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# TWO HUNDRED AND EIGHTY-SIXTH ANNUAL REPORT OF THE TOWN OFFICES



## TOWN OF HOPKINTON MASSACHUSETTS

To the Citizens of Hopkinton:

The Board of Selectmen respectfully submit the two hundred and eighty-sixth annual printed reports of the Town of Hopkinton's offices, boards and committees for the year ending December 31, 2009.

The financial data presented in this year's Town Report covers fiscal year 2009, that is the period from July 1, 2008 through June 30, 2009.

**ANNUAL TOWN MEETING  
MAY 2010 WARRANT (page 153)  
Please bring this report to Town Meeting.**

*Printed by The Country Press, Lakeville, Massachusetts 02347*

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# Town Officers & Committees 2009

## SELECTMEN – E

Brian J. Herr, Chairman ..... 2010  
 Matthew E. Zettek ..... 2010  
 RJ Dourney ..... 2011  
 Todd A. Cestari ..... 2012  
 Michelle A. Gates ..... 2012

## FIRE CHIEF – A-S

Paul K. Clark

## POLICE CHIEF – A-S

Thomas R. Irvin

## FINANCE DIRECTOR – A-TM

Heidi A. Kriger

## TOWN CLERK – E

Ann M. Click ..... 2010

## TOWN MODERATOR – E

Bruce Karlin, M.D. .... 2010

## TOWN COUNSEL – A-S

Miyares and Harrington, LLP ..... 2010

## TOWN TREASURER & COLLECTOR – A-TM

Maureen L. Dwinell ..... 2010

## AMERICANS WITH DISABILITIES (ADA) COORDINATOR

Charles Kadlik, Corresponds w/ position  
 of Director of Municipal Inspections

## AMERICANS WITH DISABILITIES ACT OVERSIGHT COMMITTEE

Michael DiMascio, Chairman ..... 2011  
 Jean Bertschmann, School Committee ..... 2010  
 Facilities Director ..... 2010  
 Catherine E. Buckley ..... 2010  
 Dale Danahy ..... 2012

## ANIMAL CONTROL OFFICER – A-TM

William J. Proctor ..... 2010

## APPROPRIATION COMMITTEE – A-S/M/TC

Ronald Eldridge, Chairman ..... 2010  
 Joseph Karner ..... 2010  
 Mary Lou Haroian ..... 2011  
 Stuart Cowart ..... 2011  
 Vacancy ..... 2012

## BOARD OF APPEALS – A-S

Thomas J. Garabedian, Chairman ..... 2012  
 Robert W. Foster ..... 2010  
 Michael DiMascio ..... 2011  
 Rory Warren, Vice Chairman ..... 2013  
 Tina Rose ..... 2014

## BOARD OF APPEALS ASSOCIATE MEMBERS – A-S

G. Michael Peirce ..... 2010  
 June Correia Clark ..... 2011  
 David L. Barnes ..... 2012

## BOARD OF ASSESSORS – E

John H. Duffy, DDS, Chairman ..... 2012  
 Edward J. Mills ..... 2010  
 John L. Palmer ..... 2011

## BOARD OF HEALTH – E

David F. Edson, Chairman ..... 2010  
 Mark H. Gates ..... 2011  
 Paul J. Wright ..... 2012

## BOARD OF PUBLIC WORKS – E

Daniel McIntyre, Chairman ..... 2010  
 Kevin G. Kohrt ..... 2010  
 James Pyne ..... 2010

## BOARD OF REGISTRARS – A-S

Ann M. Click, Clerk  
 Joyce Brousseau ..... 2010  
 Antoinette Kunicki ..... 2011  
 Christine Dietz ..... 2012

## CABLE COMMITTEE – A-S

Jean C. Warden ..... 2010  
 Anthony Iori ..... 2011  
 Robert V. Brown ..... 2011  
 Dexter N. Siglin, III ..... 2011  
 Vacancy ..... 2011

## CAPITAL IMPROVEMENT COMMITTEE – S/M

Michael W. Duffy, Chairman ..... 2010  
 James Gosselin ..... 2010  
 John Barris ..... 2011  
 Richard Brault ..... 2012  
 Vacancy ..... 2013

## CEMETERY COMMISSIONERS – E

Lynn M. Fournier, Chairman ..... 2010  
 Claire B. Wright ..... 2011  
 Thomas F. Pratt ..... 2012

**CHAPLAIN OF THE HOPKINTON POLICE DEPARTMENT**

Rev. Paul Clifford ..... 2010

**COMMISSIONERS OF TRUST FUND – E**Lynn M. Fournier, Chairman ..... 2011  
Tina M. Rose ..... 2010  
Thomas J. Garabedian ..... 2012**COMMUNITY PRESERVATION COMMITTEE –****A - Various Committees**Robert Murphy, Conservation Commission ..... 2010  
Jeffrey J. Doherty, Open Space  
Preservation Appointment ..... 2010  
Roger Mezitt, Historical Commission ..... 2010  
Brendan Doyle, Parks & Recreation ..... 2010  
Lillian Holden, Housing Authority ..... 2010  
John Coolidge, Planning Board  
Appointment ..... 2010  
Andre J. Navez, Selectmen Appointment ... 2011  
Henry R. Kunicki, Selectmen Appointment .. 2011  
Al Rogers, Selectmen Appointment ..... 2012**CONSERVATION COMMISSION – A-S**Robert G. Murphy, Chairman ..... 2012  
Michael J. Carmody ..... 2010  
Andre M. Griben ..... 2010  
Jeffrey S. Barnes ..... 2011  
Marcus C. Waldron ..... 2011  
Vacancy ..... 2011  
Craig Nation ..... 2012**CONSTABLES – E**Patrick K. O'Brien ..... 2010  
James D.F. Collins ..... 2010  
Don S. Creswell, Sr. .... 2010**SPECIAL CONSTABLE – A-S**Nelson H. Goldin ..... 2010  
William E. Pickett, Jr. .... 2011**COUNCIL ON AGING – A-S**Carol Walsh, Chairman ..... 2010  
John A. Palitsch ..... 2010  
Ellen J. Wright ..... 2010  
Beverly McIntyre ..... 2010  
Donna J. Deneen ..... 2011  
David W. Holly ..... 2011  
John T. McInerney ..... 2012  
David Nelson ..... 2012**COUNCIL ON AGING ASSOCIATE MEMBER – A-S**Daniel Garner ..... 2010  
Pasquale Baratta ..... 2010**CULTURAL ARTS ALLIANCE BUILDING COMMITTEE**Mary Lou Haroian,  
Cultural Arts Alliance ..... Life of Project  
Roger M. Maxwell,  
Cultural Arts Alliance ..... Life of Project  
Roger N. Mezitt, Community  
Preservation Committee ..... Life of Project  
Deborah S. Brug,  
At-large Member ..... Life of Project  
Brian E. Yurewicz,  
At-large Member ..... Life of Project  
Jon Berke, At-large Member ..... Life of Project**DESIGN REVIEW BOARD – A-Planning Board**Jeanette Thomson ..... 2010  
Sue-Ellen Stoddard ..... 2010  
Claire B. Wright ..... 2010  
Gail A. Fallon ..... 2010  
Vacancy ..... 2010**DESIGN REVIEW BOARD ALTERNATES –****A-Planning Board**Richard Brousseau ..... 2010  
Ria McNamara ..... 2010**DIRECTOR OF MUNICIPAL INSPECTIONS – A-TM**

Charles Kadlik ..... 2012

**DPW DIRECTOR – A-TM**

John T. Gaucher ..... 2010

**DOWNTOWN REVITALIZATION COMMITTEE –****A-S - Various Committees**Peter LaGoy, Member At Large, Chairman .... 2012  
Bridget Perry, Member At Large ..... 2010  
Deborah S. Brug, Member At Large ..... 2010  
Joseph Strazzulla, Member At Large ..... 2010  
Claire Wright, Historic District ..... 2010  
Joseph M. Markey, Planning Board ..... 2010  
Kenneth Driscoll, Parks & Recreation ..... 2010  
Thomas Nealon, Chamber of Commerce ... 2010  
Pat Mangiacotti-Prucher, Member At Large ... 2011  
Susan Marshall, Member At Large ..... 2011  
Vacancy, Member At Large ..... 2011  
Kathleen Dragin, Member At Large ..... 2012  
Andre Griben, Member At Large ..... 2012**EARTH REMOVAL AGENT – A - Planning Board**

John T. Gaucher ..... 2010

**ECONOMIC DEVELOPMENT COMMISSION – A-S**Nicholas S. Balster, Vice-Chairman ..... 2012  
Gary Haroian ..... 2010  
Vacancy ..... 2011  
Thomas Towle ..... 2012  
Gail A. Fallon ..... 2013  
Julie Lockner ..... 2013

**ELEMENTARY SCHOOL BUILDING COMMITTEE**

Facilities Manager .....	2010
Joseph Karner, Appropriations Committee ..	2010
Dr. John Phelan, School Superintendent .....	2010
Jennifer Parsons, Center School Principal ....	2010
Todd Cestari, Board of Selectmen .....	2010
Norman Khumalo, Town Manager .....	2010
Rebecca Robak, School Committee .....	2010
Andrew G. Wailgum .....	2010
James D. Hervol .....	2010
Diana Beck, At Large Member .....	2011
Thomas G. Towle, At Large Member .....	2012
Thomas Gaston, At Large Member .....	2012

**EMERGENCY MANAGEMENT OFFICER – A-S**

Fire Chief

**FACILITIES BOARD – A-S**

Vacancy, Appropriations Committee .....	2009
Steven J. Carbonneau, At-Large Member ..	2010
R. Michael Dawley .....	2010

**FENCE VIEWER – A-TM**

Gary R. Haines .....	2010
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**FIELD DRIVER – A-TM**

Gary R. Haines .....	2010
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**FOREST FIRE WARDEN**

Performed by Fire Chief

**HOPKINTON HISTORIC DISTRICT COMMISSION – A-S**

Michael Girardi, Chairman .....	2011
Claire B. Wright .....	2010
Vacancy .....	2010
Richard Brousseau .....	2011
Beth B. Kelly .....	2012
Jeanette M. Thomson .....	2012
Melanie A. Smith .....	2012

**HOPKINTON COMMUNITY ACCESS & MEDIA BOARD OF DIRECTORS**

Michael J. Preite, President of the Board of Directors .....	2012
Michael Carroll .....	2010
Mary Arnaut, Secretary .....	2011
Kathy Dooley, Superintendent of Schools Appointment .....	2011
George T. Joseph, Board of Selectmen Appointment .....	2012

**HOPKINTON CULTURAL COUNCIL – A-S**

Kate Heyd .....	2010
William H. Robinson .....	2010
Jean Bertschmann .....	2010
Nancy Lagassé .....	2010
Danielle Moss .....	2010
Meg Tyler .....	2011
Carol Mecagni .....	2011
Ruth Gorman .....	2011
Tom Phelan .....	2011
Ann Pouch .....	2011
Laure Warren .....	2011

**HOPKINTON HISTORICAL COMMISSION – A-S**

Claire B. Wright .....	2010
Roger Mezitt .....	2010
Michaelyn Holmes .....	2010
Ronald A. Yankee, M.D. ....	2010
Nancy Stevenson .....	2011
Robert J. Ionta .....	2011
William S. Shaw .....	2011

**HOPKINTON HOUSING AUTHORITY – E**

Renee Gilson, Chairman .....	2012
Della Miles .....	2010
Donna McGuire (Unexpired Term) .....	2011
Lillian P. Holden, State Appointee .....	2011
Ruth Ziglear .....	2014

**HOPKINTON TAX RELIEF FUND COMMITTEE – A-S**

John J. Duffy, Board of Assessors .....	2010
John Palmer, At-Large Member .....	2010
Maureen L. Dwinnell, Treasurer/Collector ....	2010
Teresa Rice, Resident At-Large Member .....	2010
Nancy Haines, Resident At-Large Member ..	2010

**HOUSING COMMITTEE – A-S**

Lily Holden, Housing Authority Representative .....	2010
Mark Abate, Planning Board Representative .....	2010
Michelle Gates, Board of Selectmen Representative .....	2010
Ronald Roux .....	2010
Donald C. Keavany, Jr. ....	2010
Richard Scherer .....	2011
Richard Odell .....	2012

**INSPECTOR OF ANIMALS – A-TM**

William Proctor .....	2010
Cynthia M. Proctor, Assistant .....	2010

**LAKE MASPENOCK DAM PRESERVATION COMMITTEE**

Michael Riley, Hopkinton ..... 2012  
David Melvin, Hopkinton ..... 2012  
James Monahan, Hopkinton ..... 2012  
Henry Papuga, Milford Water Company .... 2012  
David Gibbs, Town of Milford ..... 2012  
Walter Esker, Town of Upton ..... 2012  
Don Kerr, Town of Upton ..... 2012

**LOCAL INSPECTOR OF BUILDINGS - Part-time A-S**

**MAPC - A-S**

Mary C. Pratt ..... 2011

**MARATHON COMMITTEE - A-S**

Dorothy J. Ferriter, Chairman ..... 2011  
Dr. Charles F. Bobeck ..... Emeritus Member  
Thomas Irvin, Police Chief ..... 2010  
Stephen Slaman, Fire Department  
Representative ..... 2009  
Judith Murphy, Board of Health  
Appointment ..... 2009  
Patrick Mahon, Parks and Recreation ..... 2010  
Michael Mansir, DPW ..... 2010  
Rebecca Robak, School Committee  
Appointment ..... 2008  
Vacancy, Hopkinton Athletic Association  
Appointment ..... 2009  
Vacancy, Boston Athletic Association  
Appointment ..... 2009  
Vacancy, Liaison Fund Raising Agent ..... 2009  
Alfred W. Rogers, Jr., School Representative ... 2010  
Jane Marie Goodman, At-Large Member .. 2012  
Judith Pitasi, At-Large Member ..... 2012  
MaryJo LaFreniere, At-Large Member ..... 2010  
Jacques LeDuc, At-Large Member ..... 2010  
Arthur H. Coffin, At-Large Member ..... 2010  
Jeffrey M. Messerman, At-Large Member ... 2010  
Craig Gormley, At-Large Member ..... 2010  
Robert A. Levenson, At-Large Member ..... 2011  
Anne L. Marcy, At-Large Member ..... 2011  
Alex Danahy, At-Large Member ..... 2012

**MARATHON FUND COMMITTEE - A-S**

Carole Nathan, At-Large Member,  
Chairman ..... 2010  
Colleen D. Charleston, At-Large Member ... 2010  
Brendan Doyle, Parks & Recreation ..... 2010  
Mary Jo LaFreniere Marathon Committee .. 2010  
Troy Mick, School Committee Representative .. 2010

**METROWEST WATER SUPPLY PROTECTION COMMITTEE - A-S**

Alternate Member

**MUNICIPAL COORDINATOR UNDER THE RIGHT TO KNOW LAW - A-S**

Gary T. Daugherty ..... term coincides with Fire Chief Term

**MUTUAL AID BUILDING INSPECTOR - A-MID**

Daniel F. Bennett ..... 2010

**OPEN SPACE PRESERVATION COMMISSION - A-S**

John H. Coolidge, Chairman,  
Planning Board ..... 2010  
Matthew Zettek, Board of Selectmen ..... 2010  
Andre Griben, Conservation Commission ... 2010  
Nancy J. Peters, At-Large Member ..... 2012  
Jeffrey J. Doherty, At-Large Member ..... 2013

**PARKING CLERK - A-TM**

Gerri F. Holland ..... 2010

**PARKS AND RECREATION COMMISSION - E**

Kenneth J. Driscoll, Chairman ..... 2011  
Patrick Mahon ..... 2010  
Brendan Doyle ..... 2011  
Robert T. Dobinski ..... 2012  
Karl R. Morningstar ..... 2012

**PERSONS TO CUT WIRES IN CASE OF FIRE - A-MID**

Edward V. Hicks ..... 2010

**PERSONNEL COMMITTEE - A-S**

Kathleen A. LaFlash, Chairman ..... 2012  
Robert Levenson ..... 2010  
Ezat Parnia ..... 2011  
Thomas Sheridan ..... 2011  
Patricia D. Duarte ..... 2012

**PLANNING BOARD - E**

Mark Abate, Chairman ..... 2013  
John H. Coolidge, Vice Chairman ..... 2013  
David Auslander ..... 2010  
Sandra D. Altamura ..... 2010  
John Mosher (Unexpired term) ..... 2010  
Claire B. Wright ..... 2011  
Joseph M. Markey ..... 2011  
Carol W. DeVeuve ..... 2012  
Kenneth R. Weismantel ..... 2012

**PLUMBING & GAS INSPECTOR - A-MID**

Charles A. Dabritz ..... 2010

**ASS'T PLUMBING & GAS INSPECTOR - A-MID**

Peter K. Zereski ..... 2010

**PUBLIC WEIGHERS – A-MID**

John Palmer ..... 2010  
Thomas McIntyre, Sr. .... 2010  
Thomas McIntyre, Jr. .... 2010  
Jennifer Cobb ..... 2010  
Kathleen M. McIntyre ..... 2010  
Kelli McIntyre ..... 2010  
Michael P. Beattie ..... 2010  
Jaime Wright ..... 2010  
Colleen McIntyre ..... 2010

**RECYCLING COMMITTEE – A-S**

Phillip W. Butler, Chairman ..... 2010  
Thomas R. Drechsler ..... 2010  
Barry Rosenbloom ..... 2012  
Jacqueline A. Potenzzone ..... 2012

**REGIONAL AFFORDABLE HOUSING COMMISSION – A-S**

**REGIONAL VOCATIONAL TECHNICAL SCHOOL COMMITTEE – A-S**

Ruth Knowles ..... 2010  
Michelle Gates ..... 2012

**SCHOOL COMMITTEE – E**

Nancy A. Burdick, Chairman ..... 2011  
Rebecca L. Robak ..... 2010  
Richard P. deMont ..... 2011  
Jean B. Bertschmann ..... 2012  
Troy D. Mick ..... 2012

**SEALER OF WEIGHTS & MEASURES – A-MID**

Louis H. Sakin ..... 2010

**SENIOR CENTER BUILDING COMMITTEE – A-S**

Richard Brault ..... Life of the Project  
Sarah L. Duckett ..... Life of the Project  
Thomas P. Nealon ..... Life of the Project  
John A. Palitsch ..... Life of the Project  
Frederick S. White ..... Life of the Project

**SUPERINTENDENT OF SCHOOLS**

Dr. John E. Phelan, Jr.

**SMOC REPRESENTATIVE – A-S**

Paul D. Prior ..... 2010

**SURVEYOR OF WOOD, LUMBER AND BARK – A-TM**

Gary R. Haines ..... 2010

**SUSTAINABLE GREEN COMMITTEE – A-S**

John M. Mosher, Chairman ..... 2010  
Ann E. Randall ..... 2010  
Gino Spinelli ..... 2010  
Scott Richardson ..... 2010  
Christiane Y. Perrin ..... 2010  
Francis J. D’Urso ..... 2010  
Nancy L. Dourney ..... 2010  
John L. Carroll ..... 2010  
Shawn A. Collins ..... 2010  
Ria K. McNamara ..... 2010  
Gretchen A. Govoni ..... 2010  
Thomas A. Dawson ..... 2010  
At-Large Vacancy ..... 2010  
Carol DeVeuve, Planning Board Representative ..... 2010  
Rebecca Robak, School Committee Representative ..... 2010

**SUSTAINABLE GREEN COMMITTEE ASSOCIATE MEMBERS – A-S**

Margo R. Roman ..... 2010  
Aubrey Doyle ..... 2010

**TOWN MANAGER – A-S**

Norman Khumalo ..... 2012

**TREE WARDEN – A-DPW Director**

Paul Gleason ..... 2010

**TRUANT OFFICER**

Thomas R. Irvin, Chief of Police

**TRUSTEES OF SCHOOL FUND – E - By Town Meeting**

Anthony G. Rizzo, Jr.  
Philip J. Guarino  
Deborah Finnerty  
Jennifer Blake  
Maura McNamara  
Kathleen Denaro  
Nancy Legasse

**TRUSTEES OF HOPKINTON PUBLIC LIBRARY**

Linda Kimball, Chairman ..... 2009  
Diane Kelley, Secretary ..... 2012  
Sarah Duckett ..... 2009  
John Carroll ..... 2011  
Leonard Holden ..... 2011  
Laura Barry ..... 2012  
Diane Keohane ..... 2012  
Rownak Hussain, Library Director

**VETERANS’ GRAVE OFFICER – A-S**

Michael Whalen ..... 2014

**VETERAN'S SERVICE OFFICER – A-S**

Anthony J Mastroianni ..... 2010

**VETERANS' CELEBRATION COMMITTEE – A-S**

Raymond J. Gendreau ..... 2010  
James A. Mirabile ..... 2010  
Peggy Zilembo ..... 2010  
Matthew Zettek, BOS Representative ..... 2010  
Nancy Drawe ..... 2011  
Judith A. Murphy ..... 2012  
Colleen D. Charleston ..... 2012  
Della Miles ..... 2012

**WIRING INSPECTOR – A-MID**

Edward V. Hicks ..... 2010

**ASSISTANT WIRING INSPECTOR – A-MID**

Louis Travaglini ..... 2010

**WOODVILLE HISTORIC DISTRICT COMMISSION – A-S**

Andre Griben, Chairman ..... 2010  
George Reimann, Historic Commission  
Representative ..... 2010  
Ken Johnson, Board of Realtors  
Representative ..... 2010  
Gail Clifford, Historical Society  
Representative ..... 2011  
Scott Richardson, Boston Society of  
Architects Representative ..... 2011  
Karen Adelman ..... 2012  
Jon Pryor ..... 2012

**YOUTH COMMISSION – A-S, SC**

Karl Morningstar, Parks and Recreation  
Representative ..... 2010  
Jean Bertschmann, School Committee  
Representative ..... 2010  
Phil Powers, Police Department ..... 2010  
Katharine Hesse ..... 2010  
Linda M. Katz ..... 2011  
Dexter Siglin, III ..... 2011  
Margie Wiggins ..... 2011  
Kim Harvey ..... 2012  
Ronald Foisy ..... 2012  
Taru Kinnunen ..... 2012  
Kenneth J. Johnson ..... 2012  
Cheryl Perreault ..... 2012  
Douglas Priore ..... 2012

**ZONING ADVISORY COMMITTEE – A-PB**

Ken Weismantel, Planning Board, Chairman .. 2010  
David Auslander, Planning Board ..... 2010  
Sandra Altamura, Planning Board ..... 2010  
Carol DeVeuve, Planning Board ..... 2010  
Michael Peirce, Board of Appeals ..... 2010  
David Edson, Board of Health ..... 2010  
Gary Haroian, Chamber of Commerce ..... 2010  
Robert McGuire, Chamber of Commerce .. 2010  
Craig Nation, Conservation Commission .... 2010  
Wayne Pacheco, Member at Large ..... 2010  
John Coutinho, Member at Large ..... 2010  
Mavis O'Leary, Member at Large ..... 2010

- E ..... Elected**
- A-H ..... Appointed by Board of Health**
- A-M ..... Appointed by Moderator**
- A-S ..... Appointed by Board of Selectmen**
- A-SC ..... Appointed by School Committee**
- A-SMTC .... Appointed by Board of Selectmen,  
Moderator and Town Clerk**
- A-DPWD ... Appointed by DPW Director**
- A-PB ..... Appointed by Planning Board**
- A-MID ..... Appointed by Municipal Inspections Director**
- A-TM ..... Appointed by Town Manager**

# Board of Selectmen

To the Citizens of Hopkinton:

We respectfully submit the two hundred and eighty-sixth Annual Report of the Board of Selectmen of the Town of Hopkinton, for the year ending December 31, 2009.

The Board wishes to recognize the loss of those Hopkinton citizens, Stuart Merrifield, Betty Fitzpatrick, Don Bartlett, Alverie Paradis and Richard Egan who willingly served the community.

The Board of Selectmen, in accordance with the provisions of M.G.L. and the By-Laws of the Town, is the chief elected board of the community. Its important responsibilities include the preparation of the Town Meeting Warrant, appointments to Town Boards and Committees, and the authority to grant licenses and permits. In addition to legal responsibilities, the Selectmen set policies and work to facilitate the activities of other Town Boards.

The Board of Selectmen meets regularly on alternate Tuesday evenings of each month beginning at 6:30 p.m. The Board of Selectmen is responsible for the following:

- Approval of the Annual and Special Town Meeting Warrants; the implementation and administering of Town Meeting decisions.
- Establishment of policies and practices to help facilitate the operation of local government.
- Appointment of the members of the boards and committees under their jurisdiction, as provided by M.G.L. or local by-law.
- Granting licenses and permits for conduct of certain types of businesses in Hopkinton, including those for Common Victualer, serving and/or selling alcoholic beverages, and operating a transportation business.
- Representing the Town in legal affairs, Intermunicipal agreements, and before state and federal agencies.

The Board of Selectmen consisted of Brian J. Herr, Chairman, Matthew E. Zettek, Vice Chairman, Michael Shepard, RJ Dourney, and Mary Pratt until the May 2009 election at which time, Todd Cestari and Michelle Gates were elected to the Board of Selectmen.

The Board continues their role as liaison representatives to Town Departments and Committees. The liaison assignments are meant to allow each committee access to the Board through their designated representative. The intent of the Board's representation is to offer an opportunity for regular communication with Committee Chairmen and Department Heads. It is the intent of the liaison to assist each Board and Committee to work more effectively with the Board of Selectmen.

The Board appointed P. Kenneth Clark as Fire Chief in May after Gary Daugherty left to begin his tenure as the Town of Framingham's Fire Chief. After a thorough process conducted by the Town Manager Search Committee, Norman Khumalo was hired by the Board of Selectmen and began his position as Town Manager in June. Mr. Khumalo presented his goals to the Board of Selectmen in July and began to develop and sustain effective working relationship with the town boards/committees, staff and to actively engage community groups and to create a "staff advisory team" to generate ideas for improved efficiency including identifying opportunities for budget management.

In October, the Board approved the Board of Selectmen's Rules of Procedures to provide a source of ready reference to interested residents and to govern the operation of meetings and business before the Board in carrying out its duties and responsibilities as assigned to it by the Town's Home Rule Charter, the Town's bylaws and the Massachusetts General Laws.

With the State's announcement of local cuts in the budget, the Town Manager and Board of Selectmen began working towards reducing the FY11 budget by 2.65% and maintain current level of current services. The Board also scheduled a Special Town Meeting for December to address certain timely financial issues.

In November, the Board of Selectmen endorsed an Administrative Order to establish the Land Use, Planning and Permitting Department as recommended by the Town Manager, voted a single tax rate at the November Tax Classification public hearing, and signed the Fruit Street soccer field contract and User Access Agreement between the Parks and Recreation Commission and Hopkinton Youth Soccer. At the December 11<sup>th</sup> Special Town Meeting, funding for the Phase VI Sewer Project was approved.

The Board of Selectmen recognizes that the most important asset of our community is its people. We are grateful for the dedicated efforts of our department heads, town employees, committee members and the many volunteers who make such a substantial contribution to the operation of Town government and to all who, by their loyalty and cooperation, make Hopkinton such a fine place to live and work.

*Respectfully submitted,*

*BOARD OF SELECTMEN  
Brian J. Herr, Chairman  
Matthew E. Zettek, Vice-Chairman  
RJ Dourney  
Todd Cestari  
Michelle Gates*

# Town Meetings / Warrants / Elections

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF HOPKINTON  
ANNUAL TOWN MEETING  
MONDAY, MAY 4, 2009**

The Annual Town Meeting was convened at 7:00 P.M. on Monday, May 4, 2009, at the Middle School Auditorium. The meeting was called to order by the Moderator, Dr. Bruce Karlin. A quorum was present.

The Moderator gave directives on the rules of the meeting and the bounds of the hall. Troup 4 presented the colors and led in the Pledge of Allegiance. The following list of deceased town officials and employees was read: Joseph Colella, Patricia Leary, Robert McGraw, John Hinckley, Mary Irvine, Paul Cyr, Paul Nelson and Donald Bartlett. The counters were assigned under the direction of Muriel Kramer.

The Moderator according to the Charter appointed Muriel Kramer as Deputy Moderator.

The Town Meeting ratified the appointment.

Brian Herr, Chairman Board of Selectman, made a motion to adjourn tonight's meeting upon the completion of discussion of the article under consideration at 11:00 p.m. until a time to be determined.

**Passed by: Voice Vote Unanimous (05-04-09)**

**By-law**

33-13: Worker's Compensation

33-14: Holiday Pay

33-16: Vacation Time

33-17: Personal Leave of Absence

33-18: FMLA

33-18.1 MMLA

33-20: Sick Time

33-24: Overtime Pay

33-28: Disciplinary Procedures

33-33: Discrimination and  
Sexual Harassment

33-39: Technology Usage

33-46: Americans With Disabilities Act

**List of Bylaw Changes**

**Changes Made**

Added language about substituting time to make up the difference between WC payments and full income. Added language about FMLA and Personal Leave of Absence.

Included time and one half pay for non benefit eligible dispatchers for Christmas, Thanksgiving, New Year's Day and July 4<sup>th</sup>.

Added language allowing managers to increase an employee's vacation accrual for one fiscal year.

Added language about FMLA and MMLA.

Totally revamped to account for changes in military leave and reporting requirements.

Added language regarding male usage of MMLA.

Language changed to require doctor's notes after 5 consecutive or 10 separate absences. Language change regarding sick time donations.

Changed so overtime will be granted after 40 hours worked in one week instead of 8 in one day.

Swapped 'oral' for 'verbal' Removed 'first' from verbal warning.

Added Genetic Discrimination, Added Tables Depicting Reporting Relationships. Changed any use of "oral" to 'verbal'

Updated to include newer technology.

Added Act to Personnel Bylaws

Ann M. Click, Town Clerk, read the call and return of the warrant.

**ARTICLE 1. Voted:** That the Town accept the following reports of the Town Officers and Town Committees: Department of Public Works, Public Library, FY10 Budget Team which was comprised of members from the Board of Selectmen, the Appropriation Committee, the School Committee, the Capital Improvements Committee and the Board of Assessors.

**Passed by: Voice Vote Unanimous (05-04-09)**

**ARTICLE 2. Voted:** That in accordance with General Laws Chapter 41, Section 108, the salary of the elected Town Official for Fiscal Year 2010 be as follows:

Town Clerk ..... \$61,378.00

**Passed by: Voice Vote Unanimous (05-04-09)**

**ARTICLE 3. Voted:** That the Town amend Chapter 33, Personnel Bylaw, of the General Bylaws precisely as set forth in the Personnel Committee Handout and further to amend, effective July 1, 2009, said Chapter 33 by striking the Classification and Pay Schedule set forth therein in its entirety and substituting therefor the Classification and Pay Schedule appearing at the end of the Personnel Committee Handout.

Appendix A **Changes Made**  
Amend to update Classification and  
Pay Schedule.

\* Text to be added is underlined>; Text to be deleted is crossed out.

**§ 33-13. Worker's Compensation. (Amended 5-5-2003  
ATM, Art. 3, 5-7-2007 ATM, Art. 56, 5-4-2009 ATM, Art. 3)**

An employee who, by reason of an on-the-job injury or illness, receives statutory compensation may receive, in addition, the amount necessary to make up his/her regular weekly compensation, from saved or available time up to a period not exceeding six months for any one accident. In the interests of uniform procedures throughout the Town, the approval of the Town Manager shall be required for any such payments of additional compensation. In case of a more extended disability, the case may be reviewed by the administrative authority and the Town Manager, and if it is felt that the circumstances of the individual case warrant such supplementary payments, the Town Manager may so authorize. Eligible employees who are out for more than three consecutive days for Worker's Compensation shall be placed on Family Medical Leave (FMLA) which will run concurrently with their Worker's Compensation leave. If an employee exhausts their Family Medical Leave while on Worker's Compensation, they must apply for a Personal Leave of Absence (See Personal Leave Policy 33-17).

If the employee is terminated after exhausting their leave time, but after less than six months have gone by, they may not receive sick pay for the balance of the time.

**§ 33-14. Holidays with pay. (Amended 5-2-1994 ATM,  
Art. 3; 5-7-2001 ATM, Art. 3; 5-5-2003 ATM, Art. 3; 5-3-  
2004 ATM, Art. 3; 5-2-2005 ATM, Art. 3, 5-7-2007 ATM, Art.  
56, 5-5-2008 ATM, Art. 3, 5-4-2009 ATM, Art. 3)**

A. All eligible regular full-time and regular part-time A employees shall receive one day at regular straight time pay for the following 13 holidays:

New Years Day  
Martin Luther King Day  
President's Day  
Patriot's Day  
Memorial Day  
Fourth of July  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving  
Day after Thanksgiving  
Christmas Day  
One Floating Holiday

- B. If such a holiday falls on a Saturday, the preceding Friday will be observed as a holiday. If the holiday falls on a Sunday, the holiday will be observed on the following Monday.
- C. To be eligible for holiday pay, each regular full-time employee must be in a paid status on the day of the holiday. The term "paid status," for purpose hereof, shall mean either normally scheduled to work on that day within the workweek, or on paid vacation leave or sick leave. Each regular part-time A employee shall be entitled to holiday pay only for those holidays that fall on a day on which the employee is regularly scheduled to work and is in a paid status. Holiday pay for a part-time employee shall be that employee's regular pay for the day on which the holiday occurs. Also, unless the employee is out on an excused absence, or provides a doctor's note, the employee must work the scheduled day before and after the holiday in order to receive holiday pay. **(Amended 5-5-2008 ATM, Art. 3)**
- D. Each eligible regular full-time and regular part-time A employee who is required to perform work on a holiday that falls within their normal workweek shall receive, in addition to the holiday pay to which he/she is entitled, at the discretion of the department head either compensation for such work at straight time or time off in lieu of such compensation to equal the number of hours worked on the holiday. Department heads shall be considered the same as all other personnel when working on a holiday, except that approval for the compensatory day off or pay in lieu of a day off shall be obtained from the Board of Selectmen as appropriate. The Fire Chief shall be paid in accordance with MGL c. 48, ~ 57E, and the Police Chief shall be paid in accordance with MGL c. 147, ~ 17F, for the days listed in said sections on which said Chiefs are on duty at any time during those days.
- E. The floating holiday can be used for a religious/secular holiday or as needed by the employee. Requests for a floating holiday must be submitted to the employee's department head or the board, committee or commission responsible for the employee's department at least one week prior to the requested holiday. During the first year of employment, new hires are eligible for the floating holiday if their start date is prior to April 1<sup>st</sup>. If the floating holiday is not taken by June 30<sup>th</sup> it will be forfeited by the employee.
- F. Regular Part-Time B Dispatchers required to perform work on New Year's Day, The Fourth of July, Thanksgiving, or Christmas Day shall receive one and one

half times their normal rate of pay for the hours worked. (Amended 5-4-2009 ATM Art. 3)

**§ 33-16. Vacation leave with pay. (Amended 5-7-2001, ATM, Art. 3; 5-6-2002 ATM, Art. 3; 5-5-2003 ATM, Art. 3; 5-3-2004 ATM, Art. 3; 5-2-2005 ATM, Art. 3, 5-1-2006 ATM, Art. 3, 5-7-2007 ATM, Art. 56, 5-5-2008 ATM, Art. 3, 5-4-2009 ATM, Art. 3)**

A. The vacation year is from July 1 through June 30 inclusive. This is merely the time in which accrued vacation must be used; Additional vacation time accrues on the anniversary date, not the fiscal year. **(Amended 5-5-2008 ATM, Art. 3)**

B. All regular full-time and regular part-time A employees shall be credited on the last day of each calendar month with vacation leave accrued. Vacation time is accrued based on a full calendar month worked. Time off payroll is not considered time worked and therefore no vacation time will be credited to an employee who is off payroll for more than one workday during the calendar month. For each full calendar month of employment, employees will be credited with vacation pay as outline below:

(1) Level 1. After one full month and up to five years of completed service, the employee is eligible to accrue a maximum of two weeks (80 hours) of vacation leave with pay each year. Accrual is calculated as 6.666 hours of paid vacation leave per full month of employment. **(Amended 5-3-2005 ATM, Art 3π, 5-5-2008 ATM, Art. 3)**

(2) Level 2. After five years and up to 10 years of completed service, the employee is eligible for three weeks (120 hours) of vacation leave with pay each year. Accrual is calculated as 10.0 hours of paid vacation leave per full month of employment. **(Amended 5-5-2008 ATM, Art. 3)**

(3) Level 3. After 10 years and up to 20 years of completed service, the employee is eligible for four weeks (160 hours) of vacation leave with pay each year. Accrual is calculated as 13.333 hours of paid vacation leave per full month of employment. **(Amended 5-5-2008 ATM, Art. 3)**

(4) Level 4. After 20 years of completed service, the employee is eligible for five weeks (200 hours) of vacation leave with pay each year. Accrual is calculated as 16.666 hours of paid vacation leave per full month of employment. **(Amended 5-5-2008 ATM, Art. 3)**

C. At the discretion of the Town Manager and approval by Personnel Board accrual rates for employees hired at Group A/Grade 4 and above may be increased by one accrual level. **(Amended 5-5-2008 ATM, Art. 3, 5-4-2009 ATM, Art. 3)**

(1) A manager may request an increase the accrual level for an employee by one level for one fiscal year, pending the approval of the Town Manager and the Personnel Board. After the end of the fiscal year, the employee's accrual rate must go back to the previous level. This can only be awarded to an employee once every three years.

D. Vacation pay for regular part-time A employees, who are paid hourly, shall be the average of his/her weekly pay for the 26 weeks worked immediately preceding the vacation.

E. Should a paid holiday occur during the employee's regularly scheduled workweek while the employee is on authorized paid vacation, the paid holiday will not count as a vacation day.

F. Eligible employees may carry over up to but not more than 2 week of vacation time from one fiscal year to another. Vacation time that is not carried over does not accumulate from fiscal year to fiscal year. All time over 2 weeks accrued and unused is forfeited by the employee at the end of the Fiscal year. **(Amended 5-5-2008 ATM, Art. 3)**

G. An employee who is eligible for vacation under this policy whose employment ends for any reason shall be paid, at their last rate of pay, an amount equal to the vacation that had been accrued prior to such termination but which had not been used.

H. With approval from the employee's department head or the board, committee or commission responsible for the employee's department, and from the Town Manager or his/her designee, employees who accrue at Level 3 or 4, may elect to work no more than one vacation week and receive vacation pay plus their regular pay for that week. In order to be considered, the request must be submitted to the Human Resources Director, no later than the 3<sup>rd</sup> Friday in ~~March~~May. The request will then be brought to Personnel Committee for evaluation and a decision at the May Personnel meeting. All decisions approved by the Personnel Committee must be sent to the Finance Director for confirmation of funds. After available funds have been confirmed, the payment will be made in the last check of the fiscal year. **(Amended 5-5-2008 ATM, Art. 3, 5-4-2009 ATM, Art. 3)**

- I. Any employee that wishes to use any paid time off other than sick time, must have their request approved by their manager in writing before the time off is taken. Time off requests in excess of three days, must be approved in writing at least two weeks before the time is taken. **(Added 5-5-2008 ATM, Art. 3)**
- J. Employees may request approval to use vacation time not yet earned through their department head and the Human Resources Department. This time must be requested in writing and approved by the Department Head and Human Resources prior to taking the time. However, in order to be granted permission to use the unearned time, the employee must have used all of their personal and floating holidays. **(Amended 5-5-2008 ATM, Art. 3)**

**§ 33-17. Personal leave of absence. (Amended 5-7-2001 ATM, Art. 3; 5-5-2003 ATM, Art. 3; 5-3-2004 ATM, Art. 3, 5-7-2007 ATM, Art. 56, 5-5-2008 ATM, Art. 3, 5-4-2009 ATM, Art.3)**

Personal leave of absence for a specified period of time may be granted by a department head and the Town Manager but shall be without compensation. A leave of absence of over three months duration shall be considered a break in employment and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months has been authorized by the Town Manager in advance. Unless otherwise stated, ~~personnel~~personal leave of absences without pay shall be considered inactive employment, where time spent on such leave does not count as service (time worked) for purposes of seniority, vacation, sick leave, pension, longevity and other benefits. Those employees on an approved leave of absence who are removed from payroll are responsible for remitting health and other insurance premiums to the Benefits Coordinator within the requested time frame.

Once an employee has exhausted their Family Medical Leave or Massachusetts Maternity Leave they must apply for a Personal Leave of Absence by submitting their request in writing to the Human Resources Director before their protected leave runs out. This Leave must be approved by the Town Manager before it can be granted to the employee.

Employees who are on a non FMLA leave will be making COBRA payments. Employees who fail to make payments in the time required shall be removed from the insurance plan. **(Added 5-5-2008 ATM, Art. 3)**

**§ 33-18. Family and Medical Leave Act. (Added 5-7-2001 ATM, Art. 3; amended 5-5-2003 ATM, Art. 3; 5-3-2004 ATM, Art. 3, 5-5-2008 ATM, Art. 3)**

The Family and Medical Leave Act of 1993 (FMLA) may provide benefits in addition to the provisions of this by-law. Subject to certain restrictions and limitations, the FMLA generally provides that each eligible employee may take up to a total of 12 weeks of unpaid, job-protected leave during any twelve-month period to care for the employee's child after birth, or placement for adoption or foster care; to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or for a serious health condition that makes an employee unable to perform the employee's job. Family Medical Leave is done on a rolling calendar basis. So if an employee needs to take more than one occasion of leave, their eligibility will depend on how much leave was taken in the previous 12 months. Eligible employees are those who have been employed for at least 12 months by the employer with respect to whom leave is requested under this section and for at least 1,250 hours of service with such employer during the previous 12-month period. An employee must elect to use any accrued paid vacation, personal days or floating holidays for periods of unpaid FMLA leave. With the exception of the ten (10) days mentioned in section 33-20, sick time may only be used for FMLA leave to care for the Employee's own medical condition. Family leave, i.e., leave for childbirth, adoption or foster care, must be taken and completed within 12 months of the birth or the initiation of adoption or foster care. Ordinarily such leave must be taken in a twelve-week block, unless the employee requests and is granted intermittent leave. Medical leave may be taken whenever medically necessary, regardless of whether the leave is taken to care for a sick family member or because of the employee's own serious health condition. Medical leave may be taken all at once, intermittently or on a reduced leave basis. When leave is foreseeable, an employee must provide the department head with at least 30 days of notice of the need for leave or as much notice as is practicable. Human Resources may require medical certification of a serious health condition from the employee's health care provider, and may require periodic reports during the period of leave of the employee's status and intent to return to work, as well as fitness-for-duty certification upon return to work in appropriate situations. When the employee returns from FMLA leave, the employee is ordinarily entitled to be restored to the same or an equivalent job. An equivalent job is one with equivalent pay, benefits, responsibilities, etc. The employee is not entitled to accrue benefits (e.g., paid leave, advancement, seniority, length of service credit) during periods of unpaid FMLA leave, but, subject to certain limitations contained in FMLA, must be returned to employment with the same ben-

effits at the same levels as existed when leave began. (Amended 5-5-2008 ATM, Art. 3)

## **A. General Provisions**

Under this policy, The Town of Hopkinton will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy and policies regarding vacation time, sick time and personal time usage.

## **B. Eligibility**

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- 1) The employee must have worked for the Town for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- 2) The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- 3) The employee must work in a worksite where 50 or more employees are employed by the Town within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

## **C. Type of Leave Covered**

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) *The birth of a child and in order to care for that child.*
- 2) *The placement of a child for adoption or foster care and to care for the newly placed child.*
- 3) *To care for a spouse, child or parent with a serious health condition (described below).*
- 4) *The serious health condition (described below) of the employee.*

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position. A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider. This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

The Town of Hopkinton may place employees on FMLA who have been out for more than three days to care for their own serious health condition or any of the reasons for FMLA leave listed above. Employees with questions about what this FMLA policy or under the Town's sick leave policy should consult with the HR Director. If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the Town may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

- 4) *Qualifying exigency leave for families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation.*

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order

to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: 1) short-notice deployment, 2) military events and activities, 3) child care and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities and 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

*5) Military caregiver leave (also known as covered service member leave) to care for an ill or injured service member.*

This leave may extend to up to 26 weeks in a single 12-month period for an employee to care for a spouse, son, daughter, parent or next of kin covered service member with a serious illness or injury incurred in the line of duty on active duty. Next of kin is defined as the closest blood relative of the injured or recovering service member.

#### **D. Amount of Leave**

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The Town will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Town will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the Town will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the Town and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a

parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Town and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

#### **E. Employee Status and Benefits During Leave**

While an employee is on leave, the Town will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Town will require the employee to reimburse the Town the amount it paid for the employee's health insurance premium during the leave period.

Under current Town policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Human Resources department by a date agreed upon by the employee and the Human Resources department. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

#### **F. Employee Status After Leave**

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be

included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The Town may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

### **G. Use of Paid and Unpaid Leave**

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, and personal leave prior to being eligible for unpaid leave. Sick leave must be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the Town's sick leave policy) prior to being eligible for unpaid leave.

### **H. Intermittent Leave or a Reduced Work Schedule**

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The Town may temporarily transfer an employee to an available alternative position with equivalent pay and

benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the Town and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the Town before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

### **I. Certification for the Employee's Serious Health Condition**

The Town will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

The Town may directly contact the employee's health care provider for verification or clarification purposes using a health care professional or the HR director. The Town will not use the employee's direct supervisor for this contact. Before the Town makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Town will obtain the employee's permission for clarification of individually identifiable health information.

The Town has the right to ask for a second opinion if it has reason to doubt the certification. The Town will pay for the employee to get a certification from a second doctor, which the Town will select. The Town may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the Town will require the opinion of a third doctor. The Town and the employee will mutually select the third doctor, and the Town will pay for the opinion. This third opinion will be considered

final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

#### **J. Certification for the Family Member's Serious Health Condition**

The Town will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. The Town may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, the Human Resources Director or the Total Compensation Coordinator. The Town will not use the employee's direct supervisor for this contact. Before the Town makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Town will obtain the employee's family member's permission for clarification of individually identifiable health information.

The Town has the right to ask for a second opinion if it has reason to doubt the certification. The Town will pay for the employee's family member to get a certification from a second doctor, which the Town will select. The Town may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the Town will require the opinion of a third doctor. The Town and the employee will mutually select the third doctor, and the Town will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

#### **K. Certification of Qualifying Exigency for Military Family Leave**

The Town will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

#### **L. Certification for Serious Injury or Illness of Covered Service member for Military Family Leave**

The Town will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

#### **M. Recertification**

The Town may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the Town may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The Town may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

#### **N. Procedure for Requesting FMLA Leave**

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the HR manager. Within five business days after the employee has provided this notice, the HR manager will complete and provide the employee with a Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the Town's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

#### **O. Designation of FMLA Leave**

Within five business days after the employee has submitted the appropriate certification form, the HR manager will complete and provide the employee with a written response to the employee's request for FMLA. On a basis that does not discriminate against employees on FMLA leave, the Town may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

**§ 33-18.1 Massachusetts Maternity Leave Act  
(Added ATM 5-5-2008 Art.3,  
Amended 5-4-2009 ATM, Art. 3)**

M.G.L. Chapter 149, Section 105D provides that a female employee who has completed the initial probationary period set by the terms of her employment or, if there is no such probationary period, has been employed by the same employer for at least three consecutive months as a Full-Time employee, is entitled to a maternity leave not exceed eight weeks. This leave may be taken for the purpose of giving birth, adopting a child under the age of eighteen, or adopting a child under the age of twenty-three if the child is mentally or physically disabled. Employees are required to give at least two weeks' notice of their anticipated date of departure and intention to return.

Employees taking advantage of this leave will be restored to their previous, or a similar, position with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of her leave. This leave is traditionally unpaid. However, any accrued or earned vacation, personal, or floating holidays may be used with this leave.

Sick time may be used provided there is a doctor's note stating that time is needed to recuperate from giving birth.

If an employee elects maternity leave under the Family and Medical Leave Act, the Town will apply the Massachusetts Maternity Law benefit concurrently with the benefits allowed under the Family and Medical Leave Act ([link to section on FMLA](#)). See [33-18 Family and Medical Leave Act](#) for more information.

Male employees who are not eligible for the Family and Medical Leave Act (FMLA) may apply for a Personal Leave of Absence to cover paternity leave.

**§ 33-20. Sick leave with pay.(Amended 5-2-1994 ATM, Art. 3; 5-6-1998 STM, Art. 3; 5-7-2001 ATM, Art. 3; 5-6-2002 ATM, Art 3; 5-5-2003 ATM, Art. 3; 5-3-2004 ATM, Art. 3; 5-2-2005 ATM, Art. 3, 5-5-2008 ATM, Art. 3, 5-4-2009 ATM, Art. 3)**

A. Each regular full-time Group A and regular part-time Group B employee shall be entitled to sick leave with pay. With the exception of up to ten (10) days per fiscal year, sick leave may only be used only for an employee's personal illness, well-care and sick medical and dental appointments and for the Employee's FMLA leave for their own health condition. The ten (10) days of sick leave that may be used during the fiscal year are for use of your immediate family only, and to be used during that fiscal year only. The same

amount of sick days will accrue, but not the designation. Each regular full-time employee will earn sick leave at the regular rate of pay of the employee at the rate of 1 1/4 (10 hours) normal workdays of sick leave earned for each full calendar month of work, to a maximum accumulation of 205 workdays. Each regular part-time A employee will earn sick leave at the regular rate of pay of the employee on a pro rata basis. The maximum accumulation is the same as that for a regular full-time employee. Sick leave with pay is credited on the last day of the month. Time off payroll is not considered time worked and therefore no sick leave will be credited to an employee who is off payroll for more than one work day during the calendar month. The Town may request a medical certificate at any time. A medical certificate must state specifically that an employee is incapacitated and therefore can not perform the duties and responsibilities as specified in the employee's job description. Department heads may require additional medical certification if appropriate. Sick leave already accumulated by the eligible employee as of July 1, 1985, will continue to be applicable. Any employee transferring from a qualifying regular part-time A position to a qualifying full-time position, or reverse, shall take with him/her all qualified normal sick workdays accumulated to the date of the transfer. In case of retirement or termination of employment, no payment shall be made for accumulated unused sick leave. **(Amended 5-5-2008 ATM, Art. 3)**

- B. In the event that any employee exhausts his or her accumulated sick time, each employee that falls under the Salary Administration Plan, with the permission of his or her department head and Personnel Committee, may donate up to six days of his or her sick time to the affected employee in a given fiscal year. The affected employee must first exhaust all personal days, the floating holiday, vacation time and sick leave. **(Amended 5-5-2008 ATM, Art. 3)** Each regular full-time employee will earn sick leave at the regular rate of pay of the employee at the rate of 1 1/4 (10 hours) normal workdays of sick leave earned for each full calendar month of work, to a maximum accumulation of 205 workdays. Each regular part-time A employee will earn sick leave at the regular rate of pay of the employee on a pro rata basis. The maximum accumulation is the same as that for a regular full-time employee. Sick leave with pay is credited on the last day of the month.
- C. Any person returning to work after an absence, due to illness, in excess of five (5) consecutive school days may be required by the Human Resources Department to obtain a written statement from a doctor that the absent person is capable of performing teaching duties.

- D. For any one year's total absence creditable to sick leave in excess of ten (10) days not covered under Section C, a doctor's written verification of illness may be requested by the Human Resources Department to allow payment for such days.
- E. Time off payroll is not considered time worked and therefore no sick leave will be credited to an employee who is off payroll for more than one work day during the calendar month. The Town may request a medical certificate at any time. A medical certificate must state specifically that an employee is incapacitated and therefore can not perform the duties and responsibilities as specified in the employee's job description. Department heads may require additional medical certification if appropriate.
- F. Sick leave already accumulated by the eligible employee as of July 1, 1985, will continue to be applicable. Any employee transferring from a qualifying regular part-time A position to a qualifying full-time position, or reverse, shall take with him/her all qualified normal sick workdays accumulated to the date of the transfer. In case of retirement or termination of employment, no payment shall be made for accumulated unused sick leave.
- G. In the event that any employee exhausts his or her accumulated sick time, each employee that falls under the Salary Administration Plan, with the permission of his or her department head and Personnel Committee, may donate up to six days of his or her sick time to the affected employee in a given fiscal year. The affected employee must first exhaust all personal days, the floating holiday, vacation time and sick leave, before being granted donated sick leave.
- H. An employee that meets the criteria for Family Medical Leave or Massachusetts Maternity Leave will be placed on that leave in concurrence with their use of sick time.
- I. In the event that any employee exhausts his or her accumulated sick time, each employee that falls under the Salary Administration Plan, with the permission of his or her department head and Personnel Committee, may donate up to six days of his or her sick time to the affected employee in a given fiscal year. The affected employee must first exhaust all personal days, the floating holiday, vacation time and sick leave.

**§ 33-24. Overtime pay. (Amended 5-7-2001 ATM, Art. 3; 5-3-2005 ATM, Art. 3, 5-4-2009 ATM, Art. 3)**

Overtime will be worked only with the prior authorization of the department head. Sufficient funds must be available in the budget before overtime work is assigned. Each regular full-time employee, exclusive of exempt employees, who are required to work in excess of ~~8 hours in any one day or~~ 40 hours in any one work-week shall be paid at time-and-one-half the employee's straight-time hourly rate for all hours worked in excess of ~~8 hours in any one day or~~ 40 hours in any one work-week. ~~Vacation Time, Sick Days, Holiday Pay, Personal Time and Floating Holidays are eligible in calculating the 40 hour workweek. Holidays and vacation days shall be considered work days.~~ Compensatory time off may be used in lieu of cash overtime compensation and is calculated in the same manner but only if a prior voluntary agreement or understanding has been reached between the department head and the employee. The department head is not required to offer the option of compensatory time.

**§ 33-28. Disciplinary procedures. (Added 5-6-1996 ATM, Art. 7; amended 5-5-2003 ATM, Art. 3; 5-3-2004 ATM, Art. 3; 5-2-2005 ATM, Art. 3; 5-7-2007 ATM, Art. 56, 5-5-2008 ATM, Art. 3, 5-4-2009 ATM, Art. 3)**

- A. The goal of management is to develop productive employees. Managers must keep all employees informed of management's expectations in the areas of job performance and behavior through regular meetings and discussions. Management must thoroughly investigate and document performance issues. Managers should seek advice from the Human Resources Director on appropriate procedures.
- B. Employees are expected to conduct themselves in a professional and respectful manner consistent with the high standards held by the Town. The following list of infractions, although not intended to be all-inclusive, illustrate some of the breaches of conduct that may result in disciplinary action, up to and including dismissal. This does not alter the "at will" nature of employment with the Town.
  - (1) Violation of the Town's policies.
  - (2) Use of profane or abusive language, or rude or discourteous behavior.
  - (3) Dishonesty.
  - (4) Misappropriation of Town funds or assets.
  - (5) Excessive or unexcused absences or tardiness or fraudulent use of leave time.
  - (6) Conducting personal business during work hours.

- (7) Neglect of job responsibilities. **(Amended 5-5-2008 ATM, Art. 3)**
  - (8) Insubordination.
  - (9) Falsifying or unauthorized destruction of records, mail or other documents.
  - (10) Destruction, unauthorized removal, or theft of Town property or the property of others located on Town premises.
- C. If employees exhibit inappropriate conduct or fail to meet performance standards, they may be subject to the Town's disciplinary procedures. Disciplinary procedures, outlined below, in no way alter the employment at will relationship.

~~Oral Verbal reprimand:~~ An oral reprimand constitutes the first step in the disciplinary procedure. Management must meet with the employee to communicate the warning and must give the employee a written summary which documents the infraction and describes how the employee failed to meet the acceptable standards of performance. The employee should be counseled on ways to improve performance. A copy of the written summary will be placed in the employee's personnel file.

Written reprimand: Management must meet with the employee and give him/her a formal written reprimand which fully documents the infraction and a copy placed in the employee's personnel file.

Suspension: A suspension is the temporary and involuntary separation of an employee from employment. The purpose of a suspension is to serve as a final warning to an employee that continued poor performance or misbehavior will result in dismissal. All suspensions must be documented in writing and a determination letter given to the employee by management and a copy placed in the employee's personnel file. Whenever possible, the Human Resources Department will be consulted prior to issuing a suspension.

Dismissal: Dismissal is the permanent and involuntary separation of a person from employment with the Town. Issues surrounding the dismissal must be documented.

- D. Management reserves the right to determine at which step of the disciplinary process to begin. Options range from ~~an oral verbal~~ reprimand up to and including immediate dismissal. This decision will be based on the severity of the infraction. If necessary, employees may be put on administrative leave with pay pending an investigation.

- E. All employees are entitled to a pre-termination meeting with the Human Resources Director and the Town Manager at which they have an opportunity to present their case. **(Amended 5-5-2008 ATM, Art. 3)**

E.F. Employees involved in any step of the disciplinary process are not eligible for consideration under ~33-9 Step Rate Increases until improvement has been documented and/or a period of time as defined by the Town Manager and Department Head has expired with no additional disciplinary actions.

**§ 33-33. Discrimination and sexual harassment. (Added 5-5-1997 ATM, Art. 3; amended 5-5-2003 ATM, Art. 3, 5-7-2007 ATM, Art. 4, 5-7-2007 ATM, Art. 56, 5-5-2008 ATM, Art. 3, 5-4-2009 ATM, Art. 3)**

- A. In accordance with applicable federal and state laws, Town employees or contractors paid by the Town may not engage in any discriminatory practices or activities. Discrimination based upon a person's race, color, religious creed, national origin, ancestry, genetic information, gender, sexual orientation, veteran status, age or disability is prohibited with respect to hiring, firing, compensation, terms and conditions of employment and in all areas of the workplace.

- B. Sexual Harassment Policy of the Town of Hopkinton.

(1) Introduction.

(a) It is the goal of the Town of Hopkinton to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by the Town. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated, and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

(b) Because the Town takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment, and where it is determined that such

inappropriate conduct has occurred, the Town will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

- (c) Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit the Town's authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

(2) Definition of sexual harassment.

- (a) In Massachusetts, the legal definition for sexual harassment is this: "sexual harassment" means sexual advances, requests for sexual favors and verbal or physical conduct of a sexual nature when:

- (1) Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or a basis for employment decisions; or

- (2) Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

- (b) Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits or continued employment, constitutes sexual harassment.

- (c) The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating or humiliating to male or female workers may also constitute sexual harassment.

- (d) While it is not possible to list all those additional circumstances that may constitute

sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness.

- (1) Unwelcome sexual advances, whether they involve physical touching or not.
- (2) Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, comment about an individual's sexual activity, deficiencies or prowess.
- (3) Displaying sexually suggestive objects, pictures, cartoons.
- (4) Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.
- (5) Inquiries into one's sexual experiences.
- (6) Discussion of one's sexual activities.

- (e) All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the Town.

- (3) Complaints of sexual harassment by any employee who believes that he or she has been subjected to sexual harassment, he/she has the right to file a complaint with the Town Manager. This may be done in writing or ~~orally~~ verbally. If any employee would like to file a complaint, he/she may do so by contacting the Human Resources Director or the ~~Town Manager~~ Police Chief. ~~If the sexual harassment is against the Town Manager the complaint can be filed with the Chair of the Personnel Board either in writing or orally.~~ Please see the table below for exceptions.

**Harassment Allegations**

**Against:**

Human Resources Director

Police Chief

Town Manager

**File Complaint**

**With:**

Town Manager

Chair of Personnel Board

Chair of Personnel Board

(4) Sexual harassment investigation.

- (a) When the Town receives the complaint it will promptly investigate the allegation in a fair and expeditious manner by the Human Resources Director or his/her designee. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. The Town Manager will also interview the person alleged to have committed sexual harassment. When the investigation is completed, the Human Resources Director or his or her designee will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the result of that investigation. If allegations are against the Human Resources Director the above procedure and processes will be conducted by the Personnel Board. **(Amended 5-5-2008 ATM, Art. 3)** See Table Below for Exceptions.

**Harassment Allegations**

**Against:**

Human Resources Director  
Police Chief  
Town Manager

**Investigation Led**

**By:**

Town Manager  
Chair of Personnel Board  
Chair of Personnel Board

- (b) If it is determined that inappropriate conduct has occurred, the ~~Town Manager following Town officer~~ will act promptly to eliminate the offending conduct, ~~and where it is appropriate, disciplinary action will be imposed and take the appropriate disciplinary actions.~~

**Harassment Committed**

**By:**

Human Resources Director  
Police Chief  
Town Manager  
All other(s)

**Follow Through**

**Person:**

Town Manager  
Chair of Personnel Board  
Chair of Personnel Board  
Town Manager

- (5) Disciplinary action. If it is determined that inappropriate conduct has been committed by an employee, the Town Manager will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment and may include such other forms of disciplinary action as deemed appropriate under the circumstances.

- (6) State and federal remedies. In addition to the above, if an employee believes they have been subjected to sexual harassment, they may file a formal complaint with either or both of the government agencies set below. Using the Town's complaint process does not prohibit an employee from filing a complaint with these agencies. An employee has 300 days from the date of the last incident, to file a claim with the EEOC and MCAD. **(Amended 5-5-2008 ATM, Art. 3)**

- (a) The United States Equal Employment Opportunity Commission (EEOC)

JFK Bldg. Government Center - 4th Floor  
(617) 565-3200  
Boston, MA 02203

- (b) The Massachusetts Commission Against Discrimination (MCAD)

Boston Office:  
One Ashburton Place - Rm 601  
Boston, MA 02108  
(617) 727-3990

Springfield Office:  
424 Dwight Street, Rm 220  
Springfield, MA 01103  
(413) 739-2145

- C. It is the responsibility of all managers to create an atmosphere free of discrimination or harassment, sexual or otherwise.
- D. Any employee who believes that he/she has been discriminated against on the basis of any of the factors listed above, including sexual harassment, should first attempt to achieve an informal resolution of the complaint. If this attempt is unsuccessful, the employee may then file a written complaint with the Town EEO Officer, who is the Human Resources Director and or his/her designee, within 30 days of the incident. No person filing a complaint shall be subjected to retribution for doing so. **(Amended 5-5-2008 ATM, Art. 3)**
- E. All complaints shall be promptly and thoroughly investigated within 15 days by the Human Resources Director and or his/her designee, and a report of the findings of such investigation and recommendations for action shall be presented to the Town Manager. Final decisions regarding the actions to be taken against any person found to have engaged in any discriminatory behavior or to have made false charges against another person will be made by the Board of Selectmen. Actions may in-

clude counseling and disciplinary procedures. In case of allegations against the Town Manager the above process will be conducted by the Chair of the Personnel Board or her/his designee. **(Amended 5-5-2008 ATM, Art. 3)**

- F. Retaliation: Any employee who, in good faith, reports an alleged incident of sexual or other harassment will under no circumstances be subject to reprisal or retaliation of any kind. Any employee who feels he or she has been subjected to retaliation should report him/her to his or her supervisor or the Human Resources Department or the reporting chain as detailed in 33-33 3. Any employee, however, who is found to have knowingly made a false accusation of sexual harassment or retaliation, may be subject to appropriate disciplinary action up to and including termination.

**§ 33-39. Technology Usage. (Added 5-5-2003 ATM, Art. 3, amended 5-4-2009 ATM, Art. 3)**

The technology usage policy covers all computer, communications, and information technology systems. This includes, but is not limited to: computers, internet services, e-mail, telephones and fax machines. Any employee abusing the privileges and authorized uses of this technology will be subject to disciplinary action ranging from oral reprimand to dismissal and/or legal prosecution. Due to constant upgrades and advances in technology it is not possible to exhaustively list all types of technologies currently covered in computer, communication, and information technology systems ranging from computers, internet services, server usage, e-mail, telephones, PDA's and fax machines that are the Property of the Town of Hopkinton or are used in the regular conduct of Town of Hopkinton business that are reimbursed by the Town of Hopkinton. Any employee abusing the privileges and authorized uses of this technology will be subject to disciplinary action deemed appropriate by the Town's disciplinary policy up to and including termination. Please see the separate hand-out regarding Internet and E-Mail usage for further details regarding our technology policies.

**§ 33-46 Americans with Disabilities Act (Added 5-4-2009 ATM, Art. 3)**

It is the policy of the Town of Hopkinton not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

Additionally, the Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the Town

to comply with all Federal, state, and local laws concerning the employment of persons with disabilities.

Town of Hopkinton will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of the job in question.

An individual who can be reasonably accommodated for the job in question, without undue hardship, will be given the same consideration for that position as any other employee or applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation.

The Human Resources Department is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.

**Definitions**

In implementing this policy, The Town of Hopkinton will be guided by the then-applicable definitions stated in the ADA or in case law construing the ADA, and applicable state and local law. . In the event of any conflict between the definitions in the ADA and the definitions in this policy, the legal definitions will control. The following discussion is provided for general guidance of employees and applicants in understanding the policy of The Town of Hopkinton.

- "Disability" refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such an impairment, has a record of such an impairment is also deemed a "disabled individual". An individual may also be deemed "disabled" if that person is regarded as having such an impairment. However, in the "regarded as" instance, the situation is more complicated. Under amendments to the ADA in 2008, if the condition is transitory and minor, defined as having an actual or expected duration of 6 months or less, then the condition does not qualify as a disability.

- Generally, ameliorative measures such as medications and medical devices will not be considered in making a disability determination, although ordinary eyeglasses may be taken into consideration. So, for ex-

ample, the mere fact that a person wears ordinary eyeglasses will not qualify that person as "disabled." On the other hand, the fact that a person has a hearing aid or takes medications to address the impairment will not disqualify that person as being "disabled" if the person otherwise meets the definition of "disabled."

- "Major life activity" may include things such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating or working. A "major life activity" may also include bodily functions such as functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive systems.

- "Direct threat to safety" refers to a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

- A "qualified individual with a disability" refers to an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.

- "Reasonable accommodation" refers to making existing facilities readily accessible to and usable by individuals with disabilities, including but not limited to; job restructuring, part-time or modified work schedules, re-assignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training materials, adjustment or modification of policies, and similar activities.

- "Undue hardship" refers to an action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable accommodation is to be made; (3) the number of persons employed at that facility; (4) the effect on expenses and resources or other impact upon that facility; (5) the overall financial resources of the Town; (6) the overall number of employees and facilities; (7) the operations of the particular facility as well as the entire Town; and (8) the relationship of the particular facility to the Town. These are not all of the factors but merely examples.

- "Essential job functions" refers to those activities of a job that are the core to performing the job in question.

**Passed by: Voice Vote Unanimous (05-04-09)**

**ARTICLE 4. Voted:** that the Town raise and appropriate \$22,134,711.70 and transfer the following sums from available funds:

Water Enterprise Fund Shared Costs .....	\$ 273,351
Sewer Enterprise Fund Shared Costs .....	\$ 211,025
Transfer from Capital Projects .....	\$ 50,000
Transfer from CPA .....	\$ 359,360
Transfer from Perpetual Care .....	\$ 18,696
Repayment from Sewer Fund .....	\$ 150,000
Transfer from Title V .....	\$ 29,218
Transfer from Ambulance Receipts .....	\$ 101,975
Overlay Surplus .....	\$ 102,000
Transfer from Workers' Compensation Fund .....	\$ 70,000
Transfer from Free Cash .....	\$ 462,000

for a total of \$23,962,336.70 for the purposes itemized and described in the Fiscal Year 2010 Operating Budget of the Town, as set forth in the Appropriation Committee Report.

**Passed by: Voice Vote Unanimous (05-04-09)**

**ARTICLE 5. Voted:** that the Town raise and appropriate \$32,249,725.67 for the operation of the School Department for the fiscal year beginning July 1, 2009; said sum to be spent under the direction of the School Committee.

**Passed by: Voice Vote Unanimous (05-04-09)**

**ARTICLE 6. Voted:** that the Town raise and appropriate \$389,079.00 to meet the Town's share of the annual operating and debt service expenses of the South Middlesex Regional Vocational Technical School District for the fiscal year beginning July 1, 2009; said sum to be spent under the direction of the South Middlesex Regional Vocational Technical School District Committee.

**Passed by: Voice Vote Unanimous (05-04-09)**

**ARTICLE 7. Voted:** that the Town transfer \$211,025.21 from the Sewer Enterprise Fund to the General Fund as reimbursement of shared costs and fringe benefits, and further to raise and appropriate \$771,062.33 for the expenses of the Sewer Department for the fiscal year beginning July 1, 2009, of which \$697,929.33 is to be provided by revenues received by the Sewer Department and \$73,133 is to be provided from the General Fund; said sum to be spent under the direction of the Director of the Department of Public Works and used for the following purposes:

0444	Wages & Salaries	\$ 161,587.12
0775	Expenses	\$ 398,450.00
0186	Shared Costs	<u>\$ 211,025.21</u>
	TOTAL	\$ 771,062.33

**Passed by: Voice Vote Unanimous (05-04-09)**

**ARTICLE 8. Voted:** that the Town raise and appropriate \$939,445.09 to be provided from betterments and other revenues received by the Sewer Department and transfer \$47,160 from retained earnings of the Sewer Department for a total of \$986,605.09 for the Sewer Department Debt Service; said sum to be spent under the direction of the Director of the Department of Public Works for the following purposes:

0399	Interest on short term debt	\$7,160.00
0358	Interest on long term debt	\$267,463.79
0346	Maturing principal	\$561,981.30
034	Repayment to the General Fund	<u>\$ 150,000.00</u>
	TOTAL	\$ 986,605.09

**Passed by: Voice Vote Unanimous (05-04-09)**

**ARTICLE 9. Voted:** that the Town transfer \$273,350.62 from the Water Enterprise Fund to the General Fund as reimbursement of shared costs and fringe benefits, and further to raise and appropriate \$1,109,581.90 for the expenses of the Water Department for the fiscal year beginning July 1, 2009, of which \$788,356.90 is to be provided by revenues received by the Water Department and \$321,225.00 is to be provided from the General Fund; said sum to be spent under the direction of the

Director of the Department of Public Works and used for the following purposes:

0817	Wages & Salaries	\$ 292,708.80
0822	Expenses	\$ 543,522.48
0907	Shared Costs	<u>\$ 273,350.62</u>
	TOTAL	\$ 1,109,581.90

**Passed by: Voice Vote Unanimous (05-04-09)**

**ARTICLE 10. Voted:** that the Town raise and appropriate \$505,200.63 from revenues received by the Water Department and transfer \$19,568 from retained earnings of the Water Department for a total of \$524,768.63 for the Water Department Debt Service; said sum to be spent under the direction of the Director of the Department of Public Works for the following purposes:

0799	Interest on long term debt	\$ 147,053.17
0778	Maturing principal	\$ 304,115.46
1077	Administrative Costs	\$ 1,600.00
0728	Ashland Obligation	<u>\$ 72,000.00</u>
	TOTAL	\$ 524,768.63

**Passed by: Voice Vote Unanimous (05-04-09)**

**ARTICLE 11. Voted:** that the Town, pursuant to Chapter 44, Section 53E1/2 of the General Laws, authorize the establishment and use of the revolving funds set forth in Article 11 of the Annual Town Meeting Warrant, for the fiscal year beginning July 1, 2009, provided, however, that the unencumbered prior year balance of the Open Space Preservation Commission account shall revert to the General Fund.

Fund	Revenue Source	Authority to Spend Fund	Use of Fund	Spending Limit	Disposition of Prior Year Fund Balance
Building Department	Permit fees	Director of Municipal Inspections with approval of the Board of Selectmen	Expenses of operation of department	\$45,000	Unencumbered balance reverts to general fund
Part-time Wire Inspector	Permit fees and inspection fees of Wire Inspector	Director of Municipal Inspections with approval of the Board of Selectmen	Expenses and salary of part-time wire inspector	\$45,000	Unencumbered balance reverts to general fund
Part-time Plumbing Inspector	Permit fees and inspection fees of Plumbing Inspector	Director of Municipal Inspections with approval of Board of Selectmen	Expenses and salary of part-time plumbing inspector	\$45,000	Unencumbered balance reverts to general fund
Board of Health	Permit fees, inspection fees and other funds collected by Board of Health relating to public health, safety and environmental laws, codes and regulations	Board of Health	Expenses of Board of Health, including services of inspectors, agents, consultants, contractors, clerical support, equipment, supplies and training, directly relating to the implementation and enforcement of federal, state and local public health, safety and environmental laws, codes and regulations.	\$150,000	Unencumbered balance reverts to general fund

<b>Fund</b>	<b>Revenue Source</b>	<b>Authority to Spend Fund</b>	<b>Use of Fund</b>	<b>Spending Limit</b>	<b>Disposition of Prior Year Fund Balance</b>
Hazardous Materials	Fees and monies received from insurers & others relating to release or spills of hazardous materials	Fire Chief	Purchase equipment and materials, training, contingency planning, site assessments, service at hazardous release incidents.	\$5,000	Unencumbered balance reverts to general fund.
Conservation Commission	Consultant fees referred to in Wetlands Protection Bylaw	Conservation Commission	To meet expenses & fees of consultants engaged by & other appropriate expenses of Conservation Commission	\$115,000	Unencumbered balance reverts to general fund
Library	Lost Materials/Fines	Library Director	Replacement of lost and damaged materials.	\$9,000	Unencumbered balance reverts to general fund
Emergency Medical Services	Emergency Medical Services user fees	Fire Chief Police Chief	To operate, maintain service, acquire, & upgrade vehicles, equipment & training for emergency medical services.	\$350,000	Unencumbered balance reverts to general fund
Public Safety	Permit fees and other collected pursuant to the administration and enforcement of the Town of Hopkinton by Law Ch. 150 – Peddling and Soliciting.	Police Chief	To meet the expenses of the Police Department related to the administration and enforcement of the Town of Hopkinton Bylaw Ch.150 - Peddling and Soliciting.	\$5,000	Unencumbered balance reverts to general fund
Planning Board	Permit fees and consultant fees collected by the Planning Board relating to review of Site Plans, petitions, applications, permits and appeals.	Planning Board	To meet expenses and fees of consultants engaged by and other appropriate expenses of the Planning Board	\$30,000	Unencumbered balance reverts to general fund
Parks & Recreation Commission	User fees and charges collected by the Parks & Recreation Commission relating to the conduct of its programs.	Parks & Recreation Commission	To meet expenses and fees of individuals engaged by and salaries, facilities maintenance and other appropriate expenses of the Parks & Recreation Commission	\$100,000	Unencumbered balance reverts to general fund
Open Space Preservation Commission	User fees, charges and donations collected by the Open Space Preservation Commission in the conduct of its programs and activities.	Open Space Preservation Commission	To meet expenses of the publication, reprinting and sale of the trail guide and the maintenance of trails and signage.	\$10,000	As determined by Town
Youth Commission	User fees, charges and donations received by the Youth Commission in the conduct of its programs and activities.	Youth Commission	To meet expenses incurred in conducting programs and activities for the Town's young people.	\$4,000	Unencumbered balance reverts to general fund
Zoning Board of Appeals	Filing fees and consultant fees collected by the Zoning Board relating to review of appeals, petitions and applications	Zoning Board of Appeals	To meet expenses and fees of consultants engaged by and other appropriate expenses of the Zoning Board of Appeals	\$50,000	Unencumbered balance reverts to general fund
Department of Public Works – Highway Division	Road Opening, Driveway Opening, and Trench Permit fees	Director of the Department of Public Works	Expenses of operation of the Highway Division	\$3,500	Unencumbered balance reverts to general fund
Department of Public Works – Recycling Committee	User fees collected at the Recycling Center	Director of the Department of Public Works	Expenses of operation of Recycling Center	\$15,000	Unencumbered balance reverts to general fund

**Passed by: Voice Vote Unanimous (05-04-09)**

**ARTICLE 12. Voted:** that the Town transfer \$65,000 from Budget Line 1074, Rubbish Disposal, in Department 433, Waste Collection and Disposal, to Budget Line 1084, Engineering, in Department 421, Highway Road Maintenance, of the Town's Fiscal Year 2009 Budget, previously voted under Article 4 of the Warrant for the 2008 Annual Town Meeting, for the purpose of providing stormwater management and mapping and snow dump improvements

**Passed by: Voice Vote Unanimous (05-04-09)**

**ARTICLE 13. Voted:** that the Town transfer \$225 from Budget Line 588, Building Maintenance and Repairs, in Department 421, Highway Expenses, of the Town's Fiscal Year 2009 Budget previously voted under Article 4 of the Warrant for the 2008 Annual Town Meeting, to pay a bill for the Department of Public Works, said bill having been incurred in a prior fiscal year.

**Passed by: Voice Vote Unanimous (05-04-09)**

**ARTICLE 14. Motion:** That the Town vote to petition the General Court to amend the Town Charter through passage of a Special Act substantially as set forth in Article 14 of the Annual Town Meeting Warrant.

**Article Failed by: No 105 Yes 52 (05-04-09)**

**ARTICLE 15. Voted:** that the Town accept the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, to provide an additional real estate tax exemption of fifty percent in Fiscal Year 2010, for those qualified for an exemption under Chapter 59, Section 5, clauses 17D, 22, 22A, 22B, 22C, 22D, 22E, 37A, 41C, 42 or 43, of the General Laws.

**Passed by: Voice Vote Unanimous (05-04-09)**

**ARTICLE 16. Voted:** that the Town amend Chapter 5 of the General Bylaws of the Town of Hopkinton, Chapter 5, by deleting the word "nine" from the first sentence of Section 5-1 thereof and inserting in its place the word "five."

**Passed by: Voice Vote Unanimous (05-04-09)**

**ARTICLE 17. Motion:** To see if the Town will vote to amend Chapter 206, Wetlands Protection, of the General Bylaws of the Town of Hopkinton, by making several housekeeping changes as shown on the document entitled "Revised Wetlands Bylaw" on file with the Town Clerk.

Proposed amendment to Section 206-13E in "Revised Wetlands Bylaw" by adding an additional sen-

tence as follows: "In no event, however, shall the aggregate amount of all fines assessed under this by-law exceed the sum of \$600 per day."

**Failed by: Voice Vote (05-04-09)**

**VOTED:** that the Town amend Chapter 206, Wetlands Protection, of the General Bylaws of the Town of Hopkinton, by making several housekeeping and other minor changes as shown on the document entitled "Revised Wetland Bylaw" on file with the Town Clerk.

§ 206-1 through § 206-17:

Insert and delete language as indicated on the attached document to clear-up old or out-of-date references and terms and to correct grammar and other items without changing the intent or meaning of any provision.

§ 206-2. Definitions:

1. Insert the following new definitions not previously listed:

AGRICULTURE — The term "agriculture" shall refer to the definition as provided by G.L. Ch. 128 § 1A.

POND — The term "pond" shall follow the definition of 310 CMR 10.04 except that the size threshold of 10,000 square feet shall not apply.

§ 206-3. Jurisdiction:

1. Insert and delete the following language:

Except as permitted by the Conservation Commission or as provided in this ~~chapter~~ Chapter, no person shall commence to remove, fill, dredge, build upon, degrade, discharge into or otherwise alter the following resource areas: any freshwater ~~or coastal~~ wetlands, marshes, wet meadows, bogs, swamps, vernal pools, ~~springs~~, banks, reservoirs, lakes, ponds of any size, rivers, streams, creeks, and lands under water bodies; ~~intermittent streams, brooks and creeks; lands adjoining these resource areas out to a distance of 100 feet, known as the buffer zone; perennial rivers, streams, brooks and creeks; lands adjoining these resource areas out to a distance of 200 feet, known as the riverfront area; and~~ lands subject to flooding or inundation by groundwater or surface water and lands within 100 feet of any of the aforesaid resource areas (collectively the "resource areas protected by this ~~chapter~~ Chapter"). Said resource areas shall be protected whether or not they border surface waters.

§ 206 - 5. Applications for permits and requests for determination:

1. Insert and delete the following language in subsection C.:

Any person desiring to know whether or not a proposed activity or an area is subject to this ~~chapter~~ Chapter may in writing request a determination from the Commission. Such a ~~request~~ Request for ~~determination~~ Determination of Applicability (RFD RDA) shall include the information and plans ~~hereinafter~~ as set forth in the Hopkinton Wetlands Protection Regulations and as may be deemed necessary by the Commission.

2. Delete subsection H in its entirety and replace with the following sentence:

Adequate access must be granted to the Commission, its agents and consultants, to determine the accuracy of the information submitted in the permit application and the ~~request for determination~~ RDA or other application requests.

3. Delete subsections J. – M. in their entirety.

§ 206 – 6. Public hearings and notifications:

1. Insert and delete the following language in subsection A.:

Any person filing a permit or other application, RDA, ANRAD or other request or RFD with the Commission shall, at the same time, give written notice thereof, by certified mail (return receipt requested), ~~certificate of mailing~~, or hand ~~delivered~~ delivery, to all abutters at their mailing addresses shown on the ~~most recent applicable tax list of the~~ a valid certified Assessors ~~abutters list~~, including owners of land directly opposite on any public or private street or way, and abutters to the abutters within 300 feet of the property line of the applicant, including any other municipality or across any body of water. The notice to abutters shall have enclosed a ~~summary of the project or proposal, date of the Commission hearing or meeting date if known, copy of the permit application or request, with plans, or shall state where copies may be examined and obtained by abutters.~~ An affidavit of the person providing such notice, with a copy of the notice mailed and delivered, shall be filed with the Commission. When a person requesting a ~~permit or RFD~~ Determination is other than the owner, ~~the request~~, the notice of hearing and the ~~Determination itself~~ decision shall be sent by the Commission to the owner as well as to the person making the request.

§ 206 – 7. Coordination with other boards:

1. Insert the following language:

Upon receipt of a permit application or request for determination, the Commission shall provide written notice thereof, by electronic mail or hand delivery, to the Board of Selectmen, Planning Board, Board of Health, Highway Surveyor and Building Inspector. A copy shall

be provided in the same manner to the Commission of the adjoining municipality, if the application or RDA pertains to property within 300 feet of that municipality.

§ 206 – 8. Determinations, permits and conditions:

1. Insert a new subsection D as follows:

The Commission may establish, in its Order of Conditions, design specifications, performance standards, and other measures and safeguards, including setbacks, no-disturb areas, no-build areas, and other work limits for protection of resource areas, including without limitation strips of continuous, undisturbed vegetative cover, unless the applicant convinces the Commission that the area or part of it may be disturbed without harm to the resource area values protected by this Chapter.

2. Change the following subsections letters:

D. to E.  
E. to F.  
F. to G.  
G. to H.

§ 206 – 11. Fees:

1. Delete subsection C. and change subsection D. to C.
2. Change subsection F. to D. and insert and delete the following language:

At the time of a permit application, RDA, ANRAD, or other request or RFD, the applicant shall pay the filing/consultant fees fee as specified in the Hopkinton Wetlands Protection Regulations. Such fees are in addition to those required by the Wetlands Protection Act, MGL c. 131, ~ 40, and are not refundable. The Commission may waive the filing fee and the costs and expenses for a permit application, RDA, ANRAD or other request submitted by a government agency. Additional consultant fees may be requested where the requisite review is more expensive than originally calculated or where new information requires additional consultant services. The Commission may require the payment of such additional consultant fees for any of the purposes referred to in Subsection B above at any time prior to the issuance of a Certificate of Compliance. Such fee is in addition to those required by the Wetlands Protection Act, MGL c. 131, ~ 40, and is not refundable. The Commission may waive the filing fee and the costs and expenses for a permit application or RFD submitted by a government agency. The fee for an application for modification of a permit will be the excess, if any, of the amount calculated as provided in the regulations for the activities requested to be allowed by the modified permit over the fee paid for the original permit.

~~provided that the fee for an application for modification of a permit will in no event be less than \$25. (Amended 5-3-2000 ATM, Art. 57)~~

3. Change the following subsections letters:

- G. to F.
- H. to G.
- I. to H.

§ 206 – 13. Enforcement:

1. Delete subsection B. in its entirety.
2. Change the following subsections letters:

- C. to B.
- D. to C.
- E. to D.
- F. to E.
- G. to F.

3. Insert and delete the following language in subsection E:

Any person who violates any provision of this chapter Chapter, or regulations, permits or administrative orders issued thereunder, shall be punished by a fine as set forth in the Hopkinton Wetland Protection Regulations of not more than \$300. Each day or portion thereof during which a violation continues, or unauthorized fill or alteration remains in place, shall constitute a separate offense, and each provision of the bylaw, regulations and permits or administrative orders violated shall constitute a separate offense.

**Passed by: Voice Vote Unanimous (05-04-09)**

**ARTICLE 18. Voted:** that the Town amend the Zoning Bylaws of the Town of Hopkinton by adopting a new Article XXVII, Signs, and making other related amendments to the Zoning Bylaws as set forth in Article 18 of the Annual Town Meeting Warrant, provided, however, that, in Section 210-176 of said Article XXVII, the letters 'c)' and 'd)' shall be deleted and replaced with the numbers '3)' and '4)' respectively; and provided further that, in Section 210-180B of said Article, paragraphs A and B shall be re-numbered as Paragraphs 1 and 2.

1. Adopt a new Article XXVII, Signs, as follows:

ARTICLE XXVII  
Signs

§ 210-176. Purpose.

The sign regulations contained herein are intended to:  
1) facilitate efficient communication; 2) avoid conflict between signs and the visual qualities of the environs;

3) support economic vitality and opportunity; and 4) encourage compatibility and harmony with surrounding buildings, land and land uses.

It is the intent of these regulations to balance the need for communication, economic vitality and free speech with the desire for an attractive community with signage that is complimentary in scale and vernacular to its context. The Town encourages sign permittees, property owners, businesses, and Town boards that review and approve signage to be mindful of this balance. A general harmony in design between signage on the same lot and on the same building is encouraged.

§ 210-177. Definitions.

For the purpose of this Article, terms shall have the following meanings:

**BUSINESS ESTABLISHMENT** – A place of business; a lawfully existing non-residential use.

**HEIGHT** – The vertical distance measured from the finished grade at the sign to the highest point of the sign or its supporting structure, whichever is higher.

**SANDWICH BOARD SIGN** – A portable A-frame sign constructed of durable materials with two identical flat faces and designed to be displayed on the ground.

**SIGN** – Any letter, word, symbol, drawing, picture, design, device, article or object that advertises, calls attention to or indicates any premises, persons, products, businesses or activities, or that conveys or is intended to convey any message whatever the nature of the material and manner of composition or construction. Historical date plaques and markers, athletic scoreboards, flags and insignias of governmental jurisdictions shall not be considered signs.

**SIGN AREA** – The area of a sign shall include all lettering, wording and accompanying symbols or designs. It shall also include the background on which they are displayed, whether open or enclosed, any frame around the sign and any "cutouts" or extensions. The area of a sign consisting of individual letters or symbols attached to or painted on a surface, wall or building shall be considered to be that of the smallest rectangle comprised of horizontals and verticals which encompasses all letters and symbols. Only one side of a two-sided identical sign shall be counted in computing the area of a sign.

**TEMPORARY SIGN** – Any and every sign which by its design and/or use is temporary in nature, frequently composed of paper, plastic, fabric, posterboard and/or cardboard, typically containing messages relative

to sale, lease, rental or construction of property, garage or yard sales, special sales, occasional uses and events.

#### § 210-178. General Regulations.

The following regulations shall apply in all zoning districts:

- A. No exterior sign shall be displayed except as provided in this Article or otherwise exempted by this or other law.
- B. No sign shall be displayed so as to create a hazard, obstruct the line of sight at an intersection or obstruct pedestrian travel on public sidewalks.
- C. Neon signs, including any and every sign which features exposed glass tubing filled with fluorescent gas, are prohibited. No messages or graphics on permanent signs shall be formed by lights of any kind.
- D. No sign shall be mounted, affixed or painted on roofs or extend above the roof eave line of a building.
- E. No sign shall flash, rotate, be animated, make noise, be motorized or move or be designed to move by any means, either in whole or in part.
- F. "Welcome to Hopkinton" signs and signs identifying historic villages or historic districts of Hopkinton may be displayed on the following major public ways, subject to approval by the Board of Selectmen: East Main St., Main St., Cedar St., West Main St., Wood St., South St. and Hayden Rowe St. Such signs shall not exceed 20 sq. ft. in area and shall not be illuminated.
- G. The provisions of this Article shall not apply to political signs, traffic signs, roadside civic organization and club signs, Boston Marathon race pavement markings, memorials and monuments, utility, traffic and construction warning signs, public safety messages, decorations, signs integral to product dispensing devices and fuel pumps, flags and insignia of governmental jurisdictions, historical plaques, trailhead signs and kiosks, property address numbers and the like.

#### § 210-179. Temporary signs.

Temporary signs and banners are permitted in all zoning districts as follows:

- A. Temporary standing signs and sandwich board signs may be displayed by community, civic and non-profit organizations promoting events. Such signs

may not be displayed more than 30 days before an event and shall be removed within two business days of the event. The size of such signs shall not exceed 8 square feet.

- B. One banner or temporary sign for each business establishment may be displayed on the premises of such use. Such signs and banners shall not exceed 24 square feet in area, and shall not be displayed for more than 30 days.
- C. Due to the historic nature of the Town Common, its central community location and its use for public events, additional temporary signage is permitted on the Town Common in conjunction with specific events. Such signage shall be allowed at the discretion of the Parks and Recreation Commission and shall be subject to time and size limitations as it shall require.
- D. Temporary signs advertising work being performed on a premises, such as for architects, painters, contractors, carpenters and the like, shall be allowed during the time that the work is being performed and for a period of 14 days following the conclusion of the work. Such signs shall not exceed 5 square feet in area.
- E. Signs indicating the donation of landscaping or other property improvements along public ways shall be allowed for up to 30 days, not to exceed 2 square feet in area.
- F. Seasonal off-site directional signs for agricultural uses may be displayed, not to exceed 6 square feet in area.

#### § 210-180. Sign regulations by zoning district

- A. Signs are permitted by right in each zoning district as follows.
  - 1. Residence A, Residence B, Residence-Lake Front and Agricultural Districts:
    - a. Signs advertising the sale or rental of the premises on which they are located, not to exceed 6 square feet in area.
    - b. Temporary or permanent signs which advertise or otherwise relate to the premises on which they are located, including home occupations, not to exceed 6 square feet in area.
  - 2. Business, Downtown Business and Rural Business Districts

- (a) Wall signs and projecting signs shall be allowed on each side of a building facing a public way or parking lot. The area of such signs shall not exceed, in the aggregate, 1.5 square feet for each linear foot of that building wall which faces the public way or parking lot. If a building or business establishment has a street level public entrance which does not face a public way or parking lot, there may be one secondary wall sign in the vicinity of each such entrance, not to exceed 15 square feet each.
  - (b) One standing sign per lot is allowed, not to exceed 32 sq. ft. in area. The height of standing signs shall not exceed 10 feet. Lots which have frontage on more than one public way may have two standing signs on the lot, one on each public way, not to exceed 32 square feet in area.
  - (c) Each business establishment may display one sandwich board sign or other standing sign not permanently affixed to the ground on the premises when the business establishment is open to the public. The size of such signs shall not exceed 8 square feet.
  - (d) Permanent signs shall conform to the side yard and rear yard requirements.
  - (e) Accessory signs: Two accessory signs per business establishment may be displayed, which may identify businesses or occupants or guide or direct traffic or parking. No such accessory sign shall exceed 6 square feet in area.
  - (f) In Rural Business Districts, illuminated signs shall be shielded from view of any residential district lot line adjoining the business to the maximum extent practicable.
  - (g) Temporary signs may be displayed advertising the sale or rental of the premises on which they are located, not to exceed 6 square feet in area.
3. Industrial A and Industrial B Districts
- (a) Signs must identify or otherwise relate to the primary use of the building and may not be used for other purposes, except that a non-illuminated real estate sign advertising the sale of the lot or rental of space on the lot on which it is located, and having an area of not more than 20 square feet, is permitted.
  - (b) Signs shall conform to the side and rear yard requirements. Signs may be located no nearer than 15 feet to a street line.
  - (c) There may be one standing sign at the entrance to each individual parcel of land. The standing sign shall not exceed 32 square feet in area or exceed 10 feet in height. There may be two wall signs on each building, each not to exceed 32 square feet in area. One such wall sign shall be located on the front of the building, and one shall be located on the rear of the building or at a building entrance not facing the street. There may be directional signs within the property, each not to exceed 10 square feet, for the purpose of directing traffic within the property.
  - (d) On-site directional signs for the purpose of regulating traffic in and out of the site are allowed, provided that such signs are limited to the number reasonably necessary for the purpose, are not illuminated, do not exceed 2 square feet in area and, if free-standing, do not exceed 4 feet in height. Directional signs may be placed anywhere on the lot as needed for visibility, in such manner as not to obscure sight lines or directions for general traffic.
4. Professional Office District; Campus Style Developments approved by the Planning Board pursuant to Article XIV:
- (a) There may be one standing sign at the main entrance to the development site for the purpose of identifying the development site or businesses located within the site. The sign area shall not exceed 32 square feet in area. The sign shall not exceed 10 feet in height and shall not be located closer than 15 feet to a street.
  - (b) There may be one standing sign at secondary entrances to the development site, not to exceed 15 square feet in area. The sign shall not exceed 10 feet in height and shall not be located closer than 15 feet to a street.
  - (c) There may be either one wall sign on each building or one standing sign identifying each building within the development site, not to exceed 25 square feet in area. The sign shall be located on or at the front of the building.

(d) There may be directional signs within the development site, not to exceed 10 square feet each.

- B. The following signs are allowed by special permit from the Board of Appeals. Prior to issuing a special permit, the Board of Appeals shall find that such signs conform to the community standards expressed in the Purpose of this Article, and the sign(s) are appropriate for the size of the property, the building(s) thereon, and the neighborhood setting.
1. Signs in connection with allowed uses, subject to such limitations as may be imposed by the Board of Appeals.
  2. Off-site directional signs for the purpose of directing traffic toward business establishments, provided that such signs are limited to the number necessary to the purposes.

#### § 210-181. Special Regulations

- A. Garden Apartments in Residential Districts, Village Housing in Residential Districts, Senior Housing Development, Open Space Mixed Use Development Overlay District:

In developments approved by the Planning Board pursuant to Article XIII, Garden Apartments in Residential Districts, Article XIII A, Village Housing in Residential Districts, Article XVIA, Senior Housing Development and Article XXVI, Open Space Mixed Use Development Overlay District, all signs are solely subject to such limitations of size and usage as may be imposed by the Planning Board.

#### B. Adult Uses

Signs shall be permitted subject to the provisions of the requirements of those applicable to the Business District and Article XVI, Adult Uses, of this Chapter, subject to the following condition: No sign may depict or represent any sexual conduct or state of sexual excitement as defined in MGL c. 272, § 31, nor shall any such representations or depictions be placed upon or within the windows or walls of the premises so as to be visible to the public from the exterior of the premises.

#### C. Wireless Communications Facilities

For wireless communications facilities permitted pursuant to Article XVI of this Chapter, there shall be no signs, except for announcement, safety, no-trespassing signs and the signs required to give a telephone number where the owner can be reached on a twenty-four hour basis. All signs shall conform to the requirements of the zoning district in which the facility is located.

#### § 210-182. Nonconforming signs

Legal nonconforming signs shall be regulated as follows:

- A. Signs lawfully erected or displayed prior to the adoption of this Article may be maintained, reworded, redesigned, altered or repaired without requiring conformance with the provisions of this Article, as long as the sign is not rendered more nonconforming.
- B. The exemptions granted herein shall terminate with respect to any sign which: 1) shall have been abandoned for 6 months or more; or 2) advertises or calls attention to any products, businesses or activities which have not been carried on or sold for 6 months or more; or 3) shall not have been properly repaired or properly maintained within 60 days after notice to that effect has been given by the Director of Municipal Inspections.

2. Amend the following Zoning Bylaw provisions as indicated below:

- A. § 210-4, Definition of Home Occupations, subsection A(2): Delete "other than one accessory, nonflashing sign of not more than four square feet" and insert therefor "other than signage as permitted in Article XXVII, Signs.
- B. Article II, Residence A (RA) District, § 210-6, Permitted uses: Delete subsection K in its entirety.
- C. Article IV, Residence Lake Front (RLF) District, § 210-13, Uses allowed by special permit: Delete subsection D in its entirety.
- D. Article VI, Business (B) District, § 210-18, Permitted uses: Delete subsection G in its entirety.
- E. Article VIA, Downtown Business (BD) District, § 210-20.2, Permitted uses: Delete subsection G in its entirety.
- F. Article VII, Rural Business (BR) District, § 210-23, Permitted uses: Delete subsection E in its entirety.
- G. Article VIII, Industrial A (IA) District: Delete § 210-33, Signs, in its entirety.
- H. Article VIIIA, Industrial B (IB) District: Delete § 210-37.7, Signs, in its entirety.
- I. Article IX, Professional Office (P) District: Delete § 210-46, Signs, in its entirety.

- J. Article XIV, Campus Style Development (CSD) District: Delete § 210-82, Signs, in its entirety.
- K. Article XV, Adult Uses, § 210-93, General requirements: Delete present subsection D and insert therefor "Signs shall be permitted subject to the provisions of Article XXVII, Signs.
- L. Article XVI, Wireless Communications Facilities, § 210-102, Design guidelines: Delete subsection D in its entirety.

**Passed by: 2/3 Voice Vote Declared  
by Moderator (05-04-2009)**

**ARTICLE 19. Voted:** that the Town amend the Zoning Bylaws of the Town of Hopkinton by adopting a new Article XXX, Wind Energy Systems, precisely as set forth in Article 19 of the Annual Town Meeting Warrant.

ARTICLE XXX  
Wind Energy Systems

§ 210-195. Purpose.

The purpose of this section is to:

- A. Promote the safe, effective and efficient use of Wind Energy Systems installed to reduce the on-site consumption of utility-supplied electricity;
- B. Minimize the impacts of Wind Energy Systems on the character of neighborhoods, property values, scenic, historic, and environmental resources of the Town; and
- C. Protect health and safety, while encouraging Wind Energy Systems and limiting obstacles to their installation and use.

§ 210-196. Applicability.

Construction and use of a Wind Energy System, Meteorological Tower or any part thereof shall be permitted in all zoning districts subject to the requirements set forth in this section.

§ 210-197. Definitions.

For the purpose of this section, terms shall have the following meanings:

**WIND ENERGY SYSTEM (WES)** – Equipment that converts and then stores or transfers energy from the wind into useable forms of energy. This equipment includes any base, blade, foundation, generator, nacelle, rotor, tower, transformer, vane, wire, inverter, batteries or other components used in the system.

**METEOROLOGICAL TOWER (MET TOWER)** – A tower, base plate, anchors, guy cables and hardware, anemometers (wind speed indicators), wind direction vanes, booms to hold equipment, anemometers and vanes, data logger, instrument wiring, and any telemetry devices that are used to monitor or transmit wind speed and wind flow characteristics over a period of time for either instantaneous wind information or to characterize the wind resource at a given location.

**TOTAL HEIGHT** - The vertical distance from ground level to the tip of a wind turbine blade when it is at its highest point.

**TOWER** - The monopole, freestanding, or guyed structure that supports a wind turbine.

**WIND TURBINE** - A device for converting wind energy to mechanical, electrical or another form of energy.

§ 210-198. Use Regulations.

- A. A WES may be erected upon the issuance of a special permit by the Board of Appeals, provided that the WES is an accessory use to the primary use of the lot.
- B. A Meteorological Tower shall be allowed as of right for a period of two years, subject to renewal by the Director of Municipal Inspections for one additional two year period. A Met Tower shall conform to all provisions of this section, with the exception of the requirement for a special permit.
- C. A WES shall be set back from property lines a distance which is equal to the total height of the WES, measured from the point of a tower base which is closest to the property line. A Wind Energy System may be located closer to a property line only under the following circumstances: a) the adjacent lot is held in common ownership with the lot on which the WES is proposed; b) upon provision by the applicant of a recordable easement from an abutting property owner(s) that is satisfactory to the Board of Appeals; or c) the WES will be mounted on a building.
- D. In no instance may the noise level at the lot line exceed 10 dB(A) over the average ambient nighttime sound level. In a case where the applicant is also the owner of the abutting lot, the distance shall be measured from the furthest lot line of the abutting lot. Any WES which is located at least 600 feet from a property line shall be presumed to meet this requirement.

- E. Unauthorized climbing access to the tower shall be limited by one or more of the following methods: a) by placing climbing apparatus no lower than 10 feet from the ground; b) by placing shielding over climbing apparatus or access; or c) by installation of a fence.
- F. Tower lighting shall not be permitted unless required by the Board of Appeals.
- G. A WES shall be properly maintained and kept in good working order by the owner at all times.
- H. A WES shall be deemed to have been discontinued if it is out of service for a continuous 24-month period. Upon receipt of a Notice of Discontinuance from the Director of Municipal Inspections, the owner shall have the right to respond to the Notice within 30 days of receipt. The Director of Municipal Inspections shall withdraw the Notice of Discontinuance and notify the owner that the Notice has been withdrawn if the owner provides information that demonstrates to the satisfaction of the Director of Municipal Inspections that the WES has not been discontinued. If the WES is determined to be discontinued, the owner of the WES shall remove the system at the owner's sole expense within three months of receipt of the Notice of Discontinuance. Failure to remove the system within said time period may subject the owner to action pursuant to Article XXIV.
- I. The visual impact of Wind Energy Systems shall be mitigated to the extent possible. Methods such as the use of landscaping, alternative locations, and non-reflective paint may be utilized.
- J. There shall be periodic inspection of the WES by a Registered Professional Engineer and submission of such reports to the Director of Municipal Inspections
- K. Nothing in this section shall prevent the co-location of wireless communications equipment on the tower, provided that all other provisions of this Chapter have been satisfied, including the issuance of all necessary permits.

§ 210-199. Administration

- A. A special permit is required from the Board of Appeals to erect or install a Wind Energy System. A record owner desiring to erect a WES shall file with the Board of Appeals an application for a Wind Energy System Special Permit, together with such plans, drawings, specifications, fees and additional information as required by the Board of Appeals.

- B. The Board of Appeals shall have the authority to waive specific provisions of this section upon a determination that the waiver is not inconsistent with the purpose and intent of this section.
- C. The Board of Appeals shall conduct its review, hold a public hearing and file its decision with the Town Clerk as required by MGL c. 40A, § 9 and Article XXII of this Chapter.
- D. Approval Criteria. Before the Board of Appeals may issue the special permit, it shall determine each of the following:
  - (1) The WES conforms to the use regulations and purpose of this section.
  - (2) The WES will not be detrimental to the neighborhood or the Town.
  - (3) The WES is an accessory use to the principal use of the lot.

If the Board of Appeals does not make all of the above determinations, it shall deny the application stating its reasons for such denial.

- E. The Board of Appeals may approve the special permit with conditions, which may include, but shall not be limited to, a performance bond, secured by deposit of money or negotiable securities, is posted with the Town to guarantee proper maintenance and/or removal of the WES. The amount of the performance bond shall not exceed the estimated cost of the WES removal.

**Passed by: 2/3 Voice Vote Declared  
by Moderator (05-04-2009)**

**ARTICLE 20. Voted:** that the Town amend the General Bylaws of the Town of Hopkinton precisely as set forth in Article 20 of the Annual Town Meeting Warrant.

- 1. By deleting Chapter 58 in its entirety and, in its place, inserting the following:

Chapter 58  
Alcoholic Beverages, Marihuana or  
Tetrahydrocannabinol

§ 58-1. Possession and Use of Alcoholic Beverages Marihuana or Tetrahydrocannabinol.

No person shall consume an alcoholic beverage, as defined by Chapter 138, Section 1, of the General Laws, or possess an opened container of such beverage, or smoke, ingest, or otherwise use or consume marihuana

or tetrahydrocannabinol, as defined by Chapter 94C, Section 1, of the General Laws, within the limits of any park, playground, public building or any public land (but not including a public way) owned or under the control of the Town of Hopkinton; nor shall any person consume an alcoholic beverage or smoke, ingest, or otherwise use or consume marijuana or tetrahydrocannabinol, as previously defined, on any public way or way to which the public has a right of access as invitees or licensees, including any person in a motor vehicle while it is in, on, or upon any public way or any way to which the public has a right of access as aforesaid, within the limits of the Town of Hopkinton; nor shall any person consume an alcoholic beverage or smoke, ingest, or otherwise use or consume marijuana or tetrahydrocannabinol, as previously defined, in, on, or upon any private land or place without the consent of the owner or person in control of such private land or place.

§ 58-2. Seizure of Alcoholic Beverages, Marijuana or Tetrahydrocannabinol.

All alcoholic beverages, marijuana or tetrahydrocannabinol used in violation of this section may be seized and held until final adjudication of the charge against any such person or persons has been made by a court.

§ 58-3. Violations and penalties.

Whoever violates the provisions of this chapter as it pertains to alcoholic beverages shall be punished by a fine not exceeding fifty (\$50) dollars for such offense. Whoever violates the provisions of this chapter as it pertains to marijuana or tetrahydrocannabinol shall be punished by a fine not exceeding one hundred (\$100) dollars for such offense, in addition to any civil penalty imposed under Chapter 94C, Section 32L, of the General Laws.

- By amending Chapter 1, General Provisions, Section 1-4. Penalties enumerated, by deleting the following:

Alcoholic Beverages Bylaw (Ch. 58)	Alcoholic beverages	\$25
	Board of Health or agent designated by Board of Health	

and inserting the following:

Alcoholic Beverages, Marijuana or Tetrahydrocannabinol Bylaw (Ch. 58)	Alcoholic Beverages, Marijuana or Tetrahydrocannabinol	Alcoholic Beverages: \$50 Marijuana or Tetrahydrocannabinol: \$100
	Police Department	

**Passed by: Voice Vote (05-04-2009)**

**ARTICLE 21. Voted:** that the Town amend Chapter 190, Vehicles and Traffic, of the General Bylaws of the Town of Hopkinton by inserting a new Article III, Temporary Road Closures, therein, precisely as set forth in Article 21 of the Annual Town Meeting Warrant.

Article III  
Temporary Road Closures

Section 190-8 Authority of the Police Chief

The Chief of Police or the Chief's designee is hereby authorized to close any way, as defined by Chapter 90, Section 1, of the General Laws, when the Chief or the Chief's designee deems it necessary in the interest of public safety.

Section 190-9 Temporary Parking Restrictions

The Chief of Police or the Chief's designee is hereby authorized to temporarily prohibit parking on any way or part thereof: in an impending or existing emergency; to allow work to be performed upon, under, above, or adjacent to any way; for lawful assemblage, demonstration or procession; or when it is necessary in the interest of public safety.

In the case of an emergency, the Chief of Police or the Chief's designee may order the towing and removal of vehicles at the expense of the owner of the vehicle.

If vehicles are parked in places or in such a manner that they impede work, and if temporary "no parking" signs were not posted, a police officer may order that a vehicle be relocated by towing it and placing it elsewhere on the same or contiguous street, at the expense and liability of the person, company, or entity performing the work or services in or from the way. If a vehicle is relocated, the Police Department shall attempt to notify the owner of the vehicle's location.

Section 190-10 Temporary Traffic Plans

Except upon the consent of the Chief of Police or the Chief's designee, no person shall place, stand, or park a motor vehicle, trailer, construction equipment, other equipment or other vehicle of any kind, nor shall they place goods or materials of any kind, upon any way, including the travel way, parking lanes, sidewalk, or other public appurtenances thereto, (1) with the intent to open said street or highway or to perform work or services upon, under, above, or adjacent to said way, or (2) in such a manner or condition that the movement of vehicles or pedestrians upon or within said street or highway is blocked or impeded.

The Chief of Police or the Chief's designee shall determine appropriate traffic control measures including the erecting of temporary signs, cones, lights, detours, the use of a police officer, or the use of a police officer in the capacity as a private detail, a road flagger, or other measures. It shall be the responsibility of the Chief of Police or the Chief's designee to review, and when the Chief or the Chief's designee concurs, to approve, all construction and safety plans within the Town of Hopkinton.

**Passed by: Voice Vote Unanimous (05-04-2009)**

**ARTICLE 22. Motion:** To see if the Town will vote to amend the General Bylaws of the Town of Hopkinton as follows:

1. By adding a new Article IV, Use of Recreational Conveyances, to Chapter 190, Vehicles and Traffic.

Proposed amendment to delete Paragraph 3 of Section 190-11, Prohibited Areas of Use.

**Amendment Passed by: Voice Vote (05-04-2009)**

**Article Failed as Amended by:  
Voice Vote (05-04-2009)**

**ARTICLE 23. Voted:** that the Town amend the Zoning Map and the Zoning Bylaws of the Town of Hopkinton precisely as set forth in Article 23 of the Annual Town Meeting Warrant.

1. Amend the Zoning Map by establishing the Office Park District in the area shown on the plan entitled "Town of Hopkinton Plan of Land Office Park District", prepared by Tetra Tech Rizzo, dated March 4, 2009 on file with the Town Clerk;
2. Insert in Article I, § 210-1, Zoning Districts, A, OP Office Park District;
3. Adopt a new Article XXVIII, Office Park District, as follows:

ARTICLE XXVIII  
Office Park District

§ 210-183. Development and design objectives.

The Office Park District is designed to accommodate a range of uses which are suitably located with convenient highway access and to provide specialized services to the community and the region. It is the intent that within the District there shall be an overall unity of design. The location and design of such uses should be such that it will not disturb residential neighborhoods or

detract from the appearance of the Town and will result in the maintenance of a balance and workable relationship between undeveloped natural resources, residential neighborhoods and commercial development.

§ 210-184. Permitted uses.

No new building or structure shall be constructed or used, in whole or in part, and no building or structure, or part thereof, shall be altered, enlarged, reconstructed or used, and no land shall be used in an Office Park District for any purpose except one or more of the following, provided that no use shall involve noxious odors or excessive noise:

- A. Professional offices, administrative offices, clerical offices, establishments for research and development or laboratories with a biosafety level of Level 1 or Level 2.
- B. Light manufacturing and/or assembly with associated professional, administrative and/or clerical offices.
- C. Conference center.
- D. Banks.
- E. Restaurants.
- F. Drive-in, drive-through, or drive-up uses, but excluding the dispensing of food or drink.
- G. Public and private educational uses.
- H. Agricultural and horticultural uses.
- I. Child care centers.
- J. Places of worship and other religious uses.
- K. Continuing care retirement community, assisted living facility or similar institution, with a maximum number of beds and/or units not to exceed 300. For definition of use, see § 210-164 and for parking requirement, see § 210-169A.
- L. Accessory uses to any use allowed by right or by special permit herein.

§ 210-185. Uses allowed by special permit.

The following uses shall be allowed upon the grant of a special permit by the Planning Board:

- A. Residential dormitory component of a conference center.
- B. Public transportation facilities, limited to 1) shuttle bus stop facilities and 2) park and ride parking facilities.
- C. Continuing care retirement community, assisted living facility or similar institution, with a number of beds and/or units greater than 300. For definition of use, see § 210-164 and for parking requirement, see § 210-169A.

§ 210-186. Dimensional requirements.

The following dimensional requirements shall apply:

- A. Minimum development site area: five acres. The five acres may be comprised of individual lots of less than five acres which, when combined, will be considered to be one development site. Once the lots are combined to constitute a development site, there shall be no further subdivision of the site which would result in a development site of less than five acres.
- B. Minimum lot frontage for the development site on a public way: 50 feet.
- C. Minimum lot frontage within the development site: none, provided that the interior roads, which must provide adequate access for all buildings on the development site, shall not become public ways and are to be considered private access roads. Fifty feet of frontage is required for each lot if the roads are intended to be considered public ways.
- D. Minimum lot area for individual lots within the development site: none.
- E. Setback from development site property lines:
  - (1) Minimum setbacks of buildings and parking areas from development site property lines:
    - (a) Fifty (50) feet from the property line of a Business, Downtown Business, Rural Business, Industrial A or Industrial B zoning district; one hundred (100) feet from the property line of all other zoning districts.
    - (b) Sixty (60) feet from the street line.
  - (2) The minimum setback area shall be landscaped and/or wooded so as to provide adequate year-round screening of the use from abutting

property and streets. The minimum setback area shall remain undisturbed or, if previously disturbed, shall be planted and/or landscaped.

- F. Minimum setbacks of buildings from development site interior property lines and private access roads: none.
- G. Maximum building size: Total gross floor area of all buildings shall not exceed 60% of the total development site area.
- H. Maximum building height: No building or structure shall exceed 45 feet and shall not exceed three stories in height.
- I. A minimum of 40% of the development site shall remain undeveloped Open Land.
- J. Multiple buildings and uses shall be permitted on a single lot.

§ 210-187. Open land.

- A. Adequate pedestrian access shall be provided to the Open Land. The Open Land may remain as part of the overall development site and need not be a separate parcel, but there shall be deed restrictions stating that there shall be no further development of the Open Land. The Open Land may consist of a separate parcel and may be conveyed to a non-profit organization, the purpose of which is the preservation of open space. If the Open Land is conveyed to another entity, it shall continue to be part of the development site for the purpose of calculating dimensional requirements.
- B. The Open Land shall consist primarily of undisturbed land which may be used for outdoor active or passive recreational purposes and shall be planned as large, contiguous units wherever possible. If privately owned, the Open Land may be used solely by occupants of the development site or may be available for use by the general public. The decision as to whether to permit the general public to use the Open Land shall be that of the property owner or as provided for in the deed restriction. The Open Land may be comprised of more than one parcel, provided that the size, shape and location of such parcels are suitable for the above purposes.
- C. Setback areas from exterior development site property lines of 100 feet or more may be counted as part of the Open Land as long as such setback area is part of the deed restricted area referred to in this section.

- D. If stormwater management facilities are necessary for the construction of the buildings on the development site, such facilities shall not be located within the required setback areas, unless specifically permitted by the site plan approval. Such stormwater management facilities shall be designed to appear as natural landforms.
- E. Areas set aside for planned or reserve parking spaces or fire lanes may not be considered to be Open Land.

§ 210-188. Design Principles.

- A. Curb cuts on streets shall be minimized, and to the greatest extent possible, buildings shall be located away from public ways and surrounding residential uses.
- B. Buildings, roadways and parking lots shall be designed to accommodate the landscape and natural site features, and disturbance to the site shall be minimized so that as many trees and natural features are retained as possible.
- C. Outdoor lighting fixtures shall be shielded and directed to prevent illumination from falling onto adjacent lots and streets.
- D. Interior roadways shall remain private and shall not become public ways. The design of interior roadways shall conform to the Design Standards of the Rules and Regulations Relating to the Subdivision of Land, with the exception that the Planning Board may waive such Standards if desirable. Utilities shall be underground.

§ 210-189. Planned Development.

The Site Plans submitted pursuant to Article XX, Site Plan Review, shall show the planned design, use and lighting of the entire development site, and proposed Design Guidelines. If development will be phased over time, a phasing plan shall be submitted.

§ 210-190. Signs

Signs shall conform to the regulations applicable in the Professional Office (P) District.

**Passed by: 2/3 Voice Vote Declared  
by Moderator (05-04-2009)**

**ARTICLE 24. Voted:** that the Town amend the Zoning Map and the Zoning Bylaws of the Town of Hopkinton precisely as set forth in Article 24 of the Annual Town Meeting Warrant.

1. Amend the Zoning Map by establishing the Hotel Overlay District on the following Assessors Map parcels: Map R23 Block 10 Lot 0, Map R23 Block 9 Lot 0, Map R29 Block 5 Lot 0, Map R23 Block 57 Lot 0, Map R23 Block 55 Lot A, Map R23 Block 55 Lot C, Map R23 Block 99 Lot A, Map R23 Block 99 Lot 0, Map R23 Block 72 Lot 0, Map R23 Block 70 Lot 0, Map R23 Block 69 Lot 0, Map R23 Block 68 Lot A, Map R23 Block 68 Lot 0, Map R23 Block 68 Lot B, Map R23 Block 67 Lot 0, Map R23 Block 67 Lot A, Map R23, Block 67 Lot C, Map R23 Block 67 Lot D, Map R23 Block 101 Lot 0 and the portion of Map R23 Block 11 Lot 0 which is within 500 feet of the right of way of Interstate Route 495;
2. Amend Article I, General Provisions, § 210-4, Definitions, by inserting in alphabetical order a new definition of Hotel or Inn, as follows:  
  
HOTEL OR INN – An establishment providing rooms for transient lodging accommodations where there is a central lobby and primary entrances to guest rooms off an interior corridor.
3. Insert in Article I, § 210-1, Zoning Districts, A, HOD Hotel Overlay District;
4. Adopt a new Article XXIX, Hotel Overlay District, as follows:

ARTICLE XXIX  
Hotel Overlay District

§ 210-191. Purpose.

The purpose of the Hotel Overlay District (HOD) is to provide for hotel uses in select locations within Hopkinton, based on proximity to infrastructure and appropriateness of the site. The District is intended to ensure that good site planning and design is an integral component of such uses, and will accommodate a site's physical characteristics. The intent is to permit hotels within the geographic area delineated on the Zoning Map in the manner described herein, as additional uses permitted in those areas.

§ 210-192. Applicability.

- A. The HOD is an overlay district superimposed on the zoning districts established by the Hopkinton Zoning Bylaws. Within the HOD, the uses listed in this Article may be permitted in the manner described, in addition to the uses permitted in the underlying zoning districts.

- B. When a portion of a lot is in the HOD, only the portion of the lot in the HOD shall be governed by this Article.
- C. All regulations and restrictions contained within the underlying zoning district shall remain in effect. The purpose of this Article is to allow up to two hotels by special permit in specific geographic areas only.

§ 210-193. Use Regulations.

Within the HOD, the following uses may be authorized upon the issuance of a special permit:

- A. Hotels and Inns, provided that such facilities include: 1) a minimum of 8,000 sq. ft. of function and/or meeting room space; 2) full service restaurant; and 3) health club facilities. Such facilities may be located either within the building or on the same lot.
- B. Accessory uses to hotels which may not be a use by right in the underlying zoning district, or which are not included in Section A above.

§ 210-194. Special Permits.

- A. The special permit granting authority shall be the Planning Board.
- B. Special Permit Criteria. No special permit shall be granted unless the Planning Board finds that:
  - A. The proposed use is in harmony with the general purpose and intent of this Article.
  - B. The proposed use complies with the provisions of this Article.
  - C. The major intersections and roadways providing access to the use will operate at an acceptable level of service based on the anticipated impact of vehicular traffic.
  - D. There will be adequate methods for the disposal of sewage and refuse, provision of utilities, and water supply.
  - E. The design of the site and the architecture of the buildings will be compatible with surrounding structures and landscape features.
- C. In reviewing any application for such special permit, the Planning Board shall give due consideration to promoting the public health, safety, convenience and welfare; and shall not permit a use that is injurious, noxious, offensive or detrimental to its neighborhood or sensitive environmental resources.

- D. The Planning Board shall deny an application for special permit if the number of hotels within the HOD would exceed one on the east side of Rt. 495 and one on the west side of Rt. 495, even if the application would meet the Special Permit Criteria.
- E. Any such special permit shall be subject to such conditions and safeguards as the Planning Board may prescribe.

**Passed by: 2/3 Voice Vote Declared  
by Moderator (05-04-2009)**

**ARTICLE 25. Voted:** that the Town amend the Zoning Bylaws of the Town of Hopkinton precisely as set forth in Article 25 of the Annual Town Meeting Warrant.

Article 1, General Provisions

§ 210-1, Zoning Districts, subsection A.:

1. Delete W Wetland
2. Insert OSMUD Open Space Mixed Use Development Overlay District

§ 210-1, Zoning Districts, subsection B:

1. Delete the first sentence in its entirety and replace with the following sentence:

The Floodplain District and Water Resources Protection Overlay District overlie all other districts, and are shown on maps as referenced in this Chapter.

§ 210-4, Definitions:

1. In the definition of Land Use Regulations, delete "Articles II through XII of" in the first sentence.
2. In the definition of Single-Family Dwelling, delete "as defined by the State Building Code" in the first sentence.

Article II, Residence A (RA) District

§ 210-5, Size and Setback Requirements, subsection C: Delete "do" and insert "did" in the first sentence.

§ 210-6, Permitted Uses:

1. Subsection B, delete "Churches and other places of worship, parish houses and Sunday school buildings" and insert therefor "Places of worship and other religious uses".
2. Subsection E, delete "a dwelling occupied as a private residence" and insert therefor "an owner-occupied single family dwelling".
3. Delete subsection J in its entirety and insert a new subsection J as follows: Agriculture, horticulture, floriculture or viticulture on any lot of 5 acres or more. Agriculture, horticulture, floriculture or viticulture on a lot of less than 5 acres, provided that: a) the sale of products or plants is confined primarily to those raised on the premises, b) the use is not noxious, injurious or offensive to the neighborhood, and c)

farm animals are kept in an enclosure or building 50 feet or more from any street line and 30 feet or more from any side lot line.

4. Delete subsection L in its entirety and insert a new subsection L as follows: Accessory uses.

§ 210-7, Uses allowed by special permit, first sentence: Delete "In addition to the foregoing permitted uses, the" and insert therefor "The".

#### Article III, Residence B (RB) District

§ 210-10, Uses allowed by special permit, first sentence: Delete "In addition to the foregoing permitted uses, the" and insert therefor "The".

#### Article IV, Residence Lake Front (RLF) District

§ 210-12, Permitted uses, subsection B: Delete the following "All uses in the manner permitted in an RB District as set forth in §§ 210-9 and 210-10 above, with the exception of § 210-C and D" and insert therefor "All uses permitted in a RB District as set forth in § 210-9."

§ 210-13, Uses allowed by special permit

1. In the first sentence, delete "In addition to the foregoing permitted uses, the" and insert therefor "The".
2. Insert a new subsection E as follows: Uses allowed by special permit in § 210-10, with the exception of § 210-10C and D.

#### Article V, Agricultural District

§ 210-15, Permitted Uses:

1. Subsection B, first sentence: a) Delete "above" and b) delete "§ 210-D" and insert therefor "§ 210-10C and D".
2. Subsection C: Delete "Any use in the manner permitted in an RLF District as set forth in §§ 210-12 and 210-13 above" and insert therefor "Any use permitted in an RLF District as set forth in § 210-12."
3. Subsection D: Delete "Farms of all kinds, except fur farms" and insert therefor "Agriculture, horticulture, floriculture or viticulture."
4. Subsection F: Delete "customarily incident to any use permitted herein".

§ 210-16, Uses allowed by special permit: Insert a new subsection D as follows "Uses allowed by special permit in § 210-13."

#### Article VI, Business (B) District

§ 210-19, Uses allowed by special permit, first sentence: Delete "In addition to the foregoing permitted uses, the" and insert therefor "The".

#### Article VIA, Downtown Business (BD) District

§ 210-20.3, Uses allowed by special permit, first sentence: Delete "In addition to the foregoing permitted uses, the" and insert therefor "The".

#### Article VII, Rural Business (BR) District

§ 210-22, Dimensional Requirements, subsection F: Delete "or" and insert therefor "except that the rear yard depth shall be".

§ 210-23, Permitted uses, subsection G: Delete "customarily incident to any use permitted herein".

§ 210-24, Uses allowed by special permit, first sentence: Delete "In addition to the foregoing permitted uses, the" and insert therefor "The".

§ 210-25, Site plan submittal: Delete in its entirety.

§ 210-26, Design requirements:

1. Subsection A: Delete "I" and insert therefor "IA".
2. Subsection B: Delete "I" and insert therefor "IA".
3. Subsection C: Delete "I" and insert therefor "IA".

#### Article IX, Professional Office District

§ 210-40, Uses allowed by special permit, first sentence: Delete "Zoning Board of Appeals" and insert therefor "Board of Appeals".

#### Article X, Floodplain District

§ 210-52, Permitted uses, subsection A: Delete "Agriculture use, such as farming, grazing, truck farming and horticulture" and insert therefor "Agricultural uses".

#### Article XII, Water Resources Protection Overlay District

§ 210-71, Special Permits, subsection A: Delete "Zoning Board of Appeals" and insert therefor "Board of Appeals".

#### Article XIII, Garden Apartments in Residential Districts

§ 210-74, Use regulations and dimensional requirements, subsection B(4): Insert the following new sentence at the beginning of the subsection "Garden apartment units may contain one or two bedrooms."

§ 210-75, Administration:

1. Subsection (1)(b): Delete "Design review fees" and insert therefor "Consultant review fees".
2. Subsection (2)(e)(2): Delete "guaranty" in the first sentence, and insert therefor "guarantee".

#### Article XIII A, Village Housing in Residential Districts

§ 210-75.2, Definitions: Delete the definition of Affordable Housing Unit in its entirety.

§ 210-75.4, Administration, subsection A(1)(b): Delete "Design review fees" and insert therefor "Consultant review fees".

#### Article XIV, Campus Style Development (CSD) District

§ 210-77, Applicability: Delete "and" between "Rural Business" and "Industrial A", and insert therefor a comma.

Article XVIA, Senior Housing Development

§ 210-105.3. Use regulations and dimensional requirements, subsection B(4): Insert a new sentence "Senior housing development units may contain one or two bedrooms" at the beginning of this subsection.

§ 210-105.4, Administration, subsection A(2)(e)(2): Delete "guaranty" in the first sentence, and insert therefor "guarantee".

Article XVII, Open Space and Landscape Preservation Development

§ 210-113.C(1): Delete "or I" and insert a comma and "IA or IB" following "a B, BR" in the last sentence.

§ 210-115, Application and Review Process, subsection A(2), Concept Plan: Delete "Article IV, Section A-2" in the last sentence, and insert therefor "Section 5.2".

Article XVIII, Supplementary Regulations

§ 210-117, Minimum lot frontage and area, subsection C: Delete the last sentence.

§ 210-125, Conversions of residential property: Delete "families or" and insert therefor "dwelling" in the first sentence.

§ 210-126, Accessory family dwelling unit: Delete "Zoning Board of Appeals" and insert therefor "Board of Appeals" in subsections B, C, F and I.

§ 210-126.2, Duplexes: Delete "Zoning Board of Appeals" and insert therefor "Board of Appeals" in subsections B(1), B(2), H, I(2), K, L, N and P(1).

Article XXII, Appeals

§ 210-146, Board of Appeals:

1. Subsection B: Insert "of Appeals" following "Board" in the first sentence.

2. Subsection E: Delete "in his absence" and insert therefor "in the absence of the Chairman" in the last sentence.

§ 210-147, Filing of appeals and repetitive applications: Delete the comma after "§ 8" in the first sentence.

§ 210-150, Voting: Insert "of Appeals" following "Board" in the first sentence.

§ 210-151, Decisions: Insert "of Appeals" following "Board" in subsections B, C and D.

§ 210-152, Standards, B. Variances, subsection (2): Insert "or the hardship is unrelated to the premises for which the variance is sought" at the end of the second sentence.

**Passed by: Voice Vote Unanimous (05-04-209)**

**ARTICLE 26. Voted:** that the Town amend the Zoning Bylaws of the Town of Hopkinton, Article XVIII, Supplementary Regulations, by adopting a new § 210-120, Common Driveways, precisely as set forth in Article 26 of the Annual Town Meeting Warrant.

§ 210-120. Common Driveways

A. Purpose

The purpose of this Section is to promote public safety, provide for adequate sight distance, avoid site disturbance, minimize the alteration of topographical characteristics and natural resource areas, which include wetlands and historic resources, minimize stormwater runoff and retain a rural residential character. It is not the intent to make undevelopable land developable.

B. Applicability

With the exception of common driveways within Open Space and Landscape Preservation Development subdivisions (Article XVII), construction of common driveways shall require a special permit from the Planning Board. The term common driveway shall mean a single private way providing vehicular access to 2 single family dwellings (the "benefitted parcels").

Common driveways must be privately owned and maintained, shall not be considered streets or public ways, and shall not constitute a part of the designated or legal frontage for any lot.

C. Design Requirements

All common driveways must comply with the following design requirements:

- (1) A common driveway must extend from the benefitted parcels to a public or private street right of way. A common driveway, as well as the individual driveways beyond the common portion of the driveway, must be located entirely within the benefitted parcels. A common driveway must intersect the street right of way within the legal frontage of one of the benefitted parcels.
- (2) The benefitted parcels must have permanent access to the common driveway by easements recorded in the South Middlesex Registry of Deeds.
- (3) The deeds to the benefitted parcels shall require that the owners thereof must establish a maintenance association, the purpose of which is to provide for the maintenance and repair of the common driveway, or otherwise adequately provide for the maintenance and repair of the common driveway. The term "maintenance" shall include, but not be limited to, snow plowing, maintaining design specifications, and repair and maintenance of surfaces and

stormwater management facilities. All property contiguous to the common driveway must be a part of the benefitted parcels which must be included within the maintenance association. The easement containing the common driveway shall be a minimum of 20 feet in width.

(4) Minimum Construction Standards.

(a) The radius of the common driveway intersection with the street right of way must be sufficient to enable emergency vehicles to exit and enter the common driveway without leaving the surface of the common driveway. Common driveways shall accommodate the Single-Unit Truck (SU-30) vehicle turning radius at all curve radii, in accordance with the January, 2006 MassHighway Project Development and Design Guide.

(b) A minimum depth of 8 inches of gravel must be installed the full width of the entire common driveway traveled way.

(c) The maximum grade of the common driveway shall be no greater than 5% within 40 feet of the street right of way. The maximum grade of a common driveway for its full length beyond the initial 40 feet is 15%.

(5) House numbers of sufficient visibility shall be provided at the entry point onto the street right of way and at each individual driveway along the common driveway, so that emergency vehicles can locate each dwelling.

(6) Adequate sight line distance must be provided for vehicles exiting the common driveway.

(7) The minimum width of the traveled way of a common driveway must be no less than 12 feet.

(8) Passing turnouts shall be provided which provide a total width of at least 18 feet for a distance of 25 feet, where needed for safe site lines of passage.

(9) Provisions to permit the turn around of a SU-30 vehicle shall be provided at the terminus of all common driveways longer than 500 feet.

D. Administration

(1) A special permit is required from the Planning Board to construct a common driveway. A record owner desiring to construct a common driveway shall file with the Planning Board an

application, together with such plans, drawings, specifications, fees and additional information as required by the Planning Board.

(2) The Planning Board shall conduct its review, hold a public hearing and file its decision with the Town Clerk as required by MGL c.40A § 9.

(3) An Applicant must provide documentation and plans which are sufficient, in the opinion of the Planning Board, for it to determine that the requirements, provisions and Approval Criteria of this Section are met. Such documentation shall include, but shall not be limited to, information on impacts to the environment, public safety, scenic roads and scenic views, and lot development.

(4) Approval Criteria. Before the Planning Board may issue the special permit, it shall determine each of the following:

(a) The common driveway will provide safe and reasonable access for fire, police and emergency vehicles.

(b) The common driveway meets the purpose and requirements of this Section.

(c) The common driveway will minimize the environmental impacts.

(d) The common driveway will not serve more than two single family dwellings.

(5) The Planning Board may approve the special permit with conditions, which may include, but shall not be limited to: a) a performance bond, secured by deposit of money or negotiable securities, is posted with the Town to guarantee proper construction; and b) construction standards for the common driveway.

**Passed by: Voice Vote Unanimous (05-04-2019)**

**ARTICLE 27. Voted: that no action be taken on Article 27.**

**Passed by: Voice Vote Unanimous (05-04-2019)**

**ARTICLE 28. Voted:** that the Town amend the Zoning Map of the Town of Hopkinton:

By rezoning from Residential A and Agricultural to Industrial B, the land off Cedar Street described on Exhibit A on file with the Town Clerk, having an address of 0 Cedar Street, and being comprised of the following

Assessor's Parcels: U11-26-B and portions of U11-30-0, U12-1-A and U12-2-A.

Exhibit "A" Legal Description

Lot 1 Commencing at an iron pipe found on the easterly sideline of Cedar Street, in the Town of Hopkinton, MA;

Thence S09°02'43"E, sixty eight and 71/100 feet (68.71') to a point to the POINT OF BEGINNING; said point also the beginning of a curve to the left having a radius of thirty feet(30.00'), a central angle of 90°00'00", a chord distance of forty two and 43/100 feet (42.43') and a chord bearing of S54°02'43"E; thence southeasterly along the arc a distance of forty seven and 12/100 feet(47.12') to a point; thence,

Along the land now or formerly of the Town of Hopkinton the following eight courses;  
N80°57'17"E, fifty nine and 66/100 feet(59.66') to a point; thence,

Along a curve to the right, having a radius of three hundred eight feet (380.00') and a length of two hundred twenty two and 18/100 feet (222.18'); S65°32'43"E, twenty nine and 3/100 feet (29.03') to a point; thence

Along a curve to the left, having a radius of two hundred sixty feet (260.00') and a length of ninety three and 5/100 feet (93.05'); thence,

Continuing along said curve, a distance of twenty one and 19/100 feet (21.19') to a point; N89°16'47"E, eighteen and 97/100 feet (18.97') to a point; N72°37'41"E, one hundred eleven and 71/100 feet (111.71') to a point; N16°57'06"W, three hundred sixty one and 20/100 feet (361.20') to a point; thence,

Along the land now or formerly of the Department of Conservation and Recreation the following two courses;  
N64°14'17"E, one hundred twenty three and 40/100 feet (123.40') to a point; N22°59'13"W, four hundred seventy five and 84/100 feet (475.84') to a point; thence,

Along the land now or formerly of Wood Realty Trust the following two courses; N80°35'17"E, seven hundred eighty nine and 47/100 feet (789.47') to a point; N82°42'49"E, fifty eight and 83/100 feet (58.83') to a point; thence,

Along the land now or formerly of Barry R. Smith, the following course; N82°41'28"E, forty three and 51/100 feet (43.51') to an iron rod found; thence,

Along the land now or formerly of the Roman Catholic Archdiocese Cemetery the following course; S08°31'40"E, sixty one and 36/100 feet (61.36') to a point; thence,

Along Lot 2 the following seven courses;  
S30°32'09"W, four hundred twenty five and 29/100 feet (425.29') to a point;  
S19°36'38"E, two hundred eighty and 25/100 feet (280.25') to a point  
S71°39'43"W, one hundred seventy nine and 88/100 feet (179.88') to a point;  
N69°47'33"W, eighty nine and 55/100 feet (89.55') to a point;  
S27°15'39"W, two hundred ninety two and 89/100 feet (292.89') to a point;  
S26°08'54"W, two hundred forty six and 71/100 feet (246.71') to a point;  
S31°32'12"W, one hundred ninety one and 66/100 feet (191.66') to an iron rod found; thence,

Along the land now or formerly of John E. Cahill, the following course;  
thence N21°35'35"W, three hundred ten and 74/100 feet (310.74') to an iron pipe; thence,

Along the land now or formerly of the Town of Hopkinton the following five courses;

Along a non tangent curve to the right, having a radius of three hundred twenty feet (320.00'), length of one hundred forty and 60/100 feet (140.60'), a chord bearing of N78°07'56"W and a length of one hundred thirty nine and 47/100 feet (139.47') to a point; N65°32'43"W, twenty nine and 3/100 feet (29.03') to a point; thence,

Along a curve to the left, having a radius of three hundred twenty feet (320.00') and a length of one hundred eighty seven and 9/100 feet (187.10'); S80°57'17"W, fifty nine and 66/100 feet (59.66') to a point; thence,

Along a curve to the left, having a radius of thirty feet (30.00') and a length of forty seven and 12/100 feet (47.12'); thence,

Along the easterly sideline of Cedar Street the following course; N09°02'43"W, one hundred twenty feet (120.00') to a point to the POINT OF BEGINNING.

Said parcel containing 609,927 square feet, or 14.00 acres, more or less, End of Description.

**Planning Board Recommended Article 28**

**Passed by: 2/3 Vote Declared  
by Moderator (05-04-2009)**

**ARTICLE 29. Voted:** that the Town, pursuant to Chapter 82 of the General Laws, accept the report of the Board of Selectmen and to accept the following streets as and for public ways:

<u>Street</u>	<u>From</u>	<u>To</u>
Sadie Lane	Smith Road	Bowker Road
Bowker Road	Connelly Hill Rd.	Dead End
Overlook Rd.	Cedar Street Ext.	Greenwood Rd.
Summit Way	Overlook Road	Dead end

and further to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain any land or interest in land necessary for such laying out, and to act on all matters relating thereto.

**Planning Board and Capital Improvements  
Committee recommended Article 29**

**Passed by: Voice Vote Unanimous (05-04-2009)**

**ARTICLE 30. Voted:** that the Town to accept, for all boards, committees or commissions holding adjudicatory hearings in the Town, the provisions of Chapter 39, Section 23D, of the General Laws.

**Passed by: Voice Vote Unanimous (05-04-2009)**

**ARTICLE 31. Voted.** that the Town accept the provisions of Chapter 64G, Section 3A, of the General Laws, and set the room occupancy excise tax at a rate of four-percent.

**Passed by: Voice Vote (05-04-2009)**

**ARTICLE 32. Voted: that no action be taken on Article 32.**

**Passed by: Voice Vote Unanimous (05-04-2009)**

**ARTICLE 33. Voted:** that the Town amend Chapter 78, Section 78-2(D) of the General Bylaws of the Town of Hopkinton, by deleting the words "M.G.L. c.48" therein and replacing them with the words "M.G.L. c.148."

**Passed by: Voice Vote Unanimous (05-04-2009)**

**ARTICLE 34. Voted:** that the Town authorize the Board of Health and or the Board of Selectmen to take such action as may be necessary to maintain the Town's membership or affiliation with the Central Massachusetts Mosquito Control Project.

**Passed by: Voice Vote Unanimous (05-04-2009)**

**ARTICLE 35. Voted:** that the Town accept the report of the Community Preservation Committee for the 2010 Community Preservation Budget and that the Town reserve from Community Preservation Fund annual revenues the amounts recommended by the Community Preservation Committee for administrative expenses,

community preservation projects and other expenses, totaling \$890,100, with each item to be considered a separate reservation.

Reserved for Administration	\$ 40,000
Reserved for Open Space	\$ 85,010
Reserved for Passive Recreation	\$ 425,050
Reserved for Community Housing	\$ 85,010
Reserved for Historic Resources	\$ 85,010
Reserved for Discretionary	\$ 170,020
<b>TOTAL</b>	<b>\$ 890,100</b>

**Appropriation Committee recommended Article 35.**

**Passed by: Voice Vote (05-04-2009)**

**ARTICLE 36. Voted:** that the Town accept the report and recommendation of the Community Preservation Committee on the Fiscal Year 2010 Community Preservation Budget and to appropriate from Community Preservation Fund Annual Revenues \$10,000 for the historical preservation and restoration of Town records; said sum to be spent under the direction of the Community Preservation Committee and the Town Clerk.

**Appropriation Committee recommended Article 36.**

**Passed by: Voice Vote Unanimous (05-04-2009)**

**ARTICLE 37. Voted:** : that the Town accept the report and recommendation of the Community Preservation Committee on the Fiscal Year 2010 Community Preservation Budget and to appropriate from Community Preservation Fund Annual Revenues \$20,000 for the acquisition and construction of signage for historic structures and historic districts within the Town; and further to authorize the Board of Selectmen, Community Preservation Committee, Historical Commission or Officer as shall have authority to take such action to execute any and all documents as may be necessary or appropriate to carry out the purposes of this article; said sum to be spent under the direction of the Community Preservation Committee and Historical Commission.

**Appropriation Committee did not recommend Article 37.**

**Passed by: Yes 54 No 29 (05-04-2009)**

Motion was made and seconded for a quorum vote. A quorum of 104 was counted.

**ARTICLE 38. Voted:** that the Town accept the report and recommendation of the Community Preservation Committee on the Fiscal Year 2010 Community Preservation Budget and to appropriate from Community Preservation Fund Annual Revenues \$55,000 for the

construction and restoration of the Hopkinton Cultural Arts Association building to comply with requirements of the Americans with Disabilities Act; and further to authorize the Board of Selectmen, Community Preservation Committee or other Officer as shall have authority to take such action to execute any and all documents as may be necessary or appropriate to carry out the purposes of this article; said sum to be spent under the direction of the Community Preservation Committee and the Town Manager.

**Appropriation Committee and Capital Improvements Committee recommended Article 38.**

**Passed by: Voice Vote Unanimous (05-04-2009)**

**ARTICLE 39. Voted:** that the Town authorize the Board of Selectmen to lease, for not more than twenty years, upon such terms and conditions as the Board of Selectmen determines to be in the best interest of the Town, portions of the roofs of Town-owned buildings known as the Fire Station, the Police Station, the Middle School and the High School and located within the Town at 73 Main Street, 74 Main Street, 88 Hayden Rowe and 90 Hayden Rowe, respectively, to a solar energy services company that will install and be responsible for the care and operation of a photovoltaic power system in order to generate energy and sell energy back to the Town at a cost savings to the Town.

**Capital Improvements Committee recommended Article 39.**

**Passed by: Voice Vote Unanimous (05-04-2009)**

**ARTICLE 40. Voted: that no action be taken on Article 40.**

**Passed by: Voice Vote Unanimous (05-04-2009)**

**ARTICLE 41. Voted:** that the Town transfer \$70,000 from the sale of cemetery lots and graves account for the construction of drainage improvements to the Mt. Auburn Cemetery; said sum to be used in conjunction with any federal and state grants, aid, loans or other funding that may be available for the purposes of this Article, and said sum to be spent under the direction of the Cemetery Commissioners and the Director of the Department of Public Works; and further to authorize the Cemetery Commissioners and the Director of the Department of Public Works to apply for, accept and expend any and all state, federal or other funding that may be available for the purposes of this Article; and further to authorize the Cemetery Commissioners and the Director of the Department of Public Works to take all other action and to execute any and all documents necessary or appropriate to carry out the purposes of this article.

**Capital Improvements Committee recommended Article 41.**

**Passed by: Voice Vote Unanimous (05-04-2009)**

**ARTICLE 42. Voted:** that the Town transfer \$125,310.64 from the Fund Balance Reserved for Capital and \$20,519.36 from the following funds:

Article 53 of the May 1995 Annual Town Meeting	\$ 1,592.62
Article 27 of the May 1996 Annual Town Meeting	\$ 2,758.66
Article 15 of the May 2003 Annual Town Meeting	\$ 239.00
Article 23 of the May 2005 Annual Town Meeting	\$ 3,627.76
Article 21 of the May 2004 Annual Town Meeting	\$ 10,745.00
Article 22 of the May 2004 Annual Town Meeting	\$ 34.00
Article 19 of the May 2006 Annual Town Meeting	\$ 412.70
Article 8 of the November 2007 Special Town Meeting	\$ 1,109.62

for a total of \$145,830 for the repair, maintenance, renovation or improvement of municipal and school buildings and grounds to comply with the Americans with Disabilities Act of 1990, said sum to be spent under the direction of the Town Facilities Director.

**Capital Improvements Committee recommended Article 42.**

**Passed by: Voice Vote Unanimous (05-04-2009)**

**ARTICLE 43. Voted:** that the Town authorize the Board of Selectmen to grant to Bruce E. Garner of 28 Fruit Street and Gary R. Garner of 26 Fruit Street, the perpetual right and easement to pass and repass, by foot and vehicle, over a portion of Town-owned land containing approximately 41,626± square feet and shown as the "Proposed Access Easement" on a Plan entitled, "Easement Plan of Land in Hopkinton, Massachusetts, prepared for Garner Bros., Scale: 1" = 40', Date: February 19, 2009 (revised through 4/22/09), prepared by J.D. Marquedant & Associates, Inc., Land Surveying" on file with the Town Clerk; said easement to be subject to such terms and conditions as the Board of Selectmen deem to be in the Town's best interest. Land description as follows:

Access Easement for Gary R. Garner & Bruce E. Garner across land n/f Town of Hopkinton.

Beginning at a point on the Easterly sideline of Fruit Street at the Northwest corner of said easement, 483.31 feet Northwesterly of land n/f Bruce Garner as shown on a plan to be recorded herewith, thence N63-55-35E a distance of 67.95 feet to a point, thence N47-05-50E a distance of 171.32 feet to a point, thence N52-29-19E a distance of 32.85 feet to a point, thence N65-34-33E a distance of 72.50 feet to a point, thence N71-27-53E a distance of 143.24 feet to a point, thence N68-27-36E a distance of 111.72 feet to a point, thence

S40-11-35E a distance of 172.08 feet to a point, thence  
 S37-42-23E a distance of 44.53 feet to a point, thence  
 S29-22-51E a distance of 50.68 feet to a point, thence  
 S21-16-44E a distance of 110.88 feet to a point, thence  
 S30-17-10E a distance of 50.98 feet to a point, thence  
 S41-50-11E a distance of 40.12 feet to a point, thence  
 S63-38-14E a distance of 46.12 feet to a point, thence  
 S79-53-01E a distance of 30.48 feet to a point, thence  
 S88-24-25E a distance of 125.67 feet to a point, thence  
 S78-52-07E a distance of 178.74 feet to a point, thence  
 S76-38-38E a distance of 102.65 feet to the Northeast  
 corner of said easement the last 17 courses by land n/  
 f Town of Hopkinton, thence  
 S30-05-18W a distance of 21.54 feet by land n/f Bruce  
 Garner to the Southeast corner of said easement,  
 thence  
 N77-10-29W a distance of 99.54 feet to a point, thence  
 N79-16-30W a distance of 160.71 feet to a point, thence  
 N83-40-21W a distance of 49.52 feet to a point, thence  
 S87-10-17W a distance of 54.10 feet to a point, thence  
 N87-56-36W a distance of 43.89 feet to a point, thence  
 N70-38-07W a distance of 41.80 feet to a point, thence  
 N61-12-33W a distance of 39.67 feet to a point, thence  
 N42-05-41W a distance of 52.90 feet to a point, thence  
 N32-54-02W a distance of 49.76 feet to a point, thence  
 N25-00-10W a distance of 100.82 feet to a point, thence  
 N20-19-25W a distance of 31.99 feet to a point, thence  
 N28-30-25W a distance of 32.94 feet to a point, thence  
 N35-52-51W a distance of 57.25 feet to a point, thence  
 N40-50-19W a distance of 60.13 feet to a point, thence  
 N55-38-30W a distance of 47.35 feet to a point, thence  
 N88-08-10W a distance of 45.98 feet to a point, thence  
 S71-30-39W a distance of 211.58 feet to a point, thence  
 S61-31-02W a distance of 57.23 feet to a point, thence  
 S48-18-53W a distance of 185.68 feet to a point, thence  
 S43-36-08W a distance of 65.06 feet to a point, thence  
 S07-55-57E a distance of 13.40 feet to the Southwest  
 corner of said easement @Fruit Street, the last twenty-  
 one courses by land n/f Town of Hopkinton, thence  
 N37-04-40W a distance of 61.06 feet by Fruit Street, to a  
 point of beginning.

Said easement contains 41,626 s.f. and is more particu-  
 larly shown on an Easement Plan of Land, prepared for  
 Gary R. Garner and Bruce E. Garner dated February  
 19, 2009, revised April 22, 2009.

**Passed by: 2/3 Voice Vote Declared  
 by Moderator (05-04-2009)**

**11:00 P.M. the meeting was adjourned until the conclu-  
 sion of the May 6, 2009 Special Town Meeting.**

**7:45 P. M. The Annual Town Meeting reconvened  
 Wednesday, May 6, 2009. A quorum was present.**

**ARTICLE 44. Voted:** that the Town appropriate  
 \$46,799 for the purchase of one four-wheel-drive ve-  
 hicle with utility body, plow and all related accessories  
 and equipment for the Highway Division of the Depart-  
 ment of Public Works, said sum to be spent under the  
 direction of the Director of the Department of Public  
 Works; and that, to meet this appropriation, the Treas-  
 urer, with the approval of the Board of Selectmen, shall  
 be authorized to borrow said sum pursuant to Chapter  
 44, Section 7(9) of the General Laws or any other appli-  
 cable statute; and further to authorize the disposal of  
 one 2000 F-350 Ford vehicle with utility body, presently  
 being used by the Department, by trade-in, sale or oth-  
 erwise.

**Capital Improvements Committee  
 recommended Article 44.**

**Passed by: Voice Vote Unanimous (05-06-2009)**

**ARTICLE 45. Voted:** that the Town appropriate  
 \$225,000.00 for the painting and rehabilitation of the  
 West Main Street storage water storage tank and all  
 related equipment and accessories, said sum to be  
 spent under the direction of the Director of the Depart-  
 ment of Public Works; and that, to meet this appropria-  
 tion, the Treasurer, with the approval of the Board of  
 Selectmen, shall be authorized to borrow said sum pur-  
 suant to Chapter 44, Section 7(3A) of the General Laws  
 or any other applicable statute; provided, however, that  
 the appropriated amount and the amounts required  
 to pay the principal and interest on the notes autho-  
 rized by this vote shall be paid in full from the revenues  
 received by the Water Department during the fiscal year  
 beginning July 1, 2009.

**Capital Improvements Committee  
 recommended Article 45.**

**Passed by: Voice Vote Unanimous (05-06-2009)**

**ARTICLE 46. Voted:** that the Town appropriate  
 \$181,691 for the purchase of a six-wheel truck with plow  
 and sander body, as well as necessary equipment and  
 accessories, for the Highway Division of the Depart-  
 ment of Public Works, said sum to be spent under the direc-  
 tion of the Director of the Department of Public Works;  
 and that, to meet this appropriation, the Treasurer, with  
 the approval of the Board of Selectmen, shall be au-  
 thorized to borrow said sum pursuant to Chapter 44,  
 Section 7(9) of the General Laws or any other appli-  
 cable statute; and further to authorize the disposal of  
 one 1999 International truck with plow and sander body,  
 presently being used by the Department of Public Works,  
 by trade-in, sale or otherwise.

**Capital Improvements Committee  
recommended Article 46.**

**Passed by: 2/3 Voice Vote Declared  
by Moderator (05-06-2009)**

**ARTICLE 47. Voted:** that the Town appropriate \$55,000 for the purpose of the installation, maintenance, repair, upgrade and/or replacement of a drain and all related appurtenances to service the Spring Street/Wood Street area of the Town, to be located in the vicinity of 328 Wood Street, said sum to be reduced by any federal or state grant, aid, loan or other funding that may be received for the purposes of this Article, and said sum to be spent under the direction of the Director of the Department of Public Works; and that, to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, shall be authorized to borrow said sum pursuant to Chapter 44, Section 7(1) of the General Laws or any other applicable statute; and further to authorize the Board of Selectmen to acquire, by gift, purchase, eminent domain or otherwise, such land, easement or other interest in land bounded and described on the Existing Conditions Plan prepared for the Town of Hopkinton D.P.W. dated November 22, 2008, revised through February 11, 2009, on file with the Town Clerk.

**Capital Improvements Committee recommended  
Article 47.**

**Passed by: Voice Vote Unanimous (05-06-2009)**

**ARTICLE 48. Voted:** that the Town raise and appropriate \$2,320,000 for the rehabilitation of the Wood/Main Street Pump Station and all related equipment and accessories, said sum to be spent under the direction of the Director of the Department of Public Works; provided, however, that this appropriation shall not take effect until the Town obtains the required funds through an available state, federal or other funding program; and provided further that the Director of the Department of Public Works shall be authorized to apply for, accept and expend any and all state, federal or other funding that may be available for the purposes of this Article.

**Capital Improvements Committee recommended  
Article 48.**

**Passed by: Voice Vote Unanimous (05-06-2009)**

**ARTICLE 49. Voted:** that the Town raise and appropriate \$2,000,000 for the remediation of sewer inflow and infiltration said sum to be spent under the direction of the Director of the Department of Public Works, provided, however, that this appropriation shall not take

effect until the Town obtains the required funds through an available state, federal or other funding program; and provided further that the Director of the Department of Public Works shall be authorized to apply for, accept and expend any and all state, federal or other funding that may be available for the purposes of this Article.

**Capital Improvements Committee recommended  
Article 49.**

**Passed by: Voice Vote Unanimous (05-06-2009)**

**ARTICLE 50. Voted:** that the Town raise and appropriate \$550,000 for the replacement of water main located on Main Street, said sum to be spent under the direction of the Director of the Department of Public Works, provided, however, that this appropriation shall not take effect until the Town obtains the required funds through an available state, federal or other funding program; and provided further that the Director of the Department of Public Works shall be authorized to apply for, accept and expend any and all state, federal or other funding that may be available for the purposes of this Article.

**Capital Improvements Committee recommended  
Article 50.**

**Passed by: Voice Vote Unanimous (05-06-2009)**

**ARTICLE 51. Voted:** that the Town raise and appropriate \$480,000 for repairs to the Lake Maspenock Dam said sum to be spent under the direction of the Director of the Department of Public Works, provided, however, that this appropriation shall not take effect until the Town obtains the required funds through an available state, federal or other funding program; and provided further that the Director of the Department of Public Works shall be authorized to apply for, accept and expend any and all state, federal or other funding that may be available for the purposes of this Article.

**Capital Improvements Committee recommended  
Article 51.**

**Passed by: Voice Vote Unanimous (05-06-2009)**

**8:15 P.M. Brian J. Herr, Chairman of the Board of Selectmen, made a motion that the Annual Town Meeting adjourn until the date of the Annual Town Election, May 18, 2009, and further that the Annual Town Meeting shall be dissolved upon the close of the polls on the date of the Annual Town Election.**

**Passed by: Voice Vote Unanimous (05-06-2009)**

The Annual Town Election was held May 18, 2009 in the Hopkinton Middle School Gymnasium. The polls were open from 7:00 A.M. to 8:00 P.M. A total of 2,276 ballots were cast. The results of the voting are as follows:

OFFICE NAME	PRECINCT				Total
	1	2	3	4	
<b>SELECTMEN (2)</b>					
Blanks	204	191	164	180	739
Mary C. Pratt	249	274	247	285	1055
Todd A. Cestari	374	372	315	339	1400
Michelle A. Gates	363	362	316	300	1341
Write In	0	5	6	6	17
<b>BOARD OF ASSESSORS (1)</b>					
169	141	146	150	606	Blanks
John H. Duffy, D.D.S.	424	455	377	404	1660
Write In	2	6	1	1	10
<b>BOARD OF HEALTH (1)</b>					
Blanks	142	152	146	136	576
Paul J. Wright, M.D.	451	447	373	414	1685
Write In	2	3	5	5	15
<b>CEMETERY COMMISSIONER (1)</b>					
Blanks	177	169	157	161	664
Thomas F. Pratt	411	429	367	389	1596
Write In	7	4	0	5	16
<b>COMMISSIONER OF TRUST FUND (1)</b>					
Blanks	157	171	163	138	629
Thomas J. Garabedian	437	427	359	416	1639
Write In	1	4	2	1	8
<b>HOUSING AUTHORITY (5 YRS) (1)</b>					
Blanks	177	172	172	163	684
Ruth M. Ziglear	417	426	351	389	1583
Write In	1	4	1	3	9
<b>HOUSING AUTHORITY (2011) (1)</b>					
Blanks	180	184	178	180	722
Donna M. McGuire	414	416	346	373	1549
Write In	1	2	0	2	5

OFFICE NAME	PRECINCT				Total
	1	2	3	4	
<b>HOUSING AUTHORITY (2010) (1)</b>					
Blanks	197	209	194	202	802
Della Miles	397	390	329	352	1468
Write In	1	3	1	1	6

<b>COMM OF PARKS &amp; REC (2)</b>					
Blanks	388	430	398	362	1578
Robert T. Dobinski	404	388	319	383	1494
Karl R. Morningstar	394	376	325	364	1459
Write In	4	10	6	1	21

<b>MEMBER OF PLANNING BOARD (1)</b>					
Blank	174	187	166	161	688
Jaime N. Goncalves	420	412	358	393	1583
Write In	1	3	0	1	5

<b>MEMBER OF PLANNING BOARD (2010) (1)</b>					
Blank	198	212	203	214	827
David M. Auslander	396	388	320	339	1443
Write In	1	2	1	2	6

<b>SCHOOL COMMITTEE (2)</b>					
Blank	398	430	390	402	1620
Jean B. Bertschmann	403	395	345	358	1501
Troy D. Mick	384	374	311	349	1418
Write In	5	5	2	1	13

**QUESTION 1**

Shall not less than 50% of the annual revenues of the Community Preservation Fund be spent or set aside for open space, including both passive and active recreational uses?

	PRECINCT				Total
	1	2	3	4	
Blank	34	35	26	26	121
YES	343	347	316	319	1325
NO	218	220	182	210	830

A True Copy, ATTEST:

Ann M. Click  
Town Clerk

COMMONWEALTH OF MASSACHUSETTS  
TOWN OF HOPKINTON  
SPECIAL TOWN MEETING WARRANT  
Wednesday, May 6, 2009

**MIDDLESEX, ss.**

To any of the Constables of the Town of Hopkinton in said County

**GREETINGS:**

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the inhabitants of said Town of Hopkinton, qualified to vote in elections and in Town affairs, to meet at the Middle School Auditorium in said Hopkinton on Wednesday, the 6<sup>th</sup> day of May 2009 at seven o'clock in the evening, then and there to act on the following articles:

**ARTICLE 1:** To see if the Town will vote to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow \$100,000, or some other sum, for the purpose of acquiring the ownership of street light fixtures located throughout the Town, pursuant to Chapter 44, Sections 7(9) and (14) of the General Laws; said sum to be spent under the direction of the Board of Selectmen.

**Pass any vote to take any action relative thereto.**  
**Sponsor: Interim Town Manager**

**ARTICLE 2:** To see if the Town will vote to transfer the sum of \$250,000, or some other sum, from the Town's free cash balance to the Town's Stabilization Fund.

**Pass any vote to take any action relative thereto.**  
**Sponsor: Interim Town Manager**

**ARTICLE 3:** To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide the sum of \$10,000, or some other sum, for the replacement of the sign shed roof and associated miscellaneous carpentry at the Wood Street Highway Facility; said sum to be spent under the direction of the Director of the Department of Public Works.

**Pass any vote to take any action relative thereto.**  
**Sponsor: Director of the Department of Public Works**

**ARTICLE 4:** To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide the sum of \$20,000, or some other sum, for improvements to the snow dump at 0 Cedar Street in compliance with the Order of Conditions issued by the Hopkinton Conservation Commission dated September 2, 2008; said sum to be spent under the direction of the Director of the Department of Public Works.

**Pass any vote to take any action relative thereto.**  
**Sponsor: Director of the Department of Public Works**

**ARTICLE 5:** To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide a sum or sums of money to finance the design, development, construction, reconstruction, extension and upgrade (including, without limitation, soil borings, related police or security expenses, topographical surveys, easements and/or taking surveys, the design and preparation of construction plans, specifications and contract documents in form appropriate for the solicitation of public bids thereon, and environmental and regulatory permitting) of sewers, sewage systems, and sewage treatment and disposal facilities, including pumping stations and force mains, and all related systems, appurtenances and facilities, and the replacement of water pipes and other services and utilities, including without limitation all costs thereof as defined in Chapter 29C, Section 1 of the General Laws, as deemed necessary or appropriate for the following purposes:

1. Connecting to the Town of Milford Sewer System;
2. Upgrading the Wood Street Sewer Pump Station and Force Main;
3. Designing and constructing the Fruit Street Waste Water Treatment Facility at maximum capacity;

said sum to be spent under the direction of the Director of the Department of Public Works; provided, however, that any expenditure made pursuant to this Article shall be contingent upon the Town obtaining all of the required funds through an available state, federal or other funding program; and further to authorize the Director of the Department of Public Works to apply for, accept and expend any and all state, federal or other funding that may be available for the purposes of this Article.

**Pass any vote to take any action relative thereto.**  
**Sponsor: Director of the Department of Public Works**

**ARTICLE 6:** To see if the Town will vote to amend Chapter 5, Boards, Committees and Commissions, of the General Bylaws of the Town of Hopkinton, by inserting a new Article VII, Permanent Building Committee, therein as follows:

ARTICLE VII  
PERMANENT BUILDING COMMITTEE

§5-27. Purpose and membership.

- A. There shall be a Permanent Building Committee consisting of five (5) members, which, except as otherwise provided in this section, shall be responsible for the oversight, management and administration

of the design, construction, reconstruction, alteration or enlargement of all buildings owned by the Town or constructed on land owned, leased or operated by the Town.

- B. The Permanent Building Committee shall not assume any duties or responsibilities with respect to any project for which a School Building Committee has been appointed pursuant to Chapter 71, Section 68 of the General Laws or any applicable requirement of the Massachusetts School Building Authority or any successor agency of the Commonwealth.

#### §5-28. Appointing authority; terms of appointment.

- A. The Board of Selectmen shall appoint the members of the Permanent Building Committee.
- B. Except as otherwise determined by the Board of Selectmen at the time of appointment, members of the Permanent Building Committee shall serve for terms of five (5) years from the date of appointment and may be reappointed for additional terms upon the expiration of any such five (5) years.

#### §5-29. Town Meeting appointment of separate building or project committees.

Town Meeting may authorize the appointment of a different and separate building or project committee, which shall assume duties and responsibilities, in lieu of the Permanent Building Committee, with respect to a particular project; provided, however, that, to the extent permissible by law, the membership of any such specially appointed committee shall include, as a full voting member, at least one Permanent Building Committee member.

#### §5-30. General duties and responsibilities.

- A. The Permanent Building Committee shall work to achieve the project goals of the board, committee or department for which a project is being planned or constructed, and the Committee shall advise the Board of Selectmen and the board, committee or department for which a project is being planned or constructed when such goals have been substantially completed, at which time, or at any other time as determined by the Board of Selectmen, the Permanent Building Committee's responsibility for such project shall be terminated.
- B. The plans and specifications for each project shall be subject to the approval of the board, committee or department for which such building is being planned or constructed.

#### §5-31. Appropriations.

- A. Unless a separate building or project committee is appointed pursuant to §5-29 of this Article, the funds provided for the design, construction, reconstruction, alteration or enlargement of any buildings owned by the Town or constructed on land owned, leased or operated by the Town shall be appropriated to and expended under the direction of the Permanent Building Committee.
- B. Whenever funding approval is sought from Town Meeting for the design, construction, reconstruction, alteration or enlargement of any buildings owned by the Town or constructed on land owned, leased or operated by the Town, the Permanent Building Committee and the board, committee or department for which a project is being planned or constructed shall provide a detailed report to Town Meeting that includes an explanation of the project need, scope of work, schedule and costs.

#### §5-32. Policies and procedure.

The Permanent Building Committee shall adopt and make available to all Town boards, committees and departments policies and procedures for its activities.

#### §5-33. Records.

The Permanent Building Committee shall retain all records, plans, drawings, specifications and other documents related to projects under its authority, with copies of all such documents kept on file in the office of the Town Facilities Manager or other offices as appropriate.

#### §5-34. Recommendations and reports.

The Permanent Building Committee shall make recommendations and reports to the Town from time to time, and shall submit an annual report of its activities to the Board of Selectmen for publication in the Town's Annual Report.

**Pass any vote or take any action relative thereto.  
Sponsor: Interim Town Manager**

**ARTICLE 7:** To see if the Town will vote to accept the provisions of Chapter 44, Section 55C of the General Laws, to establish a trust to be known as the Municipal Affordable Housing Trust Fund, to be governed by a Board of Trustees to be appointed by the Board of Selectmen, for the purpose of providing for the creation and preservation of affordable housing for the benefit of low and moderate income households; provided,

however, that the Board of Selectmen shall not appoint said Board of Trustees until the Town votes to adopt a new Town bylaw that sets forth the powers and responsibilities of said Board of Trustees, pursuant to Chapter 44, Section 55C of the General Laws.

**Pass any vote or take any action relative thereto.**  
**Sponsor: Interim Town Manager**

**ARTICLE 8:** To see if the Town will vote to amend the vote taken under Article 39 of the May 2008 Annual Town Meeting, by deleting therefrom the words "one year" and inserting in their place the words "two years."

**Pass any vote or take any action relative thereto.**  
**Sponsor: Parks and Recreation Commission**

**HEREOF FAIL NOT,** and make due return of this warrant with your doings thereon, to the Clerk of said Town of Hopkinton at the time and place aforesaid.

Given under our hands this 21<sup>st</sup> day of April 2009:

**BOARD OF SELECTMEN  
TOWN OF HOPKINTON**

Brian J. Herr  
Mary C. Pratt  
Michael W. Shepard  
Matthew E. Zettek  
RJ Dourney

**A true copy attest:**  
Ann M. Click, Town Clerk  
Hopkinton, Massachusetts  
April 22, 2009

Pursuant to the within Warrant, I have notified the inhabitants of the Town of Hopkinton to meet at the time and place and for the purposes within mentioned by posting up a certified copy of this warrant in the Town House, in each of the churches, in each of the post offices, and in each of the engine houses of the Town, fourteen (14) days at least before the time set for said meeting.

Patrick O'Brien  
Constable of Hopkinton

**A true copy attest:**  
Ann M. Click, Town Clerk

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF HOPKINTON  
SPECIAL TOWN MEETING  
Wednesday, May 6, 2009**

The Special Town Meeting convened at 7:15 P.M. on Wednesday, May 6, 2009 at the Middle School Auditorium. The meeting was called to order by the Moderator, Dr. Bruce Karlin. A quorum was present. Ann M. Click, Town Clerk, read the call and return of the warrant.

**ARTICLE 1. Voted:** that the Town appropriate \$100,000 for the purpose of acquiring the ownership of street light fixtures located throughout the Town, said sum to be spent under the direction of the Board of Selectmen; and that, to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, shall be authorized to borrow said sum pursuant to Chapter 44, Sections 7(9) and (14) of the General Laws.

**Capital Improvement Committee  
voted to support Article 1.**

**Passed by: Voice Vote Unanimous (05-06-09)**

**ARTICLE 2. Voted:** that the Town transfer the sum of \$250,000 from the Town's free cash balance to the Town's Stabilization Fund.

**Passed by: Voice Vote Unanimous (05-06-09)**

**ARTICLE 3. Voted:** that the Town transfer \$10,000 from the appropriation voted under Article 13 of the May 2008 Annual Town Meeting for the replacement of the sign shed roof and associated miscellaneous carpentry at the Wood Street Highway Facility, said sum to be spent under the direction of the Director of the Department of Public Works.

**Passed by: Voice Vote Unanimous (05-06-09)**

**ARTICLE 4. Voted:** that the Town take no action on this article at this time.

**Passed by: Voice Vote Unanimous (05-06-09)**

**ARTICLE 5. Voted:** that the Town take no action on this article at this time.

**Capital Improvement Committee  
voted not to support Article 5.**

**Passed by: Voice Vote Unanimous (05-06-09)**

**ARTICLE 6. Voted:** that the Town take no action on this article.

**Passed by: Voice Vote Unanimous (05-06-09)**

**ARTICLE 7. Voted:** that the Town accept the provisions of Chapter 44, Section 55C of the General Laws; provided, however, that the Board of Selectmen shall not appoint any Board of Trustees pursuant to the authority conferred by said section until the Town votes to adopt a Town bylaw that sets forth the powers and responsibilities of said Board of Trustees.

**Passed by: Voice Vote Unanimous (05-06-09)**

**ARTICLE 8. Voted:** that the Town amend the vote taken under Article 39 of the May 2008 Annual Town Meeting, by deleting therefrom the words "one year" and inserting in their place the words "two years."

**Passed by: Voice Vote (05-06-09)**

The Special Town Meeting warrant was dissolved at 7:45 P.M.

**A True Copy ATTEST:**

Ann M. Click  
Town Clerk

**COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH**

**MIDDLESEX SS.**

To any of the Constables of the Town of Hopkinton in said County

**GREETING:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said Town of Hopkinton who are qualified to vote in the Special State Primaries to vote at

Precincts 1, 2, 3, 4  
at the Hopkinton Middle School Gymnasium

on **TUESDAY, THE EIGHTH OF DECEMBER, 2009**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the Special State Primaries for the candidates of political parties for the following office:

SENATOR IN CONGRESS ... FOR THE COMMONWEALTH

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 27th day of October, 2009.

**Selectmen of Hopkinton**

Brian J. Herr  
Matthew e. Zettek  
R.J. Dourney  
Todd a. Cestari  
Michelle A. Gates

Pursuant to the within Warrant, I have notified the inhabitants of the Town of Hopkinton to meet at the time and place and for the purposes within mentioned by posting up a certified copy of this Warrant in the Town House, in each of the Churches, in each of the Post Offices and in each of the Engine Houses of the Town, fourteen days (14) days at least before the time set for the said meeting.

November 3, 2009

Patrick O'Brien  
Constable

**A True Copy, ATTEST:**

Ann M. Click,  
Town Clerk

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF HOPKINTON  
SPECIAL STATE PRIMARY  
TUESDAY, DECEMBER 8, 2009**

The meeting was called to order at 7:00 A.M. The warrant was read by Frederick S. White, Election Warden.

The polls closed at 8:00 P.M. 1,805 ballots were cast. The results of the voting follows:

**Democratic Party Ballot**

<b><u>OFFICE NAME</u></b>	<b><u>Precinct 1</u></b>	<b><u>Precinct 2</u></b>	<b><u>Precinct 3</u></b>	<b><u>Precinct 4</u></b>	<b><u>TOTAL</u></b>
<b>Senator in Congress</b>					
Michael E. Capuano	61	61	69	52	243
Martha Coakley	207	217	174	146	744
Alan A. Khazei	57	52	43	32	184
Stephen G. Pagliuca	42	43	40	32	157
Write-In	1	1			2
Blanks		1			1

**Republican Party Ballot**

<b><u>OFFICE NAME</u></b>	<b><u>Precinct 1</u></b>	<b><u>Precinct 2</u></b>	<b><u>Precinct 3</u></b>	<b><u>Precinct 4</u></b>	<b><u>TOTAL</u></b>
<b>Senator in Congress</b>					
Scott P. Brown	112	137	108	89	446
Jack E. Robinson	7	5	3	7	22
Write-In	1	3	1		5
Blanks					

**Libertarian Party Ballot**

<b><u>OFFICE NAME</u></b>	<b><u>Precinct 1</u></b>	<b><u>Precinct 2</u></b>	<b><u>Precinct 3</u></b>	<b><u>Precinct 4</u></b>	<b><u>TOTAL</u></b>
<b>Senator in Congress</b>					
Write-In			1		1
Blanks					

**A True Copy ATTEST:**

Ann M. Click  
Town Clerk

COMMONWEALTH OF MASSACHUSETTS  
TOWN OF HOPKINTON  
SPECIAL TOWN MEETING WARRANT  
MIDDLE SCHOOL AUDITORIUM  
MONDAY, DECEMBER 14, 2009

**MIDDLESEX, ss.**

To any of the Constables of the Town of Hopkinton in said County

**GREETINGS:**

You are required in the name of the Commonwealth of Massachusetts aforesaid, to notify and warn all inhabitants of said Town qualified to vote in elections, and also in Town affairs, to meet at the Middle School Auditorium in said Hopkinton on the following date:

**Monday, December 14, 2009**

At seven o'clock in the evening, then and there to act on the following Articles, Viz:

**FINANCIAL – FISCAL YEAR 2010**

**ARTICLE 1: Fiscal Year 2010 Budget Adjustments**

*Town Manager*

To see if the Town will vote to transfer from available funds various sums in order to supplement operating budgets for the Fiscal Year ending June 30, 2010.

**Pass any vote or take any action relative thereto.**

**ARTICLE 2: Phase VI Sewer Project**

*Board of Public Works*

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum, or sums, of money for the design, development, construction, reconstruction, extension and upgrade of sewers, sewage systems, and sewage treatment and disposal facilities, including pumping stations and force mains, and all related systems, appurtenances and facilities, and the replacement of water pipes and other services and utilities, including, but not limited to, all costs thereof as defined in Chapter 29C, Section 1 of the *General Laws*; said sum to be spent under the direction of the Board of Selectmen; and further, to meet this appropriation or any portion thereof, to transfer a sum, or sums, of money from the appropriations voted pursuant to Article 30 of the 1996 Annual Town Meeting, Article 12 of the 2006 Annual Town Meeting and Article 19 of the 2007 Annual Town Meeting; and further to authorize the Board of Selectmen to apply for grants and loans that may be available for the purposes of this Article, including, but not limited to, Federal Stimulus Funds and borrowing from the Massachusetts Water Pollution Abatement Trust.

**Pass any vote or take any action relative thereto.**

**ARTICLE 3: Senior Center Parking Expansion**

*Council on Aging*

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum, or sums, of money for the Senior Center parking expansion project.

**Pass any vote or take any action relative thereto.**

**ZONING BYLAW AMENDMENTS**

**ARTICLE 4: Amend Industrial B District and Definitions**

*Planning Board*

To see if the Town will vote to amend the Zoning Bylaws of the Town of Hopkinton as follows:

1. Insert in alphabetical order a definition of "Building Trade Shop" in Article I: General Provisions, § 210-4, Definitions, as follows:

BUILDING TRADE SHOP — An establishment for use by the practitioner of a building trade, such as a carpenter, welder, plumber, electrician, builder, mason, or similar occupation.

2. Insert in Article VIII A, Industrial B (IB) District, a new item (9) in § 210-37.8.A as follows:

(9) Building trade shop.

**Pass any vote or take any action relative thereto.**

And you are directed to serve this warrant by posting a true and attested copy thereof in the Town House, in each of the churches in the town, in each of the post offices and in each of the engine houses of the town at least fourteen (14) days prior to the time of holding said meeting.

THEREOF FAIL NOT and make return of this warrant, with your doings thereon, to the Town Clerk, at the time and place of holding the meeting aforesaid.

Given under our hands this tenth day of November in the Year of our Lord 2009.

BOARD OF SELECTMEN  
TOWN OF HOPKINTON  
Brian J. Herr, Chairman  
Matthew Zettek, Vice-Chairman  
RJ Dourney  
Todd Cestari  
Michelle Gates

A TRUE COPY ATTEST:

Ann M. Click, Town Clerk  
Date: 11/12/09

I Hereby Certify That I Have Served The Forgoing Warrant By Posting A True And Attested Copy Thereof In The Town House, In Each Of The Churches In The Town, In Each Of The Post Offices And In Each Of The Engine Houses Of The Town At Least Fourteen (14) Days Prior To The Time Of Holding Said Meeting.

Patrick O'Brien  
Constable of Hopkinton

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF HOPKINTON  
SPECIAL TOWN MEETING  
MONDAY, DECEMBER 14, 2009**

The Special Town Meeting convened at 7:05 P.M. on Monday, December 14, 2009 at the Middle School Auditorium. The meeting was called to order by the Moderator, Dr. Bruce Karlin. A quorum was present. The counters were assigned under the direction of Muriel Kramer, Deputy Moderator. The Moderator gave the directives on the rules of the meeting and the bounds of the hall. Ann M. Click, Town Clerk, read the call and return of the warrant.

**ARTICLE 1. Voted:** that the Town transfer the sum of \$48,000.00 from Budget Line Item No. 1072, Wages, in Department No. 152, Personnel Committee; \$25,505.00 from Budget Line Item No. 185, County Retirement, in Department No. 910, Employee Benefits; \$8,658.00 from Budget Line Item No. 0050, Building Admin. Coordinator, in Department No. 249, Inspectional Services; \$13,415.50 from Budget Line Item No. 0804, Admin. Coordinator, in Department No. 249, Inspectional Services; \$22,964.50 from Budget Line Item No. 0814, Admin. Assistant, in Department No. 510, Board of Health; and \$1,751.00 from Budget Line Item No. 0842, DPW Office Manager, in Department No. 499, Department of Public Works, all as voted pursuant to Article 4 of the Annual Town Meeting of May, 2009, to increase the following Budget Line Items of the Town Budget, also as voted pursuant to said Article 4, in the following amounts:

<u>Department</u>	<u>Dept. #</u>	<u>Account #</u>	<u>Amount</u>
Selectmen	122	0002	737.00
Town Manager	129	0007	4,373.00
Accounting	135	0031	2,107.00
Assessor	141	0181	2,531.00
Treasurer/Collector	145	0191	2,214.00
Town Clerk	161	0193	1,879.00
Election/Registration	162	0292	128.00

<u>Department</u>	<u>Dept. #</u>	<u>Account #</u>	<u>Amount</u>
Conservation	171	0471	1,159.00
Planning	175	0293	2,180.00
Zoning	176	0142	323.00
Police	210	0275	5,794.00
Fire	220	0357	3,275.00
Sealer	244	0056	44.00
Inspectional Services	249	0339	2,145.00
Dog Officer	292	0063	324.00
Facilities	411	0899	2,379.00
Highway	421	0361	463.00
Waste	433	0752	105.00
DPW Admin.	499	0990	5,545.00
Health	510	0438	1,838.00
COA	541	0118	2,544.00
Veterans	543	0060	74.00
Library	610	0058	4,337.00
Parks/Recreation	630	0112	471.00
Other General			
Government	199	0677	26,536.00
Planning Board	175	0040	3,439.50
Planning Board	175	0302	626.50
Town Hall	192	0803	42,723.00
<b>Total</b>			<b>\$120,294.00</b>

**Capital Improvement Committee voted in favor of the  
Town Hall renovation aspect of this article.**

**Passed by: Voice Vote Unanimous (12-14-2009)**

**ARTICLE 2. Voted:** that the Town raise and appropriate \$12,357,795 for the purpose of financing the design, development, construction, reconstruction, extension and upgrade of sewers, sewage systems, intermunicipal connections and sewage treatment and disposal facilities, including pumping stations and force mains, and all related systems, appurtenances, facilities, the acquisition of all necessary easements and interests in land, and the replacement of water pipes and other services and utilities, including, without limitation, all costs thereof as defined in Section 1 of Chapter 29C of the General Laws, said sum to be spent under the direction of the Town Manager; and, to meet this appropriation or any portion thereof, to transfer a sum of \$1,385,000, said sum constituting the unspent balance of the appropriation voted pursuant to Article 30 of the 1996 Annual Town Meeting, a sum of \$2,927,000, said sum constituting the unspent balance of the appropriation voted pursuant to Article 12 of the 2006 Annual Town Meeting and a sum of \$4,499,295, said sum constituting the unspent balance of the appropriation voted pursuant to Article 19 of the 2007 Annual Town Meeting; and further, to meet this appropriation, to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow \$3,546,500 and issue bonds or notes therefor under Chapter 44 of the General Laws and/or Chapter 29C of the General Laws or any other enabling author-

ity; that such bonds or notes shall be general obligations of the Town unless the Town Treasurer, with the approval of the Board of Selectmen, determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C; that the Town Treasurer, with the approval of the Board of Selectmen, is authorized to borrow all or a portion of such amount from the Massachusetts Water Pollution Abatement Trust established pursuant to Chapter 29C; and, in connection therewith, to enter into a loan agreement and/or security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; that the Board of Selectmen is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project and to take any other action necessary to carry out the project; and that the Board of Selectmen is authorized to apply for and accept any grants and loans that may be available for the purposes specified herein, including, but not limited to, Federal Stimulus Funds and the Massachusetts Opportunity Relocation and Expansion (MORE) Jobs program; provided, however, that the full amount authorized herein, less any grants, gifts or other sums received in connection with the purposes of this authorization, shall be assessed as betterments on properties within the area to be served by facilities funded hereby; and provided further that no expenditures made in fulfillment of the Town's obligations under the 2001 Intermunicipal Agreement for Wastewater Collection, Treatment and Disposal, executed by and between the Towns of Hopkinton and Milford, shall be authorized pursuant to this Article until the Town has received written notification from the Commonwealth that it has been awarded a grant from the MORE Jobs program or another grant program, and that no contract to implement the plans and specifications submitted by the Town to the Department of Environmental Protection as Contract CWSRF-2942 shall be awarded until the Town has received written authorization of Water Pollution Abatement Trust financing therefor.

**Capital Improvement Committee  
voted in favor of this article Article 2.**

**A Motion to End Debate Passed by:  
Declared 2/3 Majority**

**Passed by: Yes 256 No 67 (12-14-2009)**

**ARTICLE 3. Voted: that no action be taken on Article 3.**

**Passed by: Voice Vote Unanimous (12-14-2009)**

**ARTICLE 4. Voted:** that the Town amend the Zoning Bylaws of the Town of Hopkinton as follows:

1. Insert in alphabetical order a definition of "Building Trade Shop" in Article I General Provisions, § 210-4, Definitions, as follows:

BUILDING TRADE SHOP — An establishment for use by the practitioner of a building trade, such as a carpenter, welder, plumber, electrician, builder, mason, or similar occupation.

2. Insert in Article VIII A, Industrial B (IB) District, a new item (9) in § 210-37.8.A as follows:

(9) Building trade shop.

**Passed by: Voice Vote Unanimous (12-14-2009)**

**ARTICLE 5. Voted:** that the Town amend the Zoning Bylaws of the Town of Hopkinton, Article XVII B, Subdivision Phasing, by deleting "July 1, 2010" in §210-105.6.B and inserting therefore "July 1, 2013".

**Passed by: Voice Vote Unanimous (12-14-2009)**

**ARTICLE 6. Voted:** that the Town amend the General Bylaws of the Town of Hopkinton, Chapter 160, Scenic Roads, by deleting the definition of "Cutting or Removal of Trees" in § 160-1 definitions, and inserting therefore a new definition of "Cutting or Removal of Trees" as follows:

CUTTING OR REMOVAL OF TREES - The removal of one or more trees, trimming of major branches, cutting of roots, but not the trimming or cutting of trees which the Tree Warden has certified in writing are dead, or the trimming or cutting of dead branches.

**Passed by: Voice Vote (12-14-2009)**

**ARTICLE 7. Voted:** that the Town amend the General Bylaws of the Town of Hopkinton, Chapter 172, Stormwater Management and Erosion Control, by deleting subsection B of § 172-1 in its entirety.

**Passed by: Voice Vote Unanimous (12-14-2009)**

**Motion to dissolve the special Town Meeting Warrant.**

**Passed by: Voice Vote Unanimous (12-14-2009)**

**The meeting adjourned at 8:35 P.M..**

**A True Copy ATTEST:**

Ann M. Click  
Town Clerk

**SPECIAL ACT OF THE LEGISLATURE  
Result of Special Town Meeting  
Article 10, May 6, 2008  
2009 Acts and Resolves Chapter 136**

An Act relative to the election of the members of the Board of Public Works of the Town of Hopkinton.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

**Section 1.** At the next annual town election in the town of Hopkinton at which the 3 members of the board of public works are to be elected pursuant to section 1 of chapter 375 of the acts of 1998, the candidate receiving the highest number of votes shall be elected for a term of 3 years, the candidate receiving the second highest number of votes shall be elected for a term of 2 years and the candidate receiving the third highest number of votes shall be elected for a 1 year term. Thereafter, when the term of a member expires, his successor shall be elected to serve for a term of 3 years.

**Section 2.** This act shall take effect upon its passage.

**Passed to be enacted,  
House of Representatives, November 9, 2009  
In Senate, November 9, 2009  
Governor Approved, November 13, 2009**

**SPECIAL ACT OF THE LEGISLATURE  
Result of 2008 Agreement by  
Commonwealth of Massachusetts,  
Department of Conservation and Recreation  
and the Town of Hopkinton  
2009 Acts and Resolves Chapter 162**

An Act providing for the transfer of certain state real property to the Town of Hopkinton.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

**Section 1.** Notwithstanding sections 40E to 40J, inclusive, of chapter 7 of the General Laws or any other general or special law to the contrary, the commissioner of capital asset management and maintenance may, in consultation with the department of conservation and recreation, convey in fee simple, for nominal consideration, a certain parcel of land, and permanent easements and any improvements and structures located thereon formerly known as the 1918 Whitehall Reservoir Dam and Gatehouse located on, adjacent and under Highland street in the town of Hopkinton, accepted by the town of Hopkinton as a public highway on March 7, 1925, and the historic Gatehouse, its spillway and the former earthen dam under Highland street, to the town for the purpose of operating and maintaining a public way. Before any conveyance, the town of Hopkinton shall enter into a historical covenant agreement with the Massachusetts historical commission which shall be filed with the Middlesex south registry of deeds and run with the land in perpetuity. Use and maintenance of the parcel, excluding the Highland Street infrastructures, shall be subject to the restrictions and provisions of the historical covenant. The exact boundaries of the parcel and any permanent easements shall be determined by the commissioner of capital asset management and maintenance in consultation with the commissioner of conservation and recreation after completion of a survey. This parcel shall be conveyed by deed without warranties or representations by the commonwealth.

**Section 2.** Notwithstanding any general or special law to the contrary, the town of Hopkinton shall be responsible for all costs and expenses, including but not limited to, costs associated with any engineering, surveys, appraisals and deed preparation related to the conveyance authorized under this act as such costs may be determined by the commissioner of capital asset management and maintenance.

**Passed to be enacted,  
House of Representatives, November 18, 2009  
In Senate, November 18, 2009  
Governor Approved, November 23, 2009**

# Accounting Department

## FINANCE DIRECTOR'S REPORT

In accordance with Massachusetts General Law (M.G.L.) Ch. 41, Sec. 57, the Town Accountant's office is responsible for maintaining the financial records of the Town, including the general ledger and all subsidiary ledgers. It is thus our duty to provide financial information and results to the Town's taxpayers and various other end-users. This information is available through several reports including the audited financial statements and other non-audited financial reports. The office is also responsible for examining all the Town's accounts payable invoices and payrolls to make sure they are correct and properly approved (M.G.L. Ch. 41, Sec. 56). The Town Accountant's office then processes all invoices and produces the warrant for payment by the Treasurer.

The FY 2009 financial audit was completed in November, 2009, with the FY09 financial statements being issued shortly. The balance sheet was submitted for certification of free cash on November 23, 2009 and was certified by the Department of Revenue on December 10, 2009. Schedule A, the Annual City & Town Financial Report, was completed and submitted to the Department of Revenue on December 30, 2009.

The Governmental Accounting Standards Board (GASB) establishes standards for financial reporting by state and local governments. Statement No. 45, (GASB 45) issued in June, 2004, requires the Town to report other post employment benefits (OPEB) in its financial statements. These benefits include health insurance, life insurance, etc. The statement sets the standard for measurement, recognition, and reporting of expenditures, assets and liabilities. Liabilities include the actuarial accrual for future promised benefits and to what extent they are funded. In order to comply with GASB 45 the Town is required to complete an actuarial valuation of its OPEB and include the results in the fiscal year 2009 financial statements. I am pleased to report that the Town completed the actuarial valuation a year early and will include this financial information in the fiscal year 2009 financial statements.

I am pleased to report that we have finally been able to convert to the new financial software. This process took longer than expected as the new system was not ready for conversion. There is now greater flexibility with regards to reports that can be downloaded and distributed electronically to various departments.

All cash accounts are reconciled on a monthly basis. The bank accounts are reconciled monthly by the Treasurer and are then submitted to the Town Accountant's office where they are reconciled to the general ledger. All tax receivable accounts are reconciled monthly with the Tax Collector along with other receivable accounts. Expenditure and other reports are distributed monthly to the various departments. They are reconciled monthly with the accounting department to ensure accuracy of the general ledger and other accounting records.

I would like to thank the Assistant Town Accountant, Janet MacKay, the Board of Selectmen, and all other departments for their cooperation and continued support.

Following are the FY 2009 financial statements for the Town of Hopkinton. These statements include the following:

- Combined Balance Sheet
- Statement of Indebtedness
- Expenditure Report for Budgeted Funds-General Fund
- Expenditure Report for Budgeted Funds-Sewer and Water
- Revenue/Expenditure Reports for All Special Revenue, Capital Project, and Trust and Agency Funds
- Cash Receipt Report for all Funds
- Vendor Payment Report by Department

*Respectfully submitted,*

*Heidi Kriger  
Finance Director*

**TOWN OF HOPKINTON  
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUP  
JUNE 30, 2009**

	Governmental Fund Types			Proprietary Fund Type Enterprise	Fiduciary Fund Type Trust and Agency	Account Group General Long- Term Debt	Total (Memorandum Only)
	General	Special Revenue	Capital Projects				
<b>Assets</b>							
Cash and short-term investments	4,367,039	7,129,675	491,693	1,671,277	3,309,556		16,969,240
Receivables							
Real and personal property taxes	1,025,922						1,025,922
Other taxes	159,741						159,741
Departmental	466	559,597		819,713			1,379,776
Sewer assessments		409,162		4,627,679			5,036,841
Due from government agencies		33,286		1,544			34,830
Construction in progress							
Prepaid expenses	422						422
Fixed assets				23,699,336			23,699,336
Amount to be provided for retirement of general long-term obligations	-	-	-	-	-	45,401,451	45,401,451
<b>Total Assets</b>	<b>5,553,590</b>	<b>8,131,720</b>	<b>491,693</b>	<b>30,819,549</b>	<b>3,309,556</b>	<b>45,401,451</b>	<b>93,707,559</b>
<b>Liabilities</b>							
Vouchers payable	1,909,412						1,909,412
Tax abatement refunds	909,198						909,198
Other liabilities	277			4,206	574,019		578,502
Bonds payable				9,729,764		45,401,451	55,131,215
Notes payable		1,192,000	445,000	-			1,637,000
Deferred income	359,396	559,597		4,688,295			5,607,288
<b>Total Liabilities</b>	<b>3,178,283</b>	<b>1,751,597</b>	<b>445,000</b>	<b>14,422,265</b>	<b>574,019</b>	<b>45,401,451</b>	<b>65,772,615</b>
<b>Fund balances</b>							
Reserved for encumbrances and appropriations	257,427			522,865			780,292
Reserved for capital	125,311						125,311
Retained earnings							
Reserved for revolving accounts		5,422,977					5,422,977
Reserved for unexpended grants		547,984					547,984
Reserved for overdrawn accounts	(584,542)						(584,542)
Reserved for endowment					2,735,537		2,735,537
Unreserved							
Designated for subsequent year expenditures	564,000	409,162		46,693			1,019,855
Undesignated	2,013,111				15,874,419		17,887,530
<b>Total Fund Balances</b>	<b>2,375,307</b>	<b>6,380,123</b>	<b>46,693</b>	<b>16,397,284</b>	<b>2,735,537</b>	<b>-</b>	<b>27,934,944</b>
<b>Total Liabilities and Fund Balances</b>	<b>5,553,590</b>	<b>8,131,720</b>	<b>491,693</b>	<b>30,819,549</b>	<b>3,309,556</b>	<b>45,401,451</b>	<b>93,707,559</b>

**TOWN OF HOPKINTON  
STATEMENT OF INDEBTEDNESS  
JUNE 30, 2009**

<u>Long Term Debt Inside the Debt Limit</u>	<u>Outstanding June 30, 2008</u>	<u>New Debt Issued</u>	<u>Retirements</u>	<u>Outstanding June 30, 2009</u>	<u>Interest Paid in FY2009</u>
Buildings	9,796,250.00	1,106,500.00	1,611,250.00	9,291,500.00	414,276.63
Departmental Equipment	818,750.00	594,300.00	348,750.00	1,064,300.00	41,655.00
School Buildings	920,000.00		174,000.00	746,000.00	32,167.50
School - All Other	7,136,079.05	245,000.00	715,751.52	6,665,327.53	114,806.06
Sewer & inflow	10,000.00		10,000.00	0.00	200.00
Police & Senior & DPW Study	5,540,554.94	446,622.00	551,057.81	5,436,119.13	226,324.58
Other Inside					
SUB - TOTAL Inside	<u>\$24,221,633.99</u>	<u>\$2,392,422.00</u>	<u>\$3,410,809.33</u>	<u>\$23,203,246.66</u>	<u>\$829,429.77</u>
<u>Long Term Debt Outside the Debt Limit</u>	<u>Outstanding June 30, 2008</u>	<u>New Debt Issued</u>	<u>Retirements</u>	<u>Outstanding June 30, 2009</u>	<u>Interest Paid in FY2009</u>
Title V SRF	627,972.00		39,218.00	588,754.00	
Gas/Electric Utility				0.00	
Hospital				0.00	
School Buildings	33,443,000.00	3,758,078.00	8,757,000.00	28,444,078.00	1,521,762.23
Sewer				0.00	
Solid Waste				0.00	
Water	2,696,500.00	368,500.00	169,864.00	2,895,136.00	100,662.74
Other Outside				0.00	
SUB - TOTAL Outside	<u>\$36,767,472.00</u>	<u>\$4,126,578.00</u>	<u>\$8,966,082.00</u>	<u>\$31,927,968.00</u>	<u>\$1,622,424.97</u>
<b>TOTAL Long Term Debt</b>	<b><u>\$60,989,105.99</u></b>	<b><u>\$6,519,000.00</u></b>	<b><u>\$12,376,891.33</u></b>	<b><u>\$55,131,214.66</u></b>	<b><u>\$2,451,854.74</u></b>
<u>Short Term Debt</u>	<u>Outstanding June 30, 2008</u>	<u>New Debt Issued</u>	<u>Retirements</u>	<u>Outstanding June 30, 2009</u>	<u>Interest Paid in FY2009</u>
RANS - Revenue Anticipation	0.00			0.00	
BANS - Bond Anticipation:					
ADA compliance	289,972.50	0.00	289,972.50	0.00	627.15
Ambulance	180,000.00		180,000.00	0.00	4,358.50
Title V	200,000.00			700,000.00	
Water	168,500.00	500,000.00		0.00	
School Boiler	345,000.00		168,500.00	0.00	4,774.65
School Plans	15,578.00		345,000.00	0.00	13,627.50
Other BANS	875,000.00		15,578.00	0.00	33.69
SANS - State Grant Anticipation	177,500.00	579,000.00	1,009,000.00	445,000.00	33,626.95
		492,000.00	177,500.00	492,000.00	4,812.07
<b>TOTAL Short Term Debt</b>	<b><u>\$2,251,550.50</u></b>	<b><u>\$1,571,000.00</u></b>	<b><u>\$2,185,550.50</u></b>	<b><u>\$1,637,000.00</u></b>	<b><u>\$61,860.51</u></b>
<b>GRAND TOTAL All Debt</b>	<b><u>\$63,240,656.49</u></b>	<b><u>\$8,090,000.00</u></b>	<b><u>\$14,562,441.83</u></b>	<b><u>\$56,768,214.66</u></b>	<b><u>\$2,513,715.25</u></b>

**TOWN OF HOPKINTON  
EXPENDITURE REPORT FOR BUDGETED FUNDS-GENERAL FUND  
JUNE 30, 2009**

<u>Ref# - Title</u>	<u>CARRY OVER</u>	<u>APPROPRIATION</u>	<u>TRANSFERS</u>	<u>RECEIPTS</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>
<b>122 - SELECTMEN</b>							
8 SECRETARIAL COVERAGE		70,194.36			37,955.77		32,238.59
793 INTERDEPARTMENTAL SECRETARY		5,000.00			1,306.32		(1,306.32)
147 COPIER MAINTENANCE/SUPPLIES					2,585.70		2,414.30
1217 OPEN SPAPE STEWARDSHIP #15 5/06	5,000.00						5,000.00
1 ADVERTISING		1,800.00			1,277.75		522.25
590 POSTAGE		1,300.00			718.60		581.40
119 TELEPHONE	105.24	10,500.00			6,574.10	1,599.91	2,431.23
42 OTHER PURCHASED SERVICES		2,500.00	(2,918.00)		6,700.23	459.00	(459.00)
136 OFFICE SUPPLIES		3,200.00			713.27	110.00	(4,200.23)
3 SELECTMEN EXPENSES		2,800.00			3,722.30		(3,028.00)
148 IN-STATE TRAVEL		2,800.00					2,486.73
146 DUES & MEMBERSHIPS	298.00						(624.30)
<b>Total 122 - SELECTMEN</b>	<b>5,403.24</b>	<b>97,294.36</b>	<b>(2,918.00)</b>	<b>-</b>	<b>61,554.04</b>	<b>7,168.91</b>	<b>31,056.65</b>
<b>129 - TOWN MANAGER</b>							
1230 TOWN MANAGER		121,084.78			96,187.84	18,865.00	6,031.94
7 EXECUTIVE ASSISTANT		55,686.32			61,659.48		(5,973.16)
<b>Total 129 - TOWN MANAGER</b>	<b>-</b>	<b>176,771.10</b>	<b>-</b>	<b>-</b>	<b>157,847.32</b>	<b>18,865.00</b>	<b>58.78</b>
<b>131 - FINANCE COMMITTEE</b>							
19 EXPENSES		500.00			219.25		280.75
115 RESERVE FUND		55,000.00	(55,000.00)				
Total 131 - FINANCE COMMITTEE		55,500.00	(55,000.00)		219.25		280.75
<b>135 - ACCOUNTING DEPARTMENT</b>							
179 SALARIES & WAGES		87,733.15	932.54		87,734.64		932.54
30 TOWN ACCOUNTANT SALARY		48,678.59			49,611.16		(1,49)
31 ASST TOWN ACCOUNTANT SAL		85.00			52.39		(932.57)
597 POSTAGE		-	(932.54)		-		32.61
124 TOWN ACCOUNTANT EXPENSES		1,650.00			770.35		(932.54)
154 OFFICE SUPPLIES	115.00	200.00			269.70		994.65
156 IN-STATE TRAVEL		1,300.00			1,265.00		(69.70)
157 DUES & MEMBERSHIPS		139,646.74					35.00
<b>Total 135 - ACCOUNTING DEPARTMENT</b>	<b>115.00</b>	<b>139,646.74</b>	<b>-</b>	<b>-</b>	<b>139,703.24</b>	<b>-</b>	<b>58.50</b>
<b>141 - ASSESSING DEPARTMENT</b>							
45 PRINCIPAL ASSESSOR SALARY		79,486.37			79,486.66		(0.29)
43 ADMINISTRATIVE ASSISTANT		42,297.03			42,302.88		(5.85)
856 DEPUTY ASSESSOR		43,011.70			43,011.74		(0.04)
164 CONTRACTED SERVICES		8,850.00			8,658.80		191.20
127 APPRAISAL SERVICES		1,800.00			1,800.00		
158 2010 ASSESSMENT CERT.#25 5/08		25,000.00			20,211.00	4,789.00	
591 POSTAGE		850.00			811.67		38.33
165 OTHER PURCHASED SERVICES		3,700.00			2,253.70		1,446.30
169 OFFICE SUPPLIES		1,650.00			2,002.28		(352.28)
175 IN-STATE TRAVEL		2,148.60			3,779.76		(1,631.16)
176 DUES & MEMBERSHIPS		600.00			241.00		359.00
<b>Total 141 - ASSESSING DEPARTMENT</b>	<b>-</b>	<b>209,393.70</b>	<b>-</b>	<b>-</b>	<b>204,559.49</b>	<b>4,789.00</b>	<b>45.21</b>

<u>Ref# - Title</u>	<u>CARRY OVER</u>	<u>APPROPRIATION</u>	<u>TRANSFERS</u>	<u>RECEIPTS</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>
<b>145 - TREASURER/COLLECTOR</b>							
191 SALARIES & WAGES		79,486.56	(6,254.00)		79,886.71		(6,254.00)
33 TREASURER COLLECTOR SALARY		385.00					(400.15)
244 LONGEVITY		70,255.10			60,148.41		385.00
37 ADMIN ASST		18,500.00			49,894.55		10,106.69
178 CONTRACTED SERVICES		20,150.00			2,038.27		(31,394.55)
592 POSTAGE		2,000.00					18,111.73
180 OTHER PURCHASED SERVICES		10,000.00			8,050.00		2,000.00
194 BANK SERVICE FEES		1,000.00			500.00		1,950.00
437 NOTE CERTIFICATION		-					500.00
35 TREASURER/COLLECTOR EXPENSES		6,609.00	8,000.00		5,242.06		8,000.00
700 OFFICE SUPPLIES		90.00			90.00		1,366.94
199 DUES & MEMBERSHIPS		208,475.66	1,746.00	-	205,850.00	-	4,371.66
<b>Total 145 - TREASURER/COLLECTOR</b>	-	<b>208,475.66</b>	<b>1,746.00</b>	-	<b>205,850.00</b>	-	<b>4,371.66</b>
<b>151 - LEGAL</b>							
10 LEGAL COUNSEL		125,000.00	89,589.44	5,000.00	218,936.94	652.50	-
<b>Total 151 - LEGAL</b>	-	<b>125,000.00</b>	<b>89,589.44</b>	<b>5,000.00</b>	<b>218,936.94</b>	<b>652.50</b>	-
<b>152 - PERSONNEL COMMITTEE</b>							
905 PERSONNEL DIRECTOR		67,779.61		-	67,732.37		47.24
1002 BENEFITS COORDINATOR		38,817.53			36,459.98		2,357.55
1026 POSTAGE		500.00			555.94		(55.94)
1029 PAYROLL SERVICES		28,000.00			25,476.93	560.79	1,962.28
17 PERSONNEL EXPENSES		1,000.00			123.35		876.65
1027 OFFICE SUPPLIES		1,000.00			1,468.26		(468.26)
1158 RECOGNITION & REWARDS		500.00			421.13		78.87
1028 MEMBERSHIP DUES		400.00			555.00		(155.00)
1025 TRAVEL & MEETINGS		500.00			468.22		31.78
1159 TRAINING		2,000.00			862.27		1,137.73
<b>Total 152 - PERSONNEL COMMITTEE</b>	-	<b>140,497.14</b>	-	-	<b>134,123.45</b>	<b>560.79</b>	<b>5,812.90</b>
<b>158 - TAX TITLE</b>							
36 TAX TITLE EXPENSE - SERVICES		15,250.00		0.09	20,301.50		(5,051.41)
<b>Total 158 - TAX TITLE</b>	-	<b>15,250.00</b>	-	<b>0.09</b>	<b>20,301.50</b>	-	<b>(5,051.41)</b>
<b>161 - TOWN CLERK</b>							
193 SALARIES & WAGES			384.87				384.87
23 TOWN CLERK SALARY		60,471.34			60,471.10		0.24
684 LONGEVITY/CERTIFICATION		1,585.00			3,000.00		(1,415.00)
25 ASST TOWN CLERK SALARY		52,370.80			54,533.79		(2,162.99)
29 EXTRA CLERICAL		32,864.47			29,671.59		3,192.88
201 CONTRACTED SERVICES		2,000.00			2,033.85		(33.85)
668 PRINTING & BINDING		5,299.78			5,299.78		
593 POSTAGE		1,000.00			774.89		225.11
24 TOWN CLERK EXPENSES		1,000.00	(384.87)		248.25		(633.12)
721 OFFICE SUPPLIES		1,000.00			1,000.00		
220 BOOKS & PUBLICATIONS		1,000.00			493.42		506.58
223 IN-STATE TRAVEL		500.00			752.00		(252.00)
249 DUES & MEMBERSHIPS		1,000.00			812.72		187.28
<b>Total 161 - TOWN CLERK</b>	-	<b>159,091.39</b>	-	-	<b>159,091.39</b>	-	<b>0.00</b>

<u>Ref# - Title</u>	<u>CARRY OVER</u>	<u>APPROPRIATION</u>	<u>TRANSFERS</u>	<u>RECEIPTS</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>
<b><u>162 - ELECTION &amp; REGISTRATION</u></b>							
292 SALARIES & WAGES		1,083.50	150.35		1,083.50		150.35
26 BD OF REGISTRARS SALARY		10,302.00			11,349.09		(1,047.09)
475 ELECTION WORKERS		3,795.67			2,854.59		941.08
479 EXTRA CLERICAL		11,900.00			11,466.35		433.65
886 CONTRACTED SERVICES		1,500.00			2,103.45		(603.45)
250 PRINTING AND BINDING		4,000.00			4,585.81		(585.81)
594 POSTAGE		300.00					300.00
722 TELEPHONE		1,750.00			1,458.05		291.95
273 OTHER PURCHASED SERVICES		1,500.00			1,494.21		5.79
277 OFFICE SUPPLIES		900.00			899.45		0.55
286 ELECTION SUPPLIES			(150.35)		(372.46)		222.11
27 ELECTION/REGISTRATION EXPENSES							
<b>Total 162 - ELECTION &amp; REGISTRATION</b>	-	<b>37,031.17</b>	-	-	<b>36,922.04</b>	-	<b>109.13</b>
<b><u>171 - CONSERVATION COMMISSION</u></b>							
471 SALARIES & WAGES		72,848.44			72,853.50		(5.06)
14 ADVERTISING		200.00					200.00
309 ADVERTISING-WETLAND PROTECTION							
595 POSTAGE		750.00			742.25		7.75
139 OTHER PURCHASED SERVICES		669.00			340.00		329.00
306 OFFICE SUPPLIES		1,400.00			1,645.22		(245.22)
110 IN-STATE TRAVEL		400.00			283.52		116.48
308 DUES & MEMBERSHIPS		581.00			581.00		
<b>Total 171 - CONSERVATION COMMISSION</b>	-	<b>76,848.44</b>	-	-	<b>76,445.49</b>	-	<b>402.95</b>
<b><u>175 - PLANNING BOARD</u></b>							
40 TOWN PLANNER SALARY		79,627.56			79,886.68		(259.12)
41 SECRETARIAL SALARY		42,689.73			42,702.99		(13.26)
302 EXTRA CLERICAL		22,708.02			22,073.56		634.46
38 ENGINEERING & INSPECTION		1,000.00					1,000.00
322 ADVERTISING		1,700.00			321.75		1,378.25
329 PRINTING & BINDING		1,000.00			535.00		465.00
596 POSTAGE		2,500.00			1,116.90		1,383.10
368 OTHER PURCHASED SERVICES		450.00					450.00
371 OFFICE SUPPLIES		2,400.00			4,046.15		(1,646.15)
373 DUES AND MEMBERSHIPS		700.00			435.00		265.00
<b>Total 175 - PLANNING BOARD</b>	-	<b>154,775.31</b>	-	-	<b>151,118.03</b>	-	<b>3,657.28</b>
<b><u>176 - ZONING BOARD OF APPEALS</u></b>							
142 SALARIES & WAGES		21,474.46			21,474.46		
375 ADVERTISING		100.00					100.00
1127 LEGAL		100.00					100.00
<b>Total 176 - ZONING BOARD OF APPEALS</b>	-	<b>21,674.46</b>	-	-	<b>21,474.46</b>	-	<b>200.00</b>
<b><u>179 - OPEN SPACE COMMITTEE</u></b>							
380 OPEN SPACE EXPENSES		1,000.00			11.00		287.25
<b>Total 179 - OPEN SPACE COMMITTEE</b>	-	-	-	-	-	701.75	-

<u>Ref# - Title</u>	<u>CARRY OVER</u>	<u>APPROPRIATION</u>	<u>TRANSFERS</u>	<u>RECEIPTS</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>
<b>192 - TOWN HALL</b>							
5 TOWN HALL CUSTODIAN		43,314.30			43,314.30		1,231.93
410 ELECTRICITY		22,000.00			20,768.07		971.44
411 GAS & OIL HEATING		12,000.00			11,007.06	21.50	(32.89)
183 OTHER PURCHASED SERVICES		9,000.00			9,032.89		5,318.00
4 TOWN HALL EXPENSES			5,318.00			(4,337.14)	
429 BUILDING MAINTENANCE SUPPLIES		3,500.00		7,837.14			
553 OTHER CAPITAL OUTLAY				181.00	7,652.18		(1,071.18)
803 TOWN HALL REPAIRS		6,400.00		181.00	99,611.64	21.50	2,080.16
<b>Total 192 - TOWN HALL</b>	-	<b>96,214.30</b>	<b>5,318.00</b>	<b>181.00</b>	<b>99,611.64</b>	<b>21.50</b>	<b>2,080.16</b>
<b>194 - CABLE COMMITTEE</b>							
1014 CABLE COMMITTEE EXPENSES		500.00					500.00
<b>Total 194 - CABLE COMMITTEE</b>	-	<b>500.00</b>	-	-	-	-	<b>500.00</b>
<b>199 - OTHER GENERAL GOVERNMENT</b>							
9 TOWN REPORTS		7,000.00	(2,400.00)		4,517.00		83.00
367 AUDIT		22,000.00			22,000.00		
791 LEADERSHIP ACADEMY		1,200.00			1,250.00		(50.00)
792 CENTREX PHONE SYSTEM		12,500.00			12,531.39		(31.39)
672 PARKING CLERK EXPENSES		750.00			429.86		320.14
677 COMPUTER SYSTEMS		58,000.00			56,224.69	1,706.00	69.31
485 PROFESSIONAL SERVICES & TRAINING		10,000.00			1,000.00	9,000.00	
<b>Total 199 - OTHER GENERAL GOVERNMENT</b>	-	<b>111,450.00</b>	<b>(2,400.00)</b>	-	<b>97,952.94</b>	<b>10,706.00</b>	<b>391.06</b>
<b>210 - POLICE DEPARTMENT</b>							
275 SALARIES & WAGES		1,566,390.05	(60,500.00)		1,486,000.10		(60,500.00)
74 POLICE DEPT. LABOR		273,591.91		(359.60)	245,263.42		80,389.95
78 COMMUNICATION SALARIES		155,947.46		3,698.08	183,985.73		27,968.89
417 OVERTIME WAGES		66,000.00			60,061.53		(24,340.19)
484 GAS AND ELECTRIC		3,500.00		19.72	7,043.78		5,938.47
527 REPAIRS & MAINT.-EQUIPMENT		27,000.00		3,000.00	35,996.04	6,124.44	(3,524.06)
528 REPAIRS & MAINT.-VEHICLE		1,200.00			809.13		(12,120.48)
598 POSTAGE		8,000.00			9,425.07		390.87
458 TELEPHONE		28,474.00			25,765.19		(1,425.07)
530 OTHER PURCHASED SERVICES		3,000.00			2,979.22		2,708.81
16 AUXILIARY POLICE EXPENSES		13,500.00			6,141.75		20.78
455 OFFICE SUPPLIES		2,200.00			1,820.23		7,358.25
453 EQUIPMENT MAINTENANCE SUPPLIES		45,000.00			42,116.02		379.77
436 VEHICULAR SUPPLIES		17,450.00		533.38	18,985.10		2,883.98
529 UNIFORMS		1,500.00			1,773.34		(1,001.72)
533 DUES & MEMBERSHIPS	59,000.00		60,500.00		59,000.00	60,500.00	(273.34)
686 CAPITAL OUTLAY	<b>59,000.00</b>		-	<b>6,891.58</b>	<b>2,187,165.65</b>	<b>66,624.44</b>	<b>24,854.91</b>
<b>Total 210 - POLICE DEPARTMENT</b>	<b>59,000.00</b>	<b>2,212,753.42</b>	-	<b>6,891.58</b>	<b>2,187,165.65</b>	<b>66,624.44</b>	<b>24,854.91</b>

<u>Ref# - Title</u>	<u>CARRY OVER</u>	<u>APPROPRIATION</u>	<u>TRANSFERS</u>	<u>RECEIPTS</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>
<b>220 - FIRE DEPARTMENT</b>							
80 FIRE DEPT. LABOR		1,495,145.58		4,725.86	1,382,377.84		117,493.60
81 EXTRA HELP					5,932.21		(5,932.21)
519 OVERTIME WAGES		183,600.00			295,161.39		(111,561.39)
537 ELECTRICITY		19,000.00			18,622.20		377.80
538 GAS & OIL HEATING		12,500.00			15,473.30		(2,973.30)
340 FIRE ALARM MAINTENANCE		2,500.00			2,402.50		97.50
550 REPAIRS & MAINT.-BUILDING		11,500.00			10,774.78		725.22
549 REPAIRS & MAINT.-VEHICLE		25,000.00			36,670.97		(11,670.97)
542 RENTALS AND LEASES		1,000.00			696.96		303.04
534 CONTRACTED SERVICES		13,610.00			13,933.60		(323.60)
653 EMPLOYEE TRAINING		7,500.00			3,406.67		4,093.33
545 ADVERTISING		200.00					200.00
599 POSTAGE		300.00			130.87		169.13
541 TELEPHONE		7,500.00			7,507.32		(7.32)
536 OTHER PURCHASED SERVICES		2,500.00			2,401.49		98.51
540 OFFICE SUPPLIES		2,500.00			2,540.60		(40.60)
544 BUILDING MAINTENANCE SUPPLIES		3,500.00			2,592.61		907.39
543 EQUIPMENT MAINTENANCE SUPPLIES		2,500.00			1,050.18		1,449.82
539 VEHICULAR SUPPLIES		11,000.00			13,395.49		(2,395.49)
15 CIVIL DEFENSE EXPENSE		1,500.00			30.00		1,470.00
535 FIREFIGHTING SUPPLIES		18,380.00		400.00	12,801.37		5,978.63
551 UNIFORMS		7,500.00			6,536.50		963.50
547 DUES & MEMBERSHIPS		2,970.00			1,907.00		1,063.00
82 NEW HOSE AND EQUIPMENT		13,000.00			5,877.02		7,122.98
<b>Total 220 - FIRE DEPARTMENT</b>	-	<b>1,844,705.58</b>	-	<b>5,125.86</b>	<b>1,842,222.87</b>	-	<b>7,608.57</b>
<b>244 - SEALER WTS &amp; MEASURES</b>							
56 SEALER WTS & MEAS SALARY		2,933.52			3,177.33		(243.81)
57 SEALER WTS. / MEAS. EXPENSES		1,060.00			879.60		180.40
<b>Total 244 - SEALER WTS &amp; MEASURES</b>	-	<b>3,993.52</b>	-	-	<b>4,056.93</b>	-	<b>(63.41)</b>
<b>249 - INSPECTIONAL SERVICES</b>							
391 LONGEVITY		385.00			400.00		(15.00)
787 INSPECTIONAL SVCS. DRC TR		70,859.78			74,424.75		(3,564.97)
804 ADMIN COORDINATOR		42,084.06			42,302.88		(218.82)
785 PLUMBING/GAS INSPECTOR SALARY		1,963.23			1,963.23		
788 WIRING INSPECTOR SALARY		1,963.23			1,963.23		
50 BLDG ADMIN COORDINATOR		13,937.94			268.28		13,669.66
805 VACATION COVERAGE-ADMIN. COOR.					9,870.69		(9,870.69)
<b>Total 249 - INSPECTIONAL SERVICES</b>	-	<b>131,193.24</b>	-	-	<b>131,193.06</b>	-	<b>0.18</b>
<b>292 - DOG OFFICER</b>							
63 DOG OFFICER SALARY		21,556.61			21,080.53		476.08
12 RABIES CLINIC		500.00					500.00
478 KENNEL EXPENSE		4,000.00			2,097.00		1,903.00
564 OPERATING SUPPLIES & MATERIALS		1,000.00					1,000.00
64 DOG OFFICER EXPENSE		2,256.00			2,757.19		(501.19)
<b>Total 292 - DOG OFFICER</b>	-	<b>29,312.61</b>	-	-	<b>25,934.72</b>	-	<b>3,377.89</b>
<b>293 - TRAFFIC CONTROL</b>							
66 TRAFFIC LIGHTS		7,200.00	9,500.00		15,495.00		1,205.00
<b>Total 293 - TRAFFIC CONTROL</b>	-	<b>7,200.00</b>	<b>9,500.00</b>	-	<b>15,495.00</b>	-	<b>1,205.00</b>

Ref# - Title	CARRY OVER	APPROPRIATION	TRANSFERS	RECEIPTS	EXPENDED	ENCUMBERED	BALANCE
<b>294 - TREE WARDEN</b>							
84 TREE WARDEN SALARY	-	14,468.53			13,864.44		604.09
240 TREE REMOVAL		18,900.00			18,414.50		485.50
568 OTHER PURCHASED SERVICES					600.50		(600.50)
85 TREE WARDEN EXPENSES					317.97		(317.97)
567 OPERATING SUPPLIES & MATERIALS		448.00					448.00
<b>Total 294 - TREE WARDEN</b>	-	<b>33,816.53</b>	-	-	<b>33,197.41</b>	-	<b>619.12</b>
<b>300 - EDUCATION</b>							
207 EDUCATION SALARIES				15,128.06	24,899,880.89		(24,884,752.83)
569 PURCHASE OF SERVICES	11,386.90			758.00	4,634,438.44	3,940.00	(4,626,233.54)
570 SUPPLIES	15,318.01			2,180.62	1,153,850.75	169.20	(1,136,521.32)
116 EDUCATION EXPENSES		31,654,424.67					31,654,424.67
571 OTHER CHARGES & EXPENDITURES	6,924.00			3,302.00	407,785.42	537.99	(398,097.41)
<b>Total 300 - EDUCATION</b>	<b>33,628.91</b>	<b>31,654,424.67</b>	-	<b>21,368.68</b>	<b>31,095,955.50</b>	<b>4,647.19</b>	<b>608,819.57</b>
<b>411 - FACILITIES</b>							
899 FACILITIES DIRECTOR		99,356.50			99,356.48		0.02
1037 TELEPHONE		500.00					500.00
1161 OTHER PROFESSIONAL SERVICES		6,000.00			6,007.20		(7.20)
1036 OFFICE EQUIPMENT		500.00			442.24		57.76
1034 OFFICE SUPPLIES		1,200.00			871.90		328.10
1035 TRAVEL & MEETINGS		2,063.57			1,751.88		311.69
<b>Total 411 - FACILITIES</b>	-	<b>109,620.07</b>	-	-	<b>108,429.70</b>	-	<b>1,190.37</b>
<b>421 - HIGHWAY DEPARTMENT</b>							
361 SALARIES & WAGES		590,520.31	(16,060.18)		587,146.40		(16,060.18)
104 HWY DEPT SALARY AND WAGES		36,782.08			21,885.91		3,373.91
573 OVERTIME WAGES		36,554.94			32,899.64		14,896.17
330 PART-TIME WAGES		13,000.00			11,167.56		3,655.30
578 ELECTRICITY		26,500.00			19,551.16	16.84	1,832.44
106 HEATING GAS, OIL & SUPPLIES		7,000.00			7,728.73		6,932.00
588 REPAIRS & MAINT.-BUILDING		7,000.00			2,617.79		(728.73)
1088 EQUIP PARTS & MAINT-PARK/CEM/BLD			36,500.00				4,382.21
108 ROAD MAINTENANCE							36,500.00
574 REPAIRS & MAINT.-VEHICLE		50,000.00			69,959.61		(19,959.61)
577 LINE PAINTING		30,000.00			29,473.47		526.53
1082 ASPHALT PAVING		60,000.00			42,595.35		17,404.65
1083 OIL SEALING	600.00	20,000.00			20,600.00		
579 ADVERTISING		1,500.00			189.75		1,310.25
601 POSTAGE		600.00			471.22		128.78
582 TELEPHONE		6,000.00			6,214.07		(214.07)
580 GUARD RAIL REPAIRS		1,500.00			309.11		1,190.89
1084 ENGINEERING		12,000.00			57,310.46	76,180.76	(33,096.32)
1085 BASIN REPAIR		5,000.00			6,229.76		(1,229.76)
1086 SIDEWALK MAINT./REPAIRS	23,394.90	2,000.00	65,000.00		3,612.59		(22,712.59)
585 UNIFORMS-LAUNDRY/RENTAL		11,000.00			10,147.56		852.44
584 OFFICE SUPPLIES		3,500.00			1,809.55		1,690.45
589 BUILDING MAINTENANCE SUPPLIES		2,500.00			1,610.13		889.87
704 HIGHWAY MAINTENANCE SUPPLIES		11,500.00			12,664.11		(1,164.11)
1089 GROUNDSKEEPING SUPP-PARK/CEM/BLD		2,500.00			501.15		1,998.85
575 VEHICULAR SUPPLIES & FUEL		75,000.00			69,035.86		5,964.14

<u>Ref# - Title</u>	<u>CARRY OVER</u>	<u>APPROPRIATION</u>	<u>TRANSFERS</u>	<u>RECEIPTS</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>
105 HWY HIRED EQUIPMENT		8,000.00			5,924.15		2,075.85
576 FILL GRAVEL/LOAM	162.72	8,000.00			7,740.55		422.17
1079 SIGNS		12,883.27			9,682.72		3,200.55
1080 DRAINAGE PIPE		6,000.00			2,559.64		3,440.36
1081 BRUSH CUTTING		2,000.00			2,978.42		(978.42)
107 HIGHWAY DEPT EXPENSES			(6,000.00)				(6,000.00)
1078 POLICE DETAIL		10,000.00			14,598.50		(4,598.50)
695 OUT OF STATE TRAVEL		1,000.00			1,644.02	3.75	(647.77)
583 DUES & MEMBERSHIPS		2,500.00			1,035.00		1,465.00
<b>Total 421 - HIGHWAY DEPARTMENT</b>	<b>24,157.62</b>	<b>1,062,340.60</b>	<b>79,439.82</b>	<b>-</b>	<b>1,061,893.94</b>	<b>97,301.35</b>	<b>6,742.75</b>
<b>423 - SNOW &amp; ICE CONTROL</b>							
603 OVERTIME WAGES		40,000.00			146,475.87		(106,475.87)
531 CONTRACTED SERVICES		45,000.00			199,552.50		(154,552.50)
472 EQUIPMENT RENTAL		30,000.00			27,250.00		2,750.00
548 FUEL		12,500.00			26,195.77		(13,695.77)
607 VEHICULAR SUPPLIES		7,500.00		2,754.08	36,245.87		(25,991.79)
604 SALT, SAND & OTHER CHEMICALS		60,000.00			289,505.32		(229,505.32)
605 OPERATING SUPPLIES & MATERIALS	129.00	5,000.00			12,149.05		(7,020.05)
<b>Total 423 - SNOW &amp; ICE CONTROL</b>	<b>129.00</b>	<b>200,000.00</b>	<b>-</b>	<b>2,754.08</b>	<b>737,374.38</b>	<b>-</b>	<b>(534,491.30)</b>
<b>424 - STREET LIGHTING</b>							
65 STREETLIGHTS	117.54	83,700.00			82,272.35	97.75	1,447.44
<b>Total 424 - STREET LIGHTING</b>	<b>117.54</b>	<b>83,700.00</b>	<b>-</b>	<b>-</b>	<b>82,272.35</b>	<b>97.75</b>	<b>1,447.44</b>
<b>425 - OTHER STORM CONTROL</b>							
610 OVERTIME WAGES		2,000.00			9,729.55		(7,729.55)
608 RENTALS AND LEASES		6,000.00					6,000.00
611 OPERATING SUPPLIES & MATERIALS	54.75	2,000.00			325.20		1,729.55
<b>Total 425 - OTHER STORM CONTROL</b>	<b>54.75</b>	<b>10,000.00</b>	<b>-</b>	<b>-</b>	<b>10,054.75</b>	<b>-</b>	<b>-</b>
<b>433 - WASTE COLLECT. &amp; DISPOSAL</b>							
752 RECYCLING SALARIES		12,500.10	590.00		12,772.13		317.97
457 RECYCLABLE COLLECTION		212,000.00			212,000.00		
90 RUBBISH COLLECTION		422,500.00	3,900.00		426,400.00		
1074 RUBBISH DISPOSAL		410,000.00	(89,900.00)		320,100.00		
926 HAZARDOUS WASTE COLLECTION		11,000.00			11,000.00		
93 RECYCLING EXPENSES		10,100.00	(4,590.00)		5,510.00		
<b>Total 433 - WASTE COLLECT. &amp; DISPOSAL</b>	<b>-</b>	<b>1,078,100.10</b>	<b>(90,000.00)</b>	<b>-</b>	<b>987,782.13</b>	<b>-</b>	<b>317.97</b>
<b>491 - CEMETERY COMMISSION</b>							
712 CEMETERY SURVEYING #10 11/07	1,000.00				770.00	230.00	(0.20)
1237 CEMETERY LOT PINS #4 5/07	500.00				500.20		1,000.00
1238 CEMETERY ROAD WORK #5 5/07	1,000.00						
<b>Total 491 - CEMETERY COMMISSION</b>	<b>2,500.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,270.20</b>	<b>230.00</b>	<b>999.80</b>
<b>499 - PUBLIC WORKS</b>							
990 DPW SALARIES		1,520.00	1,060.18		2,400.00		180.18
696 HIGHWAY MANAGER		79,486.37			79,486.67		(0.30)
842 ADMINISTRATIVE MANAGER		52,328.20			52,328.40		(0.20)
986 DPW DIRECTOR SALARY		99,356.50			99,356.44		0.06
987 W/S SUPERVISOR SALARY		79,486.37			79,486.68		(0.31)
988 W/S CLERK-DISPATCHER SALARY		42,123.43			42,302.88		(179.45)
<b>Total 499 - PUBLIC WORKS</b>	<b>-</b>	<b>354,300.87</b>	<b>1,060.18</b>	<b>-</b>	<b>355,361.07</b>	<b>-</b>	<b>(0.02)</b>

Ref# - Title	CARRY OVER	APPROPRIATION	TRANSFERS	RECEIPTS	EXPENDED	ENCUMBERED	BALANCE
<b>510 - BOARD OF HEALTH</b>							
89 INSPECTION SALARIES		65,929.91			65,930.34		(0.43)
814 ADMIN ASST TO HEALTH INSPECTOR		42,297.03			42,302.88		(5.85)
739 EXTRA CLERICAL		9,323.64			6,414.99		2,908.65
245 TRINITY MENTAL HEALTH	500.00	500.00			1,000.00		(63.25)
632 PROFESSIONAL MEDICAL SERVICES		2,500.00			2,563.25		563.05
630 POSTAGE		1,000.00			436.95		1,089.76
628 TELEPHONE		1,600.00			510.24		3,071.03
633 OTHER PURCHASED SERVICES		4,300.00			322.45	906.52	
546 UNPAID BILL #10 3/97							
631 OFFICE SUPPLIES	124.00	4,000.00			2,094.91	181.90	1,847.19
1021 OPERATING SUPPLIES		1,319.00			540.00		779.00
629 IN-STATE TRAVEL	145.54	1,550.00			1,400.53		295.01
634 DUES & MEMBERSHIPS		260.00			265.00		(5.00)
877 CAPITAL OUTLAY		547.00				547.00	
<b>Total 510 - BOARD OF HEALTH</b>	<b>769.54</b>	<b>135,126.58</b>	-	-	<b>123,781.54</b>	<b>1,635.42</b>	<b>10,479.16</b>
<b>541 - COUNCIL ON AGING</b>							
118 COUNCIL ON AGING SALARIES		51,468.18			74,846.20		(23,378.02)
46 DIRECTOR		37,340.16			37,040.58		299.58
359 OUTREACH SUPERVISOR		33,453.96			32,859.83		594.13
406 ASST OUTREACH / EMER HOME MAKER		27,165.66			26,621.64		27,165.66
420 ASST OUTREACH / EMER HOME MAKER		23,062.20			32,932.86		(3,559.44)
512 ASSISTANT SR. CENTER DIRECTOR		33,453.96			42,033.75		521.10
1204 ELECTRICITY		43,000.00			18,417.95		966.25
1205 GAS & OIL HEATING		27,000.00			18,417.95		8,582.05
636 POSTAGE		4,500.00			4,335.00		165.00
638 TELEPHONE		3,400.00			4,260.61		(860.61)
639 OTHER PURCHASED SERVICES		3,600.00			4,538.47		(938.47)
640 OFFICE SUPPLIES		1,500.00			841.01		658.99
641 OTHER SUPPLIES	245.32	3,000.00			4,402.78		(1,157.46)
20 COUNCIL ON AGING EXPENSES		12,045.00			14,803.84		(2,758.84)
637 IN-STATE TRAVEL	72.43	5,500.00			6,487.42		(914.99)
698 DUES & MEMBERSHIPS		500.00			511.07		(11.07)
<b>Total 541 - COUNCIL ON AGING</b>	<b>317.75</b>	<b>309,989.12</b>	-	-	<b>304,933.01</b>	-	<b>5,373.86</b>
<b>542 - YOUTH SERVICES</b>							
1202 RENTAL FEES		3,000.00			750.00		2,250.00
1198 PRINTING & COPYING					40.95		(40.95)
1200 ACTIVITY SUPPLIES & AWARDS					1,412.10	796.95	(2,209.05)
<b>Total 542 - YOUTH SERVICES</b>	-	<b>3,000.00</b>	-	-	<b>2,203.05</b>	<b>796.95</b>	-
<b>543 - VETERANS SERVICES</b>							
60 VETERANS AGENT SALARY		4,871.13		400.03	4,800.36		70.77
61 EXPENSES		930.00			1,296.28		33.75
125 VETERANS BENEFITS		7,500.00			2,898.36		4,601.64
<b>Total 543 - VETERANS SERVICES</b>	-	<b>13,301.13</b>	-	<b>400.03</b>	<b>8,995.00</b>	-	<b>4,706.16</b>

<u>Ref# - Title</u>	<u>CARRY OVER</u>	<u>APPROPRIATION</u>	<u>TRANSFERS</u>	<u>RECEIPTS</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>
<b>610 - LIBRARY</b>							
58 LIBRARY SALARIES		301,235.54			286,701.80		14,533.74
645 ELECTRICITY		4,500.00			5,878.56		(1,378.56)
647 GAS & OIL HEATING		10,200.00			9,025.03	78.52	1,096.45
650 REPAIRS & MAINT.-BUILDING		4,000.00			3,540.00		460.00
767 POSTAGE		500.00			254.47		245.53
644 TELEPHONE		200.00					200.00
646 OFFICE SUPPLIES		4,339.00			5,320.76	89.50	(1,071.26)
649 BUILDING MAINTENANCE SUPPLIES		280.00					280.00
642 BOOKS & PUBLICATIONS		26,567.02			25,949.56	337.23	280.23
<b>Total 610 - LIBRARY</b>	-	<b>351,821.56</b>	-	-	<b>336,670.18</b>	<b>505.25</b>	<b>14,646.13</b>
<b>630 - RECREATION</b>							
112 SUPT. OF RECREATION SALARY		18,932.22			16,279.65		2,652.57
113 RECREATION SALARIES/WAGES		12,989.70			10,446.59		2,543.11
655 RENTALS AND LEASES		6,031.00			1,510.41		4,520.59
657 ADVERTISING		1,700.00			336.50		1,363.50
690 OTHER PURCHASED SERVICES		4,983.00			2,696.44		2,286.56
654 OPERATING SUPPLIES & MATERIALS		3,051.00			2,550.40		500.60
<b>Total 630 - RECREATION</b>	-	<b>47,686.92</b>	-	-	<b>33,819.99</b>	-	<b>13,866.93</b>
<b>691 - HISTORICAL COMMISSION</b>							
556 HISTORIC COMMISSION EXPENSES		1,000.00			968.48		31.52
<b>Total 691 - HISTORICAL COMMISSION</b>	-	<b>1,000.00</b>	-	-	<b>968.48</b>	-	<b>31.52</b>
<b>692 - CELEBRATIONS</b>							
11 MEMORIAL DAY		2,000.00			536.17		1,463.83
<b>Total 692 - CELEBRATIONS</b>	-	<b>2,000.00</b>	-	-	<b>536.17</b>	-	<b>1,463.83</b>
<b>693 - HISTORIC DISTRICT COMMISSION</b>							
1047 TOWN HALL LANDSCAPING #55 5/02	26,652.28					26,652.28	
1250 HISTORIC DISTRICT EXPENSES	-	570.00			485.25		84.75
<b>Total 693 - HISTORIC DISTRICT COMMISSION</b>	<b>26,652.28</b>	<b>570.00</b>	-	-	<b>485.25</b>	<b>26,652.28</b>	<b>84.75</b>
<b>710 - DEBT SERVICE</b>							
71 RETIREMENT OF DEBT		4,575,445.00			4,585,444.35		(9,999.35)
72 LONG-TERM INTEREST		2,261,990.31			2,179,362.85		82,627.46
159 SHORT-TERM INTEREST		90,000.00			68,750.82		21,249.18
<b>Total 710 - DEBT SERVICE</b>	-	<b>6,927,435.31</b>	-	-	<b>6,833,558.02</b>	-	<b>93,877.29</b>
<b>800 - REG TECH VOCATIONAL SCHL</b>							
135 REG TECH VOCATIONAL SCHOOL		425,237.00			424,514.00		723.00
<b>Total 800 - REG TECH VOCATIONAL SCHL</b>	-	<b>425,237.00</b>	-	-	<b>424,514.00</b>	-	<b>723.00</b>
<b>820 - STATE ASSESSMENTS/CHARGE</b>							
1012 MOSQUITO CONTROL ASSESSMENT		61,550.00			62,747.00		(1,197.00)
261 AIR POLLUTION CONTROL		4,963.00			4,963.00		
259 METRO AREA PLANNING COUNCIL		4,154.00			4,154.00		
1066 SPECIAL EDUCATION ADJUSTMENT		8,009.00			-		8,009.00
352 NON-RENEWAL EXCISE TAX		6,440.00			6,980.00		(540.00)
1000 CHARTER SCHOOL REIMBURSEMENT		228,165.00			224,801.00		3,364.00
887 MASS BAY TRANSPORT AUTHORITY		89,862.00			89,862.00		
518 SCHOOL CHOICE ASSESSMENT		58,371.00			78,496.00		(20,125.00)
<b>Total 820 - STATE ASSESSMENTS/CHARGE</b>	-	<b>461,514.00</b>	-	-	<b>472,003.00</b>	-	<b>(10,489.00)</b>

<u>Ref# - Title</u>	<u>CARRY OVER</u>	<u>APPROPRIATION</u>	<u>TRANSFERS</u>	<u>RECEIPTS</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>BALANCE</u>
<b>910 - EMPLOYEE BENEFITS</b>							
68 HEALTH INSURANCE	-	5,027,000.00	(61,746.00)		4,821,949.47		143,304.53
69 LIFE INSURANCE PREMIUM		14,150.00			8,208.25		5,941.75
70 FICA - TOWN CONTRIBUTION		510,000.00	(4,589.44)		440,756.92		64,653.64
94 UNEMPLOYMENT		70,000.00	30,000.00		99,837.73		162.27
185 COUNTY RETIREMENT		1,308,292.00			1,282,626.00		25,666.00
489 EMPLOYEE ASSISTANCE PLAN		4,000.00					4,000.00
521 DRUG AND ALCOHOL TESTING		1,000.00			782.00		218.00
<b>Total 910 - EMPLOYEE BENEFITS</b>	-	<b>6,934,442.00</b>	<b>(36,335.44)</b>	-	<b>6,654,160.37</b>	-	<b>243,946.19</b>
<b>940 - OTHER-MISCELLANEOUS</b>							
67 BLANKET INSURANCE		435,000.00		1,532.00	368,177.78		68,354.22
<b>Total 940 - OTHER-MISCELLANEOUS</b>	-	<b>435,000.00</b>	-	<b>1,532.00</b>	<b>368,177.78</b>	-	<b>68,354.22</b>
<b>941 - COURT JUDGMENTS</b>							
206 COURT JUDGMENTS					45,000.00		(45,000.00)
<b>Total 941 - COURT JUDGMENTS</b>	-	-	-	-	<b>45,000.00</b>		<b>(45,000.00)</b>
<b>990 - TRANSFERS</b>							
671 TRANSFER TO ENTERPRISE FUNDS		394,358.00			394,358.00		-
<b>Total 990 - TRANSFERS</b>	-	<b>394,358.00</b>	-	-	<b>394,358.00</b>	-	-
<b>GRAND TOTAL</b>	<b>152,845.63</b>	<b>57,084,356.60</b>	<b>0.00</b>	<b>43,253.32</b>	<b>56,514,545.72</b>	<b>241,956.08</b>	<b>523,953.75</b>

**TOWN OF HOPKINTON  
EXPENDITURE REPORT FOR BUDGETED FUNDS-SEWER AND WATER  
JUNE 30, 2009**

<u>Ref# - Title</u>	<u>CARRY OVER</u>	<u>APPROPRIATION</u>	<u>TRANSFERS</u>	<u>RECEIPTS</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>UNEXPENDED BAL</u>
<b>SEWER ENTERPRISE FUND</b>							
444 SALARIES AND WAGES	-	135,177.12	-	-	107,571.05		27,606.07
445 OVERTIME WAGES	-	36,410.00	-	-	37,189.76		(779.76)
448 WASTE WATER FACILITY CHARGES	40,448.02	270,300.00	-	-	225,122.71	43,582.49	42,042.82
467 GAS & OIL HEATING	-	800.00	-	-	125.79		674.21
466 ELECTRICITY	-	63,600.00	-	-	65,654.45		(2,054.45)
660 REPAIRS & MAINT.-VEHICLE	-	-	-	-	1,773.84		(1,773.84)
490 RENTALS AND LEASES	-	5,000.00	-	-	5,028.27		(28.27)
446 CONTRACTED SERVICES	17,353.59	15,000.00	-	-	40,776.90		(8,423.31)
659 POSTAGE	-	250.00	-	-	174.00		76.00
171 TELEPHONE	-	1,800.00	-	-	138.77		1,661.23
469 OTHER PURCHASED SERVICES	1,600.00	11,000.00	-	-	38,346.76		(25,746.76)
662 UNIFORMS	-	1,000.00	-	-	179.97		820.03
447 OFFICE SUPPLIES	-	1,500.00	-	-	1,311.41		188.59
661 VEHICULAR SUPPLIES	-	4,000.00	-	-	1,183.35		2,816.65
658 OPERATING SUPPLIES & MATERIALS	-	9,000.00	-	59.89	4,122.12		4,937.77
663 TREATMENT CHEMICALS	-	7,000.00	-	-	1,936.23		5,063.77
815 ALARM SYSTEM TELEMETER	-	6,500.00	-	-	3,196.08		3,303.92
664 DUES & MEMBERSHIPS	-	2,000.00	-	-	2,688.00		(688.00)
487 DEBT ADMINISTRATIVE COSTS	-	-	-	-	6,575.88		(6,575.88)
346 SEWER MATURING PRINCIPAL	-	665,429.00	-	-	658,294.88		7,134.12
358 INTEREST ON LONG TERM DEBT	-	176,222.00	-	-	187,866.31		(11,644.31)
399 INTEREST ON SHORT TERM DEBT	-	7,000.00	-	-	6,893.83		106.17
186 TRANSFER TO GENERAL FUND	-	218,703.16	-	-	218,703.00		0.16
<b>TOTAL SEWER ENTERPRISE FUND</b>	<b>59,401.61</b>	<b>1,637,691.28</b>	<b>-</b>	<b>59.89</b>	<b>1,614,853.36</b>	<b>43,582.49</b>	<b>38,716.93</b>
<b>SEWER CAPITAL PROJECTS</b>							
1160 SEWER INFLOW/INFILT. #17 5/03	87,411.16	-	-	-	97,456.57		(10,045.41)
476 SOUTH STREET PROJECT	7,809.38	-	-	-	7,809.38		-
1225 WASTEWATER TREATMNT FAC #12 5/06	131,722.15	-	-	-	32,688.81		99,033.34
168 SEWER DEPT TRUCK #19 5/08	-	45,000.00	-	-	42,492.50		2,507.50
<b>TOTAL SEWER CAPITAL PROJECTS</b>	<b>226,942.69</b>	<b>45,000.00</b>	<b>-</b>	<b>-</b>	<b>180,447.26</b>	<b>-</b>	<b>91,495.43</b>

<u>Ref# - Title</u>	<u>CARRY OVER</u>	<u>APPROPRIATION</u>	<u>TRANSFERS</u>	<u>RECEIPTS</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>UNEXPENDED BAL</u>
<b>WATER ENTERPRISE FUND</b>							
817 SALARIES AND WAGES	-	227,876.00	-	-	222,244.48	-	5,631.52
818 OVERTIME WAGES	-	48,880.00	-	-	40,381.12	-	8,498.88
838 ELECTRICITY	-	100,700.00	-	-	110,049.95	-	(9,349.95)
835 GAS & OIL HEATING	-	5,775.00	-	-	7,851.77	-	(2,076.77)
825 REPAIRS & MAINT.-VEHICLE	-	5,000.00	-	-	-	-	5,000.00
824 COMPUTER SOFTWARE	-	2,000.00	-	-	1,871.81	-	128.19
828 ENGINEERING SERVICES	3,060.00	20,000.00	-	-	4,660.00	18,900.00	(500.00)
831 ADVERTISING	-	2,000.00	-	-	875.00	-	1,125.00
933 LEGAL FEES	-	5,000.00	-	-	4,860.63	-	139.37
834 POSTAGE	-	3,500.00	-	-	2,639.11	-	860.89
885 TELEPHONE	-	4,000.00	-	-	4,105.17	-	(105.17)
823 OTHER PURCHASED SERVICES	8,000.00	45,000.00	-	-	41,222.23	3,260.35	8,517.42
836 UNIFORMS	-	2,500.00	-	-	1,706.25	-	793.75
832 WATER TESTING	-	11,000.00	-	-	6,529.00	-	4,471.00
833 OFFICE SUPPLIES	-	4,000.00	-	-	1,687.69	-	2,312.31
839 BUILDING MAINTENANCE SUPPLIES	-	3,000.00	-	-	-	-	3,000.00
703 WATER (ASHLAND)	-	210,000.00	-	-	131,340.74	42,271.51	36,387.75
827 VEHICULAR SUPPLIES	-	5,000.00	-	-	7,637.59	47.26	(2,684.85)
826 OPERATING SUPPLIES & MATERIALS	-	35,000.00	-	-	39,659.03	-	(4,659.03)
837 WATER TREATMENT CHEMICALS	-	35,000.00	-	-	40,062.68	-	(5,062.68)
701 OUT-OF-STATE TRAVEL	-	1,500.00	-	-	-	-	1,500.00
829 DUES & MEMBERSHIPS	-	2,500.00	-	-	5,726.69	-	(3,226.69)
702 SYSTEM REHABILITATION	-	27,000.00	-	-	12,544.49	-	14,455.51
820 PURCHASE OF WATER METERS	-	30,000.00	-	-	23,936.66	-	6,063.34
1077 DEBT ADMINISTRATIVE COSTS	-	7,242.00	-	-	8,905.61	-	(1,663.61)
728 ASHLAND PLANT DEBT	-	72,000.00	-	-	72,518.41	-	(518.41)
778 WATER MATURING-PRINCIPAL	-	228,695.00	-	-	241,707.71	-	(13,012.71)
779 INTEREST ON LONG TERM DEBT	-	123,502.00	-	-	121,048.47	-	2,453.53
780 INTEREST ON SHORT TERM DEBT	-	-	-	-	4,774.65	-	(4,774.65)
907 TRANSFER TO GENERAL FUND	-	260,643.80	-	-	260,644.00	-	(0.20)
<b>TOTAL WATER ENTERPRISE FUND</b>	<b>11,060.00</b>	<b>1,528,313.80</b>	<b>-</b>	<b>-</b>	<b>1,421,190.94</b>	<b>64,479.12</b>	<b>53,703.74</b>
<b>WATER CAPITAL PROJECTS</b>							
385 DUMP TRUCK #16 5/08	-	169,300.00	-	-	168,915.00	-	385.00
1211 WATER WELL H-2 STM 21 5/05	-	529,581.28	-	-	489,679.06	-	39,902.22
1221 WATER MAINS # 25 5/05, #14 5/06	58,584.52	-	-	-	57,885.78	-	698.74
865 WATER TANK REHAB #15 5/08	-	200,000.00	-	-	26,347.29	-	173,652.71
1279 FRUIT ST. DRAINAGE #14 5/07	-	135,000.00	-	-	131,604.15	-	3,395.85
<b>TOTAL WATER CAPITAL PROJECTS</b>	<b>58,584.52</b>	<b>1,033,881.28</b>	<b>-</b>	<b>-</b>	<b>874,431.28</b>	<b>-</b>	<b>216,034.52</b>

**TOWN OF HOPKINTON  
REVENUE/EXPENDITURE REPORT FOR ALL SPECIAL REVENUE,  
CAPITAL PROJECT, AND TRUST AND AGENCY FUNDS  
JUNE 30, 2009**

	<u>CARRY OVER</u>	<u>TRANSFERS</u>	<u>EXPENDED</u>	<u>RECEIPTS</u>	<u>BALANCE</u>
<b>SCHOOL LUNCH FUND</b>	80,478.21		971,559.80	895,806.17	4,724.58
<b>HIGHWAY IMPROVEMENT FUND</b>					
STATE ANTIC.NOTES PAYABLE	77,499.00		77,500.00	492,000.00	491,999.00
FD BAL RESVD FOR CONSTRUCTION	(49,512.14)	49,512.14	509,910.26	509,910.32	0.06
<b>TOTAL HIGHWAY IMPROVEMENT FUND</b>	<b>27,986.86</b>	<b>49,512.14</b>	<b>587,410.26</b>	<b>1,001,910.32</b>	<b>491,999.06</b>
<b>OTHER SPECIAL REVENUE FUNDS</b>					
B.A.N. - TITLE V	200,000.00		-	500,000.00	700,000.00
TITLE V LOAN PROGRAM	(71,060.95)		121,247.00	-	(192,307.95)
SENIOR/DISABLED RELIEF FUND	(1,079.44)		2,100.00	5,347.18	2,167.74
OPEN SPACE PRESERVATION FUND	38,542.81		-	-	38,542.81
GIFT, B.A.A. FUNDS	34,460.12		74,703.45	68,000.00	27,756.67
GIFT, HOME COMPOSTING BINS/RECYCLING	990.17		1,290.00	1,160.00	860.17
GIFT, RONALD PHIPPS MEMORIAL	426.67		-	-	426.67
GIFT, AMBULANCE	9,000.54		-	2,725.44	11,725.98
GIFT, WETLANDS PROTECTION	10,000.00		-	-	10,000.00
GIFT, TREE REPLICATION-ELMWOOD	5,060.00		-	-	5,060.00
GIFT, HEAD OF CHARLES BALLFLDS	92.92		-	-	92.92
GIFT, SEALER WEIGHTS & MEASURES	350.00		-	-	350.00
GIFT, VETERANS MEMORIAL	50.00		-	-	50.00
GIFT, AUXILIARY POLICE	1,500.00		70.00	-	1,430.00
GIFT, ELMWOOD SCHOOL	5,187.86		18,511.01	19,800.24	6,477.09
GIFT, PHIL SCHOOL SAFETY PRMS	1,234.36		-	90.00	1,324.36
GIFT, VERIZON PEG-I-NET	160,000.00		-	-	160,000.00
GIFT, HOPKINTON COMMUNITY ENDOWMENT	-		-	80.00	80.00
GIFT, EDUCATION & TRAINING	147.00		-	-	147.00
GIFT, D.A.R.E. PROGRAM	15,700.00		-	-	-
GIFT, FIRE DEPT. EQUIPMENT	-		15,700.00	15,200.00	-
GIFT, SCHOOL CENTRAL OFFICE	121,088.06		21,395.50	45,853.19	145,545.75
GIFT, TRACK & FIELDS (TRAFFIC)	1,444.65		-	-	1,444.65
GIFT, EMC CORP.	2,335.00		-	-	2,335.00
GIFT, COOKIE KUMILIM DOUGHBOY RESTOR.	3,610.00		-	-	3,610.00
GIFT, PARKS & RECREATION	23,869.98		-	1,000.00	24,869.98
GIFT - LIBRARY	325.86		-	-	325.86
GIFT- SENIOR CENTER EXERCISE PROGRAM	-		4,170.00	5,000.00	830.00
GIFT, BOSTON EDISON	760.00		-	-	760.00
GIFT, TREE	1,050.00		-	-	1,050.00
GIFT, HIGGINS FARM DETENTION	3,000.00		-	-	3,000.00
GIFT, FARM SITE DISTANCE	2,500.00		-	-	2,500.00
GIFT, HOPKINS SCHOOL	1,013.30		959.25	5,957.30	6,011.35
GIFT, MIDDLE SCHOOL	17,999.60		1,206.34	5,902.67	22,695.93
GIFT, FIRE DEPT. RADIOS	327.00		-	-	327.00
GIFT, WATER HYDRANT	432.00		-	-	432.00
GIFT, CENTER SCHOOL	7,730.03		3,941.86	4,376.40	8,164.57
GIFT, HIGH SCHOOL	9,969.85		5,212.11	4,524.52	9,282.26

	<u>CARRY OVER</u>	<u>TRANSFERS</u>	<u>EXPENDED</u>	<u>RECEIPTS</u>	<u>BALANCE</u>
GIFT, EMC W. MAIN RAMP	14,405.49		-	-	14,405.49
GIFT, HISTORICAL COMM. TREASURES	685.60		130.00	125.00	680.60
GIFT, COMMUNITY PRESERVATION	870.10		-	-	870.10
GIFT, ASSESSOR COMPUTER EQUIPMENT	1,812.62		-	-	1,812.62
GIFT, HOPKINTON EDUCATION FOUNDATION	8,917.53		19,545.48	17,462.66	6,834.71
GIFT, HOPKINOTN PTA	10,893.92		38,937.69	29,854.86	1,811.09
GIFT, HOPKINTON MUSIC ASSOCIATION	135.00		-	-	135.00
GIFT, YOUTH COMMISSION	5.64		-	-	5.64
GIFT, SENIOR CENTER	5,772.20		1,872.72	-	3,899.48
GIFT, HOPKINTON MARATHON CMT. BLEACHERS	3,900.00		-	-	3,900.00
GIFT, HISTORICAL PRESERVATION	500.00	(500.00)	-	-	-
ZONING BOARD CONSULTANTS - 53G	17,082.16		18,642.58	15,121.03	13,560.61
BOARD OF HEALTH CONSULTANT-53G	1,830.70		-	38.52	1,869.22
PLANNING BOARD CONSULTANTS-53G	128,928.41		51,993.84	50,073.19	127,007.76
CONSERVATION-53G EMERALD HILLS	-		-	84.85	84.85
PARK/REC-53E1/2	37,108.63	(60,783.54)	49,685.39	66,739.50	54,162.74
WIRE INSPECTOR - 53E1/2	42,409.61	(8,978.55)	24,895.01	21,490.00	39,004.60
PLUMBING/GAS INSPECTOR-53E1/2	-	(11,449.90)	24,458.46	85,242.00	-
BOARD OF HEALTH - 53E1/2	44,573.41	(134.65)	21,939.45	30,918.00	-
FIRE DEPT. - 53E1/2	-	(189.86)	39,981.00	66,076.95	59,219.46
POLICE DEPT. - 53E1/2	-	(450.14)	28,667.24	28,801.89	-
EMERGENCY MEDICAL SERVICES - 53E1/2	-	(17,465.81)	435,924.85	485,376.26	31,985.60
PLANNING BOARD 53E1/2	1,186.00	(134.00)	7,828.50	6,776.50	-
ZONING BOARD 53E1/2	3,250.00	(14,419.69)	6,180.31	18,600.00	1,250.00
BUILDING INSPECTOR 53E1/2	-	(24,904.74)	20,511.26	45,636.00	220.00
OPEN SPACE 53E1/2 (10,000)	1,772.22		-	131.34	1,903.56
LIBRARY - 53E1/2	-	(4.26)	9,173.26	9,177.52	-
YOUTH COMMISSION 53E1/2	-		-	1,902.69	1,902.69
PARK & RECREATION REVOLVING	289,058.19		313,477.87	284,703.21	260,283.53
ADULT EDUCATION - REVOLVING	23,043.57		56,532.50	33,558.00	69.07
REVOLVING FUND TUITION	106,730.69		202,234.40	124,114.19	28,610.48
INSURANCE RECOVERIES UNDER 20K	14,208.03		16,141.53	11,209.02	9,275.52
ATHLETICS RECEIPTS REVOLVING	163,907.91		360,655.88	319,322.03	122,574.06
SCHOOL LOST BOOKS REVOLVING	11,232.46		2,783.36	2,882.50	11,331.60
SCHOOL INSURANCE RECOVERIES UNDER 20K	2,142.18		7,642.18	5,500.00	-
BUS FEES REVOLVING	226,085.03		290,866.42	213,662.00	148,880.61
SCHOOL BUILDING USE-REVOLVING	111,072.57		158,223.08	190,701.62	143,551.11
DRAMA REVOLVING	-		14,782.76	43,221.94	28,439.18
<b>TOTAL OTHER SPECIAL REVENUE FUNDS</b>	<b>1,881,577.26</b>	<b>(138,965.00)</b>	<b>2,509,863.68</b>	<b>2,894,160.21</b>	<b>2,126,908.79</b>
<b>SCHOOL STATE/FED GRANTS</b>					
FY07 SPED 94-142 ALLOCATION (IDEA)	(202.60)	202.60	-	-	-
FY08 SPED PROGRAM IMPROVEMENT	5,255.40		5,255.40	-	-
FY08 SPED 94-142 ALLOCATION (IDEA)	46,984.23		46,984.23	-	-
FY08 ENHANCED ED. THROUGH TECH.	785.00		785.00	-	-
FY08 TITLE II, PART A TEACHER QUALITY	15,749.25		15,749.25	-	-
SPED REIMBURSEMENT FUND	29,944.83		456,793.00	774,522.00	347,673.83
FY08 SAFE & DRUG FREE SCHOOLS	71.84		71.84	-	-
FY08 SPED EARLY CHILDHOOD	10,284.00		10,284.00	-	-
FY09 SPED 94-142 ALLOCATION (IDEA)	-		591,955.13	613,350.00	21,394.87

	<u>CARRY OVER</u>	<u>TRANSFERS</u>	<u>EXPENDED</u>	<u>RECEIPTS</u>	<u>BALANCE</u>
FY09 SPED EARLY CHILDHOOD	-		20,345.00	21,478.00	1,133.00
FY09 ENHANCED EDUCATION THRU TECHNOLOGY	-		-	1,617.00	1,617.00
FY09 TITLE II, PART A	-		19,858.16	42,675.00	22,816.84
FY09 SPED PROGRAM IMPROVEMENT	-		11,150.00	11,150.00	-
FY09 TITLE I	-		50,113.57	82,955.00	32,841.43
FY09 SAFE & DRUG FREE SCHOOLS	-		5,607.92	7,976.00	2,368.08
FY09 ARRA-SFSF GRANT	-		608,759.00	608,759.00	-
FY09 ACADEMIC SUPPORT	-		11,587.44	11,600.00	12.56
ENROLLMENT AID	23,774.04		23,774.04	-	-
SCHOOL CHOICE TUITION	11,085.80		11,000.00	-	85.80
YOUTH SUBSTANCE ABUSE INITIATIVE	6,384.69		23,051.00	16,666.63	0.32
FY06 ACADEMIC SUPPORT	1.20		-	-	1.20
<b>TOTAL SCHOOL STATE/FED GRANTS</b>	<b>150,117.68</b>	<b>202.60</b>	<b>1,913,123.98</b>	<b>2,192,748.63</b>	<b>429,944.93</b>
<b>REC.RESERVED FOR APPROPRIATION</b>					
RESERVED COUNTY DOG REFUND	5,880.00		-	-	5,880.00
RESRVD SALE OF CEMETERY LOTS	74,940.00		-	1,900.00	76,840.00
RESERVED AMBULANCE RECEIPTS	172,373.74		-	-	172,373.74
RESERVED WETLANDS PROTECTION	10,187.85		3,086.72	13,942.50	21,043.63
RES'D FOR WEIGHTS & MEASURES	1,075.01		-	400.00	1,475.01
FUND BALANCE-TITLE V LOAN PROGRAM	290,591.18		29,218.00	130,070.22	391,443.40
<b>TOTAL REC.RESERVED FOR APPROPRIATION</b>	<b>555,047.78</b>		<b>486,063.22</b>	<b>146,312.72</b>	<b>(0.01)</b>
<b>OTHER STATE/FED GRANTS</b>					
SAN-LAKE MASPENOCK	100,000.00		100,000.00	-	-
COPS FAST GRANT	74.13		74.13	-	-
ALL HAZARDS EOP GRANT	1,490.87		1,490.87	-	-
LOCAL PREPAREDNESS GRANT	4,384.45		4,384.45	-	-
ASSISTANCE TO FIREFIGHTERS GRANT	1,355.85	(1,355.85)	-	-	-
COPS-SECURE OUR SCHOOLS GRANT	-		1,908.30	1,908.30	-
BLOODS POND DAM GRANT	0.76	(0.76)	-	-	-
POLICE PUBLIC SAFETY GRANT	25,911.82		40,127.46	29,730.00	15,514.36
INCENTIVE AID PROGRAM	41.16		41.16	-	-
EOEA FORMULA GRANT	1,065.75		5,831.32	8,053.50	3,287.93
SMALL LAKES & PONDS GRANT-DOEM	(56.63)		-	-	-
STATE ELEC./EXTRA POLLING HRS	(415.76)		-	-	-
TITLE V GRANT PROGRAM	3,478.40		3,660.24	4,076.00	574.37
LOCAL CULTURAL COUNCIL	6,218.12		2,904.03	-	7,554.26
POLICE EOPSS GRANTS	-		2,963.86	4,300.00	-
BULLET PROOF VEST REIMB. GRANT	-		19,533.81	19,533.81	-
STATE AID TO LIBRARIES	45,010.44		5,105.00	5,105.00	-
SR. CITIZEN TRANSPORTATION GRANT	-		4,628.58	16,342.52	56,724.38
POLICE SUPPORT AND INCENTIVE GRANT	-		46,681.96	50,000.00	3,318.04
POLICE PUBLIC SAFETY EQUIPMENT GRANT	392.52		21,638.00	21,638.00	-
WEIGHTS & MEASURES GRANT	2,792.43		392.52	-	4,844.02
LAKE MASPENOCK GRANT	24,134.58		7,948.41	10,000.00	8,844.02
WHITEHALL RESERVOIR STUDY	400.00		111,709.49	100,000.00	12,425.09
CURBSIDE RECYCLING GRANT	14,044.72		400.00	-	-
FIRE SAFETY EQUIPMENT GRANT	1,353.75		14,044.72	-	-
URBAN FOREST PLANNING & EDUCATION GRANT	(1.00)	1.00	6,649.75	5,296.00	-

	<u>CARRY OVER</u>	<u>TRANSFERS</u>	<u>EXPENDED</u>	<u>RECEIPTS</u>	<u>BALANCE</u>
BOH EMERGENCY PREPAREDNESS GRANT	8,707.11		8,707.11	-	-
200 FOUNDATION GRANT	1,500.00		-	-	1,500.00
LOCAL EMERGENCY PLANNING GRANT	-		-	2,500.00	2,500.00
STUDENT AWARENESS OF FIRE ED. GRANT	6,944.11		724.97	3,664.62	9,883.76
AMBULANCE TASK FORCE GRANT	2,000.00		2,000.00	-	-
CPS EQUIPMENT GRANT	-		1,208.36	1,208.36	-
POLICE CPS EQUIPMENT GRANT	-		5,890.00	5,890.00	-
<b>TOTAL OTHER STATE/FED GRANTS</b>	<b>251,238.77</b>	<b>(1,298.98)</b>	<b>421,059.69</b>	<b>289,246.11</b>	<b>118,126.21</b>
<b>COMMUNITY PRESERVATION FUND</b>	2,650,805.71	-	466,909.97	1,160,894.05	3,344,789.79
<b>CAPITAL PROJECTS FUND</b>					
B.A.N. - SCHOOL BLEACHERS	-		-	310,000.00	310,000.00
B.A.N. - ELEMENTARY SCHOOL PLANS	15,578.00		15,578.00	-	-
B.A.N. - AMBULANCE	255,000.00		255,000.00	-	-
B.A.N. - DPW BLDG ARCH. COSTS	-		134,000.00	134,000.00	-
B.A.N. - CENTER SCHOOL	345,000.00		345,000.00	-	-
B.A.N. - MIDDLE SCHOOL CONST.	600,000.00		600,000.00	135,000.00	135,000.00
B.A.N. - ADA COMPLIANCE	289,972.50		289,972.50	-	-
FUND BAL-FIRE STATION ADDITION	8,852.76		-	-	8,852.76
FUND BAL.-FIRE STATION REPAIRS	252,887.00		207,772.87	-	45,114.13
FUND BAL.-POLICE STATION	30,069.73		11,702.77	-	18,366.96
FUND BAL.-AMBULANCE	(179,975.00)		88,841.66	180,000.00	25.00
FUND BAL.-FRUIT ST. ATHLETIC FIELDS	115,149.76		-	-	26,308.10
FUND BAL - FIRE DEPT. BRUSH TRUCK	(75,000.00)		-	75,000.00	-
FUND BAL.-TRACK/ATHLETIC FIELD	1,592.62		-	-	1,592.62
FUND BAL.-NEW ELEMENTARY SCHOOL PLANS	(15,328.10)		-	15,578.00	249.90
FUND BAL-ADA COMPLIANCE	(153,585.15)		247,555.68	446,622.00	45,481.17
FUND BAL-CENTER SCHOOL BOILER	(174,601.28)		12,774.90	345,000.00	157,623.82
FUND BAL-NEW ELEMENTARY SCHOOL	2,758.66		-	-	2,758.66
FUND BAL-MS WALLS	(633,200.92)		1,177,667.02	1,700,000.00	(110,867.94)
NEW HIGH SCHOOL	74,570.58		-	-	74,570.58
FLEET HIGH SCHOOL PLANS AND SPECS	(136.00)		-	-	(136.00)
FUND BALANCE-HIGH SCHOOL BLEACHERS	-		-	-	(280,166.00)
FUND BAL-DPW SIGN SHED	-	10,000.00	-	-	10,000.00
FUND BALANCE-DPW TRUCKS	239.00		-	-	239.00
FUND BALANCE-DPW BLDG.ARCH. COSTS	16,957.48		16,926.00	-	31.48
FUND BAL.-HWY TRUCKS #23 5/05	3,627.76		-	-	3,627.76
FUND BALANCE-DPW DUMP TRUCKS 5/04	10,779.00		-	-	10,779.00
FUND BALANCE-DPW DUMP TRUCKS 5/06	412.70		-	-	412.70
FUND BAL-DPW DUMP TRUCK #8 11/07	-		168,835.94	170,000.00	1,164.06
FUND BALANCE-DPW GARAGE	-	(10,000.00)	93,334.60	134,000.00	30,665.40
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>791,621.10</b>	<b>-</b>	<b>3,945,127.94</b>	<b>3,645,200.00</b>	<b>491,693.16</b>

	<u>CARRY OVER</u>	<u>TRANSFERS</u>	<u>EXPENDED</u>	<u>RECEIPTS</u>	<u>BALANCE</u>
<b>NON-EXPENDABLE TRUST FUNDS</b>					
FD BAL RESVD-CEMETERY PERP BEQ	150,302.50	-	-	3,700.00	154,002.50
FD BAL RSVD-CHARLES L. CLAFLIN	1,000.00	-	-	-	1,000.00
FD BAL RSVD-CHAS & MARY HOLMAN	1,500.00	-	-	-	1,500.00
FD BAL RSVD-COMEY MEM. CHAPEL	2,100.00	-	-	-	2,100.00
FD BAL RSVD-MARY A. ROCHE TRUST	5,000.00	-	-	-	5,000.00
BERNARD MCGOVERN LIBRARY TRUST	1,155,012.67	-	-	-	1,155,012.67
FD BAL RSVD-HISTORICAL TRUST	-	-	-	2,000.00	2,000.00
<b>TOTAL NON-EXPENDABLE TRUST FUNDS</b>	<b>1,314,915.17</b>	<b>-</b>	<b>-</b>	<b>5,700.00</b>	<b>1,320,615.17</b>
<b>EXPENDABLE TRUST FUNDS</b>					
EXPENDABLE, CHARLES L. CLAFLIN	8,354.16	-	-	135.93	8,490.09
EXPENDABLE, CHAS & MARY HOLMAN	5,476.50	-	-	101.42	5,577.92
EXPENDABLE, COMEY MEM. CHAPEL,	2,083.43	-	-	60.82	2,144.25
EXPENDABLE, MARY A. ROCHE TRUS,	510.07	-	200.00	79.90	389.97
EXPENDABLE, CEMETERY PERP CARE,	54,238.13	-	2,000.00	878.64	55,116.77
EXPENDABLE, WHITE SCHOLARSHIP	8,604.85	-	-	621.33	7,226.18
EXPENDABLE, ANNE M. DAVIN TRUST	5,314.31	-	-	77.26	5,391.57
EXPENDABLE, HARRY CARVER MEMORIAL TRUST	6,372.17	-	-	23.62	6,395.79
EXPENDABLE, CONGALVES TRUST	18,514.07	-	2,000.00	142.41	16,656.48
EXPENDABLE, MCGOVERN LIBRARY TRUST	293,814.95	-	161,560.15	-	132,254.80
EXPENDABLE, DICKERMAN TRUST	1,176.91	-	-	17.11	1,194.02
EXPENDABLE, LEO TOUJIAN SCHOLARSHIP	1,152.59	-	-	6.05	1,158.64
EXPENDABLE, TGB SCHOLARSHIP	753.43	-	2,750.00	2,004.15	7.58
EXPENDABLE, HISTORICAL TRUST	-	-	-	8,506.85	8,506.85
EXPENDABLE, LAW ENFORCEMENT TR	5,594.84	-	-	181.34	5,776.18
<b>TOTAL EXPENDABLE TRUST FUNDS</b>	<b>411,960.41</b>	<b>-</b>	<b>168,510.15</b>	<b>12,836.83</b>	<b>256,287.09</b>
<b>STABILIZATION FUND</b>	760,978.58	-	-	309,927.68	1,070,906.26
<b>CONSERVATION FUND</b>	(15,535.81)	-	658.86	122.62	(16,072.05)
<b>WORKERS' COMPENSATION FUND</b>	70,000.00	-	-	-	70,000.00
<b>STUDENT ACTIVITIES</b>	226,948.07	-	529,142.62	480,521.20	178,326.65
<b>AGENCY FUND</b>					
DUE TO FIREARMS RECORD KEEPING TRUST FD	-	-	6,375.00	6,375.00	-
DEPOSITS PAYABLE	386,500.89	-	29,363.69	38,554.99	395,692.19
FISH AND GAME LICENSES-DUE STATE	-	-	6,436.78	6,436.78	-
POLICE OUTSIDE DETAIL PAYABLE	(36,995.82)	-	255,352.50	269,759.80	(22,588.52)
<b>TOTAL AGENCY FUND</b>	<b>349,505.07</b>	<b>-</b>	<b>297,527.97</b>	<b>321,126.57</b>	<b>373,103.67</b>

**TOWN OF HOPKINTON  
CASH RECEIPTS  
JUNE 30, 2009**

<b>GENERAL FUND</b>		
2004 PERSONAL PROPERTY TAXES	(5,446.38)	
2008 PERSONAL PROPERTY TAXES	(1,499.10)	
2009 PERSONAL PROPERTY TAXES	1,240,677.52	
2010 PERSONAL PROPERTY TAXES	2,008.96	
2002 REAL ESTATE TAXES	1,153.68	
2007 REAL ESTATE TAXES	(43,262.85)	
2008 REAL ESTATE TAXES	25,717.81	
2009 REAL ESTATE TAXES	41,359,511.02	
2010 REAL ESTATES TAXES	359,389.92	
CONVEYANCE TAX CHAPTER 61B	16,266.62	
TAX LIENS REDEEMED	278,515.98	
1998 MOTOR VEHICLE EXCISE	12.50	
1999 MOTOR VEHICLE EXCISE	36.25	
2001 MOTOR VEHICLE EXCISE	10.00	
2002 MOTOR VEHICLE EXCISE	378.45	
2003 MOTOR VEHICLE EXCISE	177.08	
2004 MOTOR VEHICLE EXCISE	1,859.81	
2005 MOTOR VEHICLE EXCISE	3,994.71	
2006 MOTOR VEHICLE EXCISE	3,556.08	
2007 MOTOR VEHICLE EXCISE	28,772.90	
2008 MOTOR VEHICLE EXCISE	525,800.42	
2009 MOTOR VEHICLE EXCISE	1,851,626.38	
INTEREST ON TAXES	56,016.41	
INTEREST/PENALTY - EXCISE	11,575.20	
TAX TITLE INTEREST/COSTS	18,433.38	
PAYMENTS IN LIEU OF TAXES	1,612.80	
MUNICIPAL LIEN CERTIFICATES	18,650.00	
POLICE ACCIDENT REPORTS	1,260.55	
FIRE MISCELLANEOUS	127.00	
CABLE FRANCHISE FEE	2,370.00	
TREASURER/COLLECTOR FEES	40,148.12	
TREASURER FEE LIENS COMMITTED	3,413.96	
TOWN CLERK FEES	10,786.82	
SEALERS FEES	8,525.00	
PLANNING BOARD FEES	18,275.00	
OFF DUTY ADMINISTRATION FEES	17,389.00	
INSURANCE ADMIN FEES 2%	597.53	
DOG PICKUP FEES	519.00	
CEMETERY FEES	23,345.00	
SELECTMEN - MISCELLANEOUS	120.40	
MISCELLANEOUS RECEIPT	38,248.82	
SALE OF BOOKS/MAPS - ASSESSOR	3,265.76	
SALE OF BOOKS - TOWN CLERK	7,103.00	
SALE OF ZONING BYLAW - TOWN CLK	295.00	
SALE OF BOOKS/MAPS-TOWN CLERK	185.00	
RECYCLING/HAZARDOUS WASTE FEES	861.00	
SALE OF MAPS/REPRITS-PLANNING	202.40	
CONSERVATION COPIES	105.04	
POLICE F.I.D. CARDS	325.00	
POLICE - MISCELLANEOUS	1,068.36	
SALE OF BOOKS-BOARD OF HEALTH	178.90	
SALE OF BOOKS - BUILDING DEPT.	130.00	
ALCOHOLIC BEVERAGE LICENSE	20,730.00	
MISCELLANEOUS LICENSE-SELECTMEN	125.00	
MARRIAGE LICENSES-TOWN CLERK	792.00	
DOG LICENSES-TOWN CLERK	15,166.00	
TOWN CLERK PERMITS	554.00	
PISTOL PERMITS	1,850.00	
FIRE PERMITS	15,808.00	
BUILDING INSPECTOR PERMITS	275,055.00	
SCHOOL AID CHAPTER 70	5,179,893.00	
CHARTER SCHOOL	137,680.00	
SCHOOL CONSTRUCTION ASSISTANCE	2,818,098.00	
ADDITIONAL ASSISTANCE	108,565.00	
STATE LOTTERY	773,847.00	
STATE OWNED LAND	289,669.00	
SURVIVING SPOUSES	14,563.00	
ELDERLY R. E. ABATEMENTS	18,576.00	
VETERANS BENEFITS & AID	1,240.00	
POLICE CAREER INCENTIVE	99,152.26	
MEDICAL ASSISTANCE REIMB.	59,908.47	
MOTOR VEHICLE EXCISE REIMB.	120,742.30	
COURT FINES	42,133.00	
PARKING FINES	10,022.75	
DOG FEES & FINES	1,000.00	
POLICE BYLAW FINES	1,000.00	
EARNINGS ON INVESTMENTS	206,325.50	
PREMIUM ON SALE OF BONDS	9,569.72	
BOND PROCEEDS	3,369.00	
TRANSFER FROM SPECIAL REVENUE	29,218.00	
TRANSFER FROM WATER ENTERPRISE FUND	260,644.00	
TRANSFER FROM SEWER ENTERPRISE FUND	218,703.00	
<b>TOTAL GENERAL FUND</b>	<b>56,668,390.21</b>	
<b>SCHOOL LUNCH FUND</b>		
CAFETERIA LUNCH SALES	786,443.33	
STATE SCHOOL LUNCH PROGRAM	108,179.38	
EARNINGS ON INVESTMENTS	1,183.46	
<b>TOTAL SCHOOL LUNCH FUND</b>	<b>895,806.17</b>	
<b>HIGHWAY IMPROVEMENT FUND</b>		
CHAPTER 90 GRANT (REIMB.)	48,313.93	
CHAPTER 90 PROJECT GRANT	495,018.25	
S.A.N.-HIGHWAY	492,000.00	
<b>TOTAL HIGHWAY IMPROVEMENT FUND</b>	<b>1,035,332.18</b>	
<b>SCHOOL STATE/FEDERAL GRANTS</b>		
FY09 ENHANCED ED. THRU TECH	1,617.00	
FY08 SPED PROGRAM IMPROVEMENT	3,380.00	
FY09 SPED 94-142 ALLOCATION (IDEA)	613,350.00	
FY09 TITLE II, PART A	42,675.00	
FY09 SPED PROGRAM IMPROVEMENT	11,150.00	
FY08 SPED 94-142 ALLOCATION (IDEA)	110,916.00	
SPED REIMBURSEMENT FUND	774,522.00	
FY08 TITLE II, PART A	19,070.00	
FY09 TITLE I	82,955.00	
FY09 SAFE & DRUG FREE SCHOOLS	7,976.00	
FY09 ARRA-SFSF GRANT	608,759.00	
FY09 SPED EARLY CHILDHOOD	21,478.00	
FY09 ACADEMIC SUPPORT	11,600.00	
YOUTH SUBSTANCE ABUSE INITIATIVE	16,666.63	
<b>TOTAL SCHOOL STATE/FEDERAL GRANTS</b>	<b>2,326,114.63</b>	
<b>RECEIPTS RSVD FOR APPROP</b>		
WETLANDS PROTECTION ACT	13,942.50	
TITLE V APPORTED ASSESSMENT	28,049.13	
TITLE V COMMITTED INTEREST	15,494.82	
TITLE V PAID IN ADVANCE	86,526.27	
RESD FINES WEIGHTS & MEASURES	400.00	
SALE OF CEMETERY LOTS	1,900.00	
<b>TOTAL RECEIPTS RSVD FOR APPROP</b>	<b>146,312.72</b>	
<b>OTHER STATE/FED GRANTS</b>		
COPS-SECURE OUR SCHOOLS GRANT	1,908.30	
PUBLIC LIBRARIES CH 78 S 19A	16,342.52	
LOCAL CULTURAL COUNCIL GRANT	4,300.00	
STATE ELEC/EXTRA POLLING HOURS	4,076.00	
WEIGHTS & MEASURES GRANT	10,000.00	
BULLET PROOF VEST REIMB. GRANT	5,105.00	
POLICE EOPSS GRANTS	11,820.69	
POLICE PUBLIC SAFETY GRANT	29,730.00	
POLICE CPS EQUIPMENT GRANT	5,890.00	
FIRE SAFETY EQUIPMENT GRANT	5,296.00	
LOCAL EMERGENCY PLANNING GRANT	2,500.00	
STUDENT AWARENESS OF FIRE ED. GRANT	3,664.62	
CPS EQUIPMENT GRANT	1,208.36	
EOEA FORMULA GRANT	8,053.50	
SR CITIZEN TRANSPORTATION GRANT	50,000.00	
LAKE MASPENOCK GRANT	100,000.00	
<b>TOTAL OTHER STATE/FED GRANTS</b>	<b>259,894.99</b>	

**COMMUNITY PRESERVATION FUND**

CPA SURCHARGE FY09 .....	663,789.24
CPA SURCHARGE FY02 .....	23.07
CPA SURCHARGE FY04 .....	53.98
CPA SURCHARGE FY07 .....	(865.32)
CPA SURCHARGE FY08 .....	351.76
CPA SURCHARGE FY10 .....	5,708.55
INTEREST ON CPA SURCHARGE .....	65.40
COMMUNITY PRESERVATION ACT .....	446,697.00
EARNINGS ON INVESTMENTS .....	36,996.26
B.A.N. - WHITEHALL LAND .....	650,000.00

**TOTAL COMMUNITY PRESERVATION FUND .. 1,802,819.94**

**OTHER SPECIAL REVENUE FUNDS**

SCHOOL BUILDING USE-REVOLVING .....	190,701.62
ADULT EDUCATION REVOLVING .....	33,558.00
SCHOOL TUITION REVOLVING .....	124,114.19
WIRE INSPECTOR - 53E1/2 .....	85,242.00
PLUMBING/GAS INSPECTOR-53E1/2 .....	30,918.00
BUILDING INSPECTOR 53E1/2 .....	45,636.00
PLANNING BOARD CONSULTANTS-53G .....	50,073.19
CONSERVATION COMM. 53G .....	84.85
PLANNING BOARD 53E1/2 .....	6,776.50
ZONING BOARD CONSULTANTS - 53G .....	15,121.03
ZONING BOARD 53E1/2 .....	18,600.00
CONSERVATION COMM. - 53E1/2 .....	66,739.50
OPEN SPACE 53E1/2 (10,000) .....	131.34
POLICE DEPT. - 53E1/2 .....	640.00
FIRE DEPT. - 53E1/2 .....	28,801.89
EMERGENCY MEDICAL SVCS-53E1/2 .....	485,376.26
BOARD OF HEALTH CONSULTANT-53G .....	38.52
BOARD OF HEALTH - 53E1/2 .....	66,076.95
YOUTH COMMISSION 53E1/2 .....	1,902.69
LIBRARY 53E1/3 .....	9,177.52
PARKS & RECREATION REVOLVING .....	284,703.21
PARK/REC 53E1/2 .....	21,490.00
ATHLETIC REVOLVING .....	319,322.03
SCHOOL LOST BOOKS REVOLVING .....	2,882.50
BUS FEES REVOLVING .....	213,662.00
DRAMA REVOLVING .....	43,221.94
GIFT, HOPKINTON COMMUNITY ENDOWMENT .....	80.00
GIFT, B.A.A. FUNDS .....	68,000.00
GIFT, HAA SELECTION .....	65.89
GIFT, HOME COMPOSTING BINS/RECYCLING ...	1,160.00
GIFT, PHIL SCHOOL SAFETY PRGMS .....	90.00
GIFT, AMBULANCE .....	2,725.44
GIFT, FIRE DEPT. EQUIPMENT .....	15,200.00
GIFT, HISTORICAL COMM. TREASURES .....	125.00
GIFT, SR. CTR EXERCISE PROGRAM .....	5,000.00

GIFT, PARKS & RECREATION .....	1,000.00
GIFT, SCHOOL CENTRAL OFFICE .....	45,853.19
GIFT, HOPKINS SCHOOL .....	5,957.30
GIFT, MIDDLE SCHOOL .....	5,902.67
GIFT, CENTER SCHOOL .....	4,376.40
GIFT, HIGH SCHOOL .....	4,524.52
GIFT, ELMWOOD SCHOOL .....	19,800.24
GIFT, HOPKINTON PTA .....	29,854.86
GIFT, HOPKINTON EDUCATION FOUNDATION .....	17,462.66
SENIOR/DISABLED RELIEF .....	5,347.18
B.A.N. - TITLE V LOAN PROGRAM .....	500,000.00
INSURANCE RECOVERIES UNDER 20K .....	11,209.02
SCHOOL INS. RECOVERIES UNDER 20K .....	5,500.00

**TOTAL OTHER SPECIAL REVENUE FUNDS ... 2,894,226.10**

**CAPITAL PROJECTS FUND**

B.A.N. - SCHOOL PLANS/SPECS .....	15,578.00
B.A.N. - AMBULANCE .....	255,000.00
B.A.N. - DPW TRUCKS .....	170,000.00
B.A.N. - DPW BLDG. ARCH. COSTS .....	268,000.00
B.A.N. - CENTER SCHOOL .....	345,000.00
B.A.N. - MIDDLE SCHOOL CONSTRUCTION .....	1,835,000.00
B.A.N. - ADA COMPLIANCE .....	446,622.00
B.A.N. - BLEACHERS .....	310,000.00

**TOTAL CAPITAL PROJECTS FUND ..... 3,645,200.00**

**SEWER ENTERPRISE FUND**

SEWER USAGE-INTEREST .....	2,774.91
USAGE CHARGES - SEWER .....	1,079,731.92
2009 SEWER LIENS ADDED TO TAX .....	64,714.48
SEWER FEES COMMITTED .....	247.50
SEWER DEPT FEES .....	800.00
SEWER CONNECTION PERMITS .....	500.00
2009 APPTD ASSESSMENT ADDED .....	42,722.37
2009 APPTD ASSESS PH 4 & 5 .....	279,355.73
2008 APPTD ASSESS PH 6 .....	281.96
2009 APPTD ASSESS PH 6 .....	121,244.54
2008 C/I PH 6 .....	335.53
2009 C/I PH 1 & 3 .....	14,276.26
2009 C/I PH 6 .....	128,874.77
APPTD ASSESS. PAID IN ADVANCE .....	74,645.27
COMMITTED INT-APPORT ASSESS PD IN ADV .....	941.58
EARNINGS ON INVESTMENTS .....	3,247.41
PREMIUM ON ISSUANCE OF NOTES .....	533.35
BOND PROCEEDS .....	245,000.00
B.A.N. - SEWER INFLOW .....	78,180.74
TRANSFER FROM GENERAL FUND .....	73,133.00

**TOTAL SEWER ENTERPRISE FUND ..... 2,211,541.32**

**WATER ENTERPRISE FUND**

WATER USAGE INTEREST .....	5,551.31
WATER USAGE CHARGES .....	1,176,213.52
2009 WATER LIENS ADDED TO TAX .....	45,851.25
WATER DEPT FEES .....	5,400.00
WATER CONNECTIONS .....	51,400.00
WATER FEES COMMITTED .....	27,124.90
EARNINGS ON INVESTMENTS .....	12,596.00
PREMIUM ON ISSUANCE OF BONDS .....	982.69
BOND PROCEEDS-WATER .....	537,800.00
B.A.N. - H-2 WELL .....	372,967.32
TRANSFER FROM GENERAL FUND .....	321,225.00

**TOTAL WATER ENTERPRISE FUND ..... 2,557,111.99**

**NON-EXPENDABLE TRUST FUND**

CEMETERY PERP. CARE BEQUEST .....	3,700.00
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**TOTAL NON-EXPENDABLE TRUST FUND ..... 3,700.00**

**EXPENDABLE TRUST FUND**

LAW ENFORCEMENT TRUST FUND .....	100.00
LOU/CATHY WHITE SCHOLARSHIP FUND .....	500.00
EXPENDABLE; TGB SCHOLARSHIP .....	2,000.00

**TOTAL EXPENDABLE TRUST FUND ..... 2,600.00**

**STUDENT ACTIVITIES**

.....	464,065.33
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**AGENCY FUND**

FIREARMS LICENSES-PORTION TO TRUST FD .....	6,375.00
POLICE OFF DUTY DETAIL .....	263,374.30
FISH & GAME LICENSES - DUE STATE .....	6,416.78

**TOTAL AGENCY FUND ..... 276,166.08**

# ADA Committee

The Board of Selectman established the Americans with Disabilities Act Oversight Committee in 2007 to achieve compliance with the Americans with Disabilities Act. The Board also addresses issues associated with the Massachusetts Architectural Access Board, Accessibility Regulations. The mission of the Committee is to work towards making all public buildings, parks, schools, sidewalks and programs accessible to everyone that uses them. The Board has worked to identify barriers to accessibility and remove the barriers as required by the federal laws and state regulations. This work should have been completed by 2002.

This remediation work is approximately four years into a 10-year plan for removing all barriers to access. Phase 1 work was started in 2007 before the Committee started meeting and included the schools and the public library. Phase 2 work included Town Hall, more High School work and the High School fields. Phase 3 provided funding for

the completion of the high school fields and the work associated with the new grandstands including a lift to make the stands and the press box accessible.

The Committee has two reports from Cubellis Architects who conducted studies which included the Town Hall, the library, the schools, Reed Park, EMC Park, Sandy Beach and the Cultural Arts Alliance Center. While we have made strides, there is still much work to do. This year, we have tried to minimize the budget due to the economic conditions. The plan for this year prioritizes items where people are required to use the facilities (schools) or the facility is heavily used (EMC Park). Outstanding items will be addressed during the remainder of the 10-year plan under development.

We look forward to the continuing support of Town Meeting in order to make Hopkinton facilities accessible to all our residents and guests.

# Animal Control

2009 Dog Licenses Issued .....	1,770
2009 Kennel Licenses Issued .....	23
2009 Dogs Picked Up .....	8
2009 Dog Bites .....	8

Although the number of dogs picked up in the year 2009 seem low, this is not the true picture. Thanks to the people of Hopkinton for putting the "license tags" on their dogs we have been able to match dogs-owners in record time! **IT IS THE LAW:** All dogs must be licensed in the town of Hopkinton and wear their tags....

Throughout the year of 2009 we have had numerous phone calls pertaining to Wildlife. These calls include cyotee spottings, foxes, skunks, raccoon, deer etc. We have had a tremendous amount of squirrel calls this year. Please make sure that all chimneys are capped and keep door and windows closed. **PLEASE DO NOT FEED WILDLIFE!**

According the Massachusetts State Laws, Massachusetts Fisheries and Wildlife; their job is to protect the wildlife in Massachusetts. We evaluate every wildlife call and take care of the ones we can, especially any animal suspicious of having rabies. Wildlife situations as: "living in my basement/attic/garage were forwarded to the proper licenses professionals according to the rules and regulations of the State of Massachusetts.

The major complaints for 2009 were: Barking & Loose Dogs! We are asking the people of Hopkinton to be "responsible pet owners" and be aware if your dog is outside barking or running loose in the neighborhood on a regular basis. Not everyone enjoys dogs, it is a personal choice!

**YES...WE DO HAVE A LEASH LAW!** Please ask for a copy of it at the Town Clerks office when licensing your dog for 2010.

Other calls throughout the year 2009 were your usual missing dogs/stray dogs/missing & stray cats/dog complaints/dog bites/hit dogs/hit cats/stolen dogs/animal rescues/etc. We respond to these calls either by telephone or by evaluating the situation. We have several "police beeper calls" and many of these are during the evening hours. We would like to thank the Hopkinton Police Department for their continuous support and assistance in many of these calls.

## ACO RECOMMENDATIONS FOR THE PEOPLE OF HOPKINTON:

<u>Domestic:</u>	<u>Wildlife:</u>
- Put tags on dogs	- Keep garage doors closed
- Keep dogs leashed or on property	- Keep trash covered or locked up
- Be aware of barking	- Don't feed wildlife
- Report all bites	- Report all bites

# Board of Appeals

The Board of Appeals is a quasi-judicial administrative board that hears and decides zoning related appeals, applications for special permits, and petitions for variances pursuant to its authority under MGL c. 40A, and applications for affordable and low income housing projects pursuant to its authority under MGL c. 40B. The Board has jurisdiction to hear appeals filed by any person aggrieved by reason of his or her inability to obtain a building permit or enforcement action from the Director of Municipal Inspections, or by any person, including an officer or board of the town, aggrieved by a written order or decision of the Zoning Enforcement Officer, the Planning Board with respect to decisions under site plan review, and the Historical Commission with respect to delays of demolition permits.

The Board of Appeals generally schedules public hearings on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month at 7:30 PM in the Selectmen's Hearing Room at Town Hall. Additional information regarding the Board of Appeals is available on the Town's web site at [www.Hopkinton.org](http://www.Hopkinton.org). Persons filing with the Board of Appeals are strongly encouraged to visit the Board's web pages and the "Questions & Answers" section prior to filing any request for relief with the Board.

In 2009, the Board of Appeals issued 19 decisions, and some form of relief was granted in a majority of cases. Decisions granting relief were issued in the following categories – 10 Special Permits (40A), 6 Variances, 1 Comprehensive Permit (40B), and 2 Appeals of Zoning Enforcement Officer decisions.

In accordance with state law, decisions of the Board of Appeals are timely filed with the Town Clerk within 100 days of the initial filing of the request for relief in the case of Appeals and Petitions for Variances, and within 90 days following the close of the public hearing

in the case of Applications for 40A Special Permits. Decisions relating to Applications for 40B Comprehensive Special Permits are timely filed with the Town Clerk within 40 days after the close of the public hearing. These deadlines may be extended at the request of the party requesting relief, and on more complex filings this frequently occurs to enable the applicant to file additional pertinent information with the Board. Notwithstanding, public hearings for an overwhelming majority of cases are concluded on the first night.

We wish to thank all Town departments and committees who have assisted the Board during the past year, with special thanks to the employees within the Planning Department, Conservation Commission, Board of Health, and Building Inspectors Department. We extend special thanks to Charles Kadlik, the Director of Municipal Inspections and Zoning Enforcement Officer, and to our Administrative Assistant, Adina Wright, for her continued service and dedicated commitment.

Finally, we would like to recognize Peter Ficarri and Stephen Goldstein for their period of service on the Board.

*Respectfully submitted,*

*Thomas J. Garabedian, Chairman  
Rory Warren, Vice Chairman  
Tina Rose, Clerk  
Michael DiMascio  
Robert Foster*

*Associate Members:  
Michael Peirce, Esq.  
David Barnes  
June Clark*

# Board of Assessors

## Statement of Purpose

The purpose of the department is to serve the taxpayers of Hopkinton with fair and equitable assessments in real estate, personal property and motor vehicle excise taxes.

The assessor's office is the primary generator of Hopkinton's revenue with approximately 75% of the town's budget funded by property taxes and automobile excise taxes. The office functions as part of the town government system, but must comply with Massachusetts General Laws and is regulated by the Massachusetts Department of Revenue (DOR). Real estate values are analyzed and adjusted annually to reflect the full and fair cash value as of January 1 of the preceding fiscal year. All businesses, except those under Tax Incentive Financing (TIF) agreements or registered manufacturing operations, pay a personal property tax on their machinery, equipment, and in some cases, their furnishings and inventory. The Assessors update these accounts as they change.

In addition, the office is responsible for processing personal tax exemptions, such as for blindness, the elderly, and veterans. The staff assists citizens of Hopkinton and also other town departments, real estate appraisers, surveyors, attorneys and salespersons with valuation information.

## Accomplishments

### Recertification Program

Our main accomplishment was the successful completion of the triennial Fiscal Year 2010 Revaluation Program which commenced in 2009. Most of the work was accomplished by the in house staff. However due to the workload, this project required additional assistance from consultants, with funding obtained through an article voted at the May 2008 Town Meeting.

The completion of this project in the fall of 2009 allowed that tax rate to be set in a timely manner and the tax bills mailed before the January 1<sup>st</sup> deadline.

### Appellate Tax Board Settlements

In addition to the Bell Atlantic Mobile settlement in 2008, the Board was able to obtain withdrawals from all three residential taxpayers who had filed appeals at the appellate tax board. This action saved the town tax dollars as well as expenses associated with appellate tax board litigation.

## Data Collection Program

On site property inspections are done to determine home values, new growth, and other changes to valuations in town. The program continued to keep the office personnel fully occupied, with nearly 800 properties being visited by the staff. These inspections were done for a variety of reasons; most typically for a building permit change, verification of a sale, general update of town records or abatement inspection.

## Goals

### Fair and Equitable Property Valuations

The primary goal for the Board of Assessors and the assessor's office is to continue to generate property values that reflect fair and equitable valuations as of January 1<sup>st</sup>. This is done through analysis of regional and local market trends, local sales activity and for the commercial/industrial sector, the utilization of the income and expense information.

The Board and staff will continue to work on resolution of multiple outstanding Appellate Tax Board appeals with various utility companies.

As always, our goal for 2010 is continued service to the public in a highly professional and courteous manner while working with a reduced budget in fiscal year 2011.

## Facts and Figures

FY2010 Tax Rate ..... 15.76

### Real Estate

Number of bills ..... 5,979  
Total Taxable Valuation ..... \$2,725,730,959.00  
Total Taxes ..... \$42,957,519.92  
Number of single family homes ..... 4,232  
Average home valuation ..... \$487,768.00  
Number of Condominiums ..... 523  
Average Condo Value ..... \$229,974.00

### Personal Property

Number of Bills ..... 382  
Total Personal Property Valuation . \$89,164,070.00  
Total Taxes ..... \$1,405,225.74

### Motor Vehicle Excise Tax

Number of Bills ..... 15,353  
Total Taxes ..... \$2,233,042.22  
Number of Abatements ..... 487

The office staff consists of Principal Assessor Robert Bushway, M.A.A.; Deputy Assessor Steven McCarthy and Administrative Assistant Elizabeth Sher. The staff participates in continuing education in the field of assessing.

Mr. Bushway can be reached via e-mail at: [bobb@hopkinton.org](mailto:bobb@hopkinton.org)

The Board of Assessors consists of three elected members: John Duffy, John Palmer and Edward Mills. The Board meets bi-monthly at posted meetings. The Assessors Office is open to the public, Monday through Friday, 8:00 a.m. – 4:30 p.m. The telephone number is 497-9720.

## Board of Health

The Board of Health is responsible for a wide range of health and environmental concerns, including the promotion of public health, control of dangerous disease and protection of the environment. In addition to permitting and inspectional services, associated with the enforcement of local and state sanitary and environmental regulations, the department also provides communicable disease investigation and prevention programs, food establishment inspection services, pool and camp permitting, trash and septage hauler permitting, complaint investigations, housing inspections, tobacco sales permitting and enforcement, wastewater and water supply plan review and permitting, as well as emergency and pandemic planning.

The Board of Health is comprised of three elected members who serve overlapping three-year terms. David Edson continued to serve as Chairman throughout 2009. Mark Gates serves as Vice-Chairman, and Dr. Paul Wright was elected to the board in May 2009. Staff members are Public Health Administrator Edward F. Wirtanen, R.S., C.H.O., and Administrative Assistant Judith A. Murphy. Ms Murphy transferred to the Department of Public Works in September after ten years of service to the Board. Her dedication and work for the Department and the Town is greatly appreciated. Kathy Kearns, who provided part-time administrative support for the office was also re-assigned to the Town Clerks Office in August. These positions have remained vacant during the remainder of this year. The Board of Health part time agents who provided inspectional, consulting, and other support services are Bryan Besso, RT(R), and Beth Grossman, RD, Food Safety Specialist.

### On-Site Sewage Disposal Systems

The Board of Health reviewed 26 engineered plans for subsurface wastewater disposal systems for new construction, and 29 plans for upgrades to existing septic systems. Agents witnessed soil testing at 11 sites for new construction. For new construction 32 septic system permits were issued, 1 permit were issued for aban-

donment of systems were town sewer connections were made, and 17 permits were issued for repairs to septic systems. Installer's Licenses were issued to 31 individuals. The office conducts inspections on all permits issued to ensure that Title 5 standards and local regulations are met for all on-site sewage disposal systems. Reports of failing septic systems are investigated, and corrective action is planned to ensure the protection of public health; 11 failing Title 5 reports were received in 2009.

### Community Septage Management Loan Program

Financial assistance is available to homeowners through a Community Septage Management Program (CSMP) Loan administered by the Board of Health. This loan program was established in 1999 and offers low-interest loans at 2% to Hopkinton residents to correct their failing septic systems. Loan funding is supplied by the MA Water Pollution Abatement Trust (WPAT) through the Department of Environmental Protection. In 2009, the Board of Health secured their sixth loan under this program, and a total amount of \$191,000 was expended on behalf of homeowners in the program. Any town resident seeking more information about this Loan Program should contact the Board of Health office at (508) 497-9725.

### Water Wells

The Board of Health reviews private well installation plans for drinking water and irrigation wells, witnesses the water quantity testing to ensure that an adequate water supply is met, and reviews comprehensive analysis reports for potential contaminants on all new private wells. The office issued 9 permits for new wells. Town regulations also require comprehensive quality testing at homes that are supplied with private well water, prior to the transfer of ownership of the property, if the testing has not been conducted within the last five (5) years; copies of test reports should be submitted to the office. The Board recommends that residents test their wells *at least* every five years in order to be sure the quality of their drinking water is satisfactory.

## **Emergency Preparedness Planning**

The Board of Health participates, along with the thirty-three other member towns in Region 4A, the Department of Public Health, and the Federal Office of Home Land Security in preparedness planning, with an emphasis on bio-terrorism, widespread communicable disease events, and all-hazards emergency planning, including the formation of a Medical Reserve Corps (MRC). The purpose of the MRC is to organize volunteers with medical and non-medical backgrounds to provide supplemental assistance to the First Responders during an event of large scale, or for long term emergencies that may exist in our region.

## **Disease Prevention**

The Natick Visiting Nurses Association (VNA) provides professional nursing services to the Town, and investigates cases of mandatory, reportable communicable diseases within the Town of Hopkinton. The VNA provides follow-up with the patient, the Department of Public Health, and often with hospital staff on all mandatory reportable diseases.

Due to limited vaccine availability immunization clinics were being planned in early 2010 for seasonal flu and H1N1.

The Town participates in the Central Massachusetts Mosquito Control Project (CMMCP), a program that monitors mosquito activity, tests for the presence of infected mosquitoes, and performs activities to reduce the mosquito population, such as spraying limited areas, larvaciding, reducing mosquito-breeding areas, and responding to resident's complaints. Information for residents on the project is available year-round at the Board of Health office.

The Board of Health's office staff are appointed as the Burial Agents for the Town. A total of 25 Burial Permits were issued in 2009.

## **Food Establishment Permitting and Inspections**

All permanent food establishments are required to be permitted by the Board of Health, and must be inspected, at a minimum, two times per year. Temporary food establishments, such as those associated with the Boston Marathon, PolyArts Festival, and the Farmers Market, are also permitted and inspected. Follow-up inspections occur when violations are noted, and to ensure compliance with all the necessary food codes.

The Board investigates all complaints received regarding food services or food products. A total of 167 inspections of facilities were performed in 2009. In addition, 12 recall inspections, 6 establishment renovation inspections, 5 complaint inspections were conducted.

## **Recreational Swimming and Camps for Children**

All public and semi-public swimming pools must be inspected and permitted by the Board of Health prior to use. The Board of Health permitted 7 public and semi-public pools in 4 separate locations this year.

Comprehensive camp inspections were conducted, and permits issued for each recreational camp for children. The Board of Health permitted 2 camps during the summer of 2009.

The Board of Health monitors bacteria levels for water quality at Sandy Beach at Lake Maspenock on a weekly basis during the swimming season; the testing results are available at the Board of Health Office.

## **Mercury Reduction**

A mercury reduction program was established in an effort to remove mercury from the waste stream, and to reduce the discharge of mercury pollution into the environment. Residents may bring their mercury-containing thermometers to the Board of Health, and exchange them for digital thermometers as part of the mercury recycling efforts. The office also accepts button cell batteries and old thermostats that contain mercury. Residents should be aware that florescent bulbs contain a small amount of mercury that may be reclaimed, and these bulbs cannot be disposed of in the trash. Town-owned buildings are collecting their own used florescent bulbs for recycling, and residents may drop off their used florescent bulbs during business hours at Hitchings Hardware and Hopkinton Lumber, so they can be recycled. We want to express our appreciation to these businesses for their support in reducing the amount of mercury going into our waste stream.

## **Goals**

The Board of Health hopes to continue to meet the Town's health and environmental protection needs during this period of re-organization and budget reduction. The Board of Health's Code of Regulations will continue to be reviewed and updated, with special attention on upgrading application forms, as well the processes for the filing of permits.

# Board of Registrars

The members of the Board of Registrars are Joyce Brousseau, Antoinette Kunicki and Christine Dietz. The members of the Board of Registrars assist with voter registration sessions. As in many smaller communities the Board of Registrars duties are run by the Town Clerk office. Running of elections, voter registrations, any changes in voter status and the annual street listing count are all done by the Town Clerk's office. Hopkinton chooses to collect and process all street listing information internally which affords cost savings and local accountability for the information gathered. Because 2010 is the year of the Federal Census our annual street listing will take on extra importance in the final phase of the count. We will be addressing any discrepancies and accounting for any town wide precinct changes.

Please complete and return the Federal Census forms, as well as the Town Street Listing forms. Your response will help to maintain the Massachusetts population which will be important for political representation and any available federal aid. April 1<sup>st</sup> marks the date of the official count. College students should be included in Hopkinton households. Please contact this office if you have any questions.

Any new residents must register to vote in Hopkinton. The voter registration does not transfer with an address change. Please stop by the office and complete a voter registration form. 2010 will be another busy year for State elections and we want you to be prepared to vote as Hopkinton residents.

# Capital Improvement Committee

## Purpose

The Community Preservation Act was signed into law in the Commonwealth of MA on September 14, 2000. The CPA allows communities to create a local Community Preservation Fund through a surcharge of up to 3% of the tax levy on real property. Hopkinton adopted a CPA bylaw in July of 2001 and the current surcharge to taxpayers is 2%. The Community Preservation Committee is composed of nine members including representatives of the Conservation Commission, Housing Authority, Open Space Commission, Parks and Recreation Commission, Historical Commission, and Planning Board, plus three at large members appointed by the Board of Selectmen. The Committee is charged with studying aspects of community preservation related to Open Space (active and passive recreation), Low and Moderate income Housing, and Historic Preservation. The Committee consults with existing town boards and conducts at least one public hearing to accept proposals of projects for possible funding recommendations. Final funding is accomplished through Town Meeting articles.

## Accomplishments: 2009

In late 2008, as a consequence of the worsening fiscal situation for the Town, Acting Town Manager Gary Daugherty, with Board of Selectmen support, requested that a town-wide moratorium on spending be observed.

Consistent with this request, the Community Preservation Committee approved no new projects for 2009 and only funded projects that were already under construction or in process.

**1. Low and Moderate Income Housing:** Continued to discuss and analyze low and moderate income housing needs in Hopkinton. Hopkinton falls below the state mandate of 10% with less than 3% of the town's housing units qualifying as affordable. The high cost of land in Hopkinton is a direct factor that greatly restricts development of low and moderate income housing in town.

**Projects funded:** None during 2009.

**2. Open Space (Active and Passive Recreation):** Continued to discuss and analyze open space and active-passive recreation issues. From an economic standpoint, it remains beneficial to the town to acquire open space to offset the high cost of services to any future residential development. Building the open space fund for future purchases remains a primary goal of the Committee.

**Projects funded:** No new projects during 2009. Funding for ongoing debt service for purchases from previous years.

**3. Historic Preservation:** Continued to discuss and analyze historic preservation in Hopkinton. Many historic structures have been lost to demolition and deterioration over the past three decades.

**Projects funded:** Numerous projects were presented to the Committee and the following were funded: \$10,000 for preservation and restoration of Town records, \$20,000 for acquisition and construction of signage for historic structures and historic districts within the Town, and \$55,000 for the construction and restoration of the Hopkinton Cultural Arts Association building to comply with requirements of the Americans with Disabilities Act.

Due to the requirements of the Town Charter, our annual public hearings for project proposals for the 2010 Annual Town Meeting were held in November and December of 2009.

At the time that this report was written, a number of projects were under review for consideration at the 2010 Annual Town Meeting.

**Future goals:** The Committee will continue to identify preservation needs and projects for the Town of Hopkinton and make recommendations to the Town's residents.

## Cemetery Commission

The Cemetery Commission is a three-member elected board charged with the oversight of the town's cemetery needs. In recent years, the most pressing issue for the Cemetery Commission has been the dwindling number of available lots and the urgent need to provide additional burial space for our townspeople. The last remaining acre of open land in Mt. Auburn Cemetery was unusable due to high groundwater. Last year, after installing a drainage system in one section of this area, the Cemetery Commission was finally able to make a portion of this land available for use. In 2009, the drainage was extended to the remaining 2/3 of the parcel, so that the system is now complete. Making this land usable should cover the town's needs for the next 10-15 years, at the current rate of use. It is hoped that as these new lots are sold, the cemetery improvement fund that was used for this project will be replenished to the point that when this area nears capacity, the fund will be able to provide a solid foundation to finance the new cemetery for the town that will inevitably be needed.

At Evergreen Cemetery, volunteer efforts continue to restore and reopen the Comey chapel for use. The Cemetery Commission is grateful for the generous donation of a handicapped ramp, given by Mrs. Mary Cronin Morrissey, in memory of her husband John "Jack" Morrissey. It will make the charming Comey Chapel accessible to all. At some entrances to Evergreen Cemetery, signage has been installed to hopefully protect the burial areas from incursions by snowmobiles that disrespected and threatened to damage the graves last winter.

A winter vehicular accident damaged the stone wall, pedestrian stile, and granite gatepost of the ancient Valentine Cemetery on East Main Street. This burial ground, also known as the Valentine Tombs, dates to the 1700's and is part of our Historic District. The damage to this historic site has recently been repaired.

The goal of the Cemetery Commission continues to be to provide for the maintenance and improvement of our cemeteries and their related services.

# Commissioners of Trust Funds

The Commissioners of Trust Funds is a three-member elected board, presently Lynn Fournier, Tom Garabedian, and Tina Rose, that acts in accordance with Massachusetts General Laws Chapter 41 and Chapter 44: Section 54. The Town of Hopkinton has five funds that are managed by The Commissioners of Trust Funds. The Commissioners meet on a monthly basis.

- The Charles B. and Mary C. Holman Fund reads as follows: "I give to the Town of Hopkinton, Massachusetts, where I have passed many pleasant years of my life, the sum of Fifteen Hundred Dollars (\$1,500) to be held in trust, to be known as the Charles B. and Mary C. Holman Fund and the income only to be used in beautifying and making the town attractive by setting out shade trees, especially on Main Street in the centre of the town and caring for them."
- The Comey Memorial Chapel Fund reads as follows: "In creating a Trust Fund of one thousand dollars (\$1,000) for the perpetual care of the Comey Memorial Chapel at Evergreen Cemetary in Woodville Hopkinton Mass., it is my intent and desire that the following conditions for use of the interest of this fund may be met and complied, (1) that this Trust Fund shall be known as "The Comey Memorial Chapel Fund." (2) that the interest of this Fund shall accrue for several years and shall be expended for the repair and maintenance of said chapel, - when required at the discretion of the Cemetary Commission. (3) that not in excess of two dollars (2.00) in any one year shall be paid for janitor service. (4) that in the event of complete destruction of this Chapel, through Act of God or other acts over which we have no control, the interest of this fund may be used for the repair, replacement or resetting of any Monument in Evergreen Cemetary, giving first attention to the Monuments and Markers of the Soldiers and Sailors of any Wars since the year seventeen seventy-five (1775)."
- The Mary A. Roche Fund reads as follows: "Because the Town of Hopkinton, Massachusetts chose land owned by me in said Town for the purpose of building its new Elmwood Elementary School thereon, I am pleased to give, and I hereby give to said Town of Hopkinton, Massachusetts, to be administered by its School Committee, the sum of Five Thousand Dollars, said sum to be deposited at interest, and the income from said Five Thousand Dollars to be divided in June of each year to the two students in the graduating class of the said Elmwood Elementary School receiving the highest academic marks in their course of studies during the full school term leading up to their graduation."
- The Charles L. Clafin Trust Fund reads as follows: "To the inhabitants of Hopkinton the sum of One Thousand Dollars, in trust to invest the same and use the income in caring for the Park so-called in the centre of said town."
- The Bernard J. McGovern Trust reads as follows: "That the Town be authorized and permitted to utilize all or a portion of the net annual income of the gift to the Town established by Section 1 of Article IV of the Last Will of Bernard J. McGovern for the following purposes only: (a) The purchase of books for its public library; (b) The purchase of video tapes and audio tapes for its public library;(c) The purchase of books and music on compact disk for its public library;(d) The purchase of language tapes for its public library;(e) The purchase of magazines, books, periodicals, and newspapers and subscriptions for its public library;(f) The purchase of CD Rom disks in subjects which educate, enlighten and inform the citizens of the Town for its public library; (g) The purchase of e-books for adults and children for its public library; (h) Arranging for programs, including lectures, films, exhibitions, trips and other events of interest to the public;(i) The purchase of computer hardware and software, including programs in a variety of subject, for its public library; (j) The purchase of membership passes to area museums and other attractions for its public library."

<u>Fund</u>	<u>6/30/08</u>	<u>6/30/09</u>	<u>Principal</u>
1) <b>Charles L. Claflin Fund</b>	\$9,354.17	\$9,490.09	\$1,000.00
2) <b>Comey Memorial Chapel Fund</b>	\$4,183.42	\$4,244.25	\$2,100.00
3) <b>Charles B. &amp; Mary C. Holman Fund</b>	\$6,976.51	\$7,077.02	\$1,500.00
4) <b>Mary A. Roche Trust Fund</b>	\$5,510.07	\$5,389.97	\$5,000.00

No expenditures were made for FY'09 from the Claflin Fund, Holman Fund. And Comey Memorial Chapel Fund. Expenditures from Mary Roche Fund for \$200 awarded as two separate \$100 scholarships at the Hopkinton High School graduation. Funds were transferred to the General Fund.

5) **McGovern Trust Fund**

Morgan Stanley Report 6/30/2009 - Non-expendable account = \$1,082,768.27

Morgan Stanley Report 6/30/2009 - Expendable account = \$225,884.38

McGovern Trust Fund Expenditures = \$52,894.18. The amount of \$40,652.00 was transferred on June 26, 2009 to the General Fund. The amounts do not equal because there were expenditures made between June 25 and June 30, 2009. The McGovern Trust Fund is invested in an array of certificates of deposits and mutual funds.

Respectfully submitted,

Lynn M. Fournier, Chairman  
Tina Rose, Secretary  
Tom Garabedian, Member

# Conservation Commission

The Conservation Commission is required by law to fulfill a number of duties pursuant to the Massachusetts General Laws, the Massachusetts Wetlands Protection Act, and the Hopkinton Wetland Protection By-law. To fulfill these obligations, the Commission conducted hearings and processed submittals for 35 Notices of Intent, Resource Area Delineations, Requests for Determination, Enforcements, and Emergency Certifications during the past year. The Commission also processed 9 Requests for Minor Project Exemptions under State and local law, which improved response time for applicants and freed valuable agenda time for more complex projects. These filings and activities, plus project site inspections, project reviews, public hearings, meetings with the Department of Environmental Protection, and informational meetings with residents and developers, occupied the Commission and its staff during the past year. The Commission meets two to three Monday nights per month in order to meet the requirements of State and local laws.

The Commission's proposed update to the Wetland Protection Bylaw was approved at the 2009 Annual Town Meeting on May 4<sup>th</sup>. The objective of the update was to facilitate a more user-friendly and understandable Bylaw for applicants and residents.

Commission staff assisted the Town Manager's Office with the needs assessment for consolidating existing permitting departments into a new Department of Land Use, Planning and Permitting. The Commission

voted unanimously to support the consolidation of the Commission into the Department.

The Commission conducted a joint meeting with the Planning Board during 2009 for the purpose of discussing low impact development guidelines for stormwater management. Joint meetings have proven useful to the Boards in coordinating permits, enhancing communications and providing consistency for the applicants.

Commission staff also spent time reviewing documents and attending hearings with other Town Boards such as the Planning Board and Board of Appeals, working with other Town Offices on joint projects such as grant proposals and evaluating software tools, conferring with other Town Departments, and reviewing Environmental Notification Forms for the State's Executive Office of Environmental Affairs.

Members of the Commission and its staff participated in the Zoning Advisory Committee, Sustainable Green Committee, Open Space Preservation Commission, and Community Preservation Committee and provided guidance on volunteer service projects.

The Commission has also continued to work closely with the Town Department of Public Works relative to the on-going maintenance of roads and roadway drainage structures adjacent to wetland resource areas.

Major projects reviewed, approved and/or under-way during 2009 include Peloquin Estates, Parks & Recreation Athletic Fields, Golden Pond Resident Care Facility Expansion, Governor's Crossing, Mayhew Court, 77 West Main Street Expansion, E.L. Harvey Materials Recovery and Recycling Facility, Hopkinton Square, Deerfield Estates, Stagecoach Heights, Sanctuary Lane, Hopkinton Highlands II/Estates at Highland Ridge, Hopkinton Highlands III/Maillet Woods, and Highland Park IV.

The Commission monitors these projects, along with numerous on-going projects of various sizes, on a regular basis, working closely with project engineers, managers, and contractors to ensure that the projects continue to meet environmental regulations and standards agreed to prior to their start.

Commission goals for 2010 include updating the Wetlands Protection Regulations, encouraging Low Impact Development initiatives, facilitate successful integration of the Commission into the Department of Land Use, Planning and Permitting, supporting open space acquisition and stewardship, and continuing efforts to successfully handle all permits in a timely manner.

Changes to the Commission membership during the past year included the departure of David Teitelman.

The Commission staff has worked diligently to assist the public with understanding wetland regulations and fulfilling permitting requirements, streamlining the permitting process for applicants, promoting environmental stewardship, educating the public, acting as a liaison to other Town boards and committees, and providing background information on projects to the Commission so that we have a focused understanding of the issues during the hearings.

The Commission invites the public to attend our meetings, become involved, volunteer, request Commission presentations to aid in local awareness about wetlands, and to provide comments on any of the projects brought before us. Meeting times and agenda items are posted on the bulletin board on the first floor of the Town Hall as well as on our website ([www.hopkinton.org/gov/conservation/index.htm](http://www.hopkinton.org/gov/conservation/index.htm)). All members of the community are welcome and encouraged to attend our meetings or to call the Commission Office at 508-497-9757 with questions.

*Respectfully submitted by the  
Hopkinton Conservation Commission,*

*Robert Murphy, Chairman  
Jeffrey Barnes, Vice-Chairman  
Michael Carmody  
Andre Griben  
Craig Nation  
Marcus Waldron*

*Ellen M. Chagnon, Conservation Scientist  
Donald MacAdam, Conservation Administrator  
Anna Rogers, Secretary*

# Council on Aging

The mission of the Council on Aging is to promote the well-being and quality of life for older adults in the Town of Hopkinton, and to design, advocate for, and implement services and activities that encourage their independence and participation in the community. We endeavor to identify the needs of individuals, as well as senior citizens in general, and to enlist the participation and support of the community to meet these needs.

Over 1,800 citizens over 60 years call Hopkinton home. Meeting the needs of such a large and diverse group requires continuous evaluation and adjustment of programs, allocation of limited staff time and supplementation of financial resources. Fortunately, the community has rallied to provide nearly 200 volunteers who contribute 13,000 hours of service. These volunteers, ranging in age from their teens to their nineties, lead programs, teach classes, staff the front desk, help with fundraising, work in the kitchen, help with outdoor maintenance and much, much more.

Fundraising, led by Friends of the Hopkinton Senior Citizens, brings in approximately \$60,000 annually to provide for the Transportation and Nutrition programs, critical services not funded by the Town. The Friends grant money to the Town to pay the wages of the bus driver, cooks and kitchen assistant. Nearly 10,000 lunches (the main meal for many) were served and over 8,400 round-trip rides were provided, thanks to volunteers and those who support their projects.

Many Hopkinton families have experienced unprecedented financial hardship this year. Since the Town does not have a social worker, Senior Center Outreach

workers have been busy helping families and people of all ages access SSI, Fuel Assistance, tax rebate programs, food assistance and other emergency help, in even greater numbers than past years. They also help with referrals to home healthcare services, Meals on Wheels, visiting nurses and other agencies for those challenged by the activities of daily living, visit and assess the needs of homebound elders, and help with paperwork, safety issues and other small tasks. They also help seniors maintain File of Life medical records and work with the police on oxygen alerts and daily well-being checks.

Other services include S.H.I.N.E. Medicare counseling, AARP tax preparation, health screenings and seminars; and educational programs. People of all ages participated in fitness classes (funded in part by the Marathon Fund Committee); recreation; cultural activities; and social activities. The total number of units of service logged into "My Senior Center", excluding Outreach and volunteer time, totaled 27,423 last year, showing participation on par with Senior Centers in much larger towns.

The Senior Center welcomes people of all ages to participate in a wide variety of programs. Check out our website on [Hopkinton.org](http://Hopkinton.org) and click on "Hilltopper" newsletter for a monthly calendar of events.

*Respectfully submitted,*

*Cynthia Chesmore,  
Director*

# Cultural Council

The purpose of the Hopkinton Cultural Council (HCC) is to support public programs in the arts, humanities and interpretive sciences which promote access, education, diversity and excellence for residents of our community. This is accomplished by re-granting lottery funds received through the Massachusetts Cultural Council (MCC), in accordance with their guidelines, to individuals and organizations that will present their programs in our community or local area. We fund a variety of programs each year appropriate for diverse age and interest groups. Whenever possible we give priority to Hopkinton artists and organizations.

For FY 2009, Hopkinton's funding for re-granting from the Massachusetts Cultural Council has increased to \$4,300, which is \$300 more than the 2008 budget. We received a total of 24 applications, a decrease of 3 from last year, approving 8 for partial or full funding.

In the coming year, several projects will be funded through the generous Massachusetts Cultural Council funds distributed to our town.

Current members of the HCC are Jean Bertschmann, Chair/Online Administrator; Kate Heyd, Treasurer; Nancy Lagasse, Secretary; Carol Mecagni, Donielle Moss, William Robinson, and Meg Tyler. It is the

Council's goal to add two new members each year to keep the group's input fresh, and to allow for broader delegation of the responsibilities. Please contact Chair Jean Bertschmann at 508-435-5195 to join us or for more information.

## FISCAL YEAR 2009 funded projects

CAA - Treasure the Earth .....	\$1,000
ESL - Spring Musical .....	\$1,000
Dan Fox - Traditional Jazz Concert .....	\$495
Hopkinton Garden Club -	
Flower Arranging .....	\$350
Hopkinton Public Library -	
Allard Family Music - .....	\$400
Hopkinton Senior Center -	
Potter's Wheel .....	\$900
Metrowest Symphony Orchestra -	
2008-2009 Concert Season .....	\$750
Cheryl Perrault -	
Wake Up and Smell the Poetry .....	\$500
Administrative Costs .....	<u>\$50</u>
<b>FY2009 Total Disbursement</b>	<b>\$4,250</b>

*Respectfully submitted,*

*Jean Bertschmann,  
HCC Chair*

# Design Review Board

The Design Review Board was established by a vote of Town Meeting in May, 1994. Its purpose is to provide a detailed review of uses and structures having a substantial impact on the Town, enhance the natural and aesthetic qualities of the Town, preserve the value of land and buildings, and to protect and preserve the historic and cultural aspects and heritage of the Town. The Design Review Board is appointed annually by the Planning Board.

The Design Review Board reviews applications for Major and Minor Project Site Plan Review that are submitted to the Planning Board, and makes recommendations to the Planning Board and the applicant. The Board reviews plans in conjunction with design criteria established in the Zoning Bylaw and intends to work with applicants to design projects that enhance and contribute to the Town. The Board also reviews other projects referred to it by other Boards.

The Design Review Board reviewed the following submitted Site Plans:

- 45 East St. (Metrowest YMCA – new Recreation Lodge)
- 225 Main St. (Office Building – shed roof over handicap entrance way)

- 14 Main St. (Bill’s Pizza/Baypath Plaza – redevelopment, new restaurant building)
- 71 West Main St. (Main St. Cleaner – handicap ramp)
- 85 Main St. (Old Hopkinton High School – renovation/restoration including window replacement)
- 66 Fruit St. (athletic fields and parking lot)
- 91-95 West Main St. (Cumberland Farms – storage shed)
- 61 Main St. (Colella’s Supermarket – exterior modifications)

The Board thanks former member John Mosher who left the Board this year for his time and contribution during his service.

*Respectfully submitted,*

*Jeanette Thomson, Chairman*

*Gail Fallon*

*Sue Ellen Stoddard*

*Claire Wright*

*Alternates:*

*Richard Brousseau, Vice Chairman*

*Ria McNamara*

# Department of Public Works

It is our mission to provide the citizens of Hopkinton with an infrastructure that affords safe and reliable movement of vehicles and pedestrians; secure and dependable operation of water, sewer, drainage and waste removal; and attractive, comfortable public assembly areas.

The Department of Public Works is the most diverse of all the town departments. The department is comprised of the Administrative Division, Water & Sewer Division and the Highway Division. The Cemetery, Parks, Building Maintenance, Solid Waste and Recycling Collection and Disposal and Tree Warden also fall under the Public Works umbrella.

## Administrative Division

The Administrative Division provides oversight, direction, guidance and administrative and clerical support to all other divisions of the public works department. This division is the first point of contact for the public. Correspondence, inquiries, reports and complaints are all received by administrative personnel and forwarded to the proper division for action and resolution.

This division monitors and administers the overall operating budget and personnel of the department, including the water and sewer enterprise funds.

## Highway Division

The Highway Department has many responsibilities to the town and its citizens. Some of which include pavement management, drainage system maintenance and repair, storm water management, street sweeping, maintaining cemeteries, parks and recreation areas, plowing and sanding roads, sidewalks, schools and town owned buildings, vehicle and equipment maintenance for several town departments and much more.

On December 12, 2008 we had 4.5 inches of rain fall over night causing many roads to flood and shoulders to wash out. The west side of town saw ice form on trees and wires causing damage while the east side of town was all rain. For the second year in a row December was filled with snow and ice storms. According to the media it was the fourth snowiest winter on record. We again had difficulty getting salt deliveries and because of our lack of storage capacity ran out of material a couple of times.

It rained most of the month of June causing the Highway Department and our subcontractors to fall

behind in most of our planned projects. On July 7 the town had a major rain storm with heavy downpours. This caused a lot of damage throughout the town. On July 8 the town had a microburst with high winds and heavy downpours hit the west side of town causing major damage to trees, power lines, and roadways. It took our department weeks and several thousand dollars to clean up and make repairs caused by these two storms.

Unfortunately we were not able to complete our Pavement Management Plan 100% because of a lack of funding and having to divert a large portion of our funds to cover emergency repairs to approximately 1200 feet of Greenwood Rd that collapsed, replace two failed drain pipes on Fruit St and one on Wood St and also replace a failed stone culvert on Spring St. We were able to do some chipsealing, cracksealing and paving on several other roads around town. We hope and look forward to get the Pavement Management Plan back on track in the coming year.

Throughout the year Highway Department crews repaired many catchbasins, cut & paved many bad areas on several roads, repaired and added asphalt berm to help alleviate water runoff issues, replaced many street signs, maintained cemeteries & parks, and much more.

I would like to thank Highway Department members Phil Schiloski, Gerard Berthelette, Ken Swenson, Jamie Stewart, Chuck Moore, Paul McLaughlin, Russ Lukey, Dave Armstrong, Paul Riano, Frank Toronto, Joe Arena, Mike Bellacqua, and John Bernier for all of their efforts and hard work they put in every day maintaining the town's infrastructure. I would also like to thank Eric Carty and all of the members of the Water & Sewer Department for all of their help throughout the year.

From all of us at the Highway Department I would like to wish Bruce Prentiss a long and happy retirement!

*- Mike Mansir  
Highway Manager*

## Water Division

The water division staff is responsible for maintaining 6 pumping stations, 3 water tanks, 650 fire hydrants and 65 miles of water main. Approximately 65% of the town is serviced by municipal water. The department is on call 24 hours a day 365 days a year.

Last year we pumped over 360,300,000 gallons of water. Over 6,000 water meters were read and more than 200 meters were replaced. We have continued with the installation of our new water meter reading systems. Over 220 backflow devices were tested as well. Monthly water samples are collected all over town and tested for bacteria. We are also mandated by the State and Federal government to test for a wide variety of other contaminants in the water. All of our testing meets the State and Federal guidelines. The annual consumer confidence report was again distributed explaining our water sources, the water treatment and the water test results. We have been providing this information to the citizens for several years before the State began mandating it.

The department is conducting a system wide leak detection survey with equipment that was purchased through a State grant. The department again ran a rain barrel program, which allowed over 30 rain barrels to be purchased by residents at a reduced cost. The free water conservation and hose bids programs to prevent backflows from outside faucets were also continued.

The department installed a new water line to the Middle School to replace the aging booster system. This provided significant savings to the town. All of the systems fire hydrants were inspected, greased, and had aging gaskets replaced. Workers attended several workshops sponsored by the town's insurance company, which helped reduce the overall insurance premiums to the town.

The master meters for our wells were checked to ensure proper registration. We have begun to change out the master meters to new improved models and we continued to replace old hydrants increasing firefighting capabilities.

All of the water tanks were inspected and found to be in good working order. The West Main Street tank was drained for cleaning and painting.

The department has completed construction of Well #6 on Fruit Street and the pump was brought online in May. A pump test was conducted on the Alprilla Farm site and the initial results were promising.

Well #2 was pulled for inspection and cleaning. There have been several new State and Federal requirements and additional upgrades to the stations and system will be warranted.

The department conducted a rate analysis to determine rates for the next several years and to also fund future capital improvements recommended by the water master plan.

The DPW has also taken over control of the operation of the Maspenock Dam. Workers check levels and adjust water levels based on the operational plan. This plan was approved and permitted by the Conservation Commission.

We would also like to recognize all of the other town departments that we work with on a daily basis and thank them for their support and help throughout the year, in particular, the Sewer and Highway Departments.

The department is also committed to continued employee training, education and evaluation. We will look to continue in house improvements to the system, updating the water meters, installing new master meters at the wells and operation of the Maspenock Dam. We will be pursuing the permitting of the Alprilla Farm site and will be looking to upgrade the Fruit Street pumping station..

A special thank you goes out to Jean Scarlata, Louis Mongiat, Mike Fredette, Bob Wright, Matt Gogan and Dan Bates for their continued service and dedication to the town.

*– Eric J. Carty  
Water/Sewer Manager*

## **Sewer Division**

The sewer staff is responsible for checking 8 pumping stations and one oxidator chamber along with over 40 miles of sewer pipe. Approximately 40% of the town is served by municipal sewer. Inspections of the stations are conducted every day to ensure proper operation. The department is on call 24 hours a day 365 days a year and responds to numerous emergency calls throughout the year.

Wastewater flows to the town of Westborough for 2009 totaled 130,000,000 gallons.

The town approved additional funding through the SRF funding program for indentifying inflow and infiltration.

Employees took several classes for recertification and seminars sponsored by the town's insurance company, which helped reduce the overall insurance premiums to the town.

Workers performed maintenance and rehabilitation on the sewer pumps in-house providing cost savings to the town.

Inflow and infiltration studies were conducted and problem areas were identified. Manhole inspections and repairs were performed by Sewer Division staff to help reduce extraneous flows. All of the system's wetwells were pumped out and cleaned.

The department received numerous grants including a grant to replace and fix the Elm Street sewer line, a grant for the Milford connection and wastewater plant on Fruit Street that was approved at the fall town meeting. A grant was also approved to replace a gas monitoring detector.

We worked closely with our suppliers to improve our treatment at the stations to reduce grease and odors in the system. The Seer Division responded to several requests for inspections, service locations and for help and investigation of other issues.

During the upcoming year the department will be looking to continue the sewer main cleaning program utilizing the town's sewer vacuum and jetting vehicle. Additional education for the employees will be provided. Completion of the connection to Milford and upgrades to the South Street sewer station should take place in the spring of 2010. Repairs to the system based on the I/I study should begin and the enterprise fund analysis will be updated. Ground breaking for the Fruit St. wastewater plant will also take place in 2010.

Special recognition should also be made to all the other town departments for their continued help and support to the sewer department throughout the year, in particular the Water and Highway Departments.

A special thanks goes out to Peter Wright and Jeff Pyne for their continued service and dedication to the town.

*- Eric J. Carty  
Water/Sewer Manager*

### **Tree Warden**

This past year has been another interesting one. The discovery of Asian Longhorn Beetle in the Worcester area was quite a surprise. This highly destructive insect primarily infests maples. This winter of 2008-2009 will see several thousand trees removed within the quarantine area. Let us hope that it stays contained.

Also this year Nstar was asked to remove 57 trees that were dead or otherwise hazardous near power lines around town. These removals were not on their schedule for this year but they complied with our request. This work saved Hopkinton over twenty thousand dollars and improved electrical service. When you consider our weather so far this winter I'm glad those trees are gone.

Removal of hazardous trees continues around town as they are identified. Many of these trees are reported in by the Highway Department which is much appreciated.

And finally our Arbor Day observance with the Third Graders at Elmwood School will continue with giving seedlings to the children to take home and plant.

It is my privilege to serve as Tree Warden of Hopkinton and I hope to continue in the future.

*- Paul Gleason  
Tree Warden*

### **Report from the Director**

As Director, I would like to close by highlighting several major accomplishments in the Town that the Department of Public Works was able to advance.

The first is the securing of a grant from the Department of Housing and Community Development for \$1,000,000 for improvements to the Elm Street Sewer and Roadway. The combination of expansion of Lonza Biologics on South Street resulting in job creation, the Hopkinton Housing Authority Mayhew Court Development and the commitment of \$500,000 matching funds through the Inflow and Infiltration study approved at the 2008 Annual Town Meeting, allowed the Town to qualify for the grant. Work to improve the sewer will commence in 2010.

The second is the successful outcome of the several appeals against the permits for constructing the Fruit Street Wastewater Treatment Facility. This allowed the Department of Environmental Protection to authorize the Town to proceed with construction of the facility and take advantage of available Stimulus Funds of approximately \$1,000,000. The Town has met all required deadlines to receive these Stimulus Funds and will commence construction in February 2010.

The third is securing approval of an Inter-Basin Transfer of 204,000 gallons per day of wastewater to the Town of Milford. The impact of this approval allows the Town to realize more capacity for more commercial and industrial development as well as reserve capacity for sewer needs areas with failing septic systems. It also met with the approval of the Massachusetts Office of Business Development to qualify for a grant of \$2,600,000 to cover much of the cost associated with the Milford Sewer Connection. The project has been bid to complete the connection and improve the South Street Sewer Pump Station and should be in operation the Summer of 2010.

The fourth is the construction and startup of the Fruit Street Well No. 6. This enables the Town to give much needed rest to the Fruit Street Well Nos. 1, 2 & 3 and to perform maintenance.

Also accomplished were the update of the Mount Auburn Cemetery Drainage Improvements, West Main

Street Water Tank Painting, Highway garage Masonry repairs, Construction of the Fruit Street Athletic Fields Access Road, Snow Dump Improvements, and completion of the Storm Water System Mapping required by the Environmental Protection Agency.

I want to thank the Board of Public Works for their continued support and assistance. I would also like to acknowledge the cooperation and assistance of the various boards and committees, and other departments of the town.

My thanks to all the employees of the Department of Public Works, and particularly Administrative Manager Bruce Prentice who retired in September, and his replacement, Judi Murphy for their dedication and hard work. Of course, I especially want to thank Highway Manager, Mike Mansir and Water/Sewer Manager, Eric Carty as they are key to the success of the Department of Public Works.

*- J.T. Gaucher, P.E.  
Director of Public Works*

## Downtown Revitalization Committee

The Downtown Revitalization Committee (DRC) is a committee appointed by the Board of Selectmen that has the focus of working to improve the downtown area. Improving downtown involves both physical changes and changing people's habits. Consequently, the DRC is working on finding ways of improving the physical aspects of the business district, including parking, sidewalks and crosswalk safety and to promote downtown Hopkinton as a vibrant, accessible place to shop, eat and do business.

Physical changes to the downtown require a coordinated effort and involve working with numerous boards, committees, town officials, and town residents to make sure that all stakeholders are aware of planned projects. The DRC, Planning Board, and DPW continued to work together to develop a strategy for infrastructure and streetscape improvements for the downtown. Most importantly, the DRC coordinated an effort by the town and downtown business and property owners to hire the Conway School of Landscape Design, a graduate school in western Massachusetts, to prepare a pragmatic master plan for the downtown, looking at future uses, and focused on the Main Street corridor. During 2009, structural work on the front of the Town Hall was completed and some additional benches were installed. Finally, through the efforts of the DPW Director, damaged sidewalk panels were re-

paired along the northern side of Main Street, from the Respite Center to Cedar Street to improve safety in this area.

Promoting the downtown involves ensuring that the area is user-friendly and working to encourage use of local businesses. The DRC met with the HAA and worked cooperatively with the HAA to sponsor events on the weekend of the Boston Marathon. A race for children was held on Church Street, with prizes (cookies) provided by local businesses. Various downtown businesses held special events over the weekend. Finally, an exhibit of marathon pictures and memorabilia was held at the Manor House on Main Street, with staffing provided by the seniors.

In December, the DRC helped coordinate the Fourth Annual Holiday Stroll, coordinating with the Library's holiday entertainment, with the Park and Recreation's annual tree lighting ceremony on the Town Common, with activities at Hopkinton Drug and at Colella's, and with other local businesses to again promote downtown Hopkinton as a destination.

*Respectfully submitted,*

*Peter LaGoy  
Chairman*

# Fire Department

It is with great anticipation and excitement that I submit my first town report as Chief of the Hopkinton Fire Department. The months since my promotion have quickly sped by and I look forward each and every day to protect and serve our town, its citizens and all who pass between our borders.

I would like to thank Chief Daugherty for his many years of dedicated service to the Town Of Hopkinton and wish him well in his position as Chief of Department for the Town of Framingham Fire Department.

The fire department again had a very active year within our community. We experienced several severe weather conditions which caused wide spread damage that required a successful collaboration between the public safety departments, the DPW and other town agencies. The percentage and severity of responses to Route 495 and the Massachusetts Turnpike showed a noticeable increase.

I am pleased to announce the promotion of Stephen Slaman to Deputy Fire Chief, Thomas Poirier to Training Lieutenant and the hiring of Firefighter William Krauss who received the Richard N. Bangs Award as the outstanding student in Firefighter Recruit Class #185.

The department again diligently spent many man hours applying for grants. We were awarded a grant in the amount of \$2,500 from the Massachusetts Emergency Management Agency for Emergency Operations Center training and drills, a personnel grant for \$44,000 from the Massachusetts Executive Office of Public Safety and Security, a grant for \$1,500 to assist with the Car Seat Safety Program and a grant for \$3,664.62 for Student Awareness Fire Education (SAFE), a public safety education grant from Department of Fire Services.

As is done yearly, all of our apparatus and equipment was inspected and certified by one of several outside agencies. I am pleased to report that all of our equipment passed inspection and certification. Due to increasing maintenance and repair cost(s) it is obvious our apparatus fleet is aging. I will be requesting your support to replace a 1998 engine at the spring town meeting.

April again saw the department actively involved in providing fire and medical services for the Boston Marathon. I would like to thank all the individuals and agencies who assisted with making this event safe and an operational success.

I would like to commend the collaboration of Fire Prevention Officer Robert Santucci and Director of Inspectional Services Chuck Kadlik for the coordination of efforts to insure the safety of our citizens through diligent building and safety inspections throughout the town.

Fire Prevention Officer Bob Santucci continues to maintain our web site. I encourage you to take a few minutes and visit our site at [www: hopkintonfd.org](http://www.hopkintonfd.org).

I would like to thank Thomas McIntyre of McIntyre Loam for his thirty plus years of service to the Town of Hopkinton Call Fire Department and for bringing to fruition his plan for enhancements to Station 2, the Firefighter Memorial Stone on Mayhew Street and the new sign, flag pole placements and stone work placed in front of our Headquarters building.

Last but not least, I want to wish Police Chief Tom Irvin and his wife Judy health and happiness in his retirement. Tom, thank you for all your help and assistance over the many years we have worked together.

As always, the Hopkinton Fire Department stands ready to respond to the needs of the community at a moment's notice, and I am proud to have the opportunity to serve as its chief.

In closing, I would like to thank the Board of Selectmen, Town Departments, Committees and especially the residents of Hopkinton for your constant and continued support.

*Respectfully submitted,*

*P. Kenneth Clark  
Chief of Department*

**HOPKINTON FIRE DEPARTMENT  
CAREER FIREFIGHTERS / EMT/ PARAMEDIC\***

P. Kenneth Clark, Chief  
 Stephen Slaman, Deputy Chief\*  
 Matthew Bailey\*  
 Robert Caron\*  
 Francis Clark  
 Robert Clark  
 Richard Corcoran\*  
 Gary Daugherty, Jr.\*  
 James Frederick\*  
 James Gosselin\*  
 Patrick Gross, Lieutenant  
 Carl Harris, Lieutenant  
 Timothy Healy\*  
 Scott Jurasek  
 William Krauss\*  
 Douglas Lewis  
 William Lukey, Lieutenant  
 William Miller, Lieutenant  
 Kazimierz Piorkowski\*  
 Thomas Poirier\*  
 Michael Prescott  
 Robert Santucci, Fire Prevention Officer  
 Norman Seymour  
 Edward Wright  
 Mary Carver, Administrative Manager

**HOPKINTON FIRE DEPARTMENT  
CALL FIREFIGHTERS**

Robert Bartlett, Call Lieutenant  
 Michael Brohm  
 James Collins\*  
 James Danahy  
 Nicholas Danahy  
 Brent Hamilton  
 Seth Hamilton  
 Thomas McIntyre  
 Scott Riess  
 Joshua Sables  
 Michael Torosian

	<u>Situation Type</u>	<u># of Incidents</u>
100	Fire .....	6
111	Building fire .....	18
112	Fires in structures other than in a bldg. ....	1
113	Cooking fire, confined to container .....	12
114	Chimney or flue fire, confined to chimney .....	4
116	Fuel burner/boiler malfunction .....	3
117	Commercial Compactor fire .....	1
118	Trash or rubbish fire, contained .....	3
130	Mobile property (vehicle) fire, other .....	1
131	Passenger vehicle fire .....	10
138	Off-road vehicle or heavy equipment fire .....	1
141	Forest, woods or wildland fire .....	3
142	Brush, or brush and grass mixture fire .....	4

	<u>Situation Type</u>	<u># of Incidents</u>
143	Grass fire .....	1
151	Outside rubbish trash or waste fire .....	1
154	Dumpster or other outside trash receptacle .....	1
160	Special outside fire, other .....	2
161	Outside storage fire .....	1
162	Outside equipment fire .....	1
200	Overpressure rupture, explosion .....	1
221	Overpressure rupture of air or gas pipe .....	1
300	Rescue, emergency medical call (EMS) call ....	13
311	Medical assist, assist EMS crew .....	21
312	Paramedic Assist .....	2
321	EMS call, excluding vehicle accident .....	760
322	Vehicle accident with injuries .....	130
323	Motor vehicle/pedestrian accident .....	2
324	RUOK check .....	1
341	Search for person on land .....	1
342	Search for person in water .....	4
350	Extrication, rescue, other .....	1
352	Extrication of victim(s) from vehicle .....	4
353	Removal of victim(s) from stalled elevator .....	3
357	Extrication of victim(s) from machinery .....	1
381	Rescue or EMS standby .....	5
400	Hazardous condition, other .....	14
410	Flammable gas or liquid condition, other .....	1
411	Gasoline or other flammable liquid spill .....	12
412	Gas leak (natural gas or LPG) .....	50
413	Oil or other combustible liquid spill .....	6
421	Chemical hazard(nospill or leak) .....	1
422	Chemical spill or leak .....	3
423	Refrigeration leak .....	1
424	Carbon monoxide incident .....	29
440	Electrical wiring/equipment problem .....	13
441	Heat from short circuit (wiring),defect .....	1
442	Overheated motor .....	3
444	Power line down .....	20
445	Arcing, shorted electrical equipment .....	10
462	Aircraft standby .....	1
463	Vehicle accident,general cleanup .....	4
500	Service Call, other .....	8
510	Person in distress, other .....	3
511	Lock-out .....	25
520	Water problem, other .....	13
521	Water evacuation .....	3
531	Smoke or odor removal .....	3
541	Animal problem .....	6
542	Animal rescue .....	2
550	Public service assistance, other .....	20
551	Assist police or other governmental agency .....	1
552	Police matter .....	1
553	Public service .....	7
554	Assist invalid .....	3
561	Unauthorized burning .....	9
571	Cover assignment, standby, moveup .....	12
600	Good intent call, other .....	14
611	Dispatched & canceled en route .....	31

<u>Situation Type</u>	<u># of Incidents</u>
621 Wrong location .....	1
632 Prescribed fire .....	1
641 Vicinity alarm .....	1
650 Steam, other gas mistaken for smoke .....	4
651 Smoke scare, odor of smoke .....	24
652 Steam, vapor, fog or dust thought to be .....	2
671 Hazmat release investigation w/ no hazmat .....	6
700 False alarm or false call, other .....	20
710 Malicious, mischievous false call, other .....	1
711 Municipal alarm system, malicious false .....	3
712 Direct tie to FD, malicious/false alarm .....	2
713 Telephone, malicious false alarm .....	1
714 Central station, malicious false alarm .....	4
730 System malfunction, other .....	10
733 Smoke detector activation due to malfunction .....	41
734 Heat detector activation due to malfunction .....	2

<u>Situation Type</u>	<u># of Incidents</u>
735 Alarm system sounded due to malfunction .....	14
736 CO detector activation due to malfunction ...	13
740 Unintentional transmission of alarm .....	20
741 Sprinkler activation, no fire - unintentional .....	1
743 Smoke detector activation, no fire - unintentional .....	64
744 Detector activation, no fire - unintentional .....	12
745 Alarm system sounded, no fire - unintentional .....	10
746 Carbon monoxide detector activation, no fire - unintentional .....	5
800 Severe weather or natural disaster .....	2
812 Flood assessment .....	2
813 Wind storm, tornado/hurricane assessment .....	4
814 Lightning strike (no fire) .....	1
815 Severe weather or natural disaster stand .....	1
911 Citizen complaint .....	14
912 Outside Burn Complaint .....	1
<b>Total for all incidents .....</b>	<b>1,641</b>

# Historical Commission

The Hopkinton Historical Commission was established in 1969 under Mass General Law (Chapter 49, Section 8D of the General Laws) with a goal of historic preservation. The Commission coordinates with other town agencies as well as private organizations (such as the Historical Society) to safeguard the preservation of the town's historic properties and sites.

Calendar '09 saw the completion of the historic restoration of the Gatehouse at Lake Whitehall (located within the Woodville Historic District). The Hopkinton Train Depot, another CPC funded project, in addition to being opened for winter weekend skater's use was also used as meeting place for Scout groups throughout the year. All agreed preservation work on the significant McFarland-Sanger homestead on Lumber Street was completed and ownership of the property formally transferred to the town. The Capitol Group's contribution of \$10,000 to the Hopkinton Historic Preservation Trust Fund made this fund a viable source of continued improvements for the property. The Commission along with both of the Town's Historic District Commissions has worked on a joint plan for historic districts and proper-

ties signs under FY '09's CPC funding for this activity. A new Oral History Initiative was proposed and accepted by the CPC and will be brought forward with multiple sponsors to the Town in the May Town Meeting.

The Commission continues to work with residents to explore viable alternatives to demolition under the Historic Preservation by-law. No public hearings were required or held this year and pre meetings with home owners may help explain this. Since the bylaw's inception, a number of historically significant homes have been saved while the vast majority of requests, well over ninety percent, have been allowed to proceed with no delay or hearing required.

Residents can take pride in seeing an increasing number of historic plaques available through the Commission's Town Treasures project along with the several significant properties described above. With the active involvement and generous volunteer support of town residents, the Historical Commission looks forward to its role and continued visibility within the town.

# Historic District Commission

## Center Historic District Commission

Historic Districts in Massachusetts have three major purposes, as stated in Ch. 40C of Massachusetts General Law: 1.) To preserve and protect the distinctive characteristics of buildings and places significant to the history of the Commonwealth and its cities and towns. 2.) To maintain and improve the settings of those buildings and places. 3.) To encourage new designs compatible with existing buildings in the district.

The Hopkinton Center Historic District was established by the townspeople in 1979, consisting primarily of properties surrounding the Town Common, the Common itself, and properties along the south side of Main Street, ending near the corner of Grove Street. A small portion of East Main Street is also included. In recent years, Center School and the Town Hall have been added to the district. The Hopkinton Center Historic District Commission was concurrently established as the reviewing authority responsible for regulating design within the Hopkinton Center Historic District.

This past year, the Commission reviewed plans and approved the installation of a bronze statue on the Town Common of Hopkinton resident George V. Brown, who fired the starting gun for the Boston Marathon for many years and was a renowned sports advocate. The statue is the work of Hopkinton sculptor Michael Alfano. Another addition to the Town Common was the construction of the new Veterans Memorial Gazebo, which was approved in 2008. The Commission oversaw minor modifications to the structure while under construction. A new brick walkway, providing handicapped access to the gazebo, was also approved by the Commission and installed this past fall.

Due to public concern about the tree cutting plan for the Town Common begun by the Parks & Recreation Dept., the Center Historic District Commission engaged in discussions with the department, and the program has been halted, pending further review and a public hearing process. Several new benches and trash receptacles proposed for the Common by the Parks & Recreation Dept. were approved and installed. Also approved this year is a bicycle rack for the public library.

The Commission has collaborated with the town facilities personnel to complete the repairs, improvements, and landscaping for the front of our Town Hall. Throughout the year, the Center Historic District has

worked with a variety of town entities to ensure that as we work to improve our downtown, its historic character is protected and enhanced.

## Woodville Historic District Commission

The Woodville Historic District was created in May of 2005 by Town Meeting to preserve the historical ambiance of the Village of Woodville. Our commission members are committed to maintaining our unique village atmosphere. Many residents of the Historic District are also cognizant of the importance of protecting our historical resources, and are willing to work with the commission to obtain the best resolution of the need to update their homes and neighborhood and yet maintain historical flavor.

Some completed projects in the District this year were not directly performed by the Commission. The "Village of Hopkinton" sign, missing for over 20 years from the Fire Station lawn, was replaced this year. The Cemetery Commission was responsible for replacing the "Howard Larter Ave." sign at the third driveway to Evergreen Cemetery, and is beginning plans to restore and re-open for use the Comey Chapel in the Cemetery. The Historical Commission has been restoring the Gatehouse on Lake Whitehall, and is currently applying for Town Meeting approval to erect "Entering Historic District" signs for both Woodville and the uptown districts. All of these projects have made use of the available Community Preservation Funds for historical restoration.

Another accomplishment for this year has been the establishment of the Woodville Historic District Commission Paperwork and Guidelines for Permits available at the Building Inspectors Office. We have also had 3 projects reviewed in 2009. Currently, there is a slide show of 13 old postcards and notecards showing some of houses and factories of early 20<sup>th</sup> century Woodville. This year we plan to upload current photos of all the properties, as well as any older photos of these properties that we are able to find.

Also would like to get any copies of photos or historical items that people may have to share.

*Respectfully submitted,*

*Andre Griben,  
Chairman*

# Housing Authority

## GENERAL

The Housing Authority operates under the authority of the Commonwealth of Massachusetts through the Department of Housing and Community Development (DHCD). Regular Board Meetings are held once a month at Tom Kenney Hall, 100 Davis Road, Hopkinton, Massachusetts. All meetings are public and tenant participation is encouraged. Members of the Board are:

Renee Gilson, Chairman  
Lillian Holden, Vice-Chairman/State Appointee  
Ruth Ziglear, Treasurer  
Della Miles, Member  
Donna McGuire, Member

Housing Authority Staff include:  
Shirley Bliss, Administrative Assistant  
Anthony Gonsalves, Maintenance Mechanic/  
Supervisor  
Linda Donahue, Executive Director

Present programs administered by the Housing Authority include:

## CHAPTER 667C

The Housing Authority has 92 units of housing for the elderly known as Brampton Circle. These units are located on Davis Road, and are available to elderly, handicapped, and disabled residents with incomes below \$46,300 for one person or \$52,950 for two. Rent is calculated at 30% of monthly adjusted income. The waiting list for elderly housing is currently open, and interested parties should contact the Housing Authority office at 508-435-6022.

## CHAPTER 705

The Housing Authority has three two bedroom and three three bedroom apartments of family housing under the 705 program. These units are also located on Davis Road, and are currently fully occupied. Rent for these units is calculated at 27% of monthly adjusted income. The waiting list is only open to accept Emergency Applications at this time.

## MASSACHUSETTS RENTAL VOUCHER PROGRAM

DHCD currently has a freeze on the issuance of any new vouchers. The Housing Authority has one one-bedroom voucher which it administers in Hopkinton.

### SECTION 8

The Hopkinton Housing Authority currently administers one Section 8 certificates/vouchers which is funded through Falmouth Housing Authority. Families

participating in this program also pay 30% of their income towards housing costs, and live in apartments owned by private landlords in the town of Hopkinton.

We do not have any vouchers available for this program.

## MODERNIZATION

Modernization and capital improvement work for housing on Davis Road is funded through a combination of monies provided by the Commonwealth through the Department of Housing and Community Development, and Housing Authority reserves.

Due to budget constraints, the housing authority is not undertaking any large capital improvement projects, but is working to maintain its housing stock. From January to December 2009, the housing authority had twelve apartment turnovers. Updates can be any where from painting apartments to installing new kitchen cabinets, tub surrounds and floors depending on the condition of the apartment upon vacancy.

Department of Housing and Development has hired and contracted with a Capital Needs Assessment Consultant to evaluate capital improvements at housing authorities throughout the Commonwealth, so at this time re-roofing of the elderly units has been postponed and money has been set aside in restricted reserves for the purpose of re-roofing the elderly housing units when the consultants have completed their assessment.

The Housing Authority has applied for Energy and Sustainability Initiatives and recently received an award for low-flow toilets and shower heads for family units.

## NEW PROJECT

We are currently working with Department of Housing and Community Development and Reinhardt Associates in developing modular affordable rental housing for families on land owned by the Housing Authority. This project is still on-going.

## COST CONTAINMENT

The Housing Authority continues to operate with no state subsidy. Any surplus above minimum reserve will continue to be utilized for capital improvements on behalf of residents.

*Respectfully submitted,*

*Linda Donahue,  
Executive Director*

# Housing Committee

The Hopkinton Housing Committee works with the town committees to support the states initiative for affordable housing. The State mandates 10% of the homes to be affordable. There are affordable units at Pinecrest Village, Sanctuary, Peppercorn, Stagecoach Heights,

Davis Road and Hayward Street. The Fruit Street property has a parcel of land for future affordable units. Legacy Farms projected plans will offer many units as well. The current economic difficulties only emphasizes the need of affordable homes for families in Hopkinton.

# Human Resources Department

In 2009, the Human Resources Department spearheaded the search for a new Town Manager and Police Chief. In addition by practicing sound fiscal management the department obtained:

- 8.9% health insurance renewal from the proposed 18% potentially saving \$487,000 in FY10
- Continued rate hold for Life and Long Term Disability Insurance.

The Human Resources Department works closely with all departments, employees, and retirees and ensures compliance with federal, state and local personnel laws and regulations. Some of the areas that the Human Resources Department is responsible for include: ADA compliance, workers compensation reporting, retirement in conjunction with Middlesex Retirement System, PEREC and OBRA, flexible spending accounts, FMLA, time off accruals, administration of the Employee Pay and Classification Plan, administering the health and dental insurance plans, credible coverage notices, open enrollment, self-pay and COBRA payments, long term disability, life insurance, police and fire accident insurance (111F), Medicare Part "D" reporting, unemployment insurance, CORI checks for all prospective employees and volunteers, monthly benefit audits or withholdings and all bills, and maintaining all permanent personnel records.

Efficiencies and cost savings continue to be a priority in FY10. Working closely with the Town Manager, initiatives have taken place to consolidate several departments into the Department of Land Use, Planning and Permitting with significant efficiencies of process and cost coming from the consolidation. Further efficiencies and savings will be sought as the finance departments are consolidated into a streamlined department in the latter half of FY10.

The Human Resources Department looks forward to continuing to improve upon the communication, efficiency and effectiveness of all areas.

The Human Resources web page can be found at [www.hopkinton.org](http://www.hopkinton.org) under Town Departments.

*Respectfully submitted,*

*HUMAN RESOURCES DEPARTMENT  
Personnel Committee  
Kathy Laflash  
Tom Sheridan  
Ezat Parnia  
Bob Levenson  
Patricia Duarte*

# Inspectional Services

Over the past year, the department has seen a significant increase in Residential construction and remodeling by 50% over last year's collected fees. However, Commercial activity has dropped off significantly.

The Inspectional Services staff continues to pursue educational training to keep up-to-date with changes in building codes and construction techniques to maintain certification levels.

We continue to maintain safety and service as our highest priority and look forward to serving the community in the next year.

*Respectfully submitted,*

*Charles E. Kadlik  
Director of Municipal Inspections  
Zoning Enforcement Officer*

## Building Report

In accordance with applications filed in this office for the period starting January 1, 2009 and ending December 31, 2009 building construction in the Town of Hopkinton for the past year is as follows:

New: Commercial. Bldgs			
Permits Issued:	2		
Estimated Value:		\$1,876,000.00	
Fees Collected:		\$18,750.00	
Alterations To Same			
Permits Issued:	43		
Estimated Value:		\$3,042,953.00	
Fees Collected:		\$22,814.00	
New: Assembly Bldgs			
Permits Issued:	8		
Estimated Value:		\$485,350.00	
Fees Collected:		\$4,950.00	
Alts To Assembly Bldgs			
Permits Issued:	2		
Estimated Value:		\$14,500.00	
Fees Collected:		\$100.00	
Institutional Bldgs (New)	0		
Alts To Institute. Bldgs			
Permits Issued:	4		
Estimated Value:		\$1,866,000.00	
Fees Collected:		\$0.00	

New: Residen. Bldgs			
Permits Issued:	44		
Estimated Value:		\$9,903,217.00	
Fees Collected:		\$95,149.00	
Alterations To Same			
Permits Issued:	615		
Estimated Value:		\$11,144,694.00	
Fees Collected:		\$111,553.00	
New: Misc. Structures			
Permits Issued:	91		
Estimated Value:		\$1,831,539.00	
Fees Collected:		\$20,275.00	
Alterations To Same			
Permits Issued:	4		
Estimated Value:		\$61,090.00	
Fees Collected:		\$636.00	
Wrecking			
Permits Issued:	7		
Estimated Value:		\$78,800.00	
Fees Collected:		\$850.00	
Certificates of Use/ Occupancy:	349		
Certificates of Inspection:	37		
Fees Collected:		\$1,400.00	
Duplicate Cards & Copies:	yes		
Permit Renewals/Transfers:	3		
Fees Collected:		\$200.00	
Building:			
Total Permits Issued 2007:	820		
Total Estimated Value:		\$30,304,143.00	
Total Fees Collected		\$275,077.00	

## Gas/Plumbing Report - 7/1/08 - 6/30/09

Deposits:	\$33,498.00
Payroll:	\$22,187.00
Expenses:	\$540.00
Returned to General Fund:	\$10,771.00

## Wiring Report - 7/1/08 - 6/30/09

Deposits:	\$84,557.00
Payroll:	\$24,112.00
Expenses:	\$1,167.00
Returned to General Fund:	\$59,278.00

# Marathon Committee

"It All Starts Here!" The Hopkinton Marathon Committee (H.M.C.), was established in 1979 to work in conjunction with the Boston Athletic Association, (B.A.A.), to insure that the annual running of the Boston Marathon is an exciting, safe and efficient event for all concerned. The committee's role is to guide and help coordinate all B.A.A. efforts within the town, while always protecting the interests of Hopkinton. The planning, organization, and effort required to accomplish this is a year-long challenge, which is addressed by a dedicated group of resident volunteers, representatives of the Board of Health, DPW, Police, Fire, Parks and Recreation departments, and a few long-time volunteers from neighboring communities.

The successful running of the 113<sup>th</sup> Boston Marathon on Patriots' Day, April 20, 2009 was a tribute to cooperative team efforts of the B.A.A. race officials and the Hopkinton Marathon Committee.

Hopkinton welcomed over 25,000 runners from around the world which is the second-largest field since the 100<sup>th</sup> running in 1996. Deriba Merga won the men's race and Salinga Kosgei beat Dire Tune by a second to win the women's race. Two Americans, Ryan Hall and Kara Goucher finished third which is the first time an American man and woman have placed in the top three since 1985.

Wakako Tsuchida, won her third consecutive Boston Marathon and Ernst Van Dyk won for the eighth time in the wheelchair race which ties the record held by Jean Driscoll for the most Boston Marathon wins. Ernst has visited Hopkinton several times over the years!

Alex Danahy was appointed to the committee this year after several years volunteering at the Center School with the Push Rim Wheelchair security program. Alex is a valuable asset to our committee!

Dr. Charles Bobeck was selected by the committee to fire the gun for the second wave. Doc has been a committee member for many years serving as a Board of Health representative and now is an Emeritus member.

The committee and the B.A.A. honored five local veterans on Patriots' Day: David F. Beattie, U.S. Army; Richard F. Keough, U.S. Navy; William (Billy) Morales, U.S. Army; F. Eric Sonnett, U.S. Army; and Kenneth R. Weismantel, U.S. Air Force. The veterans were VIP guests,

introduced and thanked for their service as such on the starter's platform just prior to the start of the race.

Runners from all over the world enjoyed the hospitality and privacy of the New England Laborers' Training Center during race weekend. The Hopkinton Marathon Committee's "Host a Runner" program has facilitated housing for runners since 1996. Laborers' has become a home away from home for hundreds of runners over the years!

The Marathon Committee's "It All Starts Here" sign continues to be the number one attraction on race weekend with runners and spectators. The sign's slogan "It All Starts Here" was the creation of Domenic Cardulo and the sign was painted by Richard "Cookie" Kumlin's niece Ellen Phipps 30 years ago.

Hopkinton Marathon Committee member Jack LeDuc has been painting the starting line for almost 30 years. Jack's artistic talent started back in 1981 when he asked to make a sign acknowledging marathon legend Johnny Kelley's 50<sup>th</sup> Boston Marathon. He was then asked to create the starting line for the Boston Marathon the following year. Jack, his family, and Paul Buswell continue to paint the starting line for the marathon and his talented designs are now part of the history and traditions of the Boston Marathon start!

The committee celebrated their 30<sup>th</sup> year anniversary at the Annual Post Party in May. Awards of appreciation were presented to Police Chief Tom Irvin; Dr. Charles Bobeck; Dale Danahy, President, Colella's Supermarket; and James Merloni, III, N.E. Laborers' Training Center.

The highlight of the party was when surprise guests Tedy Bruschi, New England Patriot and his wife Heidi were introduced to the crowd. The Bruschi's were invited to the party by the committee chairman, Dorothy Ferriter-Wallace to help celebrate the 30<sup>th</sup> anniversary. This is the third year that Tedy's Team has raised money for the American Stroke Association. The Bruschis were recognized for their commitment to "Stroke Awareness".

Thank you to the members of the Hopkinton Marathon Committee; Ken Clark, Art Coffin, Alex Danahy, Dorothy Ferriter-Wallace, Jane Goodman, Craig Gormley, Tom Irvin, Mary Jo Friere, Jaques LeDuc, Bob Levenson, Pat Mahon, Ann Marcy, Mike Mansir, Jeff Messerman, Judy Pitasi, Al Rogers, Chuck Wallace, and

committee liaison from the Board of Selectmen Mike Shepard.

Special thanks to Police Chief Tom Irvin for his many years of service to the community and the Hopkinton Marathon Committee. Regretfully, Tom will be retiring early next year. He has experienced 32 marathons during his career, his leadership and guidance has meant so much to all of us throughout the years. It has always been a pleasure working with the Chief and we wish him much happiness in retirement!

We'd like to thank B.A.A. Executive Director Guy Morse, B.A.A. Race Director Dave McGillvray, and B.A.A. Start Line Coordinator Andy Deschenes for their expertise and continued support!

Thank you to the Board of Selectman, businesses, organizations, volunteers, and residents of Hopkinton for your continued cooperation! "It All Starts Here!!"

*Respectfully submitted,*

*Dorothy Ferriter-Wallace, Chair*

## Marathon Fund Committee

The Hopkinton Marathon Fund Committee was established in 1986 by the Hopkinton Board of Selectmen. The purpose of the Committee is to recommend to the Board of Selectmen, the best use of funds disbursement for the Boston Athletic Association's (BAA) Annual Gift to the Town.

In 2009, monies received from the BAA was allocated to help fund: six student-athlete scholarships for graduating Hopkinton High seniors; equipment rental and support for the Hopkinton High Post Prom party; fitness and exercise classes offered at the Hopkinton Senior Center; equipment for Hopkinton Youth Lacrosse; support for the Hopkinton Girls State Champion Field Hockey Team; Babe Ruth Baseball; and the Hopkinton Youth Skate Park. The funds are meant to support areas of recreation and athletics, and the Committee encourages organizations, groups, and teams to make requests for funding.

The Committee, when making its recommendations for funding attempts to support as many groups, organizations, and teams as possible. We thank the Board of Selectmen for the opportunity of continuing our mission to support the youth, athletes, and other recreational groups/organizations in the Town. We look forward to our continued success, and to serving the community in 2010.

*Respectfully submitted,*

*Carole A. Nathan, Chair*

*Colleen Charleston, Secretary*

*Brendan Doyle, Hopkinton Parks & Recreation Liaison*

*Mary Jo LaFreniere, Marathon Committee Liaison*

*Troy Mick, School Committee Liaison*

# Metropolitan Area Planning Council

*The Metropolitan Area Planning Council (MAPC) is a regional planning agency serving the people who live and work in Metro Boston. With a mission to promote smart growth and regional collaboration, MAPC's work is guided by our regional plan, "MetroFuture: Making a Greater Boston Region."*

Despite economically challenging times, MAPC has proudly helped the 101 cities and towns in Greater Boston in navigating the recession with an eye toward preserving our region's vast resources for future generations. Whether in the area of public safety, open space preservation, clean water, affordable housing, transportation equity, sustainable development or inter-municipal cooperation, MAPC is uniquely positioned to bring cities and towns together for the betterment of the region as a whole. Our work encompasses many facets of living and working in Massachusetts, but is always guided by smart growth principles, and the philosophy that collaborative approaches can best solve regional issues.

## Guiding Future Development and Preservation

With MAPC's progressive new regional plan, "**MetroFuture: Making a Greater Boston Region**," the agency is helping to guide both development and preservation in Metropolitan Boston, now through 2030. The plan was approved in December 2008, and campaigns for its implementation were launched to the public at an energizing event in June 2009. With the plan officially in place, MAPC's work has turned to advancing and measuring its implementation. Since the plan's adoption, MAPC staff has worked hard collecting input from hundreds of MetroFuture friends and supporters, whose ideas have helped craft four initial MetroFuture campaigns: Green Jobs and Energy, Local Smart Growth Planning, Transportation Investment and Zoning Reform. At the June 9, 2009 MetroFuture kickoff event, more than 300 people gathered to discuss and advise MAPC on strategies for advancing the first three campaigns. MAPC also released "From Plan to Action: A MetroFuture Summary," an accessible guide to MetroFuture goals and implementation strategies, which is available online at [www.mapc.org](http://www.mapc.org) and [www.metrofuture.org](http://www.metrofuture.org). In 2010, MAPC will continue to advance the MetroFuture campaigns and engage the "Friends of MetroFuture" in this work. We are also establishing a Regional Indicators Program to assess the region's progress in achieving MetroFuture's goals, as well as MAPC's effectiveness at undertaking the imple-

mentation strategies. We are pleased that two of our partners in establishing the MetroFuture plan are continuing their support of implementation. The Boston Foundation has contributed to MetroFuture implementation broadly, while an anonymous foundation has funded establishment of an Equity Report Card. One way MAPC is advancing MetroFuture is through our work with the **Massachusetts Smart Growth Alliance** (MSGGA). Through MSGGA, MAPC has successfully advocated for policies and initiatives that advance sustainable and equitable development, including increased state investment in transit and other transportation options, the state's "Gateway Cities" revitalization program, and meaningful zoning reform. MSGGA is also working with the Massachusetts Water Resources Authority (MWRA) to make sure that expansion of the MWRA is accompanied by smart growth requirements and water conservation.

Through the MSGGA, MAPC is also working with MassPIRG – the Massachusetts Public Interest Research Group – as well as Smart Growth America and other groups on the national "Transportation for America" campaign, which urges federal transportation policies that are consistent with smart growth principles. We are also working with leaders from across New England in the "New England Regional Rail Coalition," an association of planning, environmental, municipal and business groups from all six New England states that came together this year to improve the region's competitiveness for rail investments. MAPC also counts itself a member of Smart Growth America's "State and Regional Caucus," which brings smart growth-focused organization leaders from across the country.

MAPC is also a founding member of "Our Transportation Future" (OTF), a coalition of business, labor, planning and environmental groups who are pushing for increased investment in the state's transportation infrastructure. OTF played a key role in the 2009 transportation debate around reform and revenue. Although our effort to achieve an increase in the gas tax failed, the Legislature did commit \$275 million in funding to transportation from an increase in the sales tax.

MAPC strives to make every major development project in the region compatible with MetroFuture and the state's Sustainable Development Principles. One way we do this is through our active involvement in the Massachusetts Environmental Protection Act (MEPA) process. As we study and comment on major developments, MAPC communicates our perspective and rec-

ommendations to developers, municipalities, and state officials. In 2009, MAPC evaluated and commented on several key projects, including the Urban Ring, the South Coast Rail project, Lowell Junction, Beacon at 495, Route 18 in Weymouth and RiverGreen Technology Park. Of special note is the "Commons at Prospect Hill" project in Waltham. MAPC collaborated with the 128 Central Corridor Coalition – which includes Burlington, Lexington, Lincoln, Waltham and Weston – to submit several joint comment letters to MEPA for this project.

Our MEPA comments consistently seek to minimize and mitigate traffic impacts, to expand transit, bicycle, and pedestrian alternatives, to safeguard critical environmental resources, to limit storm water impacts through "Low Impact Development (LID)," and to encourage a mixture of commercial and residential uses.

### **Better Planning through Technical Assistance**

Cities and towns throughout the region continue to seek out MAPC for technical assistance on a variety of issues. Much of MAPC's "on the ground" technical assistance work for municipalities has been made possible through funding from the District Local Technical Assistance program (DLTA). This program was created by the Legislature and Governor Deval Patrick in 2006 to assist communities with a variety of land use planning activities, especially expedited permitting of commercial and industrial projects. The program is now entering its third funding round, and it has been expanded to assist municipalities to regionalize planning, procurement and service delivery.

Using DLTA funding matched by the town, MAPC worked with Danvers to create mixed-use bylaws for targeted portions of Danversport. The bylaws were crafted after extensive public input, including a "Visual Preference Survey" using Photoshop and Pictometry imaging tools, as well as a survey of Danvers residents on industrial-type uses. In addition, the "Danvers Mixed Use Report" suggested zoning revisions to other targeted industrial areas, and designed and presented a public program on the feasibility of using the state's 40R Smart Growth Zoning program to redevelop parts of downtown Danvers.

MAPC staff also helped several municipalities to apply for federal stimulus money made available through the American Recovery and Reinvestment Act (ARRA). With assistance from MAPC, Revere received \$485,000 from the U.S. Department of Energy to help pay for the installation of a new roof with built-in photovoltaic panels and high efficiency air conditioning units at the Beachmont Elementary School.

Throughout 2009, MAPC developed the Malden Master Plan, utilizing Community Viz software, which helps community members visualize themselves inside four different scenarios for future residential development in Malden. MAPC staff used Community Viz in a live demonstration to compare alternative zoning scenarios and their impacts on different Malden neighborhoods. Participants provided instant feedback on each scenario using wireless keypads; following discussion, they voted on their preferred option. MAPC began work on a Housing Production Plan for Bellingham. The plan includes an analysis of housing supply and demand, an analysis of barriers to development, a map series, and will include an extensive implementation plan with strategies to help the town achieve and maintain affordable housing goals. The work will also include formation of a "Municipal Affordable Housing Trust Fund Board of Trustees" to oversee implementation activities.

MAPC staff worked on housing publications this year, including one with The Citizens Housing and Planning Association (CHAPA), titled "The Use of Chapter 40R in Massachusetts As a Tool for Smart Growth and Affordable Housing Production." An advisory committee on the project will explore policy improvements in light of the information revealed by the report. Staff also assisted the Massachusetts Housing Partnership on a Municipal Affordable Housing Trust Fund guidebook, which explains strategies for setting up a trust and gaining approval from the local legislative body.

This year, MAPC began working with municipalities that wanted help collaborating on the joint delivery of services, and these efforts were also funded under DLTA. Two of the projects focused on consolidating public health services among Arlington, Belmont and Lexington, and between Melrose and Wakefield. The Melrose/Wakefield project was implemented mid-year and met with success by year's end. Working with the public health directors of Arlington, Belmont and Lexington, MAPC staff helped to build an organizational framework and governance structure for a single regional health department designed to serve the three towns with improved service quality through a cost-effective approach. Action is expected at the 2010 spring town meetings. Several other DLTA projects addressed public safety concerns. In the first, MAPC assisted in creating a **regional emergency communications center (RECC)**. A vendor was selected at the end of the year and the study will begin in January. A second project would regionalize an emergency planning committee (REPC) among seven communities in and around Norwood. MAPC researched model organizations, proposed a structure and set out a plan for implementation.

Another pair of projects focused on consolidation of fire services. Melrose and Wakefield asked MAPC to help them examine the potential of jointly providing fire department services, such as inspections, fire safety services and dispatch. Ashland and Hopkinton asked MAPC to help them evaluate combining their fire departments as a means of mitigating economic pressures. MAPC staff, aided by fire service professionals, collected data, analyzed response times and build-out trends, station locations and equipping and staffing, to deliver a report of findings and recommendations for next steps. Through our work with school departments on the North Shore, MAPC staff also developed a combined teacher training schedule for seven departments and helped create a joint job posting system designed to improve applicant pools, provide efficient candidate screening and lower advertising costs.

### **Encouraging and Supporting Collaboration among Municipalities**

Subregional councils are a primary means of communication between MAPC and member communities, and MAPC continually seeks to expand participation in these councils. Each municipality in the MAPC region is included in one of eight subregions, led by a staff coordinator; the Metrowest Growth Management Committee plays this role in MetroWest, but is governed by an independent board, on which MAPC serves.

Subregions provide a venue for citizen input into regional planning as well as a forum for local elected officials, planners, community organizations, legislators and businesses to exchange information. Over the past year, subregional meetings addressed a wide variety of planning topics, such as the Ocean Management Act, the Green Communities Act, Scenic Byways, water usage, using GIS, economic development and more.

MAPC also facilitates regional dialogue and joint municipal action among chief elected and appointed officials in the region. Among the most prominent of such efforts are the Metro Mayors Coalition and the North Shore Coalition, which bring together mayors and city/town managers to collaborate across municipal boundaries.

The Metro Mayors helped further the mission of MAPC this year by responding quickly to the emerging economic crisis. MAPC has taken an active role in working to help cities and towns avoid layoffs and become more efficient, through efforts like legislative advocacy in support of a comprehensive municipal relief package, of local options taxes, of participation in the Group Insurance Commission (GIC), and by studying the feasibility of regional 911 call centers in the Metro Boston region. MAPC also helped cities share information and develop strategies to cope with the foreclosure crisis.

A regional anti-youth violence initiative is another example of regional collaboration that MAPC helps to foster. Over the past three years, MAPC helped nine Metro Mayors Coalition cities, 10 North Shore Coalition municipalities, and two MetroWest towns to secure more than \$2 million annually in funding through the state's Charles Shannon Community Safety Initiative. MAPC is the fiduciary agent and program manager for these funds, helping communities to implement multi-jurisdictional, multi-disciplinary strategies to combat youth violence, gang violence and substance abuse. In August 2009, the Metro Mayors Coalition hosted its Second Annual Shannon Grant Basketball Tournament in Somerville. Participants in the tournament included law enforcement, prevention partners and youth.

MAPC continues to perform fiduciary, planning, and project management services for the Northeast Homeland Security Regional Advisory Council (NERAC), managing \$4.65 million in grant funding for 85 cities and towns north and west of Boston. In 2009, MAPC took on the role of fiduciary for all four regional homeland security councils across the Commonwealth, managing \$13.4 million in grant funds and performing grant management, procurement and financial services for all four, while managing a team of three other regional planning agency partners who staff and support the Southeast, Central and Western councils. MAPC also participates in statewide homeland security planning efforts along with participants from several state agencies and all homeland security regions.

MAPC has expanded its fiscal management role in the public health arena as the "host agent" for the Region 4A Public Health Coalition, a cooperative of 34 public health departments ranging from Wilmington to Wrentham, between I-95 and I-495. MAPC assists the coalition in utilizing more than \$485,000 for emergency and pandemic preparedness efforts. As H1N1 "Swine Flu" pandemic concerns spread across the state, MAPC hosted an additional \$1.2 million in grant funding to provide vaccine clinics throughout the 4A region.

### **Preparing for Natural Disasters**

After recent storm events – such as the Northeast ice storm in December 2009, and several heavy rains storms that caused flooding this summer – residents across the region are more aware than ever of the severe effects of natural disasters. To help allay these effects, MAPC completed Natural Hazard Mitigation Plans for 32 cities and towns in 2009, on top of the 41 other plans completed in recent years. Each plan includes a GIS map series depicting areas subject to various natural hazards, an inventory of critical facilities and infrastructure, a vulnerability analysis, and a mitigation strategy with recommended actions to reduce vulnerability.

In 2010, MAPC will be completing the final set of plans for the region, helping 17 more communities. MAPC will also begin work this year on updating and renewing the Hazard Mitigation plans for 19 communities on the North Shore and South Shore, whose original plans were completed in 2005. FEMA requires that the plans be renewed every five years to reflect current data and conditions.

In many communities, Brownfield sites such as abandoned industrial facilities hold much potential for redevelopment and community revitalization if properly cleaned up. MAPC is working collaboratively with Peabody and Salem using a \$1 million EPA Brownfields grant to assess several Brownfield sites in the two cities. The sites are important for Peabody's plans to mitigate flooding in the downtown, and also for the expansion of open space, greenways, and economic development in both cities.

### **Municipal Savings through Shared Procurement**

Some 35 communities are saving up to 20 percent on purchases of office supplies, paving services, and road maintenance by participating in MAPC's Regional Services Consortiums. MAPC performed multiple procurements for municipalities in four consortiums in the South Shore, MetroWest, North Shore, Metro Northwest, and Merrimack Valley regions. Similar savings were realized by the 300 members of the Greater Boston Police Council (GBPC). During 2009, MAPC continued to broaden its array of GBPC-sponsored vehicle contracts to provide choices, convenience, and quality for public safety departments needing police cruisers, SUVs, general use vehicles, a range of trucks from light to very heavy duty, and a selection of hybrid vehicles. Overall, 187 vehicles were purchased, totaling more than \$12 million in sales.

In 2009, MAPC began its partnership with the Fire Chiefs Association of Massachusetts (FCAM) to develop a collective procurement service model to address the high cost of fire apparatus and ambulances. MAPC procurement services will continue to be attractive as local governments face mounting budget constraints. Making Data Accessible to All Good planning requires access to good data. MAPC works to collect and analyze regional data and to make this data available to the public, while helping to increase analytic capacity at the local level. Users throughout the region and around the world can access information about MAPC communities through our ever-expanding Web-based mapping site, [www.MetroBostonDataCommon.org](http://www.MetroBostonDataCommon.org).

In an effort to develop an even more effective next generation of the DataCommon, MAPC is working closely with our colleagues in the Open Indicators Consortium (OIC), which includes data intermediaries

from throughout the nation. OIC is working with researchers at UMass Lowell to develop an "open source" technology to add more powerful analysis tools for researchers and a more intuitive interface for novice users.

Although users can access the DataCommon for most of their needs, MAPC still responds to daily data requests from municipalities, organizations, individuals, the media and state agencies. In 2009, MAPC answered more than 200 on-demand data requests. In July 2009, MAPC held its biennial "Data Day" conference and received an overwhelming response, with more than 350 in-person attendees and at least 100 participating in a webcast. This conference, sponsored by MAPC, Northeastern University and The Boston Foundation's Boston Indicators Project, helps communities and non-profits to expand their capacity to use technology and data to advance their goals.

MAPC continues to incorporate cutting-edge planning and technology tools into our region's planning processes. Using Google SketchUp and Community Viz, MAPC created a 3-D computer model of Weymouth Landing to enable planning workshop participants to take a "virtual tour" of the district – as it looks now and as it might look with different types of new development. The visualization tool helped participants to focus future solutions and supported a lively discussion about the types of development that should be encouraged. A Digital Media and Learning grant from the MacArthur Foundation funded the development of the region's first planning video game. The Participatory Chinatown Project, a partnership with Emerson College and the Asian Community Development Corporation, is exploring how a planning video game that utilizes a 3-D virtual environment can facilitate citizen engagement in a neighborhood master planning process. The 3-D virtual environment augments the debate about new development, bringing in additional information, tracking effects of different decisions, and showing the results of those decisions so participants can experience what the space would look like under varied scenarios. MAPC is an official Census affiliate, working with our municipalities and the Donahue Institute at UMass Boston to prepare for a complete and accurate count during the 2010 Federal Census, and to ensure that subsequent annual Census estimates are also accurate. MAPC provides training and assistance to municipalities and community-based organizations to help ensure that everyone in our region is counted.

### **Getting Around the Region**

Transportation – and equitable access to reliable transit – is a major focus of MAPC's work. The agency serves as vice-chair of the Boston Region Metropolitan Planning Organization (MPO), which establishes trans-

portation funding priorities for the region. We conduct studies and develop plans to support transportation improvements, and advocate for a well-funded, accessible transportation system that provides choice and mobility. We also encourage the coordination of transportation and land use policies at the state, regional and municipal level.

MAPC is working along Route 9 – with Southborough, Framingham, Natick and Wellesley – to plan for anticipated growth in that area. In Phase 1 of this study, MAPC estimated the potential retail, office and industrial growth allowed under existing zoning adjacent to the roadway. This allowed MAPC to estimate likely increases in daily vehicular trips, as well as morning and evening peaks, for 56 zones in the corridor. In Phase 2, MAPC and the communities are studying alternative land use patterns to determine if these changes, along with mitigation measures such as improved transit, can allow growth without gridlock along Route 9. Future economic development along parts of the already congested Route 128 corridor could lead to traffic increases of more than 50 percent on 128 and on local streets. In 2010, MAPC will complete a corridor plan with Weston, Lincoln, Waltham, Lexington and Burlington calling for establishment of a multi-modal transportation center along the Fitchburg commuter rail line, along with other steps to increase bus, pedestrian, and bicyclist opportunities.

To reduce existing and anticipated congestion and safety problems along Route 495 between Route 290 and the Mass Pike, MAPC and the Central Massachusetts Regional Planning Commission (CMRPC) worked with area communities and local business groups to look at a range of roadway, transit and land use options. The report's findings will be the starting point for a more detailed follow-up study to identify the specific steps to relieve congestion, to improve safety and to manage land use.

This year, MAPC broke new ground by working with Boston, Brookline, Cambridge and Somerville to secure a vendor to establish a regional bike sharing network, modeled after a successful system in Montreal. The system is projected to have several hundred bike-share stations throughout Boston, Cambridge, Somerville, Brookline, and Arlington within the next several years. The goal of the program is to increase mobility options within the Inner Core and to replace short automobile trips with biking. MAPC managed the procurement process and is helping each city establish contracts with the vendor, The Public Bike System Company. Finally, In 2010 MAPC will work with communities along Route 2 to better coordinate regional transit service and prepare for the effects of large transportation changes along the corridor in the coming years.

## **Charting a Course to Regional Prosperity**

MAPC's economic development work is based on a Comprehensive Economic Development Strategy, updated annually. This report presents current economic trends in a format useful to public officials and community-based organizations. It is also an important fundraising tool. In 2009, MAPC leveraged \$3.5 million in funding from the U.S. Economic Development Administration to help fund new research and development space for the Fraunhofer Center for Sustainable Energy Systems in Cambridge. The Center is dedicated to serving the research needs of the sustainable energy industry, helping established industry as well as first time entrepreneurs move clean energy technologies from the laboratory to the production line. MAPC also collaborated with North Shore InnoVentures, a life science business incubator, to locate the new Cleantech InnoVenture Center (CIVC) in the heart of Lynn. CIVC specializes in catering to the needs of clean energy and clean technology businesses that have already proven the value of their new product and are preparing to manufacture. MAPC is supporting the innovation economy in Massachusetts by working collaboratively with business-driven organizations in every part of the region. Job creation remains the goal. What has changed are the tools we use to create jobs: information technology, transfer of knowledge, communication systems, and decision support tools that, together, harness the creative energy of people from different industry sectors, professional backgrounds, and cultures. MAPC is a regional information hub that catalogs commonly-held barriers to component parts of the innovation economy and facilitates a unified response on how to best mitigate these barriers.

## **From Beacon Hill to Capitol Hill**

Making change on Beacon Hill requires dedication to advocacy and coalition-building. Under the guidance of our Legislative Committee, MAPC works with the Patrick Administration, legislators, and stakeholders of all stripes to advance legislation and policies across a diverse set of issues. These issues include budgetary appropriations for programs as wide-ranging as the Charles Shannon Community Safety Initiative, the District Local Technical Assistance Program, and the Census Estimates Program. MAPC advocated successfully for passage of numerous bills, from legislation enabling cities and towns to locally opt for meals and hotel taxes, to the recently passed reforms of our transportation system. We continue efforts to make it easier for cities and towns to regionalize municipal services, to improve and better fund the successful Community Preservation Act, to create a system to convey and reuse surplus state land in ways that are consistent with smart growth, and to reform health insurance for municipal employees.

MAPC is also increasingly active in Washington, working with the Obama Administration and our Congressional delegation to revamp the way transportation is funded in America, with an increased emphasis on lowering greenhouse gas emissions through a greater emphasis on transit. We are collaborating closely with

the National Association of Regional Commissions and other allies to establish the so-called "sustainable and livable communities" program, which will fund the development and implementation of regional plans like MetroFuture.

## Open Space Preservation Committee

A five-member Open Space Preservation Commission was established in 1980. The Commission is composed of a representative from the Conservation Commission, Planning Board, Board of Selectman and two members at large. Their mission is to identify parcels of land that become, or may become available to the Town that would enrich the quality of life by providing residents as well as non-residents with land for passive recreation, hiking and walking trails, horse back riding, bike trails, and other non-motorized activities as well as protection, preservation and restoration of our woodlands, wetlands, water resources, rural vision and scenic views, and links to other recreational and open space lands and wildlife corridors. This supports the Master Plan for Open Space and Recreation.

The Open Space Commission works with property owners or their representative to determine the best means to acquire properties, i.e. through outright purchase from the landowners, through donations, or by placement of Conservation Restrictions, CR, of the development rights on the land.

In 2009, the Open Space Commission has been evaluating 4 properties for acquisition the properties are in 4 different areas in Town and their possibilities for the Best uses are still being considered.

Work on placing a Conservation Restriction on the Cameron Property is in progress.

Working with Hopkinton Area Land Trust and an Eagle Scout candidate from Troop 1 to cut and mark New Trails and betterments on The Whitehall Conservation Area.

Completed and transferred approved Conservation Restriction on Whitehall Conservation Area to Hopkinton Area Land Trust and Friends of Whitehall. Worked with Board of Selectmen and Town Counsel in defending an Adverse Possession Lawsuit.

# Parks and Recreation Department

The Hopkinton Parks and Recreation Department's mission statement continues to be to provide the residents of the town with safe and enjoyable recreation facilities and programs for all ages and abilities.

In 2009, the Parks and Recreation Department saw an increase of approximately six percent in participation of its programs and services it provides.

The Board continued in its efforts to attain more field space for the youth organizations in town. The Board negotiated a lease agreement for the Town of Hopkinton with Hopkinton Youth Soccer and other youth organizations to try getting an artificial multi-purpose field built at Fruit Street. A User's Agreement was also created so that when the new facility came on line, the residents would have a clear understanding as to what organizations and residents can use the facility. The Community Preservation Committee (CPC) again voted to agree to fund \$1 Million dollars towards the construction. The design, engineering plans, and scope have been altered to meet the requirements from the Conservation Commission, the Planning Board and the Hopkinton youth organizations expected to use the field.

Another major accomplishment in 2009 saw the near completion of the upgrade to the Town Common. Thanks to the Friends of the Common, the new gazebo was completed. Along with that completion, the Parks and Recreation Commission funded the handicapped accessible walkway leading up to the gazebo.

The Common also saw the tree maintenance plan affected as several diseased trees were removed to avoid safety issues for the residents. This plan was drawn up by professional landscapers in cooperation with the Town Tree Warden at no cost to the residents.

The Recreation Commission approved expenditures to upgrade several facilities under their control. The hope is that Reed Park Tennis Court construction, upgrading and irrigating the existing Fruit Street and Greenwood Road Fields will be started in 2010.

Continued partnerships with Hopkinton Little League, Skate Park Club, the Lake Maspenock Preservation Association to further enhance and maintain our properties.

Several successful programs were continued such as, Movie Night on the Common, Zumba Fitness, Dog Training, Recreation Youth Basketball, The Children's Playground Group and the Summer Concert Series to name a few.

For more information about our programs, go to [www.hopkinton.org/gov/parks](http://www.hopkinton.org/gov/parks).

*Respectfully submitted,*

*For the Parks and Recreation Commissioners  
Mike Preite  
Parks and Recreation Director*

# Planning Board

The responsibilities of the Planning Board are established by state law and by town bylaws. They include making a Master Plan for the Town, recommending designation of scenic roads and administering the Scenic Roads regulations, review of and action on subdivision and approval-not-required plans pursuant to Mass. General Laws Ch. 41, adoption of Subdivision Rules and Regulations for the Town, review of and action on plans pursuant to several zoning bylaws including Open Space and Landscape Preservation Development, Senior Housing Development, Garden Apartments in Residential Districts, Open Space Mixed Use Development Overlay District, Flexible Community Development, Site Plan Review, Office Park District, Hotel Overlay District and Common Driveways. The Board also issues Earth Removal and Stormwater Management Permits and develops and holds public hearings on proposed zoning articles and presents them to Town Meeting for adoption.

During 2009, the Planning Board took the following action on several types of plans and applications:

**Definitive Subdivisions approved: 2**

- 30 North Mill St. – 2 lots
- Pelouin Estates – 9 lots

**Site Plan Review, Major Projects approved: 3**

- 2 Wood St. /5 Meserve St. (Next Generation Children's Center - expansion)
- 45 East St. (Metrowest YMCA – new Recreation Lodge)
- 14 Main St. (Bill's Pizza/Baypath Plaza – redevelopment/new commercial building)

**Site Plan Review, Minor Projects approved: 3**

- 225 Wood St. (office building - shed roof over handicap walkway)
- 85 Main St. (2 projects - Old Hopkinton High School – restoration/renovation including window replacement)

**Shared and Off-Site Parking Special Permit Applications approved: 2**

- 15 Main St. (Zio's Bistro) & 38-42 Main St. & 61 Main St.
- 14 Main St. (Bill's Pizza/Baypath Plaza) & 6 Main St.

**Scenic Road Applications approved: 3**

- 30 North Mill St.
- 182 Fruit St.
- 30 Front St.

**Approval-Not-Required Plans submitted: 7**, creating 4 new building lots

- 5 Deneen Rd.

- 275 Wood St.
- 5 Leonard St.
- 78 Hayden Rowe St.
- 52/54 Hayden Rowe St.
- 82 & 90 East Main St., 26 Clinton St.
- 30 Front St.

Work on the 2009 update of the Open Space and Recreation Plan was completed, and the Planning Board adopted the new plan on March 23, 2009.

At the 2009 Annual Town Meeting, the Planning Board sponsored Zoning Bylaw and Zoning Map change proposals, resulting in the adoption of the following:

- A new Sign Bylaw that consolidates and modifies sign regulations in all zoning districts.
- A new 121.7 acre Office Park District on Lumber St. and West Main St. that permits uses including office, light manufacturing, conference center, restaurant and continuing care retirement communities.
- A new Hotel Overlay District on approximately 87 acres in the vicinity of the Rt. 495 interchange, in which 2 hotels are allowed by special permit.
- A new Wind Energy Systems Bylaw that permits wind energy conversion systems by special permit.
- A new bylaw that allows common driveways by special permit.
- "Housekeeping" amendments to several sections of the Zoning Bylaw.

The public hearing process for the Legacy Farms Master Plan Special Permit began in 2008 and continued in 2009. The Legacy Farms development would include 940 housing units, 450,000 sq. ft. of commercial space and 500 acres of open land.

The Planning Board established the following goals for FY2010:

- Downtown Planning – Work with the Downtown Revitalization Committee, DPW, Historic District Commission, Parks and Recreation Commission and others to develop a downtown plan which includes goals, recommendations, traffic projects, pedestrian connectivity and safety, and a landscape plan that includes the Town Common.
- Add the Alprilla Farm well Zones I, II and III to the Water Resources Protection Overlay District map, when delineated.

- During the approval process for applications before the Planning Board, consider the economic impact of the new development.
- Consider sidewalk connectivity, pedestrian needs, bike paths and bike lanes in the Town's land use planning and development review.
- Work as a Town with surrounding communities to discuss and plan for cumulative/regional traffic problems and impacts from new development activity.
- Review and consider the adoption of a viewshed protection bylaw.
- Review bylaws and propose modifications if desired, to keep historic homes in private ownership, preserved and intact, when the land on which the home is located is proposed for development.
- Work with the Board's engineering consultant to review the standards and objectives, so that the Board receives the information that it needs.
- Conduct a downtown parking study – determine the baseline by documenting current conditions. Look at current uses, location of parking spaces, utilization and capacity for additional spaces.
- Contact property owners of underdeveloped/undeveloped land over 10 acres in size to determine their near-term plans.
- Work with the Conservation Commission, DPW, Board of Appeals and Board of Health to discuss coordination of review processes – meet jointly with the Boards to begin this process.
- Prepare an education program for residents of scenic roads and tree companies.
- Evaluate the mix of commercial, industrial and residential land uses, and determine what mix makes for a good economic base for Hopkinton and what level of commercial and industrial development makes sense from an economic and quality of life perspective. Use the results when evaluating zoning changes.

Consolidation of land use departments – Effective January 2010 the Planning Board, Conservation Commission, Building Dept., Board of Health and Board of Appeals staff will function as a combined Land Use, Planning and Permitting Department under the direction of the Director of Land Use, Planning and Permitting.

The "East Hopkinton Land Use Strategy and Zoning Recommendations" and the resulting OSMUD by-law and regulations were selected to receive the 2009 Outstanding Planning Award for Planning Project by the Massachusetts Chapter of the American Planning Association. The Board is very pleased with the award, which it shares with the Land Use Study Committee, the Sasaki Associates team, and Elaine Lazarus. The Board is grateful to all who participated in this effort and who have worked towards its implementation.

The Board thanks former member Jaime Goncalves who left the Board this year, for his time and contribution during his service.

*Respectfully submitted,*

*Mark A. Abate, Chairman  
John Coolidge, Vice Chairman  
Sandra K. Altamura  
David Auslander  
Carol DeVeuve  
Joseph Markey  
John Mosher  
Ken Weismantel  
Claire Wright*

# Police Department

This year was my last as the Police Chief in Hopkinton. My February 19, 2010 retirement will be history by the time this is published. When I started working for the Hopkinton Police Department in July of 1978 I would not have been able to predict the many changes to our community or our Police Department that would occur during the course of my career. What did not change was the support from our community that our Police Department and I have had the good fortune to receive, and the support that we have received from the Town's Boards, Committees, and employees. I thank you.

I was also blessed by being a part of a Police Department with a membership that has steadfastly supported our mission and me. Any success that I achieved as Chief is due to their efforts. I thank them all.

I worked with Chief Richard Flannery for almost my entire career. I know I left our community in good hands and I know that if he is fortunate enough to enjoy the same level of support that I enjoyed he cannot fail.

## Personnel

We received a decision on Thomas Lemon's appeal of his termination. The termination was upheld.

Officer Peter Booth joined the Department in October, filling our vacant position. Officer Booth put himself through the full-time Police Academy and has a Bachelor of Arts degree in Legal Studies from the University of Massachusetts in Amherst.

Part-time Dispatcher Gail Klein resigned for personal reasons. We wish her the very best of luck.

Michael Cunningham joined us as a part-time Dispatcher. He filled the vacancy created by Ms. Klein's resignation.

Officer John Moran and Sergeant John Porter received a Drive for Life Award from the Mothers Against Drunk Driving for their continued commitment to the fight against drunk driving.

Officer Linda Higgins received a Life Saving Award, Sergeant John Porter received a Police Commendation Award, Sergeant Joseph Bennett, Officer Stephen Buckley, Holliston Sergeant George Leurini and Ashland Officer Edward Pomponio received a Meritorious Service Award, and Sergeant Charles Wallace received a Purple Heart at our Annual Awards Ceremony.

Years of Service awards were presented to Officer Thomas Griffin and Chief Thomas Irvin (30 years) Dispatcher Luis Gonzalez (20 years) Sergeant Joseph Bennett (15 Years) and Officer Gregg DeBoer (10 years).

## Training

Sergeant Charles Wallace and Sergeant John Porter successfully completed an intensive two-week police Command Training course conducted at the New England Institute for Law Enforcement management. The tuition was funded through our Community Policing Grant.

Several Officers completed an Emergency Vehicle Operations course offered by our Town's insurance carrier.

All of our full-time Dispatchers and several part-time Dispatchers completed several specialized Dispatcher training programs funded by a grant from the Statewide Emergency Telecommunications Board.

All of our Officers completed the in-service training program and earned or maintained their Emergency Medical Technician certification.

The members of our Department joined members of the Fire Department, the School Department, our Department of Public Works, our health Department and our Conservation Department for a very successful, multi-discipline, Emergency Operations Table Top Exercise.

R.A.D. stands for Rape Aggression Defense. Officer Linda Higgins and Detective Timothy Brennan are trained instructors. They conducted a very successful training class. If you are interested in taking the class please contact our Department.

## Grants

We continue to seek grants. In 2009 we had the following grants awarded, or extended:

- We received a Child Passenger Safety grant from the Executive Office of Public Safety and Security (EOPSS)
- We received a grant from the State 911 Department for equipment and staffing to support our 911 call center.
- We received an Underage Alcohol Enforcement grant from EOPSS.
- We continue to take advantage of the EOPSS

Highway Safety Division's traffic enforcement grants. These grants support extra patrols around holidays for drunk driving and seat belt enforcement.

- We continue to receive a grant from the State 911 Department to fund dispatcher training.
- We continue to receive support from EOPSS and the U.S. Department of Justice to offset the cost of ballistic vests for our officers.
- The EOPSS Community Policing Grant program was eliminated this year. This loss of funds may limit our ability to staff our motorcycle, bicycle, foot, and boat patrols. This grant allowed us to conduct RAD classes, and increase patrols in areas of community concern. These initiatives will be reduced.

### **Motor Vehicle Safety**

I am pleased to report car crashes decreased in 2009 for the second straight year. We did 224 crash reports in 2009. That is down from the 238 crash reports we did in 2008, and the 295 in 2007. The area around the gas stations on West Main Street continues to be the source of frequent crashes. Please use extreme caution in this area.

### **Thank You**

The Hopkinton Auxiliary Police volunteer countless hours to our community. The Auxiliary force patrols on weekend nights, handles church traffic, and helps other communities with their events. It is through their work in other communities that we are able to attract so much help for the start of the Boston Marathon. I thank them very much for all of their work.

Thank you to our Town's Boards, Committees, and Departments. They are unwavering in their support of and cooperation with the Police Department.

Thank you to the members of the Hopkinton Police Department. They continue to make me proud to be a part of this organization.

Thank you to the people of Hopkinton. You continue to be incredibly supportive.

*Respectfully submitted,*

*Thomas R. Irvin*

## **Town of Hopkinton – Police Department Employees as of 12/31/2009**

Chief Thomas R. Irvin  
Lt. Richard Flannery  
Sgt. Michael Sutton  
Sgt. Charles Wallace  
Sgt. Joseph Bennett  
Sgt. John Porter  
Officer Thomas Griffin  
Officer Patrick O'Brien  
Officer Phillip Powers  
Officer David Shane  
Officer Stephen Buckley  
Officer Gregg DeBoer  
Officer Aaron O'Neil  
Officer Matthew McNeil  
Officer Linda Higgins  
Officer Scott vanRaalten  
Officer Timothy Brennan  
Officer William Burchard  
Officer Jacob Campbell  
Officer John Moran  
Officer Peter Booth

### **Administrative Manager**

Marilyn Palmer

### **Dispatchers/Full Time**

Meaghan DeRaad  
Luis Gonzalez  
Julie Eastman  
Evan Brooks

### **Dispatchers/Part Time**

Steven Iadarola  
Jane Goodman  
Thomas Gorman  
Michael Cunningham

### **Custodians**

Henry A. Pyne  
Robert Fayard

**Incident Statistics 01/01/2009–12/31/2009**

209A Violation .....	3	Missing Person .....	29
Abandoned MV .....	9	MV Check .....	539
Accident – Fatal .....	1	MV Civil Infractions .....	345
Accident - w/o injury .....	197	MV Complaint Applications .....	154
Accident – non investigated .....	82	MV Verbal Warnings .....	1,026
Accident – w/personal injury .....	26	MV Written Warnings .....	487
Accident – unfounded .....	14	Narcotic Investigations .....	2
Administrative Function .....	108	Narcotic Violations .....	26
Alarm .....	683	Noise Complaints .....	103
Alcohol Violation .....	11	Notification .....	3
Alternate PSAP Call .....	15	OUI Accident Arrest .....	17
Ambulance Call .....	513	Parking Complaint .....	28
Animal Calls .....	348	Parking Violation .....	95
Arrest .....	39	Passenger Safety .....	26
Assault .....	8	Person Check .....	146
Assist Business .....	35	Preserve the Peace .....	5
Assist other police agency .....	201	Protective Custody .....	17
Assist Person .....	392	Psychological .....	30
Assist Town Department .....	348	Radar Log .....	2,680
BOLO .....	10	Rape .....	1
Breaking & Entering .....	47	Recovered MV .....	2
Check Building .....	29	Remove Youths .....	36
Check 911 Call .....	223	Repossess MV .....	7
Civil Dispute .....	4	Road Hazard .....	179
Community Relations .....	61	Robbery .....	1
Complaint .....	111	Runaway .....	1
Credit Card Fraud .....	11	Safe keep Property .....	3
Crime Prevention .....	21	Serve Court Paper .....	102
Custody Dispute .....	9	Sex Offender Registration .....	7
Deliver Message .....	7	Sex Offense .....	1
Disabled Motor Vehicle .....	308	Stolen MV .....	5
Disturbance .....	33	Stolen Plate .....	5
Domestic .....	18	Stolen Property .....	18
Driving Under Influence .....	70	Sudden Death .....	2
DSS & 51A Related .....	6	Suicide .....	1
Escort .....	20	Suicide Attempt .....	7
Family Trouble .....	29	Suspicious Activity .....	355
Fight .....	5	Threats .....	17
Found Property .....	86	Tow MV .....	2
Fraud .....	40	Traffic Complaint .....	11
Harassment .....	31	Traffic Detail .....	77
Hit & Run MVA .....	28	Traffic Enforcement .....	1,145
House checks .....	120	Trespassing .....	7
Illegal Dumping .....	14	Unsecure Building .....	29
Insurance Purposes .....	2	Vandalism .....	111
Investigation .....	12	Vehicle Complaint .....	165
Junk Car Violation .....	1	Violation Town By Law .....	33
Larceny .....	86	Warrant Arrest .....	26
Lockout .....	213	Warrant Service .....	3
Lost Property .....	51	Well Being Check .....	73
Medical Assist .....	106	Wires Down .....	6

# Auxiliary Police

The Hopkinton Auxiliary Police is an unpaid volunteer organization, serving as back up to the regular department. Their duties include weekend patrols in their cruiser and checking out town owned buildings. They are also on duty every Sunday morning, directing the motorists and pedestrians attending St. John's Church Services and traffic at the First Congregational Church.

The Auxiliary has been in existence since 1977 and in that period of time has donated over **34,405** hours of service to the town. This year, for example, the members donated **1545** hours of time. They participate in the following events: July 4<sup>th</sup>, Horribles Parade; Marathon weekend and race day traffic control; Easter Egg Hunt; Little League Parade; Jimmy Fund Walk, Michael's Run/Walk; Memorial Day Parade by serving as Color Guard, Sharon Timlin Race. Out of town events such as: Ashland's Triathlon, Holliston Day Parade, Milford Christmas Parade, Holyoke's St. Patrick Day Parade, Groton Parade and Somerville Parades. The group belongs to the Massachusetts Auxiliary Police Association. Through mutual aid also participate assisting in traffic duty in area towns' celebrations and parades, etc. They are then able to call on these other groups for assistance on Marathon Day.

All officers are trained in basic law enforcement and must qualify in First Aid and CPR, as well as firearms courses, under state supervision. Failure to pass these qualifying tests on a semi-annual basis may be grounds for dismissal from the organization.

The chain of command is from the Selectman to Chief Thomas Irvin; to Auxiliary Chief Don S. Creswell Sr... The organization would like to express their appreciation to the Selectman and to Chief Irvin for their cooperation and assistance.

The organization would like to express their appreciation to the Selectmen, the regular department and the citizens of Hopkinton for their cooperation and assistance.

*Respectfully submitted,*

*Chief Don S. Creswell Sr.*

## **ACTIVE MEMBERS – HOPKINTON AUXILIARY POLICE**

Chief Don Creswell	Officer Lino Morales
Sgt. Richard Keough	Officer Brian Hickey
Sgt. Douglas Oliver	Officer Jane Goodman
Sgt. Stu Montgomery	Officer Steve Iadarola

# Public Library

## **Overview**

Library business all over the country is thriving despite budget cuts and reduced hours. In Hopkinton every aspect of our services grew during the FY 2009. Compared to FY 2008, over 1,500 more people visited the Library; use of public computers went up with 300 users per month; more than 4,525 transactions took place during the fiscal year 2009; and over half the residents of Hopkinton have library cards! Credit goes to our dedicated and skilled Library staff and increased hours given by volunteers to manage the increased demand for services, even with one less staff and reduced operating hours.

The Hopkinton Public Library strives to be a welcoming central place accessible to all for the entire community. The goal of the Library is to provide access to a variety of materials, services and programs to enhance educational, cultural, social, and intellectual

endeavors as well as to meet the recreational needs of our community. We have over 40,000 items in the Library including books for all ages, E-books, downloadable audio books, books on CDs and cassettes, subscriptions to magazines and newspapers, educational and entertainment DVDs, discounted museum passes and access to online databases for research and information. We have computers with internet access as well as free wireless connection to the Internet. We also offer a variety of programs throughout the year. Information on all of our services and resources can be found on the Library website at [www.hopkintonlibrary.org](http://www.hopkintonlibrary.org)

The Library is a member of the Central and Western Massachusetts Automated Resources Sharing network (CW/MARS) and Central and Western Massachusetts Regional Library System (CMRLS). As a member library we are able to provide borrowing privileges from

over 60 libraries with access to millions of items. In FY 2009, we borrowed over 10,700 items from other libraries and lent over 7,800 of our items to other libraries. The total cost of the automated library system is shared by the member libraries making it affordable for our community. We thank the McGovern Trust Fund for funding such an invaluable tool.

Our automated library system introduced several new features last year, such as paying overdue fines online with credit cards. A child-friendly, customized Children's catalog was introduced where children can find materials by selecting visual options such as books or media. From our card catalog, you can choose what to read based on the summary of a book and book reviews available at your finger tips! We have replaced 6 aging PCs with new ones to adapt to new technologies, thus improving performance.

We had a good year! The Library has become an inviting place with a new book display unit (donated by the Friends of the Hopkinton Library) showcasing recent releases. Patrons are pleased with the new tall café-style computer table with two PCs to search the catalog. Moving into the main reading area, there are new tables and chairs for the comforts of our patrons. We are able to quickly rearrange these new tables and chairs for events, programs and story times!

Our Children's Services were more popular than ever! The Summer Reading Program had nearly 500 participants (over 100 more than the previous year). Our story times overflowed with enthusiastic children eagerly waiting to hear Mrs. K reading stories every week. Well attended events for Children included fun and education programs such as Starship Adventure with Museum of Science workshop, Pellie Runs a Marathon, Gingerbread programs, two productions by the Girl Scout Troops and two book discussion groups for the middle school students as well as viewing of popular movies. A heartfelt thanks to the Mom's Group for their generous donation to the Children's Room, which will be used to purchase shelving.

### **Accomplishments**

**Hopkinton Reading Marathon 2010** – In collaboration with the Hopkinton Athletic Association, the Library planned and launched a reading program to celebrate the 250<sup>th</sup> anniversary of the actual Battle of Marathon. Over 400 children, over 300 Teens and over 130 Adults have signed up to read their way to the Boston Marathon 2010.

**Working with the Town Government and State Legislators** - In early 2009, the Library hosted a legislative breakfast attended by state senators and representatives, town officials and librarians from neighboring towns. Hopkinton resident Heather Kelly spoke so elo-

quently about the importance of libraries that she was invited to the State House to deliver the same talk! We have also held a reception to welcome our new Town Manager and introduced our staff and services to him! We welcomed State Representative Carolyn Dykema and State Senator Karen Spilka to use the Library for office hours several times already and look forward to their continued use of the Library to meet with their constituents.

**New Library Building Plan** – The Library Board of Trustees started the planning process to build a new Library in January of 2008. We certainly have a long, long way to go, but we have taken some significant steps forward. We are on our way to apply for the Library Construction Grant from the state (December 1010). If the grant is awarded to us, we will dive into our private fundraising and we look forward to coming before you in the fall of 2011 for your approval to accept the grant covering an unprecedented 50% of the construction cost.

**Preserving our Historical Collection** – A grant from the Community Preservation Committee was utilized to recruit an archivist in order to identify and catalog a collection of historical photos and documents of Hopkinton. These are now housed in the Treasure Room of the Library. "Treasure Room Use Policy" was developed to facilitate public access, preservation and protection of these items. We are looking forward to include some of these photos on line which can be viewed from anywhere in the world.

**Movie Licensing** – With the help of the McGovern Trust fund, we have acquired a volume movie licensing allowing us to show movies at the Library and this has become a popular event for the teens!

**Library programs and events in 2009** – The Hopkinton Library provided dozens of exciting programs throughout the year. Some of these included Tax Tips, Irish Dance, Fiddle and Harp, Discover the Treasure Room (tracing historical buildings in Hopkinton), Appraisal of antiques, hosting a knitting club, Holiday Stroll Program, and Hopkinton Holiday chamber Music. For the young adults, we hosted a program on how to develop computer games which was well attended by Hopkinton teens as well as from our neighboring town. We look forward to your feedback on what types of programming you would be interested in attending in the future.

**Keeping Patrons Informed** – In its role as a critical resource to the economic recovery of our nation, the Hopkinton Public Library has increased its visibility and access in many ways this past year. We provide a regular "In the Know Notes" article in the **Hopkinton Independent**. We consistently post news on **HCAM**, **Coella's** and **HopNews** online media. We have added a **Flickr**

account for viewing photos of our events ([www.flickr.com/photos/hopkintonlibrary](http://www.flickr.com/photos/hopkintonlibrary)) and a **Facebook** account as well ([www.facebook.com/home.php?#/pages/Hopkinton-MA/Hopkinton-Public-Library/120193835834?ref=ts](http://www.facebook.com/home.php?#/pages/Hopkinton-MA/Hopkinton-Public-Library/120193835834?ref=ts)) to post daily information. We update our **Website** at least once a week ([www.hopkintonlibrary.org/hopkinton](http://www.hopkintonlibrary.org/hopkinton))!

**Volunteers and support from the community** – This year has posed an additional challenge for the Hopkinton Library with its necessary reduction in staff and hours. In addition to the hard work of a dedicated, talented and creative Staff, everyday ongoing Library functions and special projects have been executed by an increasing number of volunteers... Over 30 volunteers have provided 800 hours of service this year!! In addition to shelving, checking for correct order on shelves and general straightening of books, audio books, CDs and DVDs, Volunteers have worked on special projects. They have added easy-to read spine labels on all of the older Adult Fiction, Young Adult Fiction books and Adult Biographies; cleaned all of the windows inside and outside; helped to weed older items; made copies of old newspaper articles for the Treasure Room collection; shifted books on shelves to make room for new titles (after weeding) and labeled all children's DVD's with G or PG stickers.

#### Funding Sources

We are fortunate to have multiple sources of funding to offer our current services.

- The Town Government provided 83% of the total operating cost including employee salaries, cost of utilities, cleaning, supplies and books.
- The McGovern Trust Fund covered 13% of our budget by paying for the automated library system, books and materials, programs, computer hardware and technology tools such as on-line museum pass reservation system, wireless connection and the cost of hosting the Library website. The McGovern Trust also paid for the

majority of the 15 discounted museum passes we offer to our residents. The Friends of the Library, Hopkinton Lions Club and the Trustees also share some of the Museum Passes costs.

- State Aid was used to cover 4% of our annual cost. Each year we are evaluated by the MBLC (Massachusetts Board of Library Commissioners) in order to be eligible for the aid. The size of our population dictates that (a) we are open at least 40 hours per week (b) spend 16% of the total library expenditures on buying books and materials (c) the town government must increase its annual funding of the library by 2.5% on average in the three previous years, and (d) all library services must be free of charge.
- The Library Board of Trustees Board pays for the repair and maintenance costs for the building, since the building itself belongs to the Trustees. They also help us with our continuing education classes and conference fees.
- Friends of the Library provides financial supports for many different things. Last year they helped by purchasing a new book display unit, a utility book cart, new bookends, holiday gifts for children as well as sponsoring the Holiday Hopkinton Chamber Orchestra program.

Having a Library card is the birthright of every American providing access to ideas and information, no matter one's age, gender or station in life. Despite our financial limitations, we hope to maintain the constancy of the Library as a place for learning and entertainment. With the support of patrons and residents, the Hopkinton Public Library aspires to remain the heart of our community helping to bring people together!

*Respectfully submitted,*

*Rownak P. Hussain  
Director*

## Recycling Committee

The Recycling Committee has been busy this year with several projects. We were able to enlist the Department of Correction work release crews to help with clean up of roadways and recycle at the Marathon. We continue to work with the town offices and schools to become better recyclers not only to recycle more paper, bottle and cans, but also to change the pur-

chasing standards of new paper products to include some portion of recycled material. Another initiative has been focused on composting and its value of redirecting food scrapes out of the town's waste stream.

We look forward to working with the new town manager to reduce costs and increase services.

# School Department

## School Committee

The mission of the Hopkinton Public Schools is to equip all students with the skills and knowledge to become productive citizens and lifelong learners by providing appropriate learning opportunities in a physical, social, and emotional environment that fosters fulfillment of each student's potential. The School Committee is responsible for developing policies that support this mission and expending funds made available to the schools in the most appropriate and cost-effective way. By collaborating with the school administration, town committees and departments, and community support groups, the School Committee carries out these responsibilities.

Throughout 2009, the School Committee made significant progress on the following primary goals:

- **Adopting a new Strategic Plan for the school district;**

The School Committee adopted a new Strategic Plan designed to take the district "five years into the future". Gathering input from key community stakeholders resulted in a Strategic Plan that focuses on the following vision: The Hopkinton Public School District is regarded by other school districts, institutions of higher learning, and employers as a center of educational innovation that produces critical thinkers, creative problem-solvers, effective communicators, and productive, healthy citizens.

- **Conducting the Center School Feasibility Study and further district elementary school planning;**

The School Committee and the Elementary School Building Committee continue to work with the Massachusetts School Building Authority (MSBA) toward the completion of the Feasibility Study for the Center Elementary School.

A Full-Day Kindergarten Implementation Committee formed developed a pilot program plan that was endorsed by the School Committee. The optional fee-based full day kindergarten pilot program will be offered, as classroom space permits, for the FY11 academic year.

The School Committee continued to participate with the Land Use Study Committee to assure the needs of the school district were included in the review of the potential development of the Weston Nurseries property. The committee continues stay in contact with Boulder Capital to assess the impact of the development on our schools.

- **Implementing revenue enhancements and cost efficiencies;**

### 5 Year Revenue Enhancements

State and Federal Entitlement and Allocation Grants .....	3.7M
Receipts from Fees (does not include FY 10) .....	3.3M
Private funds .....	776K
Gifts .....	649K
Competitive Grants .....	278K
After School Program Lease .....	50K
Advertising .....	4K
<b>TOTAL .....</b>	<b>8.8M</b>

### 5 Year Cost Savings and Efficiencies

Special Education In-District Programs .....	4.2M
School Department Special Education Reorganization .....	400K
School Department Technology Reorganization .....	86K
School Department Human Resources Department .....	50K
Cooperative Purchasing .....	85K
Administrative Reorganization .....	62K
Green Initiative (paperless) .....	47K
Consolidation of School and Town Services .....	32K
<b>TOTAL .....</b>	<b>5.1M</b>

- **Developing a responsible FY 10 budget**

The School Committee developed a responsible budget that retained current teaching staff, protected curricula and extracurricular programs, continued current bus services, and maintained school fees at current levels. The Town Meeting approved school department budget for FY 10 (\$32,249,726) represented an increase 1.9% over the previous year's budget. The goal of the proposed budget was to provide as close to level services as possible.

The current fiscal reality has provided challenges and opportunities for the School Committee. A continued commitment to collaborate, decrease costs, and pursue revenue enhancements is necessary to offer the public education that the community desires at a price that it can afford. The School Committee looks forward to those challenging yet necessary tasks.

*Respectfully submitted,*

*Nancy Alvarez Burdick  
Chair, Hopkinton School Committee*

## Superintendent of Schools

The year 2009 was a very challenging and productive year for the Hopkinton Public Schools. The school district worked collaboratively with other Town departments, elected officials, and citizen boards to gain approval at the May 2009 Annual Town Meeting of a budget for \$32,249,726, which represented an increase of 1.9 %.

During the course of the year, the school district received a number of recognitions that brought acclaim to the community:

- The New England Association of Schools and Colleges (NEASC) indicated that our decennial evaluation was one of the finest that it had seen and will be utilizing our report during trainings with other districts facing re-accreditation.
- Newsweek Magazine ranked the High School as the 420<sup>th</sup> best High School in America.
- Boston Magazine ranked Hopkinton High School as the 35<sup>th</sup> smartest high school in the state.
- Money Magazine ranked Hopkinton has the 19<sup>th</sup> best community in which to live and cited the quality of the schools as a highly contributing factor to this ranking.
- The High School Concert Band received a gold medal at last spring's Massachusetts Instrumental and Choral Conductors Association (MICCA) Concert and Choral Festival and was invited to perform at the *Stars at Symphony* showcase event at Symphony Hall in Boston.
- Hopkinton students represented the state for the third year in succession at the International Science and Engineering Fair, which was held in Reno, Nevada.

During the 2009 school year, Hopkinton faculty and administrators also continued work on the following important teaching and learning initiatives:

- The school district partnered with the Hopkinton Teachers' Association on the implementation of a new teacher evaluation process.
- The school district continued its stage 2 and 3 work in Understanding by Design (UbD) in our efforts to build a guaranteed and viable curriculum pre-kindergarten through grade 12. At the request of the Department of Elementary and Secondary Education (DESE), this curriculum initiative was presented as DESE's two day Curriculum Summit this fall.
- The school district expanded its use of Moodle, an on-line courseware management system; on-line courses and a 1:1 laptop initiative were also piloted at the High School.
- The school district began a review of its High School graduation requirements, Middle School Program of Studies, and assessment program

pre-kindergarten through grade 12.

- The School Committee approved a fee-based, full-day kindergarten pilot for the 2010-11 school year.

In summary, the school district continued to offer its students a quality education during 2009. Budget constraints, however, continue to impact the school district and have resulted in the loss of 34.7 positions during the last three years. As a result, the school district is greatly reducing its commitments to class size, academic supports for students, curriculum materials, professional development, technology, and extraordinary maintenance.

To help mitigate some of the financial impacts, the school district has invested in a number of energy improvements. In cooperation with the town, solar panels were installed at the Middle School and High School, which should yield energy savings of approximately \$25,000 yearly. In addition, the school district has partnered with NSTAR on energy improvements at the Middle School and High School, which should generate additional energy savings of approximately \$193,000 yearly after a two-year payback.

I look forward to working with the school community during 2010 as we continue our efforts to constantly improve the Hopkinton Public Schools and the education of our students.

*Respectfully submitted,*

*John. E. Phelan, Jr., Ed.D.  
Superintendent of Schools*

## Hopkinton High School Academics

The 2009 year was rich with academic accomplishments for Hopkinton High School. There are 1025 students enrolled this year, our largest student population ever. Academically, our school has again been recognized on the state and national level. Newsweek magazine listed Hopkinton High School as the 430<sup>th</sup> best high school in the nation (up from 488 last year) based on the strength of our Advanced Placement program. This year, we had the largest number of AP test takers in the history of HHS with 323 students taking a total of 571 tests. Of the 571 tests taken, 85% received a passing score of a three, four or five. These outstanding statistics mean that more students in our school are having opportunities to participate in AP courses and are thriving as a result. We were also recognized for our outstanding MCAS results. 100% of last year's 10<sup>th</sup> grade students passed the tests in English, Math and Biology with 97% of our students in the advanced or proficient range in English and 94% scoring advanced or proficient in Math

and Biology. According to the Boston Globe, we were ranked 5<sup>th</sup> in the state for our science scores, 16<sup>th</sup> for English and 19<sup>th</sup> for Math. These results are a tribute to dedicated students and teachers who consistently strive for excellence in their academic work.

The high school also completed its decennial accreditation visit from the New England Association of Schools and Colleges in May of this year. A visiting team of 15 educators from around New England spent four days in our school observing classes, examining curriculum and talking to teachers, students and parents. The team was very impressed by what they saw and they wrote an overwhelmingly positive report which they highlighted many of the marvelous programs and practices that are occurring in our school as well as giving us direction for our future improvement efforts. This report was cited by the Associate Director of the commission as a model for other schools based on the extensive preparation of our self study as well as the strength of the visiting committee and the overall organization of the visit. We are extremely proud of our staff and student body who worked hard to ensure that our visiting team experienced a taste of the unique and special nature of Hopkinton High School.

Our school and district continues to be on the forefront of educational practice, in our curriculum design, our teaching methodologies and particularly in the area of integrating technology into our work. This year, we began offering online and hybrid (part online, part in class) courses where students have the opportunity to do much of their learning online using a digital platform and digital resources. In addition, we are piloting a 1 to 1 computing model in several of our courses. All students were given a laptop computer which is used daily in their classes. The integration of technology into their everyday work has changed the classroom experience for these students and teachers. We look forward to continuing this integration and giving more students opportunities to become 21<sup>st</sup> century learners through the use of technology in our school.

Overall 94% of the class of 2009 went on to college, with 89% enrolling in a four-year college and 7.5% in two-year colleges. The colleges they attended are: Anna Maria College, Arizona State University, Assumption College, Auburn University, Baldwin-Wallace College, Belmont University, Bentley University, Boston College, Boston University, Bridgewater State College, Bryant University, Carnegie Mellon University, Champlain College, Clark University, Clemson University, Colby College, Colby College, College of the Holy Cross, Curry College, Dean College, Dutchess Community College, Eastern Connecticut State University, Eckerd College, Elon University, Emerson College, Endicott College,

Fairfield University, Framingham State College, Franklin and Marshall College, Franklin Pierce University, Gannon University, Gettysburg College, Gordon College, Hamilton College - NY, Hofstra University, Ithaca College, James Madison University, Johnson & Wales University, Keene State College, Lafayette College, Lehigh University, Marymount Manhattan College, Massachusetts Bay Community College, Mount Ida College, New York University, Newbury College, Nichols College, Northeastern University, Plymouth State University, Providence College, Quinnipiac University, Quinsigamond Community College, Reed College, Roanoke College, Rochester Institute of Technology, Roger Williams University, Saint Joseph's University, Saint Mary's University, Saint Michaels College, Salisbury University, Salt Lake Community College, San Diego State University, Savannah College of Art and Design, School of Visual Arts, Smith College, Southern New Hampshire University, St. Lawrence University, Stonehill College, Stony Brook University, Suffolk University, Syracuse University, The George Washington University, The Ohio State University, The University of Arizona, The University of Tampa, Trinity College, United States Air Force Academy, University of Connecticut, University of Delaware, University of Hartford, University of Louisville, University of Maine, University of Mary Washington, University of Maryland, Baltimore County, University of Massachusetts, Amherst, University of Massachusetts, Dartmouth, University of Massachusetts, Lowell, University of Miami, University of New England, University of New Hampshire, University of Pittsburgh, University of Rhode Island, University of South Carolina, University of Vermont, University of Washington, Urban College of Boston, Wagner College, Wake Forest University, Washington and Lee University, Wentworth Institute of Technology, Westfield State College, Westminster College, Wheaton College.

Twelve students were named National Merit Commended Scholars: Andrew Bayiates, Jay Branscomb, Shaye Ellis, Jonathan Ho, Mary Kelly, Meghan Krueger, Kayla Lewkowicz, Anna Lipkin, Devin McAvoy, Lauren O'Loughlin, Amy Sung, and Michelle Surka. These twelve students scored among the highest throughout the nation. Eighty six students at Hopkinton High School earned the designation of 2009 AP Scholar by the College Board in recognition of their exceptional achievement on the college-level Advanced Placement Program (AP) exams. When Governor Deval Patrick announced recipients of the John & Abigail Adams Scholarship program, sixty-five Hopkinton High School seniors received the scholarship. This award qualifies these students for four years of free tuition at any of the state's public colleges and universities. These winners, all from the Class of 2009, earned the honor by being among the top scorers on the MCAS exam taken in their sophomore year.

In the Science Department, fifty students participated in the 2009 Hopkinton High School Science Fair. Courtney Onofrio won first place, John Hinkel received the second place award with the team of Andy Ryan and Danny Cunningham taking third place. The top twelve projects competed at the Worcester Regional Science and Engineering Fair at WPI where Hopkinton a student took the top prize for the fourth year in a row. Additionally, HHS students received the top two individual awards for the first time qualifying them for the International Science and Engineering Fair. Courtney Onofrio was the top project at the fair with John Hinkel taking the second spot. Other winners included: Pat Jarvis and Tom Coburn, Gretchen Sileo and Amy Sung, Ryan Foisy and Mitchell Culler, Meghan Kruegar and Colleen Murray, Alex Brown and Kate Richardson and Andy Ryan and Danny Cunningham. These eight projects went on to compete at the Massachusetts State Science Fair at MIT where Hopkinton received the second highest number of first awards in the state. °First awards went to: Courtney Onofrio, Tom Coburn and Pat Jarvis and John Hinkel. Danny Cunningham and Andy Ryan received a second award. Third awards went to Colleen Murray and Meghan Krueger, Ryan Foisy and Mitchell Culler, and the team of Amy Sung and Gretchen Sileo. Honorable mentions went to Nicole Coopriider and Mary Kelley as well as Kate Richardson and Alex Brown. In addition to their monetary awards, Courtney Onofrio, Tom Coburn and Pat Jarvis each received a \$5,000 scholarship and a \$5,000 internship from Infoscitex. Courtney Onofrio and John Hinkel competed at the International Science and Engineering Fair in Reno, Nevada where John received a third award in computer science as well as special awards from the American Intellectual Property Law Association and the Patent and Trademark Office Society. Collectively, the students won approximately \$40,000 in cash prizes and internships.

### **The Arts**

Hopkinton High School music students continue to be recognized for excellence at the local and state level and national level. Laura Crook Brisson was one of 25 students from Massachusetts who was selected to perform at the All-East Concert in Providence, Rhode Island, in March during the Eastern Division Conference of the Music Educators National Conference. Laura performed with the All-East Orchestra. Laura was selected from thousands of students from Maine to Washington D.C and parts of Canada. At the state level, Laura Crook Brisson and Brian Carter represented Hopkinton at the Massachusetts Music Educators All-State Convention and Concert held in March at Symphony Hall in Boston. At the local level, the following students were selected by audition to perform with the Central District Festival Band, Orchestra, or Chorus. Cho-

rus: Kelli Wasilauski, '09, Emily Crain, '10 and Brittany Wach, '10 and Band or Orchestra: Laura Brisson, '09, Brian Carter, '09, Casey Patterson, '10, and Evan Racyznski, '10, Abby Levy, '11, Ryan Webster, '12, and Aaron Green, '12.

The high school bands, chorus, and string ensemble performed throughout the year at various school concerts and town functions. The groups all performed at the Massachusetts Instrumental and Choral Conductors Association Large Group Festival with the concert band being award a gold medal representing "superior performance." The Chorus and Repertory Band received a silver medal for "excellent performance" and the String Ensemble was awarded a bronze medal representing "good performance." As a result of receiving a gold medal, the Concert Band was again invited to perform in the MICCA Showcase event at Boston's renowned Symphony Hall.

The Drama Department and Music Department combined to perform Meredith Willson's classic musical, *The Music Man*. Over seventy-five students participated in the production which was cast September 1 and rehearsed every day after school until it opened on November 12. In March 2009 the Hopkinton High School Drama Ensemble presented *Antigone* by Sophocles. Once again the "One Act Play Festival" was a crowd-pleaser with several original plays amongst the nine student-directed pieces that were presented.

Twenty five students in the Art Department were honored in the Boston Globe Scholastic Art Awards, their artwork selected from a field of over 5000 entries from across the state. The Scholastic Art Awards, established in 1923, encompass the most competitive visual arts recognition programs on both the state and national level. Hopkinton High School students earned 25 state level awards in 2009. Seven students won Gold Keys, awarded to the most exceptional works in each category. Gold Keys were earned in Photography by Madison McKenna and Caitlin Danahy, who won a second gold for her portfolio. Hannah Gibney, Amanda Hassan and Tracy Tolf won Gold Keys in Computer Art. Gold also went to Meredith Tuite for Ceramics, and Katie Wilson for Graphic Design. Awarded Silver Keys for high honors were Hannah Green, Jaskirat Kaur and Kelly O'Connor for Drawing, Chris Bowman for Animation, Ryan Schaefer and Jessica Stanton for Photography, Caroline Olney for Graphic Design and Jessica Haley for Computer Art. Honorable Mentions for meritorious work were awarded to Caroline Olney, Megan Kelley, Michael Ng, Catherine Pappas, Jacklyn Perreault, Brienna Vos, Abigail Markinac, Michel Richardson, and LeeLee Reichhold- Caruso.

In the Third Congressional District Annual High School Art Competition, LeeLee Reichhold Caruso won 2<sup>nd</sup> Place in Painting. Honorable Mentions went to Nikki Somadelis for Painting, and Merrily LeBlanc for Photography.

Art All State brings together 140 high school juniors of exceptional artistic potential from across the state. Student nominees submit slides of their work and interview before a panel of art educators. Samantha Oleson and Madison McKenna were elected to represent Hopkinton High School at the 2009 Art All State at the Worcester Art Museum.

Each year, the Hopkinton Cultural Arts Alliance Annual Honors Art Exhibit showcases the work of top art students, those who have shown strong commitment to the arts, and who have created a significant body of work. In 2009, nine student artists exhibited their work: Caitlin Danahy, Katie Gates, Janie Gilarde, Camille Kulig, Mady McKenna, Merrily Le Blanc and Jacklyn Perreault.

Nearly every art student exhibited their work at the Annual High School Art exhibit in May. The show included the sixth Annual Video and Animation festival. For the fourth time, Hop-Art 2009, a catalog of student artwork was published with the assistance of the HPTA. The catalog featured artwork selected by a guest juror, Dan Serig, Ed.D, Chair of Art Education, Mass College of Art and Design. Student work from the 2009 Hop-Art catalog can be viewed on-line at the Art department website, linked to the Hopkinton High School website.

### **Clubs and Activities**

Last year the Mock Trial club attended five competitions against nearby schools in the state tournament at Natick and Framingham District Courts. The students scored the most points in four of the five competitions, and won the verdict in all five. It was the first time, in the history of the club, in which Hopkinton moved past the preliminary trial round. There were five different students who received perfect scores for their performances as both witnesses and attorneys. This year, the club has grown substantially to 35 students. The case this year deals with investment fraud, and will be fairly challenging. With many talented students returning and many new faces, Hopkinton looks to build upon last year's performance.

Hopkinton High's Model UN club had a remarkable year given that the club was rebuilding after losing many students to graduation. Nonetheless, new members to the club demonstrated a passion for negotiation and a keen interest in international diplomacy which immediately helped the club in tremendous

ways. Seniors Pat Maruska and Liz Gamache, as well as Sophomore Elise LeCrone, all won Best Delegate awards at a day-long conference at St. John's Prep in Danvers, MA in January. The culmination of the year was UMassMUN where, in addition to six students winning individual awards, the club won the Best Small Delegation Award for the second year in a row.

The NHS realized the holidays are a special opportunity to help people in need, providing not only basic necessities, but an emotional boost during what can be a difficult time. As a result, National Honor Society Sponsors the Annual Holiday Toy Drive for Project Just Because, which supplies adults and children in need with a variety of support. By placing collection bins at all of the town schools, town hall and Colla's for two weeks at the start of December, the National Honor Society collects over 500 toys/games/puzzles/stuffed animals to assist area families that are struggling.

The Red Cross Club does various community service projects that provide relief to victims of disaster and/or those in need. Initiatives include a warm clothing drive, supporting a family during the holidays, emergency preparedness such as First Aid and CPR training, as well as many other works of charity. They meet one per week and send monthly updates to the American Red Cross about their progress as a club and what volunteer work they have completed. They can also contact the American Red Cross rep for our school if they need ideas or suggestions.

The Diversity Club has 25 new members this year. They are learning about stereotypes and actively trying to teach about discrimination in our school whenever they see it occur.

Two HHS students participated in the annual Student Government Day at the State House. These students are Cameron Linares and Nikki Somadelis. The event will take place on Friday, April 9<sup>th</sup>. They will gather with other students from around the state and actually replicate the activities of the General Court for the entire day.

The Ultimate Frisbee club is in its third year! We play inter-squad games and compete against various local schools. We have over 15 students who regularly meet to be social and enjoy the physical activity of Ultimate!

Hopkinton High School's clubs have many community service partners. They include: American Cancer Society, American Red Cross, Angel Fund, Bay Path Humane Society, Birthday Wishes, Best Buddies, Foundation for Children with Cancer, Friends of Greyhound, Golden Pond, Hopkinton Senior Center, Heifer Interna-

tional, Leukemia-Lymphoma Society, Lions Club, Martin Luther King Day Community Service Project, Michael Carter Lisnow Respite Center, Milford Hospital, Project Just Because, Project Bread/Walk for Hunger, Relay for Life, Special Olympics, Smiling Kids, and Women Shelters.

### **Athletics**

The 2009 calendar year was another highly successful year for the Hopkinton High Athletic Teams.

The winter season saw both the Boy's and Girl's Indoor Track Teams win the TVL Championship. The Boys Indoor Track Team was undefeated (7-0). They were honored to receive the TVL Sportsmanship Award and were the Division III State Relay Champions. Paul Kelly was the MVP of the TVL and the following boys were TVL All-Stars: Stephen Lynch, Keith Love, Matt Johnson, Mike Ronan and Zach Hutchinson. The Girls Indoor Track Team was also undefeated. In addition they were the Division III State Relay Champions and placed second in the Division III State Meet. Cecily Boyce and Molly Kessler were TVL Co-MVP's. Also selected as TVL All-Stars were: Molly Morningstar, Caitlin Dourney, Lauren Schultz, Kellie Lodge, Erica Normandeau, Kim Bolick, Jennifer Lynds and Emily Jarvis. The girls coach Brian Hall was selected as the TVL Coach of the Year.

The Wrestling Team finished the season with a 6-6 record. Six wrestlers placed at the Sectional Tournament and four wrestlers at the State Qualifiers. Selected to the TVL All-Star Team were Tyler DeWolfe, Dan Fortin, Peter Racenis and Jon Atkinson.

The Boys and Girls Swim Teams had a very exciting season finishing with an overall record of 16-7. The Boys Swim Team had a very successful season placing 10<sup>th</sup> at the Sectional Meet and 18<sup>th</sup> at the State Meet. The Girls Swim Team also had a successful season placing 6<sup>th</sup> at the South Sectional Meet and 15<sup>th</sup> at the State Meet. For the boys, Will Olson and Anthony DeBenedetto were DCL All-Stars and for the girls the DCL All-Stars were Kayla Lewkowicz, Kate Richardson and Alexandra Brown.

The Cheerleading Team won the TVL Sportsmanship Award and placed 3<sup>rd</sup> in the TVL Meet which qualified them for the Regional Meet. They placed 2<sup>nd</sup> at the South Regional Championship and at the Division 3 State Championship. They traveled to Orlando, Florida on April 10<sup>th</sup>-12<sup>th</sup> for the National Cheerleading Tournament. Selected to the TVL All-Stars were Kelli Wasilowski and Julianna Carbone.

The Girls Basketball Team placed 2<sup>nd</sup> in the TVL with a record of 14-4 and qualified for the MIAA Division II Tournament as the 10<sup>th</sup> seed. Selected as TVL All-Stars

were Michelle Coburn, Alee Leteria and Katie Sousa. The Boy's Basketball Team placed 3<sup>rd</sup> in the TVL with a record of 11-7 and qualified for the MIAA Division II Tournament as a 13<sup>th</sup> seed. Selected as TVL All-Stars were Stephen Hrusovsky and Mark Masucci.

The Hockey Team had 2 players selected to the TVL All-Star Team- Sam Riga and Nick Giovanniello. In addition senior James Paras was selected by the TVL to receive the 2009 Boston Bruins Sportsmanship Award.

### **Spring 2009**

The Girls Outdoor Track Team were the undefeated TVL Champions and the TVL Conference Champions. Cecily Boyce was selected as the TVL MVP and the following players were TVL All-Stars: Molly Morningstar, Caitlin Dourney, Molly Kessler, Kellie Lodge, Micah Ulrich, Kim Bolick, Jen Lynds, Katie Sousa, Ayssa DiPietro and Sheena DuPuy. The Girls Track Team also received the TVL Sportsmanship Award.

The Boys Outdoor Track team were the TVL Conference Champions and selected as All Stars were Paul Kelly, Stephen Lynch, Keith Love and Ben English.

The Boys Baseball Team defeated Norton in 11 innings on the final day of the season to capture the TVL. Selected as All-Stars were Andrew Park, Kelly Cook, and Dan Muscatello. Dan Muscatello was also selected as the TVL Defensive Player of the year. The Baseball Team also received the TVL Sportsmanship Award. The Girls Softball Team finished in second place in the TVL with a 16-4 record and captured the Milford Tournament Championship by knocking off previously undefeated Milford. Selected as TVL All-Stars were Michelle Coopriider and Kelly Sanborn. The Girls Softball Team also received the TVL Sportsmanship Award.

The Girls Tennis Team finished second in the TVL with a 16-4 record earning a first round MIAA home match. Shannon Murphy was the TVL MVP and Colleen West was an All-Star. The Boys Tennis Team finished a successful season with an 8-11 record. Sam Riga was selected as a TVL All-Star.

The Girls Lacrosse Team earned a 4<sup>th</sup> seed in the MIAA tournament with a 14-4 record which was good for 2<sup>nd</sup> place in the TVL. They advanced in the tournament to be Division II South Sectional Finalists. Jamie Dolan and Mallory Bannon were selected as Boston Globe and Herald All-Scholastics and TVL All-Stars. Joining them as TVL All-Stars were Keelin Bannon, Michelle Coburn and Brianna McSweeney. The Boys Lacrosse Team finished 3<sup>rd</sup> in the TVL with a 10-8 record and lost to Wellesley in the first round of the MIAA Tournament 8-7 in double overtime.

## Fall 2009

The Boys Soccer Team had a tremendous season. The team captured the TVL Title and won 3 tournament games as they advanced to the Division 2 South Finals. Coach Garrett Sawyer was selected TVL Coach of the Year. Selected as TVL All-Stars were John Hilger, Zachary Hutchinson, Wesley Ericksen and Malcolm Cheney. The Girls Soccer Team had a winning season as they qualified for the MIAA State Tournament. Selected as All-Stars were Brianna McSweeney and Micah Ulrich. Micah Ulrich was also MIAA Student-Athlete of the month.

The Varsity Field Hockey Team followed up their State Championship Season with another incredible season. Due to realignment and Hopkinton's increased enrollment the team moved up to Division 1. TVL Coach of the Year Joan Bannon led her squad to a 3<sup>rd</sup> consecutive TVL Title going undefeated. In the State Tournament they won 3 games before losing in the Division 1 South Finals to Walpole. Mallory and Keelin Bannon were TVL Co-MVP's and Boston Globe and Herald All-Scholastics. Also selected as TVL All-Stars were Dana Cavedon, Elizabeth Keefe and Tamara Mills.

The Girls Varsity Volleyball Team had their best season ever. After finishing in second place in the TVL the team won three State Tournament Games advancing all the way to the Division 2 Central Finals before losing to eventual State Champion Medfield. Selected as All-Stars were Cecily Boyce, Nicole Coopriider and Maggie Grabmeier.

The Cheerleading Team finished in 1<sup>st</sup> place in the South Sectionals and advanced to the State Championships. Selected as TVL All-Stars were Rachel Kerr and Michaella Peoples.

Both the Boys and Girls XCcountry Teams finished in 2<sup>nd</sup> place in the TVL and were both runner-ups in the conference meet. The Boys Xcountry TVL All-Stars were Cameron Fairbanks, Dan Carrai and Tyler Fink. The Girl All-Stars were Kellie Lodge and Haley Anderson

The Golf Team qualified for the State Tournament and capped off their season as runners-up in the Division 3 South Sectionals and a 9<sup>th</sup> place finish at the State Championship. Jace McCarron was a TVL All-Star.

The Football Team went through a rebuilding season but worked hard to finish off their season with a win on Thanksgiving Day. Selected as All-Stars were Michael Maresca and Jeremy Gram.

*Respectfully submitted,*

*Alyson Geary  
Principal*

## Hopkinton Middle School

As of October 1, 2008, Hopkinton Middle School enrollments climbed to 842 across three grades: 284 in Grade 6; 295 in Grade 7 and 263 in Grade 8. Additionally, the Preschool is housed in the Middle School building adding another 59 students and 14 staff members. The lack of space at the Middle School continues to be a challenge.

An MCAS Tutorial program was introduced two years into the Middle School and this initiative continued to help improve the scores of struggling math students. We were pleased to receive funding via a Title One grant to be able to offer this course once again. Sixth, seventh, and eighth grade students were invited based on their MCAS scores from last spring as well as teacher recommendations. Additionally, the Middle School offered an after school program designed to support sixth grade students in building essential literacy skills. Some students benefit from direct instruction in order to fully develop their reading strategies. This course targeted those strategies as well as others used by successful readers. The results of a reading test and Grade 5 MCAS scores were used to determine eligibility for this after school course.

The IGNITE Program was instituted by the Middle School in the 2007-2008 school year. It is a transitioning program that begins the summer before entering sixth grade with a 6<sup>th</sup> Grade Orientation as well as a Parent Orientation to help incoming sixth graders feel welcome right away and runs throughout the year. As an offshoot of the program the Middle School added the IGNITE Homeroom Challenge this year, a mentoring and team-building program that takes place a few weeks into the beginning of the school year. The event found sixth graders and staff, as well as parents, cheering on students involved in various homeroom competitions. As part of the IGNITE Program, Incoming 6<sup>th</sup> graders are "assigned" an 8<sup>th</sup> grade leader who runs periodic events and meets twice during a rotation to talk with 6<sup>th</sup> graders about any issues they may have.<sup>o</sup> It has been very successful and has been well by both parents and students.

Communication remains a key goal of the Middle School. The Middle School is dedicated to improving communication between school and home through technology, and specifically, the expanded use of parent access to iPASS. To that end, all progress reports and report cards for students are now generated in IPASS and accessed online through the use of parent IPASS accounts. As a result of this, almost every parent in the school now has an active iPARENT username and password and use their account to access their child's progress. Additionally, the Middle School has over 850 parent email accounts on the listserv account and con-

tinues to actively use listserv emails to remind parents about important dates, notices, and school information.

In keeping with the Middle School Council's goals, the Middle School continued to involve all middle school students in the improvement of either their school or town through the Community Service and Community Service Learning programs. The Communitien Club, sponsored several fundraisers at the Middle School including a Project Bread bottle drive, which expanded upon the Student Council recycling initiative that focused on redeeming cans and bottles as a source of funds. Additionally, Communitien sponsored collections for Toys for Tots and Girl Scout Troops collected dog supplies for Friend of the Greyhounds. Student Council ran its first ever Movie Night. Students came to watch the box-office breaking movie, *Twilight*, and the only admission fee required was a canned good. Student Council also ran a bake sale and all proceeds were donated to Project Just Because. Each year our 8<sup>th</sup> graders participate in the annual Walk for Hunger. This year's group was the fastest group ever to finish and with the least amount of complaining! Together, they raised over \$2000 to help those who are less fortunate. In other Communitien endeavors, our students ran babysitting services during the HPTA bazaar; volunteered their services at the Michael's Run annual race; coordinated face-painting at the Hopkins School Golf Ball Drop; and participated in the Relay for Life.

As a result of the Middle School's partnership with the Hopkinton Youth Commission, on January 19<sup>th</sup>, the MS was involved in the second annual Martin Luther King Day of Giving Back. This was a three-hour event based in the Middle School in which students volunteered their time in the improvement of either their school or town. Many groups and civic organization such as, but not limited to, Communitien, Girl Scouts, Student Council, and IGNITE, were involved in various activities such as working on "wish-list" cleaning requests throughout the Middle School; Girl Scout troops made photo frames for our soldiers; and students made blankets to donate to our local respite center. There were guest speakers and entertainment and refreshments were provided for the volunteers.

With President Elect Barack Obama being sworn into office, this was an event of great historical significance in our nation. The Middle School watched the inauguration and the presidential speech on January 20<sup>th</sup> as our 44<sup>th</sup> president took office. One of our own 7<sup>th</sup> grade students, Madison Lyman, attended the President Inauguration as part of a leadership program for which she was selected in 5<sup>th</sup> grade. In September, Maddie received a hand engraved invitation to attend the inauguration! Maddie posted a blog to share her

experiences and reflections with us while at the inauguration.

We are pleased and proud to announce that Evren Gunduz, 8<sup>th</sup> grade Science teacher, was selected to receive the Goldin Foundation for Excellence in Education Award. This award is designed to recognize excellence, expertise, and demonstrable achievement in education. The criteria for this award is consistent with the Foundation's belief that educators play a vital role in society by supporting young people's growth and preparing them to be adaptable, flexible, creative, and responsive to future societal changes. The award also recognized Mr. Gunduz's commitment to high personal achievement and leadership skills. Congratulations, Mr. Gunduz!

The Hopkinton Parent Teacher Association continues to provide enrichment opportunities within the curriculum, such as Art Quest, Mythmasters, Odds Bodkin, Yoko Watkins, as well as various extracurricular programs that encompass fitness, art, foreign language and life skills. We are so fortunate to have such a hard-working, caring, and dedicated group of parents supporting our school.

*Respectfully submitted,*

*William B. Lynch, Ed. D.  
Principal*

### **Center School**

Professional growth and Center School's commitment to meeting the needs of all learners were hallmarks of 2009.

Over the course of this past year, all faculty members received professional development in the area of Response to Intervention (RTI). A building-based RTI Leadership Team was created with the charge of developing our school's intervention model. Benchmark assessments were examined, and a building-wide universal assessment plan was created to ensure that student progress is monitored consistently throughout the year. We have created plans for efficiently rolling out our assessments, for reviewing students' achievement, and for using all available staff to help with remediation efforts. As part of our universal assessment model, Center School even has developed its own School Wide Assessment Team, affectionately known as our "SWAT team." Our RTI model continues to be a work in progress, as experts in the field assure us that full development of such a plan can take from three to five years.

Teachers spent a great deal of curriculum time in 2009 creating new science units and piloting new

activities, materials, and assessments. New units have been introduced, existing units have been reviewed and revised, and common grade-level assessments were developed.

We continued to update Center School's technology, with extensive financial support from the HPTA. With funding from that generous group, we have been able to create three traveling sets of laptops within the school. The laptops have been used effectively for enrichment and interventions, most significantly in the areas of reading and math.

The work of Center's School Council last year resulted in renewed energy towards the implementation of full day kindergarten. In the winter of 2009, the School Committee requested that a Full Day Kindergarten Implementation Committee be created, and the work of that committee began in the spring of 2009. Efforts of that group culminated in a report to the School Committee in the fall of 2009, resulting in the Committee's agreement that Full Day Kindergarten (tuition based and with a lottery selection) will be piloted at Center School in the fall of 2010.

The Center School community has generously given to people in need during 2009. First graders made contributions to the Birthday Wishes Organization, and Kindergartners helped to support the Hopkinton Senior Center. Other organizations that individual classes partnered with and/or supported include: The Hopkinton Food Pantry, Serenity House, Project Just Because, and The Jimmy Fund. Teacher and parent volunteers helped ensure that these projects ran smoothly and effectively.

The Center School parent community continues to actively support our classrooms. Room parents assist classroom teachers with a variety of tasks, and grade level volunteers have been wonderful in helping to facilitate a number of classroom and grade level projects and events. 2009 brought additional volunteer opportunities to our parent community, such as on the recess field, on picture day, at our Kindergarten playground event, and in our art room. Parent support has been ongoing and is greatly appreciated in our library as well. Center's parents have regularly assisted our school community as representatives on HPTA committees, as well as on the School Council. Our HPTA sponsored a new community event in 2009 – Johnny the K, a well-know children's musician, performed for our school twice in 2009! His captivating music and messages about values have left us eagerly anticipating his return in 2010!

We have been challenged again in 2009 to bring the best to Hopkinton's young students, and it is with

great confidence that I state we "learn, create, and achieve together."

*Respectfully submitted,*

*Jennifer Goldstein Parson  
Center School Principal*

### **Elmwood School**

Elmwood School consists of all second and third grade students attending the Hopkinton Public Schools. As of October 1, 2009, 508 students were enrolled at Elmwood School, a decrease of 10 students from the previous year. There were 11 second grade classes consisting of 253 students and 12 third grade classes containing 255 students. Our second grade enrollment was slightly higher than anticipated during the budget process.

There were very few changes to Elmwood's faculty this year. All twenty-three classroom teachers returned. Ms. Kristin Conroy, who had been a long-term third grade substitute during the 2008-2009 school year, was rehired to fill Mrs. Melanie Palmer's resignation for child-rearing purposes. Mrs. Jan Gill (.7 Physical Education) was transferred from Center School to Elmwood School. Mrs. Kathleen Lewinsky taught Health, one day per week, to five sections of second grade students. Mrs. Patricia Vintinner who taught Physical Education at Elmwood School was transferred to Center School. No new teaching assistants were hired. Due to financial challenges, our fulltime assistant principal's position was eliminated. Elmwood and Hopkins Schools now share an assistant, Mrs. Carol Costa, who spends two and one half days per week in each building. Our secretarial staff remained at the reduced level of one full and one part-time secretary. Due to illness, the shared technology teacher for the elementary schools was granted a medical leave of absence for the remainder of the 2009-2010 school year. As of December 31, 2009, a replacement had not been hired.

Our curriculum is based upon the State Frameworks and Standards. The Hopkinton Curriculum and the State Standards are closely aligned. To aid our English Language Arts instruction we continue to use *Treasures*, a balanced literacy program, published by McMillan/McGraw-Hill. In addition, the leveled Book Room contains a myriad of both fiction and non-fiction books of varied levels. *Everyday Math* is the backbone of our mathematics instruction. Our math program is supplemented with additional practice to gain automaticity with math facts; as well as to solve math word problems. Two and one half hours are spent per day on reading, writing, and oral language skills. A minimum of seventy minutes per day is devoted to mathematics instruction. Science, Social Studies, Art, Music, Wellness,

Library and Guidance classes round out the remainder of the week. The majority of our monthly building-based meeting time was devoted to continued work on *Atlas Rubicon*, a web-based compilation of the K-12 Hopkinton curriculum, which included curriculum mapping. Stage 1 has been completed, as well as a significant amount of Stage 2 and Stage 3.

Summer curriculum work included revisions to the second and third grade math pacing charts and continued work on Stage 2 of *Understanding by Design Essential Questions and Enduring Understandings*. Additional curricular information was added to Atlas Rubicon, the District's internet-based curriculum website.

Elmwood School has continued the District's Green initiative! All teacher newsletters and office memos are distributed via listserv. This paperless initiative has saved paper, copier use, and manpower. In addition, mailings from outside organizations are no longer distributed through backpack, saving both paper and teacher time spent in distribution. The Elmwood website is an excellent resource. Many teachers have created their own websites and blogs that enhance communication opportunities with their students' parents and the community at large. The Hopkinton Education Foundation paid for subscriptions to Teacher Web, for all teachers who requested this financial assistance. *Events at Elmwood*, the Principal's newsletter, as well as School Council minutes, are available on the Elmwood website. Links are easy to navigate and much information is provided about our curriculum, special events, recommended websites, as well as general information. Parents may access *Everyday Math* Home Links on our website to gain familiarity with their student's math curriculum.

Donations to Elmwood's Gift Account, a Hopkinton Education Foundation grant, and the donation of a Smart Board have now brought to nine, the total number of Smart Boards in the building. This technology is changing teaching and learning at Elmwood School. Many Elmwood educators have taken courses to learn more about the use of Smart Boards to ready themselves for effective use of this new technology in their own classrooms.

The Elmwood School Council's Passport to Summer Reading Program continued to be well received by parents, students and members of the Hopkinton business community. During the summer of 2009, 19 businesses and town offices participated in this program. Over half of our students participated. Upon completion of a designated number of hours of reading, merchants stamped individual student's passports. In the fall, students who returned their passports to the

Elmwood Office were rewarded with gold, silver and bronze certificates designating their reading hours. This year's Elmwood School Improvement Plan is focused on English Language Arts data collection to ensure that we are providing support and/or remediation for students in a timely manner. Although no longer a component of the School Improvement Plan we have continued our Math Tutor Task Force for students for whom math is challenging. Our long-standing relationship with the Michael Carter Lisnow Respite Center, as a means of inculcating disability awareness amongst our students has continued. Our goal is to show our students that people with disabilities are just like us, they just have certain challenges to overcome. The Elmwood Postal Service, Wee Deliver, delivers mail twice weekly throughout the year. Our school meeting, The Meeting of the Eagles, continues to be a favorite activity of both students and their parents. We continue to be thrilled that parents and members of the community participate in the Junior Achievement Program, teaching students in our classrooms about their community and economics. For the second year, Hopkinton's Tree Warden provided fir trees for all second grade students in honor of Arbor Day.

We collected non-perishable items for the Respite Center; toys and clothing for *Project Just Because*; turkeys for the Salvation Army, as well as clothing and toys for individual families in need during the holiday season. Students raised just over \$10,000 in the annual Jump Rope for Heart fundraiser for the American Heart Association, which given the state of the economy we considered a success. Since 2000, Elmwood's students have raised over \$125,000 for this very worthy cause. Second graders from Miss Donahue's class visited some of the residents of Golden Pond, interviewed them, and then wrote and presented individual biographies to each person. Mrs. George's third grade class organized a letter writing drive to soldiers at Fort Alamo in Afghanistan. To thank our students, a United States flag was hung over the Fort embroidered with Elmwood School's name and the date and then sent it to us. We fly it proudly in the front lobby with the names of friends and family members who have served in the armed forces to commemorate Veterans' Day. In November, we held a Bone Marrow Drive in conjunction with Dana Farber to support one of our colleagues who required a bone marrow transplant. Over 165 members of the community and staff participated. Although not through our drive, our colleague did find a match and is now recovering from her transplant. The Elmwood Bell Ringers entertained clients at the Respite Center to brighten their holiday season and also performed at Golden Pond.

Elmwood's Crisis Response Team, consisting of 12 members, continues to meet regularly to examine ways in which to make Elmwood School more secure, while

at the same time developing plans and provisioning supplies in the event of an emergency. Our doors remain locked during the school day and visitors may gain entrance only after being observed via camera by our office staff. All staff members wear picture identification tags daily. All visitors must have an approved CORI report before gaining entry to classrooms.

The Hopkinton Education Foundation generously funded five grants to enhance our curriculum. 'SMARTer Health Classes' (\$5,000) was the winner of the EMC Grant for Science and Math and provides all third grade students with the opportunity to experience learning with a Smart Board; 'Let There Be Light' (\$450) funded full-spectrum lighting for the Elmwood Art Studio; 'No Strings Attached' funded a pilot program using Senteo remote controlled devices in conjunction with a classroom Smart Board; 'Fables and Fairy Tales' funded grade level appropriate versions of books and plays of the original fables and fairy tales upon which the second and third grade reading anthology is based; and 'The Magic of Memoir: An Author Study of Patricia Polacco' funded an author study focusing on the life and literature of Patricia Polacco'.

The Hopkinton Parent Teacher Association continues to provide valuable enrichment activities for our students through in-school activities and workshops aligned to the curriculum. The HPTA organized after-school enrichment classes available to all Elmwood students. Many parents volunteer regularly to assist in classrooms and with special events. The HPTA has also helped us to collect General Mills Box Tops and computer cartridges.

The Kenyan runners, sponsored by John Hancock, Inc., returned to Elmwood after their one year hiatus due to the outbreak of breakout varicella (chicken pox) in April 2008. Kenyan marathoners have been a tradition at Elmwood School since April 1993. Hopkins' fourth graders were invited to join our second and third graders, since they had missed the opportunity to participate the year before. As always, it was a memorable day for all in attendance. In conjunction with our running theme and being heart healthy – the Hopkinton Athletic Association and Hopkinton Pediatrics sponsored the Marathon Challenge. Students were encouraged to run 26.2 miles over a ten week period. Many were successful and for their hard work and diligence won gold medals, akin to those of the Boston Marathoners.

Elmwood School continues to be an inclusive school in which all students are appreciated, included, and thrive. We provide a developmentally appropriate, dynamic environment for all of its students. Student work products adorn our walls enabling students to feel pride in their accomplishments and to learn from their

classmates. The Elmwood faculty is committed to meeting the needs of all of our students. Faculty members demonstrate their commitment to life-long learning as they participate in courses and workshops and explore new and better ways to implement the curriculum.

*Respectfully submitted,*

*Ilene S. Silver  
Principal*

### **Edward Hopkins School**

Another successful year at Hopkins School; our school enrollment decreased by 25 over the 2009 year. We began with 550 students across 22 classrooms, and ended with 526 students across 23 classrooms. For the first time in many years Hopkins class sizes dropped to a level acceptable for learning and achievement. With one retirement (Mrs. Jean Alexander), one maternity leave, and one additional classroom, Hopkins welcomed three new teachers, David Bernstein, Jennifer Keeler, and Kimberly Hall. At the end of the year our music teacher resigned, and we found Mrs. Leslie Leedberg, music educator and opera singer, to be our classroom music teacher.

The Title I ELA Program, initiated in January 2009 allowed us to add one additional support teacher for those students demonstrating specific gaps in reading and writing, however ineligible for special education services. The Title 1 Grant provided funds for a researched based reading intervention program, Soar To Success, and thirty children received remedial tutorial for the last six months of the school year. Grant funds were renewed for the 2009-2010 school year and we were able to begin identifying and working with students in by October as Mrs. Suzanne Starzyk, former Special Education and Title 1 Reading Tutor joined the Hopkins Staff.

Our commitment to Professional Learning Communities continued: Fourth and fifth grade teachers met weekly in planning teams, to examine student performance on common assessments. Interventions and extensions were designed and all students/teaching staff participated in The Math Zone on Wednesday afternoons. The approach to curriculum planning extended to English Language Arts this past Fall, as all students were given a grammar survey, written and analyzed by Hopkins teaching staff. The results of this survey were used by all ELA teachers to develop a grammar scope and sequence for the direct instruction of grammar. All students will take the same test in the Spring of 2010 to measure growth over time, and to help set norms for both grades.

Important curriculum development initiatives including UbD/The Atlas Curriculum Website continued throughout the spring, summer and fall with small groups of teachers articulating curriculum goals, objectives, assessments, and learning activities for all academic subjects. Every curriculum meeting and faculty meeting was devoted to professional collaboration and production of unit assessments and benchmarks. At the same time the faculty addressed the needs and challenges for students who are not achieving to expected standards as they designed a Pyramid of Interventions which ranges from the educational program/services provided to all students to the most intensive remedial services for students who are not making progress despite multiple interventions. MCAS tutoring for those students who received Warning or Low Needs Improvement scores in ELA and/or Math was provided for the second half of the year. 2009 MCAS results were positive for both Math and ELA for both grades, meeting AYP.

Finally, all students at Hopkins continue to participate in the design and implementation of community service projects, all at their own initiative. All local community agencies are identified for fundraising or service. This past year students have worked mostly for Project Just Because and Bay Path Humane Society. Individual classes performed community service for the American Cancer Society and US armed forces in Iraq. We thank the parents of the Hopkins community for being so supportive of our efforts to engage the students in the outside world and its challenges. Students are learning at an early age that they are responsible for themselves, their hometown, their country, and the world.

Ms. Martha Starr would like to take this opportunity to thank the entire Hopkinton School District and Hopkinton Community for twelve wonderful years of collaborative success and achievement.

*Respectfully submitted,*

*Martha Starr  
Principal*

### **Student Services Department**

The Student Services Department continues to provide appropriate and comprehensive programming through the use of local, state, and federal funding and grants. Educational programming for Pre-K to 22 ensures high standards and expectations for both staff and students through quality training, research-based instruction, and data driven decisions. As a result, the expansion of programs and a continuum of services are available to our learners. Our goal remains to appropriately provide service for student's success, achievement, and transition throughout school.

Over the past year, the results of the mid-cycle review conducted by the Department of Elementary and Secondary Education (DESE) enabled us to expand our English Language Education (ELE) staff for the 2009-2010 school year. Even though Hopkinton is considered a low-incident district, we are demonstrating an effort to be in compliance with the regulations through services, documentation, and training. In addition to ELE, Hopkinton began preparing for a web-based Special Education Review. Self-assessments, surveys, and multiple trainings have been a focus in demonstrating compliance to state and federal regulations. In March 2010, the DESE will review the documents prepared during this annual report.

Student Services restructured the implementation of occupational therapy services to support the fiscal constraints while maintaining compliance and integrity of services. Budgetary reductions have been in conjunction with general education initiatives for a tiered response for interventions. The department has been able to redistribute staff based on student movement and needs. The addition of a Board Certified Behavior Analyst (BCBA) supports data driven interventions and the expansion of a continuum of services.

In order to provide comprehensive and collaborative information for school personnel and the community, while respecting the "Green initiative", this department continues to utilize the technology available. Through online web access to procedures and research in Special Education, the department has also begun to conduct surveys via online resources. The department has ensured compliance in new reports set forth by the state to document transition efforts for students post graduate and those entering special education in PK. In addition, Hopkinton has engaged the community in school walk-throughs and continues to seek input for programming and ongoing development of the Extended School Year (ESY) Program. A number of projects, some which include transition and curriculum interventions, have been possible through state and federal grants.

*Respectfully submitted,*

*Dr. Trudy Sack  
Director of Student Services*

## SCHOOL SALARIES 2009

<u>Last Name</u>	<u>First Name</u>	<u>Salary</u>	<u>Last Name</u>	<u>First Name</u>	<u>Salary</u>
Alexandrowicz	Jean	\$87,269.10	Bishop	Evan	\$71,323.52
Allberry	Shannon	\$36,592.22	Black	Rebecca	\$21,419.84
Allen	Christine	\$66,099.98	Blaisdell	Erin	\$9,220.22
Altavilla	Anne-Marie	\$76,989.89	Blake	Jennifer	\$700.00
Anagnostaras	Alex	\$978.50	Bliss	Richard	\$4,776.00
Anagnostaras	Gerilyn	\$756.00	Boisvert	Mark	\$70,627.10
Andel	Michele	\$84,496.52	Boisvert	Normand	\$45,907.36
Anderson	Judith Ann	\$67,744.12	Bono	Michele	\$1,680.00
Anderson	Susan	\$77,199.04	Brainerd Jr.	James	\$4,065.00
Anusaukas	Catherine	\$69,902.82	Brandalise	Victor	\$80,475.52
Arienti	Christopher	\$91,464.10	Brayer	Mary Ann	\$68,289.12
Arienti	Debby	\$60,777.30	Brennan	Mark	\$64,660.96
Arnold	Jacqueline	\$455.00	Bright	Elizabeth	\$83,319.10
Aselbekian	Desiree	\$20,941.34	Brooks	Linda	\$73,189.60
Aselbekian	Diane	\$7,774.36	Brosnan	Conor	\$350.00
Aselbekian	Doreen	\$21,399.04	Bruno	Geoffrey	\$6,069.75
Atkinson	Rita	\$8,130.00	Buffa	Ellen	\$21,784.83
Atwater-Rhodes	Amelia	\$140.00	Buffum	David	\$81,824.92
Atwood	Susan	\$73,664.14	Bugg	Natalie	\$51,420.98
Aulds	Lauren	\$840.00	Bumiller	Maureen	\$1,910.00
Badalamenti	Kristin	\$210.00	Burdzel	Sharon	\$45,573.18
Bagley	Susan	\$84,125.35	Burke	Kelly	\$62,952.51
Bain	Kathryn	\$66,015.98	Burns	Mary-Lou	\$80,730.92
Baker	Dennis	\$56,393.10	Burns	Maureen	\$59,347.18
Balboa	Rita	\$45,173.18	Burzyk	Janet	\$74,481.94
Baldwin	Sharon	\$77,412.92	Callaghan	Kristi	\$71,513.76
Balest	Lauren	\$2,275.92	Callanan	Nancy	\$3,637.50
Balest	Lori	\$47,871.40	Cameron	Ellyn	\$20,703.50
Balinskas	Carolyn	\$74,799.04	Campbell	Kathy	\$64,273.96
Bannon	Joan	\$10,414.00	Capalbo	Barbara	\$84,169.10
Barker	Joyce	\$20,966.40	Carlson	Emily	\$56,474.62
Barrett Jr.	Joseph	\$75,433.80	Carr	Christine	\$76,727.00
Bartley	Nili	\$53,507.08	Carr	James	\$64,281.10
Bartolomeo	Debra	\$58,349.98	Carr	Laura	\$46,162.22
Barton	Julie	\$24,773.36	Carr	Melissa	\$21,694.90
Basile	Christine	\$80,419.27	Carrai	Matthew	\$2,589.84
Bastarache	James	\$13,887.96	Carter	S.	\$82,500.08
Bates	Carl	\$5,137.50	Caruso	Jessica	\$70,222.58
Baumann	Joan	\$67,426.50	Casassa	Arlene	\$78,120.59
Beers	Jeremy	\$4,065.00	Casey III	James	\$75,992.98
Beke-Morin	Helen	\$40,886.04	Cathers-Schiffman	Teresa	\$500.00
Bennett	Paige	\$26,022.54	Catton	Kathleen	\$45,473.18
Benoit	Andre	\$41,219.05	Celia	Angela	\$18,364.35
Benoit	Vida	\$1,663.20	Chagnon	Connie	\$56,229.76
Berger	Alex	\$1,742.00	Charleston	Benjamin	\$2,981.00
Bernardo	Cindy	\$1,085.00	Chesloski	Joseph	\$560.00
Bernier-Chandler	Jerrie	\$15,783.16	Christensen	Elizabeth	\$560.00
Bethoney	Jennifer	\$1,920.00	Ciaramicoli	Alaina	\$44,136.04
Bettina	Andrew	\$3,659.80	Clark	Ann	\$24,170.78
Bettina	Ann	\$900.00	Clark	Marie	\$19,427.20
Bianchi	Elisa	\$72,063.02	Clark	Nancy	\$90,965.10
Bieri	Kathy	\$20,357.49	Clark	Sean	\$2,590.72
Bilodeau	Veronica	\$2,038.68	Clifford	Daniel	\$2,746.80
Bingel	Bernard	\$8,330.32	Cohen	Cheryl	\$67,401.64

<u>Last Name</u>	<u>First</u>	<u>Salary</u>
Collie	Charlie .....	\$1,387.50
Collins	Charles .....	\$79,478.02
Colombo	Mary .....	\$127,629.06
Conant	Lisa .....	\$61,900.08
Conner	Carolyn .....	\$81,451.02
Conroy	Kristin .....	\$45,759.08
Conroy	Lynn .....	\$58,254.98
Constantine	Janet .....	\$71,452.10
Conti	Sandra .....	\$7,919.00
Cooper	Christine .....	\$29,798.22
Costa	Carol .....	\$80,000.18
Coutinho	Frances .....	\$89,156.60
Coveney	Kimberly .....	\$280.00
Crisafulli	Carla .....	\$81,758.48
Cross	Elizabeth .....	\$1,519.62
Crowley	Heather .....	\$60,400.08
Cunniff	Angela .....	\$65.52
Cunningham	Judith .....	\$1,440.00
Cutler	Joanne .....	\$20,009.60
Cutler	Jodi .....	\$29,502.66
D'Agostino	Nancy .....	\$21,236.80
DaRosa	Kelly .....	\$1,475.00
Daigneault	Sarah .....	\$71,211.62
Darney	Sandra .....	\$787.50
David	Danielle .....	\$21,432.32
Davis	Deborah .....	\$75,936.37
Davis	Sara .....	\$74,943.99
Day	Julie .....	\$1,015.00
DeBriac	Miriam .....	\$9,278.19
DeCarlo	Sharon .....	\$9,225.07
DeCarolis	John .....	\$140.00
DeWolfe	Eric .....	\$2,710.00
Demeo	Caroline .....	\$24,294.00
Denault	Amy .....	\$67,369.12
DiCostanza	Patricia .....	\$83,806.6
DiMare	Sherrie .....	\$6,450.00
DiPalma	Erin .....	\$41,537.88
Diamond	Patricia .....	\$60,290.10
Dickert	Harold .....	\$24,733.47
Dixon	Anna .....	\$80,275.52
Dlott	Ann Marie .....	\$82,819.10
Dobbins	Mary-Ann .....	\$22,652.43
Dobinski	Gail .....	\$825.00
Dodge	Jeremy .....	\$49,012.12
Doherty	Laura .....	\$21,797.28
Dolan	Jodi .....	\$7,549.00
Donahue	Bridget .....	\$60,650.62
Donahue	Michael .....	\$93,331.04
Dooley	Edward .....	\$850.25
Dooley	Kathleen .....	\$106,090.14
Dowd	Thomas .....	\$72,749.58
Driscoll	Janelle .....	\$105.00
Duarte	Patricia .....	\$8,250.00
Dunn	Reginald .....	\$38,719.16
Dunn	Tracie .....	\$56,637.12
Economio	Elizabeth .....	\$60,314.91

<u>Last Name</u>	<u>First</u>	<u>Salary</u>
Edelson	Johanna .....	\$19,803.43
Edgecomb	Maureen .....	\$85,583.75
Edwards	Emily .....	\$32,830.20
Eichorn	Donna .....	\$47,185.10
Ekwall	Merideth .....	\$83,672.41
Elder	Cheryl .....	\$81,459.39
Ellam	Sarah .....	\$63,723.96
Ellis	Emily .....	\$178.13
Embree	Celeste .....	\$77,412.92
Ernest	Jean .....	\$36,494.10
Esdale	Jessica .....	\$53,424.02
Esposito Balboni	Kirsten .....	\$112,785.14
Evans Orr	Donna .....	\$175.00
Fabricant	Susan .....	\$20,991.36
Fahey	Jacquelyne .....	\$30.24
Fahn	Leslie .....	\$21,066.24
Fairbanks	Jennifer .....	\$57,331.02
Fairbanks	Robin .....	\$1,237.50
Fairweather	Joanna .....	\$4,131.25
Fannon	Janet .....	\$3,300.00
Farquharson	Nina .....	\$76,109.88
Farrell	Elizabeth .....	\$37,809.80
Feldman	Rebecca .....	\$58,357.96
Ferguson	Colette .....	\$19,259.99
Ferguson	Maureen .....	\$88,669.10
Ferguson	Susan .....	\$67,810.94
Ferris	Kerry .....	\$22,216.00
Filho	Jose .....	\$41,083.41
Filzow	Jayne .....	\$4,011.56
Fiore	Cynthia .....	\$86,248.96
Fiore	Meghan .....	\$630.00
Florentino	Nancy .....	\$47,954.91
Fitzpatrick	Mary Ann .....	\$16,525.13
Flaherty	Lorraine .....	\$892.08
Flanagan	Michael .....	\$68,472.96
Flannery	Eugene .....	\$53,773.99
Flannery	Sharon .....	\$14,744.28
Fleming	Mary Anne .....	\$19,053.33
Fornaciari	Janice .....	\$19,313.57
Fox	Sarah .....	\$49,084.36
Franchock	Michael .....	\$77,412.92
Frank	Joan .....	\$77,550.13
Fraser	Susan .....	\$32,534.73
Freedman	Mary Lynn .....	\$34,418.36
Frey	Andrew .....	\$43,504.10
Friberg	Donald .....	\$60,453.44
Fumarola	Kristin .....	\$61,075.08
Gambell	Michael .....	\$114.51
Garufi	Kelley .....	\$20,791.68
Gasbarro	Joseph .....	\$11,318.46
Gately	Sara .....	\$17,904.00
Gates	Kenneth .....	\$64,281.10
Gautreau	Ronald .....	\$71,988.02
Geary	Alyson .....	\$94,208.14
George	Kathleen .....	\$83,994.10
Gianino	Colleen .....	\$59,362.12

<u>Last Name</u>	<u>First</u>	<u>Salary</u>	<u>Last Name</u>	<u>First</u>	<u>Salary</u>
Giardino	Sean .....	\$1,960.00	Hoagland	Nadine .....	\$30,897.42
Gifford	Hallyann .....	\$78,505.04	Hoffman	Rebeka .....	\$6,937.50
Gilmore	Jeannine .....	\$56,009.04	Hogan	Elisabeth .....	\$280.00
Girardi	Barbara .....	\$21,020.48	Hogan	Paul .....	\$6,969.00
Giurlando	Michael .....	\$84,872.06	Homan	Stacey .....	\$33,217.00
Glazier	Jane .....	\$21,126.56	Hooker	Michael .....	\$75,562.10
Gleason	Kirsten .....	\$43,978.64	Hopkins	Marian .....	\$83,069.10
Goerge	Jennifer .....	\$7,178.76	Howard	William .....	\$62,675.08
Golden	John .....	\$66,916.08	Howes	Valerie .....	\$21,099.52
Goldring	Kate .....	\$17,606.27	Hruska	Frances .....	\$79,200.29
Gomes	Jane .....	\$84,931.60	Huestis	Cameran .....	\$68,107.42
Gonzalez	Anthony .....	\$66,179.58	Hurley	Mary .....	\$83,806.60
Gonzalez	Luis .....	\$764.69	Iadarola	June .....	\$8,703.58
Gonzalez	Tina .....	\$9,273.06	Iori	Kristin .....	\$79,859.54
Goolgasian	Dianne .....	\$1,155.00	Ivanoski	Sarah .....	\$18,516.75
Grabmeier	Margie .....	\$6,388.00	Jacob	Linda .....	\$80,525.24
Grady	Maryellen .....	\$67,489.00	Jacobs	David .....	\$1,015.00
Graeber	Michael .....	\$66,236.02	Jannery	Linda .....	\$7,710.00
Grant	Joanne .....	\$73,813.02	Jennings	Judy .....	\$20,849.92
Greco	Adelaide .....	\$98,618.62	Johnson	Diane .....	\$81,280.42
Greco	Michael .....	\$61,025.04	Jones	Lisa .....	\$27,099.85
Green	Susan .....	\$5,250.00	Jones	Ruth .....	\$3,227.14
Gresham	Vicky .....	\$245.00	Jordan	Jennifer .....	\$70,590.98
Griffin	John .....	\$84,312.92	Jordan	Paul .....	\$11,587.50
Grilli	Cindy .....	\$31,237.78	Jorstad	Nancy .....	\$28,359.40
Grilli	Eric .....	\$2,744.20	Joseph	Kyle .....	\$2,347.84
Grilly	Devon .....	\$62,284.58	Joyce	Catherine .....	\$74,699.04
Groccia	Christine .....	\$52,470.08	Joyce	Timothy .....	\$65,370.04
Grosso	Kathleen .....	\$5,887.50	Juffras	Ann Marie .....	\$19,114.56
Guarino	Therese .....	\$245.00	Kaleta	Mary .....	\$11,370.16
Gunduz	Evren .....	\$59,888.00	Kamins	Dannette .....	\$8,005.95
Haas	Alfred .....	\$59,660.12	Kammer	Daniel .....	\$77,699.04
Hadley	Susan .....	\$7,762.50	Kane	Jennifer .....	\$74,290.84
Hagan	Jeannine .....	\$1,085.00	Karjel	Eric .....	\$91,584.02
Hall	Brian .....	\$18,103.00	Kasprak	Lee Ann .....	\$74,699.04
Hall	Jaime .....	\$47,655.17	Kaufman	Jillian .....	\$63,310.06
Halnen	Jean .....	\$27,641.95	Keane	Lawrence .....	\$51,155.59
Hamdoun	Kimberly .....	\$750.00	Keane	Thomas .....	\$80,118.02
Hamilton	Christine .....	\$19,145.18	Kearnan	Timothy .....	\$78,095.85
Hamilton	Michael .....	\$64,235.06	Kearney	Jeffrey .....	\$63,571.02
Hammer	Amy .....	\$60,298.52	Keefe	Carol .....	\$3,346.46
Hancock	Donna .....	\$84,919.10	Keller	Alan .....	\$84,975.08
Harris	Maureen .....	\$78,115.17	Kelly	Rachel .....	\$630.00
Harrod	Richelle .....	\$17,770.17	Kendall	Leslie .....	\$5,968.57
Hay	Craig .....	\$77,364.90	Kennally	Jennifer .....	\$58,742.24
Hayes	Deborah .....	\$23,481.40	Kessler	Jeanne .....	\$17,900.07
Hayes	Michael .....	\$48,012.12	King	Bryan .....	\$85,120.92
Hebden	Kathleen .....	\$90,007.50	King	Richard .....	\$44,170.07
Heiligmann	Melissa .....	\$8,130.00	Kitchell	Brian .....	\$21,935.52
Heinzer	Linda .....	\$882.00	Kniager	Concetta .....	\$45,173.18
Henderson	Amy .....	\$140.00	Koshivaki	Stacy .....	\$19,076.80
Henderson	Linda .....	\$73,728.98	Koziara	Beth .....	\$64,569.06
Hensley	Catherine .....	\$630.00	Krilovich	Kathleen .....	\$21,149.44
Hesse	Katharine .....	\$13,598.67	Kristeller-Moed	Deborah .....	\$1,650.00
Hibbert	Kathryn .....	\$71,366.64	Krosiak	Melissa .....	\$8,974.00
Hill	Lori .....	\$525.00	Kupper	Adrienne .....	\$53,424.02

<u>Last Name</u>	<u>First Name</u>	<u>Salary</u>
Kurkowski	Virginia .....	\$112.50
LaRose	Katherine .....	\$3,730.32
LaRue	Paul .....	\$42,609.47
Landau	David .....	\$26,549.12
Lane	Cynthia .....	\$53,748.50
Lariviere	Kristin .....	\$3,228.16
Lathrop	Nicole .....	\$23,052.86
Law	Deanna .....	\$69,633.29
LeBlanc	Raymond .....	\$5,227.00
LeBlanc	Rick .....	\$2,710.00
Leach	Cynthia .....	\$23,695.36
Leach	Jill .....	\$83,153.02
Lechtanski	Valerie .....	\$84,300.52
Lee	Linda .....	\$17,775.85
Lehane	Christine .....	\$86,169.10
Lentoni	Pamela .....	\$9,572.97
Levergood	Fran .....	\$25,869.72
Levy	Andrea .....	\$66,067.27
Lewinsky	Kathleen .....	\$63,109.80
Littlefield	Nancy .....	\$1,742.00
Logan	C. ....	\$80,450.52
Long	Holly .....	\$19,072.44
Long	Samantha .....	\$595.00
Longoria	Andrew .....	\$87,399.48
Lotoski	Kristine .....	\$681.30
Lowell	Holly .....	\$17,791.52
Lynch	William .....	\$116,787.06
Lyons	Mary .....	\$1,620.00
MacDonald	Geoffrey .....	\$113,378.40
MacDonald	Dennis .....	\$48,433.64
MacDonald	Moriah .....	\$70,686.98
Mack	Elizabeth .....	\$65,054.08
Mackie	Caitlin .....	\$46,904.56
Maggio	Melissa .....	\$60,400.08
Magnuson	Tami .....	\$32,020.41
Maguire	Jane .....	\$84,169.10
Mahon	Conar .....	\$1,672.00
Maksymiw	Christopher .....	\$51,761.00
Malloy	Beth .....	\$8,485.50
Manning	Elizabeth .....	\$80,325.68
Marculitis	Terri .....	\$1,964.24
Marcy	Anne .....	\$2,336.04
Marquedant	Heidi .....	\$72,238.02
Marquedant	Holly .....	\$805.00
Martel	Cynthia .....	\$3,000.00
Martin	Jeanne .....	\$78,512.92
Martin-Fluet	Marie .....	\$72,988.02
Martinelli	Lisa .....	\$46,982.79
Martone	Carolyn .....	\$140.00
Marzec	James .....	\$77,912.92
Mason	Catherine .....	\$66,661.46
Matys	Joan .....	\$2,160.00
Mayer	Denise .....	\$1,200.00
Maynard	Sandy .....	\$19,271.49
Mazur	Daniel .....	\$85,566.36
Mazur	Kelly-Anne .....	\$37,464.96

<u>Last Name</u>	<u>First Name</u>	<u>Salary</u>
McAree	Allison .....	\$2,145.00
McBride	Lori .....	\$30,636.21
McCahill	Catherine .....	\$80,613.02
McCarthy	John .....	\$127,473.06
McCarthy-Gill	Jan .....	\$53,424.02
McCaw	Karen .....	\$84,879.60
McClelland	Cynthia .....	\$43,364.10
McClure	Sue .....	\$2,250.00
McDonnell	Jeannine .....	\$2,000.00
McGovern	Denise .....	\$70,085.08
McGrath	Steve .....	\$20,282.56
McNally	Dawn .....	\$86,319.10
McPhail	Jessica .....	\$45,173.18
Meehan	William .....	\$82,891.12
Melberg	Sandra .....	\$10,290.21
Mello	Susan .....	\$22,068.02
Michaud	Cristina .....	\$65,154.08
Miller	Michael .....	\$58,383.94
Minkle	Margaret .....	\$26,991.38
Mitchell	Bruce .....	\$77,563.88
Mogel	ShawnHeather ...	\$15,743.04
Moody	Frances .....	\$27,249.71
Moothart	Leslie .....	\$45,348.18
Morales	William .....	\$51,111.90
Moran	Shelly .....	\$71,440.98
Moran	Wendy .....	\$41,938.32
Morey	Sheila .....	\$14,796.37
Morgan	Jo-Ann .....	\$14,857.74
Morin, Jr.	Kenneth .....	\$25,984.84
Mortarelli	Kristy .....	\$48,397.96
Motyka	Moira .....	\$4,612.50
Muir	Bonnie .....	\$54,600.63
Mullen	Barbara .....	\$58,507.96
Mulvey	Brett .....	\$66,989.00
Munger	Lydia .....	\$2,887.50
Murdock	Jane .....	\$4,237.50
Murphy	Patricia .....	\$21,507.56
Murphy	Susan .....	\$81,036.12
Murphy	Timothy .....	\$45,358.76
Murphy	Timothy .....	\$58,469.06
Napolitano	Susan .....	\$9,132.71
Naughton	Janet .....	\$53,478.29
Nealon	Anne .....	\$13,786.66
Nelson	Timothy .....	\$5,962.00
Noble	Karyn .....	\$70,260.94
Nofsinger	Danielle .....	\$27,492.10
Norby	Diane .....	\$71,245.98
Norton	Daniel .....	\$1,050.00
Norton	Jane .....	\$84,613.02
O'Connell	Matthew .....	\$60,400.08
O'Connor	Kelly .....	\$25,433.34
O'Leary	John .....	\$43,565.56
O'Leary	Justin .....	\$7,549.00
O'Leary	Kathryn .....	\$3,075.00
O'Loughlin	Constance .....	\$9,978.19
O'Malley	Laura .....	\$54,575.26

<u>Last Name</u>	<u>First Name</u>	<u>Salary</u>	<u>Last Name</u>	<u>First Name</u>	<u>Salary</u>
O'Shaughnessy	Dena .....	\$19,369.40	Rodriguez	Joanne .....	\$22,560.10
Odell	Eileen .....	\$6,058.83	Rogers, Jr.	Alfred .....	\$81,676.14
Odierna	Michelle .....	\$59,219.60	Rolfe	Susan .....	\$2,750.94
Oldach	Mary .....	\$53,424.02	Ross	Carolyn .....	\$50,439.12
Oleson	Norann .....	\$13,506.00	Rostas-watt	Hilary .....	\$21,017.00
Ottaviani III	Louis .....	\$29,040.04	Roughan	Emily .....	\$44,136.04
Packer	Emilie .....	\$72,488.02	Rufo	Lynne .....	\$84,294.10
Page	Julia .....	\$56,137.12	Ryder	Beth .....	\$33,043.68
Page	Maureen .....	\$32,077.81	Salmonsens	Lauren .....	\$1,330.00
Palermo	Jay Marie .....	\$19,930.50	Samansky	Connie .....	\$1,537.50
Palmer	Melanie .....	\$16,091.27	Sanborn	Mark .....	\$1,335.84
Panetta	Doris .....	\$10,232.23	Sanford	Timothy .....	\$60,562.58
Pappas	Maria .....	\$2,925.00	Santos	Kristen .....	\$79,028.04
Paquette	Richard .....	\$75,163.06	Santucci	Frances .....	\$27,190.82
Paradis	Joseph .....	\$45,284.78	Savage	Jordana .....	\$72,088.02
Parker	John .....	\$71,988.02	Savell	Alexandria .....	\$910.00
Parson	Jennifer .....	\$107,825.12	Savell	Maria .....	\$57,480.12
Patterson	Sarah .....	\$57,757.18	Sawyer	Garrett .....	\$75,609.94
Pavletic	Adria .....	\$1,738.73	Schartner	Kristen .....	\$63,598.96
Pearson	Kelli .....	\$73,588.12	Schatz	Cara .....	\$342.00
Pelgrin	Mary .....	\$4,537.50	Schiloski	Phillip .....	\$40,328.28
Pelletier	Jennifer .....	\$11,939.42	Schreffler	Janice .....	\$72,952.10
Pendleton	Pamela .....	\$83,344.10	Schwerzler	Denise .....	\$210.00
Perry	David .....	\$42,045.55	Scott	Carrie .....	\$56,686.52
Peverill-Conti	Wendy .....	\$12,370.84	Searles	Daniel .....	\$32,552.94
Phelan	John .....	\$177,237.48	Seater	Jessica .....	\$62,963.18
Pickens	Kelly .....	\$50,652.14	Seaver	Christopher .....	\$7,797.84
Picozza	Linda .....	\$175.00	Segars	Sally-ann .....	\$88,952.92
Pinto	Debra .....	\$80,113.02	Serocki	Sharon .....	\$20,176.18
Piquard	Kimberly .....	\$30,335.68	Sexton	Deborah .....	\$8,777.34
Pires	April .....	\$63,478.89	Shaughnessy	Nancy .....	\$79,322.90
Place	Stacey .....	\$73,292.98	Shea	Christopher .....	\$85,153.04
Plunkett	Donna .....	\$9,099.78	Shea	Jayne .....	\$57,276.45
Polansky	Lauren .....	\$69,323.44	Shea	Maura .....	\$1,225.00
Porter	Allon .....	\$22,365.76	Sheahan	Paul .....	\$4,065.00
Porter	Ellenore .....	\$2,737.50	Sheckman	Bryan .....	\$41,300.70
Potter	Dianne .....	\$53,388.38	Sheehan	Patricia .....	\$10,769.45
Powers	Phillip .....	\$2,432.00	Sheelen	Janeen .....	\$60,175.08
Prescott	Mary .....	\$3,292.00	Shenson	Gayle .....	\$56,506.22
Preseau	Dawn .....	\$27,612.27	Shevory	Leanne .....	\$20,532.29
Prior	Leslie .....	\$84,419.10	Shire	Charlotte .....	\$65,547.56
Puglisi	Barbara .....	\$84,394.10	Shwayder	Deanna .....	\$2,995.35
Pulnik	Kimberly .....	\$84,999.98	Siegel	Rachel .....	\$67,885.95
Purdy	David .....	\$77,240.84	Silva-terral	Gisela .....	\$2,065.00
Rainey	Ann .....	\$59,191.92	Silver	Ilene .....	\$113,373.00
Ramirez	Elizabeth .....	\$6,736.84	Simoes	Stephen .....	\$86,142.10
Rand	Mauri .....	\$902.68	Sloan	Noreen .....	\$42,900.41
Reynolds	Beth-Ann .....	\$7,735.00	Smith	Erica .....	\$66,673.21
Ripley	Lisa .....	\$24,146.87	Smith	Heather .....	\$74,234.53
Robbins	Janet .....	\$17,496.06	Smith	Jennifer .....	\$64,412.54
Roberts	Charlene .....	\$40,757.27	Smith	Lynda .....	\$19,171.52
Roberts	Janice .....	\$35.28	Smyth	Elizabeth .....	\$72,088.02
Roberts	Maxine .....	\$80,338.02	Snow	Christine .....	\$6,186.80
Robinson	Catherine .....	\$67,565.12	Snyder	Stephanie .....	\$46,067.06
Roche	Jane .....	\$8,000.00	Sommerhalter	Lorraine .....	\$20,741.76
Rockwood	Charles .....	\$44,951.60	Speroni	Nanci .....	\$7,180.23

<u>Last Name</u>	<u>First Name</u>	<u>Salary</u>
St. George	Bethany .....	\$71,237.08
Staples	Louisa .....	\$84,244.10
Staring	Kerri .....	\$19,636.09
Starr	Martha .....	\$119,800.98
Steedman	Lisa .....	\$385.00
Stefancik	Janene .....	\$69,016.12
Stein	Rona .....	\$71,619.64
Stickney	Mark .....	\$7,549.00
Stock	Randle .....	\$3,097.00
Stone	Myah .....	\$69,760.81
Strangfeld	Marian .....	\$88,569.10
Strefling	Suzanne .....	\$45,867.62
Strickland	Michael .....	\$140.00
Strickland	Susan .....	\$18,492.46
Stymiest	Sandra .....	\$73,814.60
Sullivan	Kimberly .....	\$74,027.10
Sullivan	Michael .....	\$78,661.54
Swiderski	Richard .....	\$10,348.80
Talvy	Barbara .....	\$6,700.92
Tangredi	Paula .....	\$69,702.10
Tapper	Helen .....	\$1,237.50
Tarbi	Katherine .....	\$71,845.12
Taylor	Trevor .....	\$55,903.10
Terranova	Laura .....	\$51,518.70
Terry	Karen .....	\$4,646.00
Tetrault	Christine .....	\$41,392.72
Thiel	Laura .....	\$24,275.98
Thompson	Jo Ann .....	\$83,084.10
Thompson	Martha .....	\$10,454.00
Tibbo	Denise .....	\$1,049.35
Tomlinson	Patricia .....	\$1,716.12
Torilli	Peter .....	\$81,474.04
Tortorella	Cara .....	\$82,969.10
Towner	Roderick .....	\$16,202.53
Traversi	Kristyn .....	\$49,579.58
Tremblay	Maribeth .....	\$74,877.38
Tremblay	Robert .....	\$43,085.48
Tuite	Meredith .....	\$2,674.25
Turbide	Liselot .....	\$27,661.91
Umina	Diana .....	\$23,810.30
Umina	Michael .....	\$3,600.00
Van	Christine .....	\$140.00
Van Dam	Anne .....	\$70,085.08
Vanderpool	Claudia .....	\$270.00
Verra	Keith .....	\$95,541.82
Vieira	Maria .....	\$153.72
Vintinner	Patricia .....	\$59,111.68

<u>Last Name</u>	<u>First Name</u>	<u>Salary</u>
Von Rosenvinge	Valerie .....	\$81,278.83
Vorce	Audrey .....	\$36,370.14
Vorrasi	Linda .....	\$78,983.12
Vumbaca	Jeanne .....	\$21,095.78
Wach	Kimberly .....	\$2,450.88
Wagoner	Betsy .....	\$23,077.56
Walker	Christopher .....	\$945.00
Warren	Nancy .....	\$5,775.00
Waters	Harry .....	\$2,338.03
Webb	Jean .....	\$40,870.68
Webster	Jason .....	\$79,357.72
Weiner	Patricia .....	\$2,612.50
Weiss	Megan .....	\$50,916.62
Welch	Diane .....	\$62,532.10
Weldon	Elizabeth .....	\$63,310.06
Welle Malone	Lisa .....	\$68,724.02
Welsh	Gail .....	\$1,009.42
West	Deborah .....	\$4,065.00
White	Maura .....	\$12,623.08
White	Robert .....	\$46,079.56
White	Robert .....	\$77,413.18
Wiggin	Margaret .....	\$20,071.73
Wilander	Mike .....	\$66,654.08
Wilkie	Kelly .....	\$63,042.71
Williams	Joseph .....	\$66,506.58
Williams	Sara .....	\$53,403.64
Williams	Sharon .....	\$51,454.00
Williamson	Rebecca .....	\$65,283.33
Wills	Mindy .....	\$280.00
Wilson	Amy .....	\$70,676.78
Woelflein	Elizabeth .....	\$840.00
Woodruff	Heather .....	\$41,695.68
Woods	Heidi .....	\$61,085.92
Woodward	Mary .....	\$45,673.18
Worrell	Sterling .....	\$82,763.02
Wright	Deborah .....	\$4,675.00
Wright	Jaime .....	\$350.00
Wright	Paul .....	\$50,939.42
Wurster	Kristen .....	\$70,073.73
Yankauskas-Flynn	Julie .....	\$5,596.00
Yavarow	Steven .....	\$95,669.10
Yeslow-Finn	Lynn .....	\$210.00
Zaccaro	Pamela .....	\$21,082.88
Zakar	Linda .....	\$77,296.52
Zaniboni	Amy .....	\$63,951.86
Zeno	Monica .....	\$56,367.00

**FY09 Annual School Salaries ..... \$26,509,585.18**

# South Middlesex Regional Vocational School Committee

## (Joseph P. Keefe Regional Vocational Technical School)

This annual report is submitted by the members of the School Committee of the **South Middlesex Regional Vocational Technical School** in compliance with the provisions of the Agreement among the towns of Ashland, Framingham, Holliston, Hopkinton and Natick.

As in recent past reports, this Report discusses from the perspective of the Committee the principal items with which the Committee was concerned during the year. It is a representative account of matters solely within the policy making authority of the Committee and also of matters which the Superintendent/Director brought before the Committee for information and consultation. For greater detail and discussion the reader should read the extended minutes of Committee meetings and the attachments thereto which are available at the School office.

The Committee acknowledges with great appreciation the service of its Business Manager, Leslie Lesperance. Ms Lesperance began her career at the school as a Computer Instructor in 1977 and earned advancement through a variety of responsible positions in which she rendered invaluable support and guidance to a succession of Superintendents and School Committees. Ms Lesperance's retirement became effective July 31, 2009.

The Committee also noted the retirement of a number of long term employees including Ms. Eileen Katz, Cafeteria Worker 25 years; Virginia Slep, English Teacher, 25 years; Mr. Benton Phelps, Information Technology Teacher, 30 years; and Gayle Vigeant, Academic Coordinator, 36 years.

The Committee reorganized on June 1, 2009 with the following officers being elected unanimously:

Chair: Nelson Goldin.  
Vice-Chair: Tassos Filledes  
Secretary: Linda Fobes  
Treasurer: Jack Keating  
Assistant Treasurer: Lawrence Cooper

Mid-year the Committee welcomed a new member, Ms Michelle Gates, who is also a Selectman of the Town of Hopkinton.

The balance of this report presents a summary of the discussion and actions of the Committee on a num-

ber of the important matters brought before the Committee for advice or action.

### Our 2009 Graduates

Superintendent/Director Jim Lynch reported on the post-Keefe activities of graduates in the Class of 2009:

40%	received acceptances to two year colleges
19%	received acceptances to four year colleges
28%	secured work related to their trade
8%	secured work un-related to their trade
5%	enlisted in the military
100%	

### Curriculum Innovations

The Committee approved the designation of its Small Business Management course as a graduation requirement for all students beginning with the 2009/2010 academic year. This important course uses computer technology to create comprehensive business plans and culminates in a business plan competition. It is designed to be of practical use to students who would like to apply their career-technical skills to the management and business operation of their own small business enterprises.

Under the leadership of Principal Canali the school initiated a Youth Leadership Program under the sponsorship of Toastmasters International. The program is advised by Dr. Howard Rivenson who is a Past District Governor of Toastmasters District 31 and a lecturer at the Harvard School of Public Health. The program is designed to enable high school teenagers to better understand and participate in collective action through the democratic process.

### School Finances and Budget

The Committee reviewed the recommendation of its budget Sub-committee, under the leadership of Natick representative Dr. Stephen Kane, and approved a preliminary budget for the Fiscal Year July 1, 2009 through June 30, 2010 of \$15,401,467, an increase of only 1.01 percent over the prior year's budget. This budget was developed so as to be consistent with the financial constraints confronting each of our member districts. The Committee is also mindful of the high percentage of students who rely on the free or reduced lunch fee program and the impact on the educational experience of those students that would result from charging fees for athletic participation.

Subsequent savings in the health premium expense (see Personnel Administration below) reduced the budget to \$15,228,709.

In April the Committee finalized its budget request to the member communities by further reducing expenses and by increasing the local credits by \$10,000 received from building rentals. These changes reduced the amount to be assessed to member communities in the 2009/2010 budget below the prior year's budget by one-half of one percent. These reductions were accomplished despite the non-receipt of any federal stimulus funds and a reduction by the state in regional transportation funding, a key element in the viability of regional school districts and contrary to the state's policy to support regionalization.

The District's operating budget for the Fiscal Year ending June 31, 2010 will be supplemented with no additional charges to the member communities by a combination of federal and state grants totaling approximately \$880,000.

The assessment allocated annually to each member community is based upon the number of students enrolled from each town as of October 1 of the prior year. The enrollment of "indistrict" students as of October 1, 2009 increased by 22 students over the prior year. The percentage of students from Framingham decreased slightly with Natick and the other towns increasing their representation.

The Superintendent/Director and the Principal made budget presentations to the Finance Committees of each of the member communities and received their support for the proposed budget and assessments at each annual town meeting.

At the request of the Committee the Business Manager and the Superintendent/ Director have developed a monthly report enabling the Committee to better track transfers within and between budget line items that are either within the discretion of the Superintendent/Director or require Committee approval.

Upon the expiration of the prior school bus contract competitive bids were solicited for a three year contract. For the first time in recent years two bids were received. Upon presentation of the bids to the Committee, some clarification was required. Both bids were rejected and the contract rebid. Again two bids were received, and M.J. Connolly & Sons, Inc. was awarded the contract on the basis of low bids on both the three year base element and the optional two year extension.

#### **Other Post Employment Benefits Trust Fund (OPEB)**

The Committee explored the ways in which it, and the member communities, is planning to meet the requirements of the General Accounting Standards Board that local governmental units reflect in their financial

statements the amount of their liability for unfunded post employment benefits other than pensions. Final action to create the Trust Fund will await development and review of a standardized legislative model. At present, there is no requirement that governmental bodies appropriate money in their operating budgets to begin to fund that liability.

#### **Community Engagement**

The Committee agreed to amend the agreement with the Town of Framingham relating to the construction of the sewer pump station at the side line of Winter Street. Some additional area will be added to the easement and the amount to be paid by the Town for the easement was set at \$5,575, a compromise between the two appraisals obtained by the Town and the District, thereby avoiding unnecessary controversy and possible litigation.

The 2008/2009 House Building Project at 264 Elm Street, Framingham provided hands on experience for Keefe students in the carpentry, plumbing and electrical shops..

Students in the Health Care Careers and Culinary Arts vocations received commendations for assisting the professional staff of the Framingham Board of Health in conducting its Heart Forum 2009.

Keefe's unique summer camp operated successfully with nearly 500 children from neighboring communities. The camp, under the direction of Chris Kane, Keefe's athletic director, combines a look at a career oriented education with opportunities for traditional summer camp sports. Scholarships were available for students from Keefe's member communities. Campers are offered a variety of vocational workshop experiences in of the sort that they will experience when they elect Keefe as their high school of choice.

The Committee, at the suggestion of the Chair, Nelson Goldin, considered his proposal to change the name of the school district to include the term "MetroWest" to better reflect the area in which the district is located and to eliminate the reference to "high school" resulting in a name such as MetroWest Technical School. This proposal would acknowledge the possibility of adding two or more years of further educational opportunity and the awarding of Associate degrees in some vocational programs. Upon the recommendation of the student body and staff, and upon the persistent urging of the several sports teams, male and female, that wear the image and name of Keefe's long time symbolic mascot, the unicorn, the Committee approved the adoption of the name and character "BRONCOS" for use on uniforms and other appropriate displays.

The Culinary Arts Department provided its award winning clam chowder for Framingham's Miriam McCarthy School's annual Pumpkin Fair.

## **Administration**

With the enthusiastic support of Superintendent Lynch the Committee initiated a new comprehensive process for the review and evaluation of his performance. The new process was developed jointly by the Superintendent/Director and a Sub-committee consisting of Dr. Stephen Kane, Ms Linda Fobes, Mr. A.J. Mulvey and Dr. Esther Hopkins with Mr. Michael Rossi as chair. The process depends upon the establishment by mutual consent of goals for the year with each goal having defined objectives against which progress can be measured during the course of the year. The evaluation also covers specific personal qualities deemed by the Committee to be important to successful performance. An interim evaluation was conducted during the February/March with the results being compiled and shared with the Superintendent/Director, the Committee members and the public. The Committee and the Superintendent/Director support the notion that the entire process, including individual members' comments and evaluations, written and oral, should be open and transparent as required by law.

Pursuant to the new evaluation procedure the Superintendent/Director submitted to the December meeting a proposal for new goals for the year 2009-2010. In recognition of the desirability of having more complete data on which to base the performance evaluation it was suggested that the goal setting and performance evaluation cycle be shifted from July 1 to October 1. The proposed goals were referred to a reconstituted Superintendent Evaluation Sub-Committee for review and comment.

## **School and Student Safety and Security**

In January, the Department of Elementary and Secondary Education commended the District for the progress it has made in correcting all safety hazards that had been identified during a safety inspection conducted by the Department of Labor in March 2008. The commendation followed a re-inspection on January 22, 2009.

The Committee authorized the application of available funds to replace the dust collector apparatus in the Carpentry Shop. The work project was submitted for competitive bidding and a contract awarded in the amount of \$223,000.

In May, the District's security plan encompassing emergency, fire or catastrophic event planning and procedures was completely reviewed and revised under the leadership of Principal Canali. The plan is coordinated with the departments of the Town of Framingham responsible for emergency responses and includes provisions for school crisis response and security teams. Faculty, staff and students were informed of their respective responsibilities under the revised plan. Practice drills in coordination with the Framingham police and fire departments have been held. Initial elements of security equipment have been installed and practice procedures are ongoing.

The Committee at its August meeting considered a presentation by Robert Edwards of Framingham relating to the risks and serious consequences of concussion injuries sustained in high school sports. He proposed that the District adopt a sports concussion program that would require medical approval before students who had sustained a concussion are permitted to resume participation in contact sports. The Committee noted the importance of the subject and agreed to look further into the matter and to solicit the comments of the Massachusetts Interscholastic Athletic Association.

Shortly after the reopening of school there were reports of adverse skin reactions to several students using the swimming pool that had been drained and regouted as is customary during the summer months. Upon investigation and in compliance with the suggestion of the Framingham Board of Health the pool was drained, the walls washed and refilled in order to correct the problem. The pool was reopened without further incident and with only limited disruption to the scheduled use of the pool.

## **Siemens' Energy Conservation Project**

The administration and the School Committee's Energy Sub-committee established a protocol for regularly monitoring the energy conservation and cost savings realized by the Siemens' project. The Committee will receive periodic certifications that the project continues to meet its performance and financial guarantees.

## **Personnel Administration**

The Keefe Health Insurance Advisory Committee reviewed the health insurance options available through the Massachusetts Interlocal Insurance Association plan in which Keefe now participates. Changes to the plan were approved to take effect on July 1, 2009 and are estimated to reduce costs for both the employees and the district. District savings are estimated to be approximately \$33,000 at current rates of enrollment.

The Superintendent/Director established a Business Manager Search Committee which included Committee members, Rossi, Fobes and Knowles. A new job description and list of duties was created jointly by the Superintendent/Director and the former Business Manager. The position was advertised and posted with approximately 20 applications being received. The position was filled on May 11 by the appointment of Ms. Kirsteen Leveille who had served for 13 years in the District Business Office of Blackstone Valley Vocational Regional School District, a district with 13 member towns, 1,100 students and an operating budget of \$18.5 million dollars. Ms. Leveille began her employment as Business Manager and Procurement Officer on August 1<sup>st</sup>, 2009.

## **Continuing Education Program**

The District entered its 36<sup>th</sup> year of offering night classes to members of the community in a program of courses that attract approximately 2,500 students each

semester. The program which is under the direction of James Callanan, Coordinator of Adult Education has added certifications for nursing assistants to meet the MetroWest area's need for those professions and has expanded its range of Microsoft computer certifications in popular business programs.

### **Student Achievements**

Twenty-eight Keefe Students participated in the Business Professionals of America (BPA) Conferences in March and May 2009. BPA is a national co-curricular career and technical organization for high school, middle school and college students who are preparing for careers in business and information technology. Eleven of the students won seventeen competitive awards in areas that included Network Design, Administrative Support, Advanced Word Processing Skills and PC Servicing and Troubleshooting.

In April, Keefe horticultural and landscaping students won medals at the Future Farmers of America State Convention. Medals were awarded in categories for Environmental Science and a research project study of the longhorn beetle.

The Committee reviewed with the Superintendent/Director the 2009 Adequate Yearly Progress data compiled by the Department of Elementary & Secondary Education. Determination of AYP is based on a comparison of the achievement levels of Keefe students on the English Language Arts and Mathematics sections of the MCAS tests at the Grade 10 level for 2008 and 2009. To make Adequate Yearly Progress in 2009 at least 95% of the students in a student sub-group (such as Limited English Proficient or Low Income) must participate and meet either (at the option of the school) the state's 2009 performance target for the subject or the sub-group's own 2009 improvement target and meet an attendance or graduation requirement.

The 2009 compilation indicates that although Keefe students met the participation and graduation requirements in all student sub-groups, not all subgroups met the DESE's improvement requirements based upon the prior year's performance. In 2008 all sub-groups had achieved AYP.

The Committee considered at length the likely reasons for the insufficient AYP and remedial steps that may be taken. These include recognizing and overcoming deficiencies that can be identified in students 8<sup>th</sup> Grade scores, and improving students' abilities to read analytically, to draw inferences from written material, and to respond to the sort of questions MCAS tests present. It was suggested that the administration review the MCAS test questions and student scores to identify the types of questions that appear to be most troublesome for our students with a report to be provided at a later date.

### **Special Education Parent Advisory Council**

In May, the Committee was visited by four members of the Special Education Parent Advisory Council, a state mandated school-wide volunteer organization. This Council serves as a resource and advisor to parents and guardians of children with special needs. It also serves to bring to the attention of the administration concerns and recommendations for supporting special needs students.

### **School Improvement Plan**

The Committee reviewed and approved on June 25, 2009 the 2009-2010 School Improvement Plan. Under state law the plan originates with the School Council which consists of community members, parents, students and faculty. The plan deals with: School Safety, Climate and Facilities; Curriculum, Instruction and Assessment; Community Partnerships & Communications; Performance Evaluation; and Professional Development. Overall, the plan establishes goals to be achieved during the plan year in each category and methods of assessing progress toward those goals. The major themes of the plan include achieving higher levels of proficiency in MCAS results; expanding programs to promote a more positive image of the school and its advantages; increasing use of data to assess the effectiveness of existing methods, programs and practices, and providing additional professional development opportunities for faculty and staff.

*Respectfully submitted,*

### ***SOUTH MIDDLESEX REGIONAL VOCATIONAL SCHOOL COMMITTEE***

#### **ASHLAND**

*Edward Burman  
William N. Gaine, Jr.*

#### **FRAMINGHAM**

*Nelson Goldin  
Michael Rossi  
John Kahn  
Linda Fobes  
James Cameau  
A.J. Mulvey  
Dr. Esther Hopkins  
Larry Cooper*

#### **HOPKINTON**

*Ruth Knowles  
Michelle Gates*

#### **HOLLISTON**

*Richard Lanoue  
Yvonne Giargiari*

#### **NATICK**

*Dr. Stephen Kane  
Tassos Filledes*

# South West Advisory Planning Committee

*Bellingham, Dover, Franklin, Hopkinton, Medway, Milford, Millis, Norfolk, Sherborn and Wrentham*

During 2009, the SWAP subregion municipal representatives participated in 9 meetings to discuss and take action on issues of mutual interest from community development to transportation planning. SWAP provided input to MAPC regarding proposed state legislation, transportation funding, and components of the regional plan. SWAP heard presentations related to federal Energy Efficiency Block Grants, District Local Technical Assistance grants, the Community Transportation Technical Assistance program, and the Green Communities Act funding for which SWAP communities were eli-

gible SWAP hosted discussions for community leaders to learn about ongoing water conservation and re-use activities in the region, to hear about how existing and proposed partnerships between communities can save costs and enable expanded municipal services, and to provide input to an ongoing study of Route 126 from Bellingham to Framingham.

SWAP will continue the above efforts during the upcoming year. In addition, SWAP will be working with the MetroWest Growth Management Committee to host discussions on the inter-municipal implications of potential casino development in the I-495 area.

## Sustainable Green Committee

### Mission Statement

The mission of the Hopkinton Sustainable Green Committee is to promote sustainable and environmentally responsible practices in the Town of Hopkinton. The Committee will assist town government, businesses and residents to implement sustainable policies and practices in the areas of energy, agriculture, conservation and commerce. The Committee will increase the public's awareness of important environmental issues through education and outreach. By fostering environmentally friendly practices in Hopkinton, the Committee aims to enhance the quality of life for our residents, visitors and future generations.

For 2009, the HSGC accomplished the following:

- A town-wide Green Up Day with the participation of over a dozen local organizations and over 100 residents. This was coordinated with the HPD and utilized labor from the MA Department of Corrections. Over 3 tons of trash was collected.
- Promotion of the Green Communities Act. The HSGC worked with the Town Manager, the BOS, and the MA DOER Green Communities division to apply for technical assistance. Through these efforts Hopkinton agreed to work towards five criteria set by the DOER and was awarded a grant for technical assistance to meet them. This could make Hopkinton eligible for more grants in the future.

- Community outreach efforts were made at the Boston Marathon as well as the Hopkinton Polyarts. The HSGC had a staffed booth and distributed information on sustainable products, NSTAR initiatives and encouraged participation in the Committee.
- Member Tom Dawson (LEED Certified Architect) presented at the Women's Club Go Green Event on energy consumption and the environmental effects.
- The HSGC worked with the Planning Director, Parks and Recreation and the Library Director to utilize grant money for the installation of bike racks at Sandy Beach and the Library.
- The HSGC is continuing to work towards establishing a CSA (Community Sponsored Agriculture). Discussions with Legacy Farms and Weston Nurseries as possible locations have been encouraging.
- Presentation to the Planning Board on LEED (Leadership in Energy and Environmental Design) rated construction. The presentation included information on ROI and the occupation of LEED buildings during the recession.

### Goals for 2010

- Establish a location for a CSA.
- Continue working towards the Green Communities Criteria.
- Work with the Planning Director to prioritize beneficial sustainable building practices.
- "Green Summit" Coordinate with other community groups.

- "Green Forum" community outreach on winterizing and energy conservation coordinated with the MA DOER, NSATR, Gro-Solar and local vendors.

*Respectfully submitted,*

*John Mosher, Chairman  
Ria McNamara, Vice Chair  
Scott Richardson, Treasurer  
Aubrey Doyle, Secretary  
Shawn Collins*

## Tax Relief Committee

The Hopkinton Tax Relief Committee oversees the Hopkinton Elderly and Disabled Tax Relief Fund. The Fund was established in 1998 to provide financial assistance to needy residents in the payment of their real estate taxes. The Fund is supported solely by donations from generous Hopkinton residents and organizations. Since its formation, tax relief distributions approximating \$88,000 have been made. Annual receipts have not kept pace with distributions in recent years and this has resulted in the diminution of the Fund balance and a corresponding reduction in the amount of tax relief distributions.

Donations are always needed and would be gratefully accepted. The typical donation has been \$10 - \$20. Checks should be made payable to the Town of Hopkinton, Elderly and Disabled Tax Relief Fund, and forwarded to the Town Treasurer.

*Respectfully submitted,*

*Teresa Rice, Chairperson  
Dr. John Duff  
Maureen Dwinneil  
Nancy Haines  
John Palmer*

# Town Clerk

This annual comment is being opened with a heavy heart since the Assistant Town Clerk, of many years, Mrs. Maxine Adams, decided to retire. Since 1971, Mrs. Adams has been a hardworking and dedicated member of this office. Mrs. Adams' knowledge, skills, kind and sharing attitude set the tone in this office. The staff in this office has always received positive feedback for our efficient ability to assist other departments and the general public because we have all been expertly trained by Maxine. We have been fortunate to have worked with her as she shared her gift of a quiet consistent cooperative manner. The core of this office has been disrupted, but we will move on because Maxine would do the same. Thank you Maxine from the bottom of my heart and from all those who you have so kindly assisted for so many years.

We are getting use to another shift in staff with the added departure of Theresa Nealon. Terry had been a faithful office clerk since 1999. Terry shared her corporate skills that have proven to be most helpful and will provide long range benefits to this office. After many years of Terry sharing her genuine concern and affection for so many people in the Town Hall, she too decided to complete her retirement plans.. Kathleen Kearns is still working very hard as the office clerk and has been a very dependable and an experienced aide. Deborah AP Holbrook was hired and appointed as Assistant Town Clerk in July. Deb is very skillful and brings many customer service talents to the position.

The office was quite busy with extra election duties because of the December Special State Primary

and the preparation for the Special Election that followed. The staff deserves extra praise for the time and energy they had to put into the amount of work that has been handled by this office. The office took on the responsibility for the building archives, the extra election and the in-house processing of the annual street listing all at the same time. It is hard to fathom any more changes. But, we all know change is inevitable. No matter what, the residents of Hopkinton will continue to be well served by this office.

## **BIRTHS**

Completed returns of 2008 births .....	133
Returns of births to date for 2009 .....	119

## **DEATHS**

Completed returns of 2008 deaths .....	70
Returns of 2009 death records .....	66

## **MARRIAGES**

There were 53 marriage licenses issued in 2009.

## **DOG LICENSES**

Male/Female Licenses .....	1,752
Four-dog Kennels .....	18
Five-dog Kennels and over .....	6

## **FISH AND GAME LICENSES**

Fishing, Hunting, Sporting .....	205
Archery Stamps .....	11
Primitive Firearms Stamps .....	8
Waterfowl Stamps .....	0
Wildlife Conservation Stamps .....	216

# Town Salaries 2009

<u>Last Name</u>	<u>First Name</u>	<u>Total Gross</u>	<u>Last Name</u>	<u>First Name</u>	<u>Total Gross</u>
Adams	Maxine .....	\$54,123.96	Curtin	Michael .....	\$1,805.52
Adelman	David .....	\$5,970.73	Dabritz	Charles .....	\$20,958.90
Aghababian	Elizabeth .....	\$875.00	Danahy	James .....	\$692.30
Alexander	Brian .....	\$2,751.52	Danahy	Nicholas .....	\$737.45
Alexander	Toni .....	\$35,823.35	Daugherty	Gary .....	\$78,745.67
Allessio	Judith .....	\$22,710.70	Daugherty	Gary .....	\$85,650.80
Almy	Sally .....	\$32,764.26	Degroot	Maryrose .....	\$67,456.01
Arena	Joseph .....	\$53,797.35	Deraad	Meaghan .....	\$54,997.45
Armstrong Jr.	David .....	\$55,276.92	Deboer	Gregg .....	\$111,402.23
Bailey	Matthew .....	\$83,246.42	Deneen	Donna .....	\$112.00
Bannon	Annika .....	\$170.36	Dibona	Paul .....	\$6,587.90
Bannon	Joan .....	\$11,419.67	Dineen	Joanne .....	\$36,291.85
Bannon	Keelin .....	\$564.44	Drawe	Nancy .....	\$116.00
Bannon	Mallory .....	\$729.80	Dwinnell	Maureen .....	\$79,576.19
Baratta	Helen .....	\$112.00	Eastman	Julie .....	\$42,232.84
Baratta	Pasquale .....	\$136.05	Elder	Thomas .....	\$1,959.26
Bartlett	Robert .....	\$12,148.80	Engstrom	Colin .....	\$2,431.66
Bates	Daniel .....	\$66,531.24	Fayard	Robert .....	\$3,129.01
Bellacqua	Michael .....	\$56,678.31	Flannery	Richard .....	\$99,900.26
Bendiak	Patricia .....	\$9,058.24	Frederick	James .....	\$68,646.73
Bennett	Daniel .....	\$638.00	Fredette	Michael .....	\$66,018.08
Bennett	Joseph .....	\$87,079.54	Gallagher	Nia .....	\$16,948.37
Bernier	John .....	\$48,645.99	Gaucher	John .....	\$98,968.30
Berthelette	Gerard .....	\$61,100.22	Gentilotti	Brenda .....	\$2,188.92
Bisazza	Brian .....	\$863.28	Gleason	Paul .....	\$13,864.44
Boass	Susan .....	\$120.00	Gogan	Matthew .....	\$61,994.17
Bransfield	Peter .....	\$714.66	Golden	John .....	\$3,051.84
Brennan	Timothy .....	\$91,936.14	Gonzalez Jr.	Luis .....	\$48,369.74
Brodeur	Michelle .....	\$36,264.42	Goodwin	F. Philip .....	\$279.50
Bronder	Carol .....	\$15,228.52	Gorman	Thomas .....	\$9,065.61
Brooks	Evan .....	\$31,045.72	Gosselin	James .....	\$74,301.58
Brown	Alexandra .....	\$101.49	Gradie	Grace .....	\$366.40
Brown	Mary .....	\$8,189.59	Griffin	Thomas .....	\$75,467.50
Buckley	Stephen .....	\$96,245.62	Gross	Patrick .....	\$95,515.92
Burchard	William .....	\$95,534.34	Haines	Darlene .....	\$1,833.00
Burnham-Fay	Elise .....	\$1,690.34	Halterman	Helena .....	\$2,951.26
Bushway	Robert .....	\$79,176.15	Hamilton	Brent .....	\$30.10
Byrne	Patricia .....	\$116.00	Hamilton	Michael .....	\$9,307.00
Campbell	Jacob .....	\$82,721.98	Hamilton	Seth .....	\$2,008.10
Carey	William .....	\$231.27	Harris	Carl .....	\$75,920.14
Carey	William .....	\$1,822.50	Healy	Timothy .....	\$75,811.41
Caron	Robert .....	\$60,287.17	Helmuth	Patricia .....	\$42,137.60
Carty	Eric .....	\$81,448.89	Hendrickson	Diane .....	\$32,740.69
Carver	Mary .....	\$42,948.00	Hickey	Brian .....	\$172.00
Champney	Robert .....	\$13,607.00	Hicks Jr.	Edward .....	\$22,113.90
Charleston	Benjamin .....	\$1,933.86	Higgins	Linda .....	\$92,725.69
Chesmore	Cynthia .....	\$36,897.72	Holbrook	Deborah .....	\$407.20
Choi	Gabriella .....	\$2,546.22	Holland	Geraldine .....	\$61,856.04
Clark	Francis .....	\$70,022.26	Hunter	Sara .....	\$10,139.48
Clark	Joseph .....	\$5,975.60	Hussain	Rownak .....	\$70,331.48
Clark	Paul .....	\$97,600.96	Iadarola	Steven .....	\$2,083.01
Clark	Robert .....	\$79,161.72	Irvin	Thomas .....	\$131,115.22
Click	Ann .....	\$62,034.87	Jurasek	Scott .....	\$80,136.24
Collins	Elaina .....	\$1,694.76	Kadlik	Charles .....	\$74,124.32
Collins	James .....	\$1,008.35	Kearns	Kathleen .....	\$17,278.02
Connelly	Linda .....	\$15,389.72	Keefe	Judith .....	\$42,537.60
Corcoran	Richard .....	\$59,378.37	Kelleher	Matthew .....	\$5,785.84
Culliton	Paul .....	\$27,418.00	Khumalo	Norman .....	\$2,758.62
Cunningham	Michael .....	\$2,380.58	Klein	Gail .....	\$1,718.19
Currin	Shane .....	\$346.26	Kofron	Denise .....	\$46,793.36

<u>Last Name</u>	<u>First Name</u>	<u>Total Gross</u>	<u>Last Name</u>	<u>First Name</u>	<u>Total Gross</u>
Kruger	Heidi	\$87,391.91	Powell	Daniel	\$11,794.77
Krilovich	Jacob	\$1,590.41	Powers	Phillip	\$105,008.22
Kumlin	Doris	\$116.00	Preite	Michael	\$17,116.43
Lavoie	Jacqueline	\$9,837.27	Prentiss	Bruce	\$52,523.98
Lavoie	Maureen	\$112.00	Prescott	Michael	\$81,716.24
Lazarus	Elaine	\$79,576.17	Proctor	William	\$21,077.33
Lee	Joyce	\$3,239.42	Pyne	Henry	\$28,170.09
Levine	Jackie	\$1,910.80	Pyne	Jeffrey	\$64,042.07
Lewis III	Douglas	\$65,570.12	Rathburn-Goodman	Jane	\$4,414.25
Litchfield	John	\$329.34	Riano	Paul	\$56,231.34
Lohnes	Kyle	\$461.21	Robertson	Jean	\$84.00
Lombardi Jr	Alfonso	\$294.30	Robinson	George	\$21,855.46
Lukey	Clarence	\$833.85	Rogers	Anna	\$41,435.39
Lukey	James	\$53,800.91	Ryan	Judith	\$80.00
Lukey	William	\$75,598.68	Rybicki	Christina	\$8,102.08
Lynch	Cornelius	\$18,107.26	Sables	Joshua	\$1,268.45
Lynch	Timothy	\$13,710.15	Sakin	Louis	\$3,177.33
MacAdam	Donald	\$52,123.98	Sanborn	Jennifer	\$2,040.72
MacKay	Janet	\$49,401.82	Sanborn	Kelly	\$663.96
Mackin	William	\$16,086.54	Santucci	Robert	\$77,165.07
MacMillan	Jennifer	\$122.45	Scarlata	Jean	\$43,387.60
MacMillan	Richard	\$136.05	Schiloski	David	\$3,315.78
Main	Brian	\$98,968.34	Schiloski	Phillip	\$65,868.62
Main	Daniel	\$1,805.45	Schiloski	Richard	\$784.80
Mansir	Michael	\$79,176.15	Schiloski	Ryan	\$5,785.84
Mantenuto	Lauren	\$3,837.09	Schmidt	Carolyn	\$120.00
Marcy	Anne	\$192.00	Schmidt	Harold	\$136.05
Marshall	Susan	\$32,048.64	Seaholm	Jane	\$24,852.06
Mastroianni	Anthony	\$4,800.36	Sennott Jr.	Edward	\$16,165.12
McBride	Carol	\$112.00	Seymour	Norman	\$81,994.92
McCaffery	Rebecca	\$7,675.34	Shane	David	\$75,187.45
McCarthy	Steven	\$43,126.84	Sher	Elizabeth	\$42,137.60
McGill	Deric	\$6,880.00	Simard	Kurt	\$8,066.47
McIntyre	Kelli Anne	\$1,852.33	Slaman	Robert	\$580.50
McIntyre	Thomas	\$2,131.68	Slaman	Stephen	\$100,705.65
McLaughlin	Paul	\$54,066.57	Spinks	Thomas	\$2,168.01
McNeil	Matthew	\$101,825.07	Stewart	James	\$54,750.65
McIntyre	Thomas	\$15.05	Sullivan	Barbara	\$112.00
McLeod	Mary	\$32,732.15	Sutton	Michael	\$85,252.80
Miller	William	\$88,243.04	Swenson	Kenneth	\$57,480.66
Mongiat	Louis	\$65,295.12	Taylor	Jeanne	\$1,397.94
Moore	Charles	\$53,237.29	Torento	Frank	\$57,109.12
Moran	John	\$76,497.75	Torosian	Michael	\$993.30
Morningstar	Thomas	\$1,781.50	Travaglini	Louis	\$1,320.00
Morrissey	Mary	\$112.00	Troiano	Anthony	\$56,731.65
Murphy	Judith	\$44,842.36	Troupes	Marlene	\$26,518.34
Nealon	Theresa	\$19,020.93	Van Raalten	Scott	\$91,909.29
Nelson	David	\$1,220.26	Wallace	Charles	\$113,474.17
O'Brien	Helen	\$112.00	Wallace	Jacoba	\$43,540.60
O'Brien	Patrick	\$109,176.40	Walsh	Carol	\$252.60
O'Leary	Ellen	\$6,946.84	Warden	Jean	\$120.00
O'Loughlin	Constance	\$3,697.53	White	Frederick	\$134.40
O'Neil	Aaron	\$91,664.31	White	Lois	\$112.00
Olson	William	\$2,758.81	Wirtanen	Edward	\$65,672.78
Palitsch	John	\$144.00	Wright	Adina	\$24,946.28
Palmer	Marilyn	\$50,476.61	Wright	Edward	\$76,688.36
Phipps	Lawrence	\$41,464.74	Wright	Ellen	\$16,543.50
Piacentini	Andrew	\$1,373.40	Wright	Marjorie	\$105.99
Piorkowski	Kazimierz	\$77,199.66	Wright	Peter	\$57,729.60
Plucker	Joyce	\$112.00	Wright	Robert	\$55,266.17
Poirier	Thomas	\$74,283.84	Zawatski	Tom	\$196.20
Porter	John	\$88,433.69	Zereski	Peter	\$968.00

# Treasurer / Collector

To the Citizens of Hopkinton and the Honorable Board of Selectmen:

I would like to take this opportunity to thank my staff and all Boards, Committees, and Commissions for their support and co-operation during the past year.

In fiscal 2009, we moved forward with the Bulk Sale of Tax Liens. This made it possible to bring in additional revenue to the Town to help with the budget process. Hopkinton was the first Town in the Commonwealth to do this since the revision of the law in 2004. It is not something, I as the Treasurer feel good about having to do but at the same time I have to be fair to the citizens that pay their taxes. I have strived to reach out to these delinquent taxpayers and encourage them to try and make payment plans. The tax liens that have been sold are delinquents that have not contacted this office or if they do not follow through with their promises. This will be done every year so that we have 100% collection, the basis for our budget. We will continue to improve the services to the citizens of Hopkinton.

Our goals for the ensuing year are to implement online payments for both the School and the Town for all departmental receipts. We will be able to do this by utilizing the free online service provided to the citizens of Hopkinton as well as the Treasurer's office. We have implemented a web based software product for the

collection of all Town bills and will implement a web based payroll system for the Town and School that will provide efficiencies in the way we process payroll thus saving money for the Town. We will strive to maintain our AA rating by using financial planning and continue to increase our Stabilization and work towards a capital stabilization fund in order to decrease the amount the Town currently has to borrow for. We will maintain our record for collections, currently one of the highest in the State; continue to improve the technology, and even more to give good service to the citizens who provide the funds to do this.

Since we have outsourced the printing and mailing of our bills we have seen a significant amount of available time that now can be utilized by taking on all collections for School and Town and freeing up time in each department. This will make all collections of funds centralized in the Treasurer's office and reduce hours at the same time as a cost effective way to save money for the Town.

We will continue to strive at saving money for the Town by using the technology available to us.

*Respectfully submitted,*

*Maureen L. Dwinell,  
Treasurer/Collector*

# Veterans Celebration Committee

The Veterans Celebration Committee's charter is to honor those who have served in our Nation's military.

2009 was another successful year for the Veterans Celebration Committee.

Our monthly Taps Vigil ceremonies continued on the first Sunday of every month with a 7:15 pm moment of silence for all of our fallen Veterans. The moment of silence is accompanied by the playing of Taps.

The annual Memorial Day Parade was also a success as our attendance at this event continues to grow.

The Veterans Day Dinner was held at the Senior Center in order to accommodate our growing number of attendees at this event.

The highlight of the year was accepting the dedication of the new Town Gazebo. It was very well received by many of the Vets in town. We are looking forward to another good year in 2010.

# Veterans Services Department

Your local Veterans' Service Officer is committed to assist our needy veterans and dependents, with the same concern and compassion that the Commonwealth of Massachusetts Executive Office and the Massachusetts House and Senate had when aid and assistance programs for our veterans were first established in the Commonwealth in 1861.

Many reforms and changes have been made to improve the delivery of services. Today, with the continued support of the Commonwealth and its legislators, your Veterans' Service Officer is meeting the needs of our former service personnel.

Your Veterans' Service Officer administers many varied entitlement programs and for this reason, your local Department of Veterans' Services is considered a one-stop center.

In addition to the duties to aid, assist and advise, as stated in Chapter 115, Massachusetts General Law, your Veterans' Service Officer Counsels, files claims, and explores every avenue leading to the resources and revenue available for the veteran. The veteran or dependent of the veteran must be motivated to realize and be aware of his or her own assets. Where rehabilitation may be required, proper attention is given to that need, while treating the veteran or his dependent with dignity and courtesy. Our services to veterans and to their dependents are a record of which we are proud.

Your Veterans' Service Officer will continue to meet his responsibility to the taxpayer with diligence, keeping in mind that monies received from other resources will reduce the financial responsibility to the Town.

Major changes in Massachusetts General Law, Chapter 115, affecting all veterans within the Commonwealth of Massachusetts include:

1. We now have two State cemeteries - located in Agawam-Winchendon.
2. Reimbursement to cities and town, 75% of the cost of flags for flagging veteran's gravesites on Memorial Day.
3. Reimbursement to each city and town 100% for training programs for veterans service officers.

4. Increase in real estate tax abatement for certain disabled veterans.
5. Granting surviving spouse of certain disabled veterans the same real estate tax abatement that the veterans received while alive.
6. Increased annuity payments to \$2,000.00, including all 100% disabled veterans, gold star parents and gold star spouses of eligible deceased veteran's, c 115, sec 6a, 6b, and 6c.
7. An increase in Burial Allowance to \$2,000.00.
8. Peacetime Veterans now qualify for c115 State Benefits.
9. Established and funded a Women's Outreach Program.
10. Welcome Home Bonus - c130 Acts of 2005 - \$1,000.00—\$500.00.

**A note of interest** – we find that many of our returning Afghanistan-Iraq war veterans have not filed for their State Bonus, as well as those who have served in Bosnia-Kosovo Conflicts.

11. Compilation of all veterans of all wars.
12. Established veterans web site

My thanks to the Board of Selectmen for their understanding of the needs of veterans and for their continued support to insure that those Veterans Service Department's justifiable monetary benefits are met. The Department of Veterans' Services and the Town will continue to fulfill the needs of those who served.

The Department of Veterans' Services will continue to provide service to our Veterans and their dependents, being aware of the fact that our services have constantly increased. It is, therefore, necessary to emphasize the quality of services and continue with our best effort to maintain an efficient and economical Veterans Assistance Program.

*Respectfully submitted,*

*Anthony J. Mastroianni  
Director*

# Weights and Measures Department

The Hopkinton Department of Weights and Measures enforces Massachusetts General Laws, town by-laws, state and local regulations relating to the accuracy of weighing and measuring devices that weigh, measure, and count commodities offered for sale to the public. This includes gas pumps, scales, oil trucks, scanners, item pricing and unit pricing (in food stores or food departments). To ensure that equity and fairness prevails in the marketplace the department enforces all laws relating to the accuracy of weighing and measuring devices used by local businesses. To accomplish this, the department inspects and seals or condemns the devices tested. Additionally the department may inspect prepackaged foods and merchandise to assure compliance with weight, measurement, and count requirements and for proper labeling as to weight, measure, and extended prices. The department also investigates complaints on weighing and measuring devices not complying to legal standards. The department also investigates complaints for short measure of fire wood delivered to homes (consumers) to assure compliance with proper measurement (128 cubic feet) based on what the consumer has purchased. Oil the trucks may be inspected to assure that their meters are properly sealed and the correct fuel oil delivery slips are prepared. If violations are found based on inspections or complaints (three during 2009), the department may issue civil citations or engage in criminal actions.

During 2009 the Hopkinton Department of Weights and Measures continued inspecting weighing and measuring devices located in the town and sealed or condemned them. A condemned device cannot legally be used in trade until it is repaired or replaced. It is marked with a red condemned tag which can only be removed by the Sealer of Weights and Measures. Also inspected were gasoline pumps, scanners, pharmacy scales through scales in food stores to large truck scales to scales used for package weighing (FEDEX, postage, or UPS type scales).

For the year 2009 one hundred thirty-six inspections took place, fifteen devices were adjusted, and two reinspections were conducted. Over two hundred seventy devices were inspected, adjusted, and sealed. Five were condemned as not meeting legal standards. Twenty-four item pricing inspections were completed under a grant received from the Commonwealth of Massachusetts Division of Standards as were fifty-five price verification (scanning) inspections. \$73,000 was saved consumers and almost \$34,000 was saved businesses and merchants as a result of item pricing, scanning, and gas station inspections. As new businesses opened in Hopkinton they were visited to educate management and assure compliance with the various laws and regulations governing weights and measures.

# Our Town

## AREA

27.9 square miles

## LOCATION

26 Miles West of Boston

## COUNTY

Middlesex

## POPULATION

15,216 – Annual Town Census 2009

## ELEVATION

412 ft. above sea level

## TOWN INCORPORATED

1715

## TOWN MEETING

Open Town Meeting Meets First Monday in May

## ASSESSED VALUE – FISCAL YEAR 2010

Residential, Commercial, Industrial, Personal  
\$2,814,895,029

## TAX RATE For the period from 7/1/09 – 6/30/10

(Per \$1,000 of value)  
\$15.76

## TAX BILLS

Tax bills are issued quarterly. If unpaid by due date, interest will be added according to the law. Motor Vehicle Excise Tax bills are due thirty days from date of issuance. Water and Sewer Bills are issued semi-annually and are due thirty days from date of issuance.

## ABSENTEE VOTING

All elections

## QUALIFICATIONS FOR REGISTRATION AS VOTERS

Must be 18 years of age and a United States Citizen. Registration at the Town Clerk's Office. Special evening registration hours are held preceding elections.

## DOG LICENSES

All licenses expire December 31. Dogs are to be licensed at 6 months. Proof of rabies vaccination is required.

Fee: Female/Male ..... \$12.00  
Spayed/Neutered ..... \$ 8.00

## SENATORS IN CONGRESS

Scott P. Brown Tel: (617) 565-3170  
Fax: (617) 565-3183

John F. Kerry Tel: (617) 565-8519  
Fax: (617) 248-3870

## REPRESENTATIVE IN CONGRESS

### Third Congressional District

James P. McGovern Tel: (508) 831-7356  
Fax: (508) 754-0982

## STATE SENATOR

Karen Spilka Tel: (617) 722-1640  
Fax: (617) 722-1077

## REPRESENTATIVE IN GENERAL COURT

Carolyn Dykema Tel: (617) 722-2210  
Fax: (617) 722-2239

# Town Warrant

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF HOPKINTON  
ANNUAL TOWN MEETING  
MONDAY, MAY 3, 2010**

(Voter Registration Deadline: April 13, 2010, 8:00 p.m.)

**Middlesex, ss.**

To any of the Constables of the Town of Hopkinton, in said County,

**GREETINGS:**

In the name of the Commonwealth of Massachusetts you are required to notify and warn the inhabitants of said Town of Hopkinton, qualified to vote in elections and in Town affairs:

To bring in their ballots on Monday, May 17, 2010, to an adjourned session of the Annual Town Meeting held at the Hopkinton Middle School Gymnasium, for the election of the following Officers:

<b><u>Office:</u></b>	<b><u>Term (Years):</u></b>
Selectmen (2)	3
Town Moderator	3
Town Clerk	3
Board of Assessors	3
Board of Health	3
Cemetery Commissioner	3
Commissioner of Trust Fund	3
Constables (3)	3
Member of Board of Public Works (3)	* The candidate with the greatest number of votes will serve 3 years, the candidate with the second greatest number of votes will serve 2 years, and the candidate with the third greatest number of votes will serve 1 year.
Housing Authority	5
Parks and Recreation Commission	3
Planning Board (2)	5
Planning Board	Unexpired term - 2014
School Committee	3

**Also to vote "Yes" or "No" on the following question appearing on the ballot in accordance with Chapter 39, Section 9A of the General Laws:**

**Question 1:**

Shall the Town of Hopkinton be allowed to exempt from the limitation on total taxes imposed by Chapter 59, Section 21C, of the *Massachusetts General Laws* (Proposition 2-1/2, so-called) the amounts required to pay for the bonds issued for the repair, maintenance, renovation and improvement of the boiler and heating system at the Elmwood Elementary School, located at 14 Elm Street in Hopkinton, Massachusetts?

**For this purpose the polls will be open from 7:00 AM to 8:00 PM.**

**And, further, to meet at the Hopkinton Middle School Auditorium, on 88 Hayden Rowe Street, on MONDAY, MAY 3, 2010, at 7:00 p.m., then and there to act upon the following Articles:**

**REPORTS**

**ARTICLE 1:  
Acceptance of Town Reports**

*Town Manager*

To hear the Reports of Town Officers, Boards and Committees.

Pass any vote or take any act relative thereto.

**FINANCIAL – FISCAL YEAR 2010**

**ARTICLE 2:  
Fiscal Year 2010 Supplemental Appropriations**

*Town Manager*

To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide various sums of money to supplement operating budgets for the fiscal year ending June 30, 2010.

Pass any vote or take any act relative thereto.

**ARTICLE 3:  
Fiscal Year 2010 Budget Transfers**

*Town Manager*

To see if the Town will vote to transfer various sums of money between and among various accounts for the fiscal year ending June 30, 2010.

Pass any vote or take any act relative thereto.

**ARTICLE 4:  
Unpaid Bills from Previous Fiscal Years**

*Town Manager*

To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide a sum or sums of money to pay unpaid bills from prior fiscal years, in accordance with the provisions of Chapter 44, Section 64, of the *Massachusetts General Laws*.

Pass any vote or take any act relative thereto.

**FINANCIAL-FISCAL YEAR 2011**

**ARTICLE 5:  
Amend the Salary of an Elected Official**

*Personnel Committee*

To see if the Town will vote to fix the salary or compensation of all of the elected officers of the Town in accordance with Chapter 41, Section 108, of the *Massachusetts General Laws*.

Pass any vote or take any act relative thereto.

**ARTICLE 6:  
Amendments to the Wage and Classification Plan**

*Personnel Committee*

To see if the Town will vote to amend the Pay Classification Plan for non-unionized municipal employees, effective July 1, 2010.

Pass any vote or take any act relative thereto.

**ARTICLE 7:  
Fiscal Year 2011 Operating Budget**

*Appropriations Committee*

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide, a sum or sums of money for the operation and maintenance of Town Departments for the Fiscal Year July 1, 2010, through June 30, 2011, and that such sums be expended for such purposes under the direction of the respective Town Officers, Boards and Committees.

Pass any vote or take any act relative thereto.

**ARTICLE 8:  
Fiscal Year 2011 Operating Budget -  
School Department**

*School Committee*

To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide a sum or sums of money for the operation of the School De-

partment for the fiscal year beginning July 1, 2010; said sum to be spent under the direction of the School Committee.

Pass any vote or take any act relative thereto.

**ARTICLE 9:  
Property Tax Exemption Increase by  
50% for Qualifying Exemption**

*Board of Assessors*

To see if the Town will vote to accept the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, to provide an additional real estate tax exemption of fifty percent (50%), in the fiscal year beginning July 1, 2010, for those qualifying for an exemption under Chapter 59, Section 5, clauses 17D, 22, 22A, 22B, 22C, 22D, 22E, 37A, 41C, 42 or 43 of the General Laws;

Pass any vote or take any act relative thereto.

**ARTICLE 10:  
Revolving Funds**

*Appropriation Committee*

To see if the Town will vote to authorize, or re-authorize, the use of revolving funds containing receipts from the fees charged to users of the services provided by the various Boards, Committees, Departments or Offices of the Town, pursuant to Chapter 44, Section 53E1/2, of the *Massachusetts General Laws*.

Pass any vote or take any act relative thereto.

**ARTICLE 11:  
Establish a Receipts Reserved for Appropriation Account  
for Parks & Recreation**

*Town Manager*

To see if the Town will vote to establish a Receipts Reserved for Appropriation Account to contain charges established by the Town upon persons making use of Town recreational facilities or services, such sums to be used for the purpose of establishing, maintaining, and equipping such facilities or services, pursuant to Chapter 40, Section 5f, of the *Massachusetts General Laws*,

Pass any vote or take any act relative thereto.

**ARTICLE 12:  
Highway Department Chapter 90 Funds**

*Town Manager*

To see if the Town will vote to appropriate a sum or sums of money from the proceeds due to the Town pursuant to Chapter 90 of the *Massachusetts General Laws*, for

the purposes of repair, construction, maintenance and preservation of the Town's roads and bridges and other related costs, which qualify under the State Aid Highway Guidelines adopted by the Massachusetts Department of Transportation; said sum to be spent under the direction of the director of the Department of Public Works.

Pass any vote or take any act relative thereto.

**ARTICLE 13:  
Central MA Mosquito Control Project Membership**

*Board of Health*

To see if the Town will vote to authorize the Board of Health and/or the Board of Selectmen to take such action as may be necessary to maintain the Town's membership or affiliation with the Central Massachusetts Mosquito Control Project.

Pass any vote or take any act relative thereto.

**CAPITAL EXPENSES FY 2011**

**ARTICLE 14:  
Pay-As-You-Go Capital Requests**

*Town Manager*

To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide a sum or sums of money for the following capital purchases and projects:

<b>DEPARTMENT</b>	<b>PURPOSE</b>	<b>SPENT UNDER THE DIRECTION OF</b>
Public Works	Loader with Plow	Director of the Department of Public Works
Town Manager	Senior Center Parking Expansion	Town Manager
Town Manager/ School Department	ADA compliance: Repair, maintenance, renovation or improvement of municipal and school buildings & grounds	Town Manager
Police Department	2 Police Cruisers	Police Chief

Pass any vote or take any act relative thereto.

**ARTICLE 15:  
Improvements: Cedar Street Snow Dump**

*DPW*

To see if the town will vote to raise and appropriate, transfer from available funds or otherwise provide a sum or sums of money to perform improvements to the Snow Dump at Cedar Street; said sum to be spent under the direction of the Director of the Department of Public Works.

Pass any vote or take any act relative thereto.

**ARTICLE 16:  
Radio Read Water Meters**

*DPW*

To see if the Town will vote to transfer from revenues received by the Water Department during the fiscal year beginning July 1, 2010, or otherwise provide, a sum or sums of money for the purchase and installation of radio read water meters and all related equipment and accessories; said sum to be spent under the direction of the Director of the Department of Public Works.

Pass any vote or take any act relative thereto.

**ARTICLE 17:  
Water Department Service Truck**

*DPW*

To see if the Town will vote to transfer from revenues received by the Water Department during the fiscal year beginning July 1, 2010, or otherwise provide, a sum or sums of money for the purchase of a service truck for the Water Department's Meter Technician, said item to include all related equipment and accessories; and, further, to authorize the disposition of any equipment presently being used by the Water Department, by trade-in or otherwise; said sum to be spent under the direction of the Director of the Department of Public Works.

Pass any vote or take any act relative thereto.

**ARTICLE 18:  
Downtown Design for Traffic, Roadway and Streetscape**

*DPW*

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for the design of traffic, roadway and streetscape enhancements in the downtown area of the Town; and, to meet such appropriation, authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow said sum in accordance with Chapter 44, Section 7 (5, 6), of the *Massa-*

achusetts General Laws, or any other enabling authority; and, further, to authorize the Town to apply for any grants or loans available for the purposes of this article; said sum to be spent under the direction of the Director of the Department of Public Works.

Pass any vote or take any act relative thereto.

**ARTICLE 19:  
Design and Replacement of Water Main: Main Street**

*DPW*

To see if the Town will vote to transfer from revenues received by the Water Department during the fiscal year beginning July 1, 2010, or otherwise provide, a sum or sums of money for the design and replacement of the Main Street water main; said sum to be spent under the direction of the Director of Public Works.

Pass any vote or take any act relative thereto.

**ARTICLE 20:  
Traffic Beacon: Main Street/Church Street**

*DPW*

To see if the Town will vote to raise and appropriate, transfer from available funds borrow or otherwise provide a sum or sums of money for the purchase and installation of a traffic beacon for the pedestrian crosswalk that crosses Main Street at Church Street; and, to meet such appropriation, authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow said sum in accordance with Chapter 44, Section 7 (5, 6), of the *Massachusetts General Laws*, or any other enabling authority; and, further, to authorize the Town to apply for any grants or loans available for the purposes of this article; said sum to be spent under the direction of the Director of the Department of Public Works.

Pass any vote or take any act relative thereto.

**ARTICLE 21:  
Design and Improvements: Town Wells**

*DPW*

To see if the Town will vote to transfer from revenues received by the Water Department during the fiscal year beginning July 1, 2010, or otherwise provide, a sum or sums of money for the design and improvements to the Town's wells, in order to meet new Department of Environmental Protection regulations; said sum to be spent under the direction of the Director of the Department of Public Works.

Pass any vote or take any act relative thereto.

**ARTICLE 22:  
Class "A" Fire Engine**

*Fire Chief*

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for the purchase of a new Class "A" Fire Engine and related equipment; and, to meet such appropriation, authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow said sum in accordance with Chapter 44, Section 7 (9), of the *Massachusetts General Laws*, or any other enabling authority; said sum to be spent under the direction of the Fire Chief.

Pass any vote or take any act relative thereto.

**ARTICLE 23:  
Firefighter Portable Radio**

*Fire Chief*

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for the purchase of firefighter portable radio; and, to meet such appropriation, authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow said sum in accordance with Chapter 44, Section 7 (9), of the *Massachusetts General Laws*, or any other enabling authority; said sum to be spent under the direction of the Fire Chief.

Pass any vote or take any act relative thereto.

**ARTICLE 24:  
New Service Vehicle**

*Fire Chief*

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for the purchase of a new service vehicle, including all related accessories and equipment, for the Fire Department; and, further, to authorize the disposition of a truck or trucks presently being used by the Fire Department, by trade-in or otherwise; and, to meet such appropriation, authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow said sum in accordance with Chapter 44, Section 7 (9), of the *Massachusetts General Laws*, or any other enabling authority; said sum to be spent under the direction of the Fire Chief.

Pass any vote or take any act relative thereto.

**ARTICLE 25:**  
**Thermal Imaging Camera**

*Fire Chief*

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for the purchase of a Thermal Imaging Camera for the Fire Department; and, to meet such appropriation, authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow said sum in accordance with Chapter 44, Section 7 (9), of the *Massachusetts General Laws*, or any other enabling authority; said sum to be spent under the direction of the Fire Chief.

Pass any vote or take any act relative thereto.

**ARTICLE 26:**  
**Restoration and Replacement:**  
**Damage School Property**

*School Committee*

To see if the Town will vote to appropriate the sum of \$52,691 received from the Town's insurance company for the restoration or replacement of damaged school property; said sum to be spent under the direction of the School Committee.

Pass any vote or take any act relative thereto.

**ARTICLE 27:**  
**Repair, Maintenance, Renovation, and**  
**Improvement of the Elmwood Elementary School**  
**Boiler and Heating System**

*School Committee*

To see if the Town will vote to transfer from the appropriation voted under Article 41 at the May 2007 Annual Town Meeting, a sum or sums or money for the repair, maintenance, renovation and improvement of the boiler and heating system at the Elmwood Elementary School; said sum to be spent under the direction of the School Committee; provided, however, that this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by Chapter 59, Section 21C, of the *Massachusetts General Laws* (Proposition 2 1/2 ) amounts required to pay the principal of and interest on the borrowing authorized by this vote.

Pass any vote or take any act relative thereto.

**ARTICLE 28:**  
**Design, Repair, Maintenance, Renovation, Improvement**  
**of the High School Loop Road**

*School Committee*

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for the design, repair, maintenance, renovation and improvement of the High School loop road; and, to meet such appropriation, authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow said sum in accordance with Chapter 44, Section 7 (5, 6), of the *Massachusetts General Laws*, or any other enabling authority; and, further, to authorize the Town to apply for any grants or loans available for the purposes of this article; said sum to be spent under the direction of the School Committee.

Pass any vote or take any act relative thereto.

**CPC FUNDS**

**ARTICLE 29:**  
**Community Preservation Committee**  
**Recommendations**

*Community Preservation Committee*

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2011 Community Preservation budget and to appropriate from the Community Preservation Fund a sum of money, not to exceed 5% of the Fiscal Year 2011 estimated annual revenues, to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2011; and, further, to reserve for future appropriation a sum of money from the Community Preservation Fund for open space, historic resources, and community housing purposes; and, further, to appropriate from the Community Preservation Fund, or borrow pursuant to Chapter 44B, Section 11, of the *Massachusetts General Laws*, or any other enabling authority, a sum or sums of money for Community Preservation projects or purposes, including the acquisition of interests in land, all as recommended by the Community Preservation Committee.

Pass any vote or take any act relative thereto.

**ARTICLE 30:**  
**Extension of Vote on Fruit Street Fields Project**

*Town Manager*

To see if the Town will vote to amend the vote taken under Article 39 of the May 2008 Annual Town Meeting, as amended by the vote taken under Article 8 of the

May 2009 Special Town Meeting, by deleting therefrom the words "two years" and inserting in their place the words "three years."

Pass any vote or take any act relative thereto.

**ARTICLE 31:  
Establish a Capital Expense Stabilization Fund**

*Town Manager*

To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide a sum or sums of money to establish a Capital Expense Stabilization Fund, to be used, upon further appropriation, for the purpose of future capital expenditures in accordance with Chapter 40, Section 5B of the *Massachusetts General Laws*.

Pass any vote or take any act relative thereto.

**ARTICLE 32:  
Transfer to Stabilization Fund**

*Town Manager*

To see if the Town will vote to transfer a sum or sums of money for the purpose of increasing the Stabilization Fund, henceforth to be known as the "General Stabilization Fund," to be used, upon further appropriation, for any lawful purpose.

Pass any vote or take any act relative thereto.

**GENERAL BYLAW AMENDMENTS**

**ARTICLE 33:  
Amend Ch. 5: Hopkinton Affordable Housing Trust Fund Board**

*Housing Committee*

To see if the Town will vote to amend the General By-laws of the Town of Hopkinton, Chapter 5, Boards, Committees and Commissions, by inserting a new Article VII, Hopkinton Affordable Housing Trust Fund Board, as follows:

ARTICLE VII

HOPKINTON AFFORDABLE HOUSING  
TRUST FUND BOARD

§210-27. Establishment; membership; terms; purpose.

There shall be established a Hopkinton Affordable Housing Trust Fund Board. The Board of Trustees (the "Board") shall consist of five (5) trustees. The trustees shall be appointed by the Board of Selectmen and shall include

one member of the Board of Selectmen. The members of the Board of Trustees are designated as public agents for the purposes of the constitution of the Commonwealth.

The initial terms of the trustees shall be staggered as one (1) or two (2) year terms. All terms thereafter shall be for two (2) years.

The purpose of the Hopkinton Affordable Housing Trust is to provide for the creation and preservation of affordable housing in Hopkinton for the benefit of low and moderate income households.

§210-28. Powers and Duties.

A. The Board shall administer the Hopkinton Affordable Housing Trust Fund, created by the vote taken under Article 7 of the May 2009 Special Town Meeting. The powers of the Board shall include the following:

1. To accept and receive real property, personal property or money, by gift, grant, contribution, devise or transfer from any person, firm, corporation or other public or private entity, including but not limited to money, grants of funds or other property tendered to the trust in connection with any zoning or general bylaw or any general or special law or any other source, including money from the Community Preservation Act, G.L. c.44B;
2. To purchase and retain real or personal property, including without restriction investments that yield a high rate of income or no income;
3. To sell, lease, exchange, transfer or convey any personal, mixed or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to trust property as the Board deems advisable notwithstanding the length of any such lease or contract;
4. To execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Board engages for the accomplishment of the purposes of the trust;
5. To employ advisors and agents, such as accountants, appraisers and lawyers as the Board deems necessary;

6. To pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Board deems advisable;
7. To apportion receipts and charges between income and principal as the Board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation, depletion or otherwise;
8. To participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;
9. To deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the Board may deem proper and to pay, out of trust property, such portion of expenses and compensation of such committee as the board may deem necessary and appropriate;
10. To carry property for accounting purposes other than acquisition date values;
11. To borrow money on such terms and conditions and from such sources as the Board deems advisable, to mortgage and pledge trust assets as collateral;
12. To make distributions or divisions of principals in kind;
13. To comprise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of G.L. c.44 sec. 55C, to continue to hold the same for such period of time as the Board may deem appropriate;
14. To manage or improve real property; and to abandon any property which the Board determined not to be worth retaining;
15. To hold all or part of the trust property uninvested for such purposes and for such time as the Board may deem appropriate; and

16. To extend the time for payment of any obligation to the trust.

- B. All moneys paid to the trust in accordance with any zoning or general bylaw, exaction fee, grant, development agreement, development approval, host community agreement, or private contributions shall be paid directly into the trust and need not be appropriated or accepted and approved into the trust. General revenues appropriated into the trust become trust property and to be expended these funds need not be further appropriated. All moneys remaining in the trust at the end of any fiscal year, whether or not expended by the Board within one year of the date they were appropriated into the trust, remain trust property.
- C. The books and records of the trust shall be audited annually by an independent auditor in accordance with accepted accounting practices.
- D. The Board shall make an annual report to the Board of Selectmen. The report shall include a description and source of funds received and expended and the type of affordable housing programs or properties assisted with the funding.

Pass any vote or take any act relative thereto.

**ARTICLE 34:  
Amend Ch. 195: Sewers and Wastewater  
Collection System**

*Board of Public Works*

To see if the Town will vote to amend the General By-laws of the Town of Hopkinton, Chapter 195, Wastewater Collection System, by:

1. Striking the definition of "TOWN" set forth in section 195-5 thereof and replacing it with the following:

"TOWN - the Town of Hopkinton, which is responsible for the control and management of the Hopkinton wastewater collection system, or the Director of Public Works, acting as its authorized representative and agent to enforce the provisions of this Chapter."

2. Adding new ARTICLES IX and X thereto as follows:

"ARTICLE IX  
Intermunicipal Agreements

~ 195-76. Westborough Treatment Not Exclusive.

Nothing in this Chapter shall be construed to require that wastewater discharged into the Hopkinton sewer system be transported to the Westborough waste-

water treatment plant or to prevent the Town of Hopkinton from entering into an Intermunicipal Agreement providing for the treatment of such wastewater by another wastewater treatment facility.

~ 195-77. References to "Westborough."

To the extent that the context otherwise permits, all references to "Westborough" in sections 195-1 through 195-75, inclusive, of this Chapter shall be construed to mean "Westborough or Milford;" all references therein to the "Westborough wastewater treat plant" shall be construed to mean the "Westborough wastewater treatment plant or Milford Publicly Owned Treatment Works;" all references therein to the "Westborough wastewater treat facility" shall be construed to mean the "Westborough wastewater treatment facility or Milford Publicly Owned Treatment Works;" and all references therein to a regulation or requirement of the "Board" shall be construed to mean a regulation or requirement of the "Westborough Treatment Plant Board or the Milford Board of Sewer Commissioners, whichever is more stringent."

~ 195-78. Stringency Construction

The provisions of this Chapter shall be construed to incorporate pollutant specific local limits that address the same pollutant parameters and are at least as stringent as all local limits in effect in the Town of Milford; and further shall be construed so as to render them at least as stringent as the rules and regulations of the Westborough Treatment Plant Board and the Town of Westborough; no less stringent in every particular, as broad in scope as, or stricter than the Milford Sewer Rules and Regulations presently in effect or codified or as may be amended and which are generally applicable to similar sewer users located in the Town of Milford; and consistent with and meeting all requirements of the U.S. Environmental Protection Agency as presently codified at 40 CFR Part 403 and as the same may from time to time be amended.

## ARTICLE X Rules and Regulations

~ § 195-79. Authority

Sewer Use Regulations governing the use of the Town's wastewater collection system shall be adopted pursuant to the authority granted by Chapter 375 of the Acts of 1998, as amended. Such Regulations may provide for the waiver of any provision of this Chapter 195; provided, however, that the require-

ments of the Regulations shall, at all times, be at least as stringent as the rules and regulations of the Westborough Treatment Plant Board and the Town of Westborough; shall incorporate pollutant specific local limits that address the same pollutant parameters and are at least as stringent as all local limits in effect in the Town of Milford; shall be no less stringent in every particular, as broad in scope as, or stricter than the Milford Sewer Rules and Regulations presently in effect or codified or as may be amended and which are generally applicable to similar sewer users located in the Town of Milford; and shall be consistent with and meeting all requirements of the U.S. Environmental Protection Agency as presently codified at 40 CFR Part 403 and as the same may from time to time be amended.

~ § 195-80. Fines and penalties

Violation of any Sewer Use Regulation adopted under this Chapter shall be punished by a fine or civil penalty as authorized by section 10 of chapter 83 of the Massachusetts General Laws and may also be enforced by non-criminal disposition as provided in Chapter 40, Section 21D, of the General Laws ("Section 21 D"). The penalty under said Section 21 D for such violation shall be \$300 for each offense; provided, however, that each day of violation shall be considered a separate offense."

Pass any vote or take any act relative thereto.

### **ARTICLE 35: Amend Sec. 170-1: Authority of Board of Selectmen, Recycling**

*Petition*

To see if the Town will vote to amend the General Laws of the Town of Hopkinton as follows:

By deleting Section 170-1, Authority of Board of Selectmen, of Article 1, Recycling, of Chapter 170, Solid Waste, and by inserting in its place the following Section 170-1:

The Board of Selectmen or its designee may establish a recycling program for the purpose of recycling any type of solid waste, including but not limited to paper, glass, metal and plastics, in accordance with such rules and regulations as the Board of Selectmen or its designee may establish from time to time. Such rules and regulations may require the separation of designated recyclable material or materials from other solid wastes, may specify the point at which the ownership of such designated recyclables shall vest in the town, may prohibit removal without authorization by the Board of Selectmen or its designee of such designated recyclable has vested in the town, and may establish fines for violation

of such rules and regulations, provided that such fine shall not exceed \$50 for each violation. Notwithstanding, the Board of Selectmen and its designee, if any, shall have no authority to limit the number of trash barrels holding non-recyclables that shall be picked up by the town's waste contractor on a weekly basis to fewer than four 39-gallon barrels per household.

Pass any vote or take any act relative thereto.

**ARTICLE 36:  
Delete Ch. 107 and Sec. 61-11**

*Town Clerk,  
Sealer of Weights and Measures,  
Director of Municipal Inspections*

To see if the Town will vote to amend the General By-laws of the Town of Hopkinton, Chapter 107, Fees, by deleting this chapter in its entirety, and amend Chapter 62, Animals, by deleting Section 62-11. License fees.

Pass any vote or take any act related thereto.

**ARTICLE 37:  
Personnel Bylaws**

*Personnel Committee*

To see if the Town will vote to amend the Town's Personnel Bylaw in all relevant respects.

Pass any vote or take any act related thereto.

**ARTICLE 38:  
Adopt Stretch Energy Code**

*Board of Selectmen/Sustainable Green Committee*

To see if the Town will vote to adopt the "Stretch Energy Code" set forth in 780 CMR 120.AA, the full text of which is available on the Town's website, at the Town Clerk's office and as a handout at this Town Meeting.

Pass any vote or take any act related thereto.

**ZONING BYLAW AMENDMENTS**

**ARTICLE 39:  
Off Street Parking Bylaw: Bylaw - Parking Requirements for Restaurants, Downtown Business District and Issuance of Special Permits for Reduced Parking**

*Planning Board*

To see if the Town will vote to amend the Zoning Bylaws of the Town of Hopkinton, Article XVIII, Supplementary Regulations, Section 210-124, Off-Street Parking, as follows:

1. By deleting from Subsection B, Parking Requirements, item (1), "Restaurants and" from the term "Restaurants and places of assembly" in the "Type of Use" column; and (2) by inserting a new line in the "Type of Use" and "Number of Spaces" columns as follows:

<b><u>Type of Use</u></b>	<b><u>Number of Spaces</u></b>
Restaurants	1 for every 3 seats

2. By numbering the current last paragraph of Subsection B, Parking Requirements, item (1), as (a), and inserting a new subsection (b) immediately after it as follows:

- (b) In the Downtown Business district, the number of parking spaces required shall equal 50% of the amount required in subsection (1) for each non-residential use. The spaces shall be provided using one or more of the methods listed below:
- On the same lot as the use;
  - Marked spaces on the street directly adjacent to the use, between the side lot lines of the lot containing the use, and on the same side of the street as the use;
  - As provided for in a shared or off-site parking special permit issued by the Planning Board pursuant to Section C.

3. By inserting a new Subsection D immediately following Subsection C as follows:

D. Parking space reduction.

A special permit may be issued to reduce the number of parking spaces required for any use. The Planning Board shall be authorized to issue such special permits for uses that are allowed by right or by special permit from the Planning Board; the Board of Appeals shall be authorized to issue such special permits for uses that are allowed by special permit from the Board of Appeals. Before granting the special permit, the authorized Board shall determine that the provision of parking spaces proposed will be in harmony with the general purpose and intent of this Chapter and adequate for all parking needs. The special permit may be issued with appropriate conditions, which may include, but not be limited to, provisions for additional parking should uses change over time.

4. By renumbering Subsection D, Landscaping and screening requirements, to Subsection E.

Pass any vote or take any act related thereto.

**ARTICLE 40:  
Site Plan Review: Limit Renewable Energy Site Plan Review to Six (6) months**

*Planning Board*

To see if the Town will vote to amend the Zoning Bylaws of the Town of Hopkinton, Article XX, Site Plan Review, as follows:

1. By inserting in Section 210-135, Procedure, subsection C, the following sentence immediately preceding the last sentence in the paragraph:

Notwithstanding anything to the contrary in this Section, the Planning Board must act on a major project site plan review application for a renewable/alternative energy research and development or renewable/alternative energy manufacturing facility within six (6) months of the date of submission of a complete application.

2. By inserting in Section 210-136, Decision criteria, subsection G, the following at the end of the sentence:

, with the exception of those required for renewable/alternative energy research and development or renewable/alternative energy manufacturing facilities.

Pass any vote or take any act related thereto.

**ARTICLE 41:  
Zoning Map: Rezone 89 Hayden Rowe from Residence B to Business**

*Planning Board*

To see if the Town will vote to amend the Zoning Map of the Town of Hopkinton by changing the zoning district of the parcel of land at 89 Hayden Rowe Street (Assessors Map U22, Block 31, Lot 0) from Residence B to Business.

Pass any vote or take any act related thereto.

**ARTICLE 42:  
Amend Floodplain district per new FEMA Maps**

*Planning Board*

To see if the Town will vote to amend the Zoning Bylaws of the Town of Hopkinton, Article X, Floodplain District, as follows:

1. By deleting from Section 210-50, District delineation, Subsections A and B, and inserting therefor a new Subsection A as follows:

- A. The Floodplain District is herein established as an overlay district to all other districts. The District includes all special flood hazard areas within the Town of Hopkinton designated as Zone A and AE on the Middlesex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that are wholly or partially within the Town of Hopkinton are panel numbers 25017C0489E, 25017C0493E, 25017C0494E, 25017C0513E, 25017C0602E, 25017C0605E, 25017C0606E, 25017C0610E, 25017C0626E, 25017C0627E, 25017C0628E and 25017C0629E dated June 4, 2010. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Middlesex County Flood Insurance Study (FIS) report dated June 4, 2010. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Conservation Commission and the Director of Municipal Inspections.

2. By deleting Section 210-51, Use Regulations, and inserting therefor a new Section 210-51, Use Regulations, as follows:

Where there is a conflict between provisions of this article and other Zoning Bylaws, the more restrictive regulation shall take precedence. All development, including structural and nonstructural activities, whether permitted by right or by special permit, must be in compliance with 780 CMR 120.G of the Massachusetts State Building Code which addresses construction in floodplains and floodways, 310 CMR 13.00, Inland Wetlands Restriction, Department of Environmental Protection, 310 CMR 12.00 Coastal Wetlands Restriction, Department of Environmental Protection, and Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, Department of Environmental Protection (currently 310 CMR 15, Title 5).

3. By deleting from Section 210-56, Conservation Commission duties, Subsection A and inserting therefor a new Subsection A as follows:

- A. Notify, in riverine situations, adjacent communities, the NFIP State Coordinator, Massachusetts Department of Conservation and Recreation, and the NFIP Program Specialist, FEMA, Region 1, prior to any alteration or relocation of a watercourse where an order of conditions has been issued, and submit copies of such notification to the Federal Insurance Administration.

Pass any vote or take any act related thereto.

**ARTICLE 43:  
Definition of Historic Structure and Allow Flexibility for  
Preservation**

*Planning Board*

To see if the Town will vote to amend the Zoning Bylaws of the Town of Hopkinton as follows:

1. By inserting in alphabetical order in Article I, General Provisions, Section 210-4 a new definition of "Historic Structure" as follows:

HISTORIC STRUCTURE - Any structure which may be worthy of preservation by reason of the fact it may have been constructed, in whole or in part, 75 or more years prior to the application date, and it is determined by the Historical Commission to be either:

- (1) Associated in some material respect with a person or event which has contributed to the cultural, political, economic, social, or architectural history of the Town, the Commonwealth, or the United States of America; or
  - (2) Historically or architecturally important (in terms of period, style, construction, or material association with an architect or builder), either by itself or in the context of a group of structures.
2. By inserting in Article XIII, Garden Apartments in Residential Districts, Section 210-74, B. Dimensional Requirements, item (7) Setbacks, the following: 1) in the second sentence immediately following "Upon a finding by the Planning Board that a setback of lesser width would be sufficient to screen and/or separate the development from adjacent property," the following: "or would allow a historic structure to be preserved," and 2) in the third sentence immediately following "conservation restrictions" the following: ", historic preservation restrictions".
  3. By inserting in Article XVIA, Senior Housing Development, Section 210-105.3, B. Dimensional Requirements, item (7) Setbacks, the following: 1) in the second sentence immediately following "Upon a finding by the Planning Board that a setback of lesser width would be sufficient to screen and/or separate the development from adjacent property," the following: "or would allow a historic structure to be preserved," and 2) in the third sentence immediately following "conservation restrictions" the following: ", historic preservation restrictions".
  4. By inserting in Article XIII A, Village Housing in Residential Districts, Section 210-75.3., B. Dimensional requirements, (7) Setbacks, the following: 1) a new sentence

immediately following the third sentence as follows: "Upon a finding by the Planning Board that a setback of lesser width would allow a historic structure to be preserved, the setback may be reduced." and 2) the following at the end of the next to last sentence of the paragraph: ", and may require a historic preservation restriction where appropriate."

5. By inserting in Article XVII, Open Space and Landscape Preservation Development, the following:

(a) In Section 210-111, Intensity regulations, at the end of the last sentence, the following: "unless a further reduction is necessary in order to preserve a historic structure."

(b) In Section 210-113, Open space use and design standards, Subsection A, at the end of the third sentence, the following: ", or if it would facilitate the preservation of a historic structure."

(c) In Section 210-113, Open space use and design standards, Subsection C, Buffer areas, Item (1), third sentence, the following "or would allow a historic structure to be preserved" immediately after "and/or separate the development from adjacent property".

Pass any vote or take any act related thereto.

**ARTICLE 44:  
Amend Industrial A District to Allow  
Restaurant by Right**

*Planning Board*

To see if the Town will vote to amend the Zoning Bylaws of the Town of Hopkinton, Article VIII, Industrial A District, as follows:

1. By inserting in Section 210-34, Uses permitted by right, Subsection A., a new item (9) as follows:

(9) Restaurants where all patrons are seated.

2. By deleting from Section 210-35, Uses allowed by special permit, Subsection D and re-numbering all subsequent subsections accordingly.

Pass any vote or take any act related thereto.

**ARTICLE 45:  
Zoning Map: Rezone 0, 50, 58, 60, 64, 66, 68 and  
70 West Main Street from Residential B to Business Rural**

*Petition*

To see if the Town will vote to amend the Zoning Map of the Town of Hopkinton by changing the zoning of land

at 0 West Main Street shown on Assessors Map U18, Block 30, Lot A; 50 West Main Street shown on Assessors Map U18, Block 27, Lot A; 58 West Main Street shown on Assessors Map U18, Block 29, Lot 0; 60 West Main Street shown on Assessors Map R23, Block 32, Lot 0; 62 West Main Street shown on Assessors Map R23, Block 31, Lot 0; 64 West Main Street shown on Assessors Map R23, Block 30, Lot 0; 66 West Main Street shown on Assessors Map R23, Block 29, Lot 0; 68 West Main Street shown on Assessors Map R23, Block 28, Lot 0; and 70 West Main Street shown on Assessors Map R23, Block 27, Lot 0 from Residential B (RB) District to Business Rural (BR) District.

Pass any vote or take any act relative thereto.

**ARTICLE 46:  
Article 1, Sec. 210-4: Design Continue Care Retirement Community, Assisted Living and Nursing Home**

*Petition*

To see if the Town will vote to amend the Zoning Bylaws of the Town of Hopkinton as follows:

1. By inserting in alphabetical order a definition of "Continuing Care Retirement Community Facility/Assisted Living Facility/Nursing Home Facility" in Article I, General Provisions, Section 210-4, Definitions, as follows:

CONTINUING CARE RETIREMENT COMMUNITY FACILITY / ASSISTED LIVING FACILITY / NURSING HOME FACILITY - A facility providing living Accommodations for persons in need, generally those of advanced age or with sufficient mental and physical disabilities to require the level of medical care and services offered by such facility. These facilities generally provide or make available some combination of the following services and amenities: 1) residential units comprising one or more of the following: independent living units, assisted living unites, nursing home units, or other types of residences which are generally associated with medical care; 2) medical nursing and other health-care services, including rehabilitation and wellness centers; 3) personal care assistance, for example, bathing, grooming, dressing, and toileting; 4) emergency assistance; 5) 24 hour staffing; 6) meals, usually in a designated or community dining area or restaurant; 7) housekeeping and laundry; 8) recreational and social activities supporting the mental and physical well being of residents; 9) educational and other instructional services and activities; 10) transportation services; 11) building and grounds maintenance; and, 12) various accessory products and services which may be appropriately offered to residents of the facility.

2. By deleting from Article VII, Rural Business (BR) District, Section 210-24, Uses allowed by special permit, present Subsection E, and inserting therefore a new Subsection E as follows:

Medical Centers and Continuing Care Retirement Community Facilities / Assisted Living Facilities / Nursing Home Facilities.

Pass any vote or take any act relative thereto.

**ARTICLE 47:  
Article XVIII, Sec. 210-124B (1) Parking Requirements for Continuing Care Retirement Community, Assisted Living and Nursing Home**

*Petition*

To see if the Town will vote to amend the Zoning Bylaws of the Town of Hopkinton as follows:

1. By inserting in alphabetical order a use of the "Continuing Care Retirement Community Facility/Assisted Living Facility/Nursing Home Facility" in Article XVIII, Supplementary Regulations, Section 210-124B (1), Parking Requirements, Type of Use, as follows:

Type of Use	Number of Spaces
Continuing Care Retirement Community Facility/ Assisted Living Facility/ Nursing Home Facilities	1 for every 3 beds, plus 1 for each employee on the largest shift

Pass any vote or take any act relative thereto.

**LAND USE & LAND ACQUISITIONS**

**ARTICLE 48:  
Transfer of Real Property, Sell or Dispose of Real Property at 84 West Main Street**

*Board of Selectmen*

To see if the Town will vote, pursuant to Chapter 40, Section 15A, of the *Massachusetts General Laws*, to transfer to the Board of Selectmen the care, custody, management and control of the real property at 84 West Main Street shown on Assessors Map R23 Block 35 Lot 0, for the purpose of selling or otherwise disposing of such property; and, further, to authorize the Board of Selectmen, on behalf of the Town, to sell or otherwise dispose of the real property at 84 West Main St. shown on Assessors R23 Block 35 Lot 0, under such terms as it may determine.

Pass any vote or take any act related thereto.

**ARTICLE 49:**  
**Authorize a Lease of Town Property at 98 Hayden Rowe**

*Town Manager*

To see if the Town will vote to authorize the Board of Selectmen to lease a parcel of land, located at 98 Hayden Rowe Road, and shown on Assessors Map U22 as Block 1, Lot 0, together with a Town building and appurtenances situated thereon, for a term not to exceed 20 years and with an intended purpose similar to that which is currently in operation as reasonably determined by the Board of Selectmen, on such terms and conditions as the Board of Selectmen deem to be in the best interests of the Town, to the winner of a competitive bid selected pursuant to Chapter 30B of the *Massachusetts General Laws*.

Pass any vote or take any act related thereto.

**ARTICLE 50:**  
**Transfer Ownership of Public Library from Library Trustees to Town**

*Board of Selectmen*

To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain, or otherwise, one parcel of land located at 13 Main Street and shown on Assessors Map U16 as Block 196, Lot 0, and one parcel of land located at 9 Church Street and shown on Assessors Map U16 as Block 198, Lot 0, together with the buildings and appurtenances situated thereon, for the purpose of maintaining a Town library.

Pass any vote or take any act related thereto.

**ADMINISTRATIVE**

**ARTICLE 51:**  
**Authorize Board of Selectmen to Seek Authority to Apply for Grants for the Expansion and Construction of the Public Library**

*Board of Selectmen*

To see if the Town will vote to authorize the Board of Selectmen to apply for, accept and expend any state, federal or other grants that may be available to defray all or part of the cost to design, construct and equip a new or expanded library building.

Pass any vote or take any act related thereto.

**ARTICLE 52:**  
**Change in CPA Surcharge**

*Town Manager*

To see if the Town will vote to amend the vote taken under Article 1 of the April 9, 2001, Special Town Meeting, establishing a Community Preservation Fund, as amended by the vote taken under Article 52 of the May 5, 2008, Annual Town Meeting, by changing the surcharge on the taxes assessed annually on real property in the Town from 2% to 1.1%; provided, however, that this vote shall not take effect until the voters at the May 2010 Annual Town Election vote to change the surcharge on the taxes assessed annually on real property in the Town from 2% to 1.1%.

Pass any vote or take any act related thereto.

**ARTICLE 53:**  
**Amend Town Charter to Provide for an Appointed Town Clerk**

*Personnel Committee*

To see if the Town will vote to submit to the voters at the May 2011 Annual Town Election, proposed amendments to the Hopkinton Town Charter, to be effective July 1, 2011, as follows:

1. Section 3-1, subsection (a): Remove "Town Clerk,";
2. Section 3-1, subsection (e)(1): Remove "Town Clerk and" from the heading and "Town Clerk or" from the full sentence;
3. Section 3-4, subsection (c): Remove the comma between "Moderator" and "Board of Selectmen" and insert in its place "and the"; remove "and Town Clerk";
4. Section 3-7, subsection (a): Remove this subsection in its entirety and insert in its place:  

**"(a) Appointment** - There shall be a Town Clerk appointed by the Town Manager."
5. Section 3-7, subsection (c): Remove "elected" from the first sentence of this subsection and insert in its place "appointed." Remove the second sentence in its entirety;
6. Section 7-6: Remove "Town Clerk" from the first sentence and insert in its place "Town Moderator"; remove the second sentence in its entirety and insert in its place the following:

"The committee shall consist of seven (7) members who shall be appointed as follows: The Board of Selectmen and the School Committee shall each designate one person, the Appropriation Committee shall designate two persons; and three persons shall be appointed by the Moderator."

7. *Appendices*: In the list titled "Board of Selectmen will appoint," remove "Town Clerk and" from the parenthetical following "Appropriations Committee." In the list titled "The Town Manager will appoint.," add "Town Clerk" after "Treasurer/Collector."

Pass any vote or take any act related thereto.

**ARTICLE 54:  
Abolish the Board of Public Works**

*Board of Public Works*

To see if the Town will vote to authorize the Board of Selectmen, on its behalf, to petition the General Court for passage of a special law substantially as provided below. The Legislature may make clerical or editorial changes in form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the Legislature. The Board of Selectmen is hereby authorized to approve amendments that shall be within the scope of the general public objectives of this petition.

AN ACT RELATIVE TO THE DEPARTMENT OF PUBLIC WORKS IN THE TOWN OF HOPKINTON.

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

**SECTION 1.** Chapter 262 of the Acts of 2006 is hereby amended by striking out section 1 and section 3 therefrom.

**SECTION 2.** Chapter 136 of the Acts of 2009 is hereby repealed.

**SECTION 3.** This Act shall take effect upon its passage.

Pass any vote or take any action relative thereto.

**ARTICLE 55:  
Acceptance of Strong Chief Statute**

*Board of Selectmen*

To see if the Town will vote to accept Chapter 71, Section 97A, of the Massachusetts General Laws, thereby putting the Police Department under the supervision of a "strong" Chief of Police.

Pass any vote or take any act related thereto.

**ARTICLE 56:  
Accept M.G.L. c.32B, §18: Medicare Enrollment for Retirees**

*Personnel Committee*

To see if the Town will vote to accept the provisions of Chapter 32B, Section 18, of the Massachusetts General Laws, thereby requiring that all retirees, their spouses and dependents who are enrolled in Medicare Part A at no cost to a retiree, their spouse or dependents, or eligible for coverage thereunder at no cost to a retiree, their spouse or dependents, be required to enroll in a medicare health benefits supplement plan offered by the Town; or, to see if the Town will vote to accept the provisions of Chapter 32B, Section 18A, of the *Massachusetts General Laws*, thereby requiring that all retirees, who retire after the acceptance of this section, their spouses and dependents who are enrolled in Medicare Part A at no cost to a retiree, their spouse or dependents, or eligible for coverage thereunder at no cost to a retiree, their spouse or dependents, be required to enroll in a medicare health benefits supplement plan offered by the Town.

Pass any vote or take any act related thereto.

**ARTICLE 57:  
Street Acceptance**

*Board of Selectmen*

To hear the report of the Board of Selectmen relative to the laying out and the widening and relocating of the following named streets under the provisions of Chapter 82 of the *Massachusetts General Laws*, and to see if the Town will vote to accept such streets as and for public ways and to authorize the Board of Selectmen to acquire by gift, purchase or eminent main any land or interest in land necessary or such laying out, and act on all matters relating thereto:

<u>Street</u>	<u>From</u>	<u>To</u>
Breakneck Hill Road	Glen Road	Glen Road
Glen Road	Lumber Street	Previously accepted portion of Glen Road at sta. 26+00
Longwood Drive	Spring Street	Meadowland Drive
Emma Drive	Longwood Drive	Ralph Road
Ralph Road	Spring Street	Longwood Drive
Meadowland Drive	Emma Drive	Dead End

Pass any vote or take any act related thereto.

HEREOF FAIL NOT and make return of this warrant, with your doings thereon, to the Town Clerk, at the time and place of holding the meeting aforesaid.

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_ in the Year of our Lord 2010.

\_\_\_\_\_  
Brian J. Herr, Chairman

\_\_\_\_\_  
Matthew Zettek, Vice-Chairman

\_\_\_\_\_  
RJ Dourney

\_\_\_\_\_  
Todd Cestari

\_\_\_\_\_  
Michelle Gates

A TRUE COPY ATTEST:

\_\_\_\_\_  
Ann M. Click, Town Clerk  
Hopkinton, Massachusetts

PURSUANT TO THE WITHIN WARRANT, I HAVE NOTIFIED THE INHABITANTS OF THE TOWN OF HOPKINTON TO MEET AT THE TIME AND PLACE AND FOR THE PURPOSES WITHIN MENTIONED BY POSTING UP A CERTIFIED COPY OF THIS WARRANT IN THE TOWN HOUSE, IN EACH OF THE CHURCHES, IN EACH OF THE POST OFFICES, AND IN EACH OF THE ENGINE HOUSES OF THE TOWN EIGHT (8) DAYS AT LEAST BEFORE THE TIME SET FOR SAID MEETING.

\_\_\_\_\_  
Constable of Hopkinton

DATE: \_\_\_\_\_

