

TOWN OF HOPKINTON
BOARD OF SELECTMEN
Meeting Date: August 14, 2007
MINUTES

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

Others Present: Casey Kadlik, HCAM; Robert Falcione, HopNews; Richard Conn, MetroWest News; Police Chief Thomas Irvin; Police Officer John Moran; Police Officer Tim Brennen; Kim Brennen; Jane Moran; Thomas Garabedian; Jeff Bessette; Andre Griben; Liisa Jackson; Jeff Furber; Gail Clifford; Fire Chief Daugherty, Acting Town Manager; Geri Holland, Executive Assistant

Open Public Meeting and Move into Executive Session for the purpose to discuss litigation and Contract Negotiations (Room 211)

6:00 p.m. Vote: Mrs. Kramer opened the public meeting and entertained a motion to move into executive session for the purpose to discuss litigation and contract negotiations; and then move back into public session to continue the public meeting. **So moved Mrs. Pratt. Second Mr. Shepard. The roll call votes follow: Mrs. Kramer: yes; Mrs. Pratt: yes; Mr. Shepard: yes; Mr. Zettek: yes. Unanimously voted.**

Re-Open Public Meeting/Pledge of Allegiance (Room 215)

7:00 p.m. Mrs. Kramer, Chairwoman, invited everyone to stand for the Pledge of Allegiance.

Board of Selectmen's minutes:

1. **June 26, 2007:** The Board agreed to table these minutes until the August 28th meeting.
2. **July 24, 2007 (Appropriation Appointing Committee)**
Vote: Mrs. Kramer entertained a motion to approve the July 24, 2007 Appropriation Appointing Committee minutes. **So moved Mr. Shepard. Second Mr. Zettek. Unanimously voted.**
3. **July 24, 2007 (ES):**
Vote: Mrs. Kramer entertained a motion to approve the July 24, 2007 Executive Session Selectmen's minutes. **So moved Mr. Shepard. Second Mrs. Pratt. Unanimously voted.**

Police Officer Appointment

Police Chief Irvin gave an overview of the Police Officer interviewing process and wished to publicly thank Dr. Ezat Parnia, Chairman of the Personnel Committee, and Hopkinton Police Department's Lt. Richard Flannery, Sergeant Michael Sutton, and Police Officer Patrick O'Brien for their efforts in serving on the Interviewing Committee. Chief Irvin recommended the appointment of Police Officer John Moran who is currently employed as a full-time police officer in the Town of Hopedale; and has successfully completed the police academy where he received specialized training as a rescue diver, motorcycle officer and emergency medical technician. Police Chief Irvin introduced Police Officer Moran to the Board of Selectmen; and the Board congratulated Mr. Moran on his achievements.

Vote: Mr. Shepard motioned to approve the recommendation of the Police Chief to appoint Mr. John Moran as a full-time police officer effective September 4, 2007, contingent upon his passing his medical, psychological and physical proficiency tests. **Second Mr. Zettek. Unanimously voted.**

Town Manager's Report

Chief Daugherty informed the Board of a closing date of August 22 to purchase the Lake Maspenock Dam for \$1; but, that the closing costs are \$998 which would come out of the Town's legal fund. Chief Daugherty also said that the town received an estimate in December 2006 to insure the dam of \$25,000 per year which is no

longer valid; and that voters at the Annual Town Meeting approved the \$25K. He stated that there is only \$3,000 in the insurance account for FY'08, the funds could be borrowed from another account and paid back at the May 2008 Special Town Meeting. He added that the Town has not yet received a new quote from the insurance company. He believes that the funds will not be an issue and that this should not cause any issue with closing on August 22. Mr. Shepard asked what the town's liability is if there is no insurance and Chief Daugherty replied that there are 48 homes downstream which is potentially \$48M, as the limit of a claim against a municipality is \$100,000 per incident, per claimant. Mrs. Kramer commented to keep the Board updated regarding this issue.

Vote: Mrs. Kramer entertained a motion to pay the closings costs of \$998 from the Town's legal expense account. **So moved Mr. Shepard. Second Mrs. Pratt. Unanimously voted.**

Chief Daugherty said that the Request for Proposals (RFP) for legal services has been advertised and sent to various law firms, Town Counsel and The Beacon.

Chief Daugherty said that the Finance Committee met and still projects a \$3M shortfall for the next ten years; and that the Town Accountant and Principle Assessor are looking at various revenue possibilities.

Chief Daugherty talked about the ADA issue that concerns the Public Library and noted that since the library is overseen under the Public Library Trustees, he doesn't know what mechanism the State used to claim that the Town is responsible to pay the costs associated with bringing the Library up to ADA code. There was more discussion regarding the fact that this is a legitimate concern but discerning whose responsibility it is to pay the costs has yet to be determined. It was noted that the Town of Ashland received a grant and that this could be a possibility for the Town.

Board of Appeals Legal Assistance Request: Thomas Garabedian, Chairman

Mr. Garabedian, Chairman of the Board of Appeals, presented the request for Town Counsel's legal assistance for 12 hours to be paid by the developer through the 53G account, relative to a request from the applicant to change the Chapter 40(b) Special Permit for Peppercorn Village to remove the age 55 restriction in order to facilitate the sale and marketing of the units. Mr. Garabedian said that Town Counsel's services are required to participate in the Board of Appeals upcoming hearings and to draft amendments to the original Special Permit for the Board's review.

Vote: Mr. Shepard motioned to approve the Board of Appeals request for Town Counsel's legal assistance for 12 hours to be paid by the developer through the 53G account, relative to a request from the applicant to change the Chapter 40(b) Special Permit for Peppercorn Village to remove the age 55 restriction in order to facilitate the sale and marketing of the units. **Second Mr. Zettek. Unanimously voted.**

Conservation Commission (one vacancy; three year term to '10): 1) Nick Balster; 2) Jeff Bessette; 3) Andre Griben; 4) Liisa Jackson

Mrs. Kramer said that Mr. Balster was unable to attend this meeting and that he wishes to apply for the vacancy on the Economic Commission & Development Financing Authority. Mrs. Kramer explained the interviewing process and asked interviewees to wait in Room 211 as the Board interviews each candidate. She said once the interviews are completed, the Board would then vote by ballot which would be read by Mrs. Holland.

Those candidates that interviewed included Mr. Jeff Bessette, Mr. Andre Griben and Mrs. Liisa Jackson. All candidates stated their background and why they wish to serve on the Conservation Commission. They all said they had the time to serve and would attend a Saturday class should they be appointed.

Vote: Mrs. Pratt motioned to nominate Jeff Bessette, Andre Griben and Liisa Jackson for the vacancy on the Conservation Commission. **Second Mr. Shepard. Unanimously voted.**

The Board's written votes follow:

Mr. Zettek: Mr. Griben; Mrs. Pratt: Mr. Griben; Mrs. Kramer: Mr. Griben; Mr. Shepard: Mr. Griben

Mr. Andre Griben is appointed to the Conservation Commission for a three year term to 2010. The Board thanked the other candidates and encouraged them to consider applying to other Town Committee vacancies.

Liaison Reports

Mrs. Pratt gave an update regarding an email message that she received from the Association of Metropolitan Planning Organization regarding tax increase to fund national infrastructure repairs; and how the Planning and Development Network is looking at how views are changing among politicians on how to best pay for road use.

Mr. Shepard informed the Board about an independent group spearheaded by resident, Ruth Gorman, to address the maintenance and repairs of the Town Common gazebo and fountain. He also talked about the progress on getting the Town Hall ADA compliant.

Mrs. Kramer said that she, Chief Daugherty, Mr. Gaucher, DPW Director, Mr. F. Eric Sonnett, and Mr. Dan McIntyre, Chairman of the DPW Board, visited Lonza Corporation on South Street today regarding their company's expansion plans.

Mrs. Kramer announced a program regarding Edible plants at the Public Library scheduled the next evening, August 15.

One-Day Beer & Wine License

Vote: Mrs. Kramer entertained a motion to approve the Wine and Malt license request from the Southborough Rod & Gun Club effective on Sunday, September 16, 2007 from 10 a.m. to 6 p.m. at the Rod & Gun Sporting Club; in accordance with the approval of Police Chief Irvin. **So moved Mr. Shepard. Second Mr. Zettek. Unanimously voted.**

Acceptance of a gift

Vote: Mrs. Kramer entertained a motion to accept \$119.01 from the Committee to Elect Michael Shepard in accordance with the Campaign Finance Guide promulgated by the Office of Campaign and Political Finance. **So moved Mrs. Pratt. Second Mr. Zettek. Unanimously voted.**

Authorize to sign Layout of Sylvan Way document

Vote: Mrs. Kramer entertained a motion to authorize the Board of Selectmen to sign the Report of the Selectmen on the Layout of Sylvan Way from Winter Street to the end, as a public way as approved at the Special Town Meeting held on June 11, 2007. **So moved Mr. Shepard. Second Mr. Zettek. Unanimously voted.**

Recycling Resolution

Mrs. Kramer read a letter from the Executive Office of Energy & Environmental Department of Environmental Protection regarding the Mass Recycles Paper! Campaign and read a resolution of support from the Town.

Vote: Mrs. Kramer entertained a motion that the Board of Selectmen joins the Mass Recycles Paper! Campaign. **So moved Mrs. Pratt. Second Mr. Shepard. Unanimously voted.**

Board of Selectmen FY'08 goals

Mrs. Kramer began a discussion regarding the Board's FY'08 goals as submitted by the Board members. Mrs. Kramer reviewed each Board member's listed goals and suggested that once the Board reviewed all of the goals, she would condense those items that the Board considered a goal versus a potential policy and present them at the next Selectmen's meeting for the Board's final approval. The Board reviewed each line item and agreed to several issues as potential goals.

The Board agreed to invite the Human Resource Director, Ms. DeGroot, to the next Selectmen's meeting to discuss future workshops. The goals submitted by the Board of Selectmen for FY'08 follow:

Chief Gary Daugherty, Acting Town Manager

- Encourage an economic plan to maintain municipal services within current revenue constraints
 - Act to refinance the Stabilization Account by targeting 1% FY'08 expense savings
 - Review fee schedules for adequacy.
 - Produce a five\ten year plan to address forecasted imbalances between budget requests and revenues.
 - Encourage and support initiatives for economic development and retention in commercial/industrial zones and the Downtown.
 - Encourage and support the development of the Weston Property by Boulder Capital.
 - Work to insure that the Weston\Boulder project is a model project that other communities around the state would wish to emulate.
- Comply with Charter directives
 - Establish and adhere to a fiscal timeline for all budgets and money articles for Town Meeting in accordance with the Charter. (See attachment 1)
 - Hire Chief Financial Officer.
 - Ensure establishment of a Department of Finance
 - Execute Town Counsel RFP process and hiring
- Improve cooperation and communication within and between town boards and committees
 - Schedule pertinent guest speakers and workshops
 - BOS internal workshop
 - Encourage use of MIIA workshops to reduce insurance premiums
 - Monthly roundtable of Committee and Department Chairs to build teamwork and facilitate results on common goals and initiatives.

Brian Herr:

1. Draft and implement a Town Wide Marketing Plan that will be used as a guide for all departments and boards to use as we negotiate current opportunities and also seek out new ventures within the Town.
2. Identify Top 10 key issues before the Town. Hold an "all in" meeting with all boards and committees as was done for WN and review the Top 10 list with everyone in the same room. Discuss the various situations and seek agreement with all boards as to general direction the Town should take to move the issues forward. Meeting should be held in early October.

Mary Pratt:

1. I agree on the Standard Contract for All Town Contracts, regardless of the entity.
2. We need to endorse a Standard indemnification for the Town i.e.: Massachusetts Turnpike, etc and the Group that took several pictures during the Marathon with no permission and then wanted us to indemnify them.
3. We need to establish policies to protect the Town and our Legal Fees that includes HAA and Tim Kilduff as well.
4. Also would like to discuss as a goal a feature that Joe Strazzulla introduced wherein we announced a meeting with all the Dept. Heads to discuss issues or ongoing events for 5 minutes at various different meetings during the year.
5. To setup discussions with the Animal Control Officer rules regarding Dead Animals, etc.
6. To setup discussions with the DPW Dept when roads are shut down.
7. To setup discussions with the Trust Comm. regarding their efforts and what they are doing for the Library

Matt Zettek:

1. Support Mike's idea regarding Employee / Volunteer appreciation
2. Updated agendas/minutes on website
3. Ethics Commission training in early fall
4. Support Mike's idea regarding Public Meetings/hearings (e.g. not before 5PM)
5. FY08 Labor Agreements finalized
6. BOS meetings – monthly visits/presentations (e.g. MERC / legislators / RTA)
7. Transition from Acting Town Manager to TM
8. Hiring of Finance Director
9. Establish and adhere to a disciplined fiscal approach for all town departments for FY09
10. Improve (e.g. more timely) process for preparing relevant committees (e.g. Appropriations) and public for annual town meeting
11. Establish procurement officer process
12. Maximize competitive bidding for services
13. Initiate regional approaches
14. Generate additional State and Federal support
15. Explore merging appropriate town and school resources
16. Secure Town Counsel services
17. Continue with ADA upgrade process
18. Expand tax relief effort

19. Support economic development: e.g. development of Fruit Street WWTP
20. Maximize public participation in E. Hopkinton zoning process
21. Explore creating grant writing position for FY09

Mike Shepard

Goal = general direction

Objective = concise, accurate, specific, "measurable"

I. Goal: Increase Community Involvement

Objectives

1. Encourage, help facilitate, community events such as PolyArts, Veteran's Day, Christmas stroll, Marathon, Horribles parade.
2. Encourage community self-help projects such as Common/Gazebo.
3. Get Verizon on Board w/local programming.
4. Encourage participation of seniors in education, expanded work program.

II. Goal : More judicious use of Town funds

Objectives

1. RFP for legal services, Department to use boilerplate contracts where possible.
2. Purchasing agent, Town wide.
3. Share IT services w/schools. Transfer line item for Town Hall to schools in return for IT services.
4. Look into trash contracts to get best deal for Town.
5. Long range planning for Town Assets.

III. Goal: Encourage dialog among Departments

Objectives

1. Regular, though smaller, reports to the Community. (Could be part of Selectmen's meeting.)
2. Encourage sharing of assets. Staff, equipment etc.
 - a. Availability of Meeting Space.
 - b. Facilities Director w/all.
 - c. I.T. see #2

IV. Goal: Sustain Community Livability

Objectives

1. Encourage Business Growth, Economic Development.
 - a. Publish/update permitting procedure.
 - b. Facilitate process w/ Building, Planning and BOA.
 - c. Look into what's good @Hopkinton for Business, publish results.
 - d. WWTF.
2. Whenever possible, lump expenditures, avoid duplication.
3. Utilize competitive bidding process to keep vendors honest.
4. Encourage the use of the Open Space.
5. Ask potential developers to contribute to the quality of life in Town.
 - a. Donations of money or services.
 - b. Fields, playgrounds etc.
 - c. Infrastructure costs, paving, traffic signals.
6. Market tax relief programs to seniors through written as well as verbal dialog.
7. Look at keeping Town Hall open one night for citizen's that work and cut down hours on Friday to help employee morale.

Meeting Adjourned:

10:15 p.m. Mrs. Kramer entertained a motion to adjourn the public meeting. **So moved Mr. Shepard. Second Mrs. Pratt. Unanimously voted.**

Respectfully submitted,

Geri Holland

Executive Assistant

Date approved: 8/28/07