

TOWN OF HOPKINTON

BOARD OF SELECTMEN

Meeting Date: March 29, 2005

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: Michael Torosian; MetroWest News: Kathy Flynn; HopNews: Robert Falcione; Town Counsel: Attorney Laurence Faiman; Ronald Eldridge, Appropriation Committee Vice Chairman; Board of Assessors: Dr. John Duffy, Chairman, John Palmer, and Robert Bushway, Principle Assessor; Police Chief Thomas Irvin; Fire Chief Gary Daugherty; Michael Shepard, Municipal Building Inspector; Maureen Dwinell, Town Treasurer/Collector; Nancy Peters, Board of Health Chairman; Personnel Committee: Kimberly Pulnik, Elaine Cinelli, and Lesley Ficari; Amy Downing: Human Resource Director; Ken Weismantel, Cemetery Commissioner; Conservation Commission: Brian Morrison, Chairman; Board of Appeals: Wayne Davies, Chairman; School Committee: David Stoldt, Chairman; Rownak Hussain, Hopkinton Public Library Director; Master Plan Committee: Muriel Kramer; Tricia Rae, Jeff Furber, Gail Clifford, Eva Beede Ethan Burnham-Fay, Selectmen's Office Theodore D. Kozak, Executive Secretary, and Geri Holland.

Quarterly 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.

53E½ Revolving Fund Account Overview: *Attorney Laurence Faiman, Town Counsel*

Attorney Faiman, Town Counsel, presented an overview of the Municipal Revolving Funds, MA Gen. Laws Ch. 44, Sec. 53E ½ (see attachment) that included how to establish an account and the purpose of the fund. Attorney Faiman emphasized that the fund may only be used for expenses associated with the program or services that generates the fees. There was a discussion about the funds purpose and procedures. Mr. Sonnett thanked Attorney Faiman for his presentation.

Appropriation Committee Update: *Ronald Eldridge, Vice-Chairman of the Appropriation Committee*

Mr. Eldridge, Vice-Chairman of the Appropriation Committee, talked about the Town's budget being "very tight" and "getting tighter". He added that the various Town Boards and Committees have been very cooperative and participatory in the budgeting process. Mr. Eldridge commented that the Appropriation Committee is presently considering three options to deal with a revenue shortfall that is to ask department's to cut back, draw from the Town's Stabilization Fund, or a general override. When Mr. Sonnett asked what was the biggest pressure on the budget, Mr. Eldridge replied the Town's salaries and benefits especially the insurance costs. He added that asset replacements and maintenance of Town-owned buildings. Mrs. Pratt asked how low the stabilization fund could get without jeopardizing the Town's bond rating. Mrs. Dwinell responded that if the fund get too low, it would be looked at critically. Mr. Eldridge commented that the Town would be using the stabilization funds this year. There was a general discussion. Mr. Stoldt, Chairman of the School Committee, gave a handout and addressed the School's future school needs versus projected Town-wide revenues (see attachment).

Mr. Kozak commented that the Town was just approved membership into the Marlborough-Framingham Region Economic Target Area (ETA), the Town now has the means necessary to stimulate economic development existing businesses.

FY'06 Real Estate Tax Projection Presentation: *Dr. John Duffy, Chairman of the Board of Assessors*

Dr. Duffy, Chairman of the Board of Assessors, gave a general overview of Fiscal Year 2006 Real Estate Tax Projections through a PowerPoint Presentation (see attachment). Dr. Duffy explained that the estimate of the FY'06 Real Estate tax rate is \$12.10 per 1,000 valuation, which would result in an increase of \$253.00 for an average home over the FY'05 Real Estate taxes. Dr. Duffy commented that this rate is a bit of a relief as it's the first time in several years that commercial and industrial property values will increase. Dr. Duffy talked about how an override would effect the tax rate increases, and provided information, which allows taxpayers to calculate their FY'06 tax effect based on different scenarios that could occur at the Town meeting. Mr. Sonnett thanked Dr. Duffy for the Board of Assessors' overview.

Re-Appointments Process of Committee Members Discussion

Mr. Sonnett presented the Board's recommendation that pertains to the re-appointment process of all those appointees whose terms expire at the end of the fiscal year. He said that the Selectmen's Office would start the process in March by sending out letters requesting information such as if the member has been attending meeting, and if they wish to be re-appointed. He said that this year the Committee Chairs recommendations and responses by committee members are due into the Selectmen's Office by April 15th. At the April 19th Selectmen meeting, the Board would discuss re-appointments and advise any candidates for re-appointment of a required interview to be re-appointed. At the May 10th Selectmen's meeting, the Board would hold interviews with selected candidates at the re-appointment hearing and vote the re-appointments.

Permitting Process Update: *Theodore D. Kozak, Executive Secretary*

Mr. Kozak, Executive Secretary, gave an update of the Guide for Business Owners and Developers that was created a few years ago by the Municipal Building Inspector, Town Planner, Board of Health Administrator, and Conservation Commission. He said that the Economic Commission & Development Financing Authority recently reviewed the Guide and determined to update it. The ECDFFA asked him along with the aforementioned various Departments to review their revisions. Mr. Kozak said that the Municipal Inspector, Michael Shepard, Planning Director, Elaine Lazarus, Health Administrator, Tom Ryder, and Don McAdam, Conservation Administrator, have been meeting monthly to review and update the Guide. He said that once the Guide is done, they would like to hold monthly meeting with those departments that might be working on the same project and hold discussion regarding the project. Mr. Kozak said that they are also looking at permitting software. Mr. Shepard pointed out that the 53E ½ Account could be used to offset the costs of the software. Mr. Holden asked if the final Guide could be sent to real estate agents and the Chamber of Commerce. Mr. Kozak replied yes. There was a general discussion regarding the Guide. Mr. Davies, Chairman of the Board of Appeals, suggested sharing consultants between the various department when working on the same project, and perhaps utilize the 53E½ account for this purpose.

Other Department overviews:

Mr. Sonnett asked the Department heads if there were any other comments that they would like to make. Mr. Morrison commented that the Conservation Commission is looking for new members to fill two

vacancies on the Commission. Mr. Sonnett replied that the Board of Selectmen is scheduling interviews with those candidates who have applied to the Conservation Commission at the April 5th Selectmen's meeting. Fire Chief Daugherty commented that he recently received a grant in the amount of \$25,000 for the Firefighter's Public Safety Equipment Grant Program for Fiscal Year 2005. Police Chief Irvin commented that the Police Department would be holding more tours of the new Police Station after the Boston Marathon on an appointment basis. Chief Irvin also commented that he is impressed with the Town's new insurance carrier, MIIA, and their intensive training programs. Fire Chief Daugherty added that MIIA is also conducting training program's for his department and the DPW. Ms. Peters, Chairman of the Board of Health, commented about Mr. Ryder's, Health Administrator, efforts in working towards the permitting software program, and that there is a presentation about this program on April 6th. Mr. Weismantel, Cemetery Commissioner, said that the specifications for the new fence for the cemetery is presently being reviewed and that the new fence would be installed soon. Ms. Kramer, Master Plan Committee, talked about the recent survey that was sent throughout the community, showed that some of the areas of interest by residents include a strong school system, youth programs, and an improved library. She said that the Master Plan Committee plans to present the final report to the Planning Board before presenting it to the Board of Selectmen. Mr. Holden commented, on behalf of the Parks & Recreation Department, that residents are now able to register for spring and summer programs on line. Other departments that made a brief comment include Mr. Duffy, Chairman of the Capital Improvement Committee, Ms. Downing, Human Resource Director, and Mrs. Dwinell, Town Treasurer/Collector. Mr. Sonnett spoke about the strong spirit of volunteerism in the community.

8:20 p.m. Mr. Sonnett called for a ten (10)- minute break, before continuing the public meeting.

8:30 p.m. Mr. Sonnett re-opened the public meeting.

Selectmen's minutes: 3/15/05; 3/15/05 Executive Session

1. March 15, 2005 Selectmen's Minutes:

Vote: Mr. Sonnett entertained a motion to approve the March 15, 2005 Selectmen's minutes. **So moved Mr. Holden. Second Mr. Nelson. Unanimously voted.**

2. March 15, 2005 (Executive Session) Selectmen's Minutes:

Vote: Mr. Sonnett entertained a motion to approve the March 15, 2005 executive session Selectmen's minutes. **So moved Mr. Holden. Second Mr. Clark. Unanimously voted.** As Mr. Nelson was not present at this executive session, he abstained from the vote.

New England Laborers' Training Trust Fund Gift

Dr. Duffy, Chairman of the Board of Assessors, said that the New England Laborers' Training Trust Fund (NELTTF) submitted a gift of \$15,000 in lieu of taxes for new computer equipment for the Assessors' Office. He commented that NELTTF would make a gift to the Town of Hopkinton in lieu of taxes from year to year to help defray the cost of specific expenses of the Town. Dr. Duffy asked the Board to accept the gift from them. Mr. Sonnett read a letter from James Merloni, Jr. Administrator of the NELTTF informing the Town of their gift to the Town of Hopkinton in lieu of taxes. Dr. Duffy said that he and Mr. Sonnett were invited to attend a luncheon at the New England Laborers' Training Camp on April 11. He added that, at that time, he would present a plaque to them in appreciation of their contributions to the Town.

Vote: Mr. Sonnett entertained a motion to accept the gift of \$15,000 from New England Laborers' Training Trust Fund that is submitted in lieu of taxes for new computer equipment for the Assessors' Office. **So moved Mr. Clark. Second Mrs. Pratt. Unanimously voted.**

Nomination of Animal Inspectors: *William Proctor*

Vote: Mr. Sonnett entertained a motion to nominate William Proctor Inspector of Animals effective for one-year to April 30, 2006. **So moved Mrs. Pratt. Second Mr. Holden. Unanimously voted.**

Nomination of Animal Inspector: *Cynthia Proctor*

Vote: Mr. Sonnett entertained a motion to nominate Cynthia Proctor Inspector of Animals effective for one-year to April 30, 2006. **So moved Mr. Clark. Second Mrs. Pratt. Unanimously voted.**

Special Officer and Auxiliary Police (term to 2005): *Leo J. Kopec*

Vote: Mr. Sonnett entertained a motion to appoint Leo J. Kopec as a Special Officer and Auxiliary Police Officer for a term to 2005. **So moved Mrs. Pratt. Second Mr. Holden. Unanimously voted.**

Financial Management Review Request from the MA Department of Revenue Discussion

Mr. Kozak talked about the Charter Commission's request to the Board of Selectmen for a financial management review from the Massachusetts Department of Revenue, which is available free to any city or town in MA. He said that the financial management review would take into consideration topics such as Hopkinton's budget process and financial policies, and the process would take about three-four months. Mr. Kozak commented that the Town has not had this service performed before, and recommended that the Board approve this request. The Board agreed to take advantage of this opportunity.

Vote: Mr. Sonnett entertained a motion to request a Financial Management Review from the Massachusetts Department of Revenue, as recommended by the Charter Commission. **So moved Mr. Clark. Second Mrs. Pratt. Unanimously voted.**

Tax Increment Financing (TIF) sub-committee

Mr. Sonnett commented that a Tax Increment Financing (TIF) sub-committee is needed to become a negotiation team, to negotiate with a company that is interested in property on South Street. Mr. Kozak added as the Town was recently approved a membership into the Marlborough-Framingham Region Economic Target Area (ETA), the Town has the necessary means to negotiate with this company under the State's EDIP, that includes a 5% EOA investment Tax Credit and property tax relief in the form of Tax Increment Financing. Mr. Kozak's recommendation of the TIF sub-committee membership include himself, Mr. Sonnett (Board of Selectmen), Mr. Perry (Economic Commission & Development Financing Authority), Dr. Duffy (Board of Assessors) and a designee from the Appropriation Committee. He added that Mr. Cowart, Chairman of the Appropriation Committee, would submit the name of a representative.

Vote: Mr. Sonnett entertained a motion to approve the formation of the Tax Increment financing (TIF) sub-committee to include Mr. Kozak, Mr. Sonnett, Mr. Perry, Dr. Duffy, and a representative from the Appropriation Committee. **So moved Mr. Clark. Second Mr. Nelson. Unanimously voted.**

One-Day Wine and Beer License Request: *Hopkinton Athletic Association (HAA)*

Mr. Holden requested, on behalf of the Hopkinton Athletic Association (HAA), a one day beer and wine license for the Boston Marathon Kick-Off Dinner, 'Hopkinton...It All Starts Here', scheduled on Saturday, April 9, 2005 at Weston Nurseries from 6:30 p.m. to 11:00 p.m. Mr. Holden said that the HAA will be celebrating at "Mile 1" with special guests Dick and Rick Hoyt, the Massachusetts father and son team known world-wide for competing together in marathons and triathlons.

Vote: Mr. Sonnett entertained a motion to approve the one day beer and wine license to the Hopkinton Athletic Association for the Boston Marathon Kick-Off Dinner on Saturday, April 9, 2004 at Weston Nurseries from 6:30 p.m. to 11:00 p.m. **So moved Mr. Nelson. Second Mrs. Pratt. Unanimously voted.**

Marathon Photo Project:

Mr. Holden announced that the Hopkinton Athletic Association (HAA) in conjunction with the Sports Museum of New England and the Hellenic American Union is calling for photographers in the Boston MetroWest area to document the pre-race preparations for the 109th running of the Boston Marathon. He said that the project, "From Dawn to the Gun", would serve as the official photographic record of the pre-race activities in Hopkinton, and the best of the resulting photographs would be selected for exhibits to be mounted at both the Hellenic American Union's galleries in Athens, Greece in November and subsequently at the Sports Museum of New England in Boston. He said that interested persons should contact Susan Julian Gates at 978-250-9161 or at sjuliangates@comcast.net.

Hopkinton Parent Teacher's Association (HPTA) Silent Auction (April 2nd):

Mrs. Pratt encouraged attendance at the HPTA's Silent Auction scheduled Saturday, April 2 at 7:00 p.m. at the Glen Ellen Country Club in Millis.

Little League Open Day Parade (April 10th)

Mr. Sonnett reminded viewers of the Little League Opening Day Parade that is scheduled on April 10th beginning at 2:00 p.m. at the Town Common, and that the World Series Trophy would be on display at the Fire Station at 1:00 p.m.

Meeting Adjourned:

8:55 p.m. Vote: Mr. Sonnett entertained a motion to adjourn the public meeting. **So moved Mr. Clark. Second Mrs. Pratt. Unanimously voted.**

Respectfully submitted,

Geri Holland
Executive Assistant

Date approved: