

**TOWN OF HOPKINTON
BOARD OF SELECTMEN
Meeting Date: June 5, 2007
MINUTES**

Board of Selectmen members present: Muriel E. Kramer, Chairwoman; Mary Pratt, Vice-Chairwoman; Michael Shepard; Brian Herr; Matt Zettek;

Others Present: Casey Kadlik, HCAM; Robert Falcione, HopNews; Dave McLaughlin, MetroWest News; Fire Chief Daugherty; Kathy Gross; George Gross; Robert Bartlett; Rachel Bartlett; Marie Clark; Several members of the Hopkinton Police Department Officers; Mrs. Patrick Gross; Police Chief Irvin; John T. Gaucher, DPW Director; Art Pyne; Dorothy Pyne; Several members of the Hopkinton Fire Department; Geri Holland, Executive Assistant

Public Meeting Opened/Pledge of Allegiance (Room 215)

Mrs. Kramer, Chairwoman, opened the public meeting and invited everyone to stand for the Pledge of Allegiance.

Minutes: 5/7; 5/7 (ES); 5/8; 5/11; 5/18; 5/22; 5/22 (ES);

1. **Vote:** Mrs. Kramer entertained a motion to approve the May 7, 2007 Selectmen's minutes. **So moved Mrs. Pratt. Second Mr. Shepard. Unanimously voted.** (Mr. Herr and Mr. Zettek abstained from the vote.)
 2. **Vote:** Mrs. Kramer entertained a motion to approve the May 7, 2007 Executive Session Selectmen's minutes. **So moved Mrs. Pratt. Second Mr. Shepard. Unanimously voted.** (Mr. Herr and Mr. Zettek abstained from the vote.)
 3. **Vote:** Mrs. Kramer entertained a motion to approve the May 8, 2007 Selectmen's minutes. **So moved Mrs. Pratt. Second Mr. Shepard. Unanimously voted.** (Mr. Herr and Mr. Zettek abstained from the vote.)
 4. **Vote:** Mrs. Kramer entertained a motion to approve the May 11, 2007 Selectmen's minutes. **So moved Mrs. Pratt. Second Mr. Shepard. Unanimously voted.** (Mr. Herr and Mr. Zettek abstained from the vote.)
 5. **Vote:** Mrs. Kramer entertained a motion to approve the May 18, 2007 Selectmen's minutes. **So moved Mrs. Pratt. Second Mr. Shepard. Unanimously voted.** (Mr. Herr and Mr. Zettek abstained from the vote.)
 6. **Vote:** Mrs. Kramer entertained a motion to approve the May 22, 2007 Selectmen's minutes. **So moved Mr. Shepard. Second Mr. Zettek. Unanimously voted.**
 7. **Vote:** Mrs. Kramer entertained a motion to approve the May 22, 2007 Executive Session Selectmen's minutes. **So moved Mr. Shepard. Second Mr. Zettek. Unanimously voted.**
 8. **Vote:** Mrs. Kramer entertained a motion to approve the May 23, 2007 Selectmen's minutes. **So moved Mrs. Pratt. Second Mr. Herr. Unanimously voted.**
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Hopkinton Fire Department Promotions presented by Fire Chief Daugherty

Fire Chief Daugherty announced the promotion of Lt. P. Kenneth Clark to the position of Deputy Chief and gave an overview of his background stating that he is a lifelong resident of Hopkinton and has been with the HPD for 29 years, serving as a Lieutenant for 10 years and as Operations Officer for the past seven years. Chief Daugherty said that Lt. Clark's promotion is significant to the department, as he will serve as the Fire Department's first full time Deputy Chief, and allows the Fire Department to be better equipped to handle the administrative demands of the department and allow for a definitive chain of command within the organization. Board members congratulated Deputy Chief Clark and pointed out how the position will bring strength to the Hopkinton Fire Department. The Deputy Chief badge was then presented to Deputy Chief Clark.

Fire Chief Daugherty announced the promotion of Firefighter Patrick Gross to the position of Lieutenant. Chief Daugherty gave an overview of Lieutenant Gross' background stating that he has also been a lifelong resident

of Hopkinton, a full-time member of the HPD for seven years and served as a call firefighter for several years prior to his full-time appointment. Board members congratulated Lieutenant Gross for this achievement. The Lieutenant badge was then presented to Lieutenant Gross.

Marathon Fund Requests: 1.) Babe Ruth Baseball; 2.) Youth Soccer Association

1. **Vote:** Mrs. Kramer entertained a motion to approve the Marathon Fund request from the Babe Ruth Baseball organization for \$1,087.50 to purchase 150 new hats for the players and coaches for the 2007 season. **So moved Mrs. Pratt. Second Mr. Shepard. Unanimously voted.**
 2. **Vote:** Mrs. Kramer entertained a motion to approve the Marathon Fund request from the Youth Soccer Association for \$600 for the purpose of funding the cost of a new uniform for any player who qualifies for a fee waiver under the guidelines of the Youth Soccer Association. **So moved Mr. Shepard. Second Mr. Pratt. Unanimously voted.**
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Chapter 90 State Aid Anticipation Note: John T. Gaucher, DPW Director

Mr. Gaucher, DPW Director, requested the Board to authorize a State Aid Anticipation Note for Chapter 90 funding for the maintenance of the Town's roadways for \$425,881.41 with an interest rate of 3.89% totaling \$16,566.79 that totals \$442,448.20. It was discussed and agreed to keep the residents informed of any roadwork that is planned; and the possibility of purchasing a flashing sign which could possibly be funded through donations.

Vote: Mrs. Kramer entertained a motion to approve the authorization of the State Aid Anticipation Note for Chapter 90 funding for \$425,881.41. **So moved Mrs. Pratt. Second Mr. Zettek. Unanimously voted.**

Transfer of Funds Request from the Town Accountant

Vote: Mrs. Kramer entertained a motion to approve the Town Accountant's request under Chapter 77 of the Acts, which amends M.G.L. Ch. 44, Sec. 33B, to transfer \$782.80 from the Assessor's Department salary line 856 to the Accounting Department salary line 31 for the purpose to pay the Assistant Town Accountant one week vacation per the Town of Hopkinton's Personnel By-Law, Chapter 33, Sec, 16H. **So moved Mr. Shepard. Second Mrs. Pratt. Unanimously voted.**

Mrs. Kramer requests to keep a record of all funding transfers.

The Police Chief and Board of Selectmen agreed to re-schedule the Executive Session that was planned this evening to Monday, June 18th at 7 p.m.

Liaison Reports

Acting Town Manager Position Update:

Mr. Shepard said that he and Mr. Herr met to discuss the options for filling the vacancy for Interim Town Manager's position. He said that they reviewed the Town Charter Sec. 4-4 which provides for a vacancy in the office of the Town Manager in two respects that being either a permanent vacancy or temporary absence or vacancy. Mr. Shepard said that given the unknown prognosis of the present Town Manager's medical issues assuming that this is a temporary situation, he gave an account of five options for the Board's review and evaluation. The five options include 1.) Do nothing; 2.) Hire an interim Town Manager on a short term basis (3-6 months); 3.) Hire within the Town such as an interested citizen on a temporary basis; 4.) Appoint from among the staff; 5.) Additional duties such as different department heads are responsible for pieces of the Town Manager's duties. The recommended appointment would be 3-4 months and then re-evaluate the issue after that time. After a discussion by the Board, it was agreed to follow through on option four with the possibility of asking either the Fire or Police Chief if they would be interested in the position. Mr. Herr suggested to appoint an Acting Town Manager and a lead coordinator. Mr. Zettek agreed that this could be a good option. They agreed to research this option.

Legal Assistance Request:

The Board discussed seeking an independent counselor regarding the legal process that pertains to the Town Manager's issue. Mr. Shepard said that he would seek the name of an independent counselor.

Vote: Mrs. Kramer entertained a motion to approve up to two hours of legal assistance to the Board of Selectmen that pertains to the aforementioned discussion. **So moved Mr. Zettek. Second Mr. Shepard. Unanimously voted.**

Weston Nurseries Update:

The Board had a discussion regarding the outstanding legal bills; Mr. Herr is working with the Town Accountant on this issue. The Board discussed the upcoming Special Town meeting and that a PowerPoint Presentation would be presented by Lonza for the TIF Agreement. Resident, Jane Moran, East Main Street, addressed the Board about the Weston Nurseries purchase and stated concerns about the process. Mrs. Kramer reminded residents how the Special Town Meeting is the venue to present statements and concerns at that time. Mrs. Kramer asked Mrs. Holland to contact Boulder Capital to ask if they would be presenting a PowerPoint Presentation at the Special Town Meeting. Mrs. O'Leary asked why Boulder Capital would be allowed to give another presentation at the STM; and Mrs. Kramer said that it would be informational to the public.

Employee Appreciation Picnic

Mr. Shepard requested the Board's support for holding an Employee Appreciation picnic on a Friday afternoon in the fall; the Board agreed to this request.

Vote: Mrs. Kramer entertained a motion to support scheduling an Employee Appreciation picnic on a Friday afternoon in the fall. **So moved Mr. Shepard. Second Mrs. Pratt. Unanimously voted.**

ADA Update:

Mr. Shepard said that an expert was hired to survey the Town Hall and Schools to make an assessment of what is needed to become ADA compliant. He spoke to Attorney DeAngelis about the Public Library, but as the Library is not a Town building, the report would not include an assessment of the Library.

Meeting Adjourned:

9:40 p.m. Vote: Mrs. Kramer entertained a motion to adjourn the public meeting. **So moved Mr. Herr. Second Mr. Shepard. Unanimously voted.**

Respectfully submitted,

Geri Holland
Date Approved: 7/24/07