participants will receive their choice of reward for thinking "outside the box". He explained the rewards ranging from a charitable donation to compensatory time off or a \$50 American Express gift certificate. 2.) Attendance Program: Commencing January 1, 2005, the program will begin by announcing those names of employees using less than one day of sick time within a six month time period. He said that the names will be put into a raffle, and the employee whose name is drawn will receive a \$50 reward; 3.) Years of Service Recognition: This program will recognize those employees who have worked for the Town in excess of 20 years, with announcements in the local newspapers and the Town's website. 4.) Employee Family Day: An employee picnic in August 2005 at the Laborer's Training Center. Dr. Parnia added that the Personnel Committee has also sponsored two employee breakfasts, which he said have both been well attended.

Mr. Sonnett commented that this is a great program and thanked the Personnel Committee, Amy Downing, and members of the RRSTC for their hard work in developing this program.

Mr. Clark said that he met with the Personnel Committee, and supports their efforts. He asked about the Attendance Program and why the program is using less than one day of sick time versus zero sick days. Mr. Kozak explained that an hourly employee could use less than one day should they become ill during the workday. Mr. Clark commented that this program is on a good start. He presented a scenario for employees to stretch their cost savings idea of saving the Town \$10,000 and share in the cost savings such as 5%. He said that this idea would have to be measured adequately, and

secondly, if the public sector can allow this whereas it is allowable in the private sector. He added that sharing in the savings could motivate employees to consider this idea.

Dr. Parnia said that the RRSTC's effort in establishing the Recognition & Rewards Program is ongoing, and that the RRSTC will continue to explore options. He commented that in regards to Mr. Clark's idea regarding employees receiving a share of savings would need to be researched to make sure that there is no conflict in allowing this in the public sector. Dr. Parnia said that the employees who are on the RRSTC are a good team, and thanked the Board of Selectmen for their support. The Board thanked Dr. Parnia for his presentation.

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### **Selectmen Liaisons Update**

Mrs. Pratt announced the Charter Commission meeting scheduled on October 20 at 7:00 p.m. in the Fire Station.

Mr. Clark gave an update about his recent meeting, as the Town's representative, relative to the exchange of parcels of land owned by the E.L. Harvey /Town of Westboro, with the Department of Conservation and Recreation (DCR) and the Westborough Hopkinton Street Trust to discuss the structure and implementation of a "management and use agreement" to transfer property in Hopkinton and Westborough to the Trust. Mr. Clark gave an account of the meeting, and said that the next meeting is scheduled in November.

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### **Committee Vacancies Announcements**

Mr. Sonnett read the list of vacancies on the following committees from the Town's website as follows: one vacancy on the Board of Appeals (Associate member); two vacancies on the Conservation Commission; one vacancy on the Recycling Committee; one vacancy on the Regional Affordable Housing Committee; two vacancies on the Youth Commission; six vacancies on the Voices for Vision Civic Engagement Committee; and several vacancies on the Hopkinton Cultural Council. He encouraged interested persons to contact the Selectmen's Office for more information about these vacancies.

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### **Readout Mail**

Mr. Sonnett read a letter from the MA Department of Revenue that announced the matching funds under the Community Preservation Act reflecting surcharges on property taxes during Fiscal year 2004. It was noted that the award for Hopkinton is \$513,429, and would be distributed on October 15, 2004. Mr. Clark commented that the Community Preservation Act is a great program and has given the Town the opportunity to move closer to the development of the Fruit Street property, as the Community Preservation funds would be used to build athletic fields, affordable housing units etc.

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### **Stop Sign: Thayer Heights Road at the Thayer Heights Road/Ash Street Intersection**

Mr. Sonnett explained that a resident requested a stop sign at the Thayer Heights/ Ash Street intersection because of safety reasons, and both the Police Chief and DPW Director concur with the request. He noted that Chief Irvin reported that a sign at this intersection is consistent with the stop signs already in place in this development.

**Vote:** Mr. Sonnett entertained a motion to approve the placement of a stop sign on Thayer Heights Road at the Thayer Heights/Ash Street intersection, and to direct the DPW Director to place the stop sign at this location. **So moved Mr. Clark. Second Mrs. Pratt. Unanimously voted.**

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### **MA State Police Academy Leave of Absence Request from Police Officer Scott VanRaalten**

Mr. Sonnett paraphrased a letter from Police Chief Irvin of Police Officer Scott VanRaalten's acceptance of an offer to join the MA State Police Academy beginning November 1, 2004. In his letter, Chief Irvin explained that Officer Van Raalten requested a three-month leave of absence which, under contract, is allowed based on the approval of the Police Chief and the Board of Selectmen. Mr. Sonnett said that Police Chief Irvin requests the Board of Selectmen to grant Officer

VanRaalten a leave of absence, effective October 31, 2004, of at least one month, and no longer than three months, with the leave ending before three months should the Police Department find a replacement for Officer VanRaalten.

**Vote:** Mr. Sonnett entertained a motion to approve Police Chief Irvin's request to grant Officer VanRaalten a leave of absence, effective October 31, 2004, of at least one month, and no longer than three months, with the leave ending before three months should the Police Department find a replacement for Officer VanRaalten. **So moved Mr. Clark. Second Mr. Nelson. Unanimously voted.**

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**Proclamation: United Nations Day (October 24<sup>th</sup>)**

Mr. Sonnett paraphrased a letter from the United Nations Association of Greater Boston requesting the Town to celebrate United Nations Day, October 24, with a focus on "Women's Rights and Empowerment: The Millennium Development Goals and Gender Equity". He also noted that the United Nations encourages flying the United Nations flag over all municipal buildings. Mr. Sonnett commented that he supports women's rights, but would like to discuss this if it's appropriate to approve the proclamation due to the United Nations not supporting the United States war efforts against terrorism. Mr. Nelson stated his support of women's rights, but is concerned with the United Nations not supporting the United States with the war in Iraq. He also stated his concern with flying the UN flag over any municipal building. Mrs. Pratt also agreed with supporting women's rights, but is concerned that the United Nations did not join the United States in the war. She does not support flying the United Nations flag over the Town Hall. Although, she said that she does not want to see the United Nations fall apart like the League of Nations did. She hopes that the United Nations organization stays together. Mr. Clark commented that this is the case of someone taking a good issue and hiding behind it. He also agreed with not flying the flag over the Town Hall, and would not encourage the School Department or citizens to fly the UN Flag. He said that the issue of gender equality is not the issue, but rather it's the issue of the United Nations not helping women in Iraq and Afghanistan. He added that this issue is not germane to Hopkinton and that the United Nations does not deserve our support. Mr. Sonnett said that he shares the views of the Selectmen, and believes it is "outrageous" to use this issue (women's rights) to seek a day of celebration.

**Vote:** Mr. Sonnett asked if there was a motion to approve the United Nations Day Proclamation. Mr. Sonnett noted that there was no motion.

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**Accept gifts: Town Treasures Gift Account**

**Vote:** Mr. Sonnett entertained a motion to approve a gift into the Town Treasures Gift Account from Sheila Cooke-Goodwin for \$60.00 and Margaret Cowart for \$60.00. **So moved Mr. Clark. Second Mr. Nelson. Unanimously voted.**

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**Accept gift: Ambulance Gift Account**

**Vote:** Mr. Sonnett entertained a motion to approve gifts into the Ambulance Gift Account made in memory of Thomas Connelly from Chuck and Sue Hill for \$25.00. **So moved Mr. Clark. Second Mrs. Pratt. Unanimously voted.**

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**Accept Cable Committee Resignation: Joseph Karner**

Mr. Sonnett read a letter from Joseph Karner informing the Board of his resignation from the Cable Committee. Mr. Sonnett explained the Mr. Karner was recently appointed to the Appropriation Committee and can no longer serve on another Board or Committee according to Town By-law.

**Vote:** Mr. Sonnett entertained a motion to approve Joseph Karner's resignation with regret effective immediately. **So moved Mr. Clark. Second Mrs. Pratt. Unanimously voted.** The Board requests to send a thank you letter to Mr. Karner for his service on the Cable Committee.

Cable Committee vacancy announcement:

Mr. Sonnett announced the vacancy on the Cable Committee and invited interested persons to contact the Selectmen's Office.

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**Holiday Tree Request: *Project Just Because***

Mr. Sonnett read a memo from Cherylann Lambert Walsh, Founder of Project Just Because, that requests to place a small Christmas tree in the front lobby of the Town Hall, where the Project's drop-off box is located, from November 1 through December 24. The tree will be hung with stars that will include information for name of anyone who is interested in sponsoring a child's wish. The Board discussed the requested timeframe and agreed to allow the placement of the tree on November 26 the day after Thanksgiving, as they believe November 1 is too early to begin the holiday season. The Board also agreed that this project would be done in conjunction with the Selectmen's Office.

**Vote:** Mr. Sonnett entertained a motion to approve the request from Cherylann Lambert Walsh, Founder of Project Just Because, to place a small Christmas Tree in the front lobby of the Town Hall, where the Project's drop-off box is located, from November 26 to December 24. **So moved Mr. Clark. Second Mr. Nelson. Unanimously voted.**

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**Future Agenda Schedule and Quarterly Meeting Date:**

The Board agreed to meet November 9 and 23 and to hold the Quarterly meeting on November 30. Mr. Kozak explained that the Quarterly meeting will be held at the Middle School Lecture Room for a workshop on the Town's insurance liability to train committee volunteers. He also said that Town Counsel and the Town's insurance representatives will be attending.

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**Public Forum Announcement**

Mr. Sonnett gave a brief overview of the Public Forum segment at the Selectmen's meetings for residents to voice their opinions, ideas or ask any questions that they might have regarding Town Government, that the Board implemented recently. He encouraged residents to come forward and use this segment as an opportunity to voice their ideas.

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**Meeting Adjourned:**

**8:20 p.m. Vote:** Mr. Sonnett entertained a motion to adjourn the public meeting. **So moved Mr. Clark. Second Mr. Nelson. Unanimously voted.**

Respectfully submitted

Geri Holland  
Executive Assistant

Date Approved: 11/9/04