



TOWN OF HOPKINTON SELECT BOARD MEETING AGENDA

Tuesday, June 17, 2025 6:00 PM

Hopkinton Town Hall, 18 Main St, Hopkinton, MA - Room 215/216
(Executive Session will be held in Room 205)

Board Members: Joe Clark, Chair, Shahidul Mannan, Vice Chair,
Brian Herr, Amy Ritterbusch, Matthew Kizner

ACTIONS TAKEN

6:00 PM CALL TO ORDER - OPEN SESSION

1. PLEDGE OF ALLEGIANCE

6:01 PM PUBLIC FORUM

2. Residents are invited to share ideas, opinions or ask questions regarding Town Government.

6:10 PM LEGISLATIVE UPDATE

3. The Select Board will receive a legislative update from Mass. Senate President Karen Spilka and Representative James Arena-DeRosa on local and statewide priorities, current legislative session, and fiscal year 2026 budget.

6:20 PM CONSENT AGENDA

4. The Select Board will consider the following consent agenda:

- a. **MINUTES** - The Select Board will consider approving the Minutes of the May 13, 2025 and May 27, 2025 meetings.
- b. **ACCEPT DONATION**: The Select Board will consider accepting a \$1,000 donation from the Hopkinton Sustainable Green Committee to the Hopkinton Public Library to support the "Library of Things" initiative.
- c. **NEW EMPLOYEE**: The Select Board will consider confirming the Town Manager's appointment of Amanda Landry as the Youth Services Supervisor at the Hopkinton Public Library.
- d. **FARMERS MARKET ALCOHOL LICENSE - KrafTea Kombucha Co.**: The Select Board will consider approving M.G.L. c.138 §15F Farmers Market License for KrafTea Kombucha Co., to sell alcoholic kombucha at the Hopkinton Farmers Market on Sundays from June 22, 2025 to October 5, 2025. An M.G.L. c.138, Section 15F certification has been approved by the Massachusetts Department of Agricultural Resources (MDAR). The retail sale and sampling must be completed in accordance with MDAR regulations (sample size cannot exceed 1-ounce and no more than 5 samples can be served to a single individual); Samples must be provided in single-use, disposable cups; vendor must provide suitable trash receptacles to accommodate the sample cups; Vendor must ID individuals requesting a sample to verify that they are of legal age, and bottles opened and used for sampling cannot be sold to the public. All paperwork including TIPS certifications and insurance have been provided.
- e. **FISCAL YEAR 2025 END OF YEAR TRANSFERS** - The Select Board will consider authorizing budget line item transfers for FY2025. The line item transfers of

\$192,749 in total are transferred from Tree Warden, Employee Benefits, Accounting, Highway Department, Trail Coordination Committee, Upper Charles River Trail & other General Government to Facilities, Parks & Rec., DPW, Finance, Historical Commission & Liability Insurance. The Appropriation Committee will vote on the transfers at a meeting on June 16. Approval of both boards is required.

f. **RESIGNATION** - The Select Board will consider accepting the resignation of Poorvi Tikoo from the Sustainable Green Committee.

g. **G.L. c.268A DISCLOSURE FORM REVIEW AND APPROVAL OF 20(b) EXEMPTIONS**

The Select Board will review G.L. c.268A Disclosure Forms and consider approving 20(b) exemptions to allow the hiring of the following municipal employees of the School Dept. who seek to provide personal services to a municipal agency (Parks & Recreation Dept.), for Seasonal Summer Sports Clinics:

- Will Collins - Football Clinic Coach
- Cameron Gallagher - Basketball Clinic Coach
- John Golden - Basketball Clinic Coach
- Michael Greco - Basketball Clinic Assistant Director
- Thomas Keane - Basketball Clinic Program Director
- Calli Korbey - Basketball Clinic Coach
- Mikayla Pucci - Basketball Clinic Coach
- Gregory Romank - Basketball Clinic Coach
- Mark Sanborn - Football Clinic Program Director

Supporting Exhibits: Application Material; Application & supporting documents; Memo from the Town Accountant; 20(b) forms; Applications

The Select Board approved the Consent Agenda. (5-0)

6:25 PM

EAGLE SCOUT RECOGNITION

5.

The Select Board will consider recognizing the following Eagle Scouts:

- **Alex Stephan** - Eagle rank earned February 2025. Service project: Spanish language legal aid services promotion.
- **Necalli Vela-Garcia** - Eagle rank earned January 2025. Service project: Picnic Bench, Refurbish StoryWalk. Hopkinton Public Library.
- **Ryan Pepin** - Eagle rank earned January 6, 2025. Service project: Mini FreeLibrary and Meditation Garden at St. Matthew Parish, Southborough.
- **Samuel Peace** - Eagle rank earned November 18, 2024. Service Project: Tomato Garden at Hopkinton Senior Center.
- **Aniketh Mikkilineni** - Eagle rank earned August 22, 2024. Service Project: Signage for McFarland-Sanger House.
- **Aryan Samaga** - Eagle rank earned August 17, 2023. Service Project: Hydroponic Garden for India Heritage Temple in Grafton.

6:35 PM

PARADE PERMIT APPLICATION - JULY 4TH HORRIBLES PARADE

6.

The Select Board will consider reviewing a Parade Permit application for the July 4th Horribles Parade, submitted by Dan McIntyre and Friends. The Select Board will also consider the request of the applicants for the Select Board to co-sponsor the Parade so that the Town Liability insurance would cover the parade and so that the Police detail rate would be at the Town rate. The parade would start at noon, and begin and end at the Town Common; road closures are requested.

Supporting Exhibits: Application and supporting documents; Permitting team comments

The Select Board approved the Parade Permit for the Horribles Parade on July 4, 2025 with the road closures requested, provided that insurance coverage is provided. (5-0)

The Board did not vote in favor of a motion to sponsor the Horribles Parade. (2-3)

6:40 PM WATER & SEWER RATE SETTING: WATER AND SEWER RATES HEARING

7. The Select Board will consider setting water and sewer rates for Fiscal Year 26, and consider whether to offer a Water and Sewer Rate Discount for eligible residents. Rate setting recommendations are: (i) Water - Staff recommendation is for a 25% increase, for an annual cost of \$53.96/month for the average user, Water & Sewer Advisory Board (WSAB) recommendation is for a 10% increase, for an annual cost of \$47.70/month for the average user, (ii) Sewer - Staff and WSAB recommend 10% increase, for an annual cost of \$77.78/month for the average user. The Select Board will seek public comment during this agenda item on the water and sewer rates.

Supporting Exhibits: FY26 Rate Study Slides

The Select Board set water rates for fiscal year 2026 with an increase of 25% effective July 1, 2025. (5-0)


The Select Board set sewer rates for fiscal year 2026 with an increase of 10% effective July 1, 2025. (5-0)

The Select Board implemented a discount of up to \$200 per year on Sewer Enterprise bills for residential sewer system users who receive property tax exemptions from the Hopkinton Board of Assessors under clauses 17, 22, 37, and 41 of section 5 in chapter 59 of the Massachusetts General Laws, for FY 2026, effective July 1, 2025; and for residents who receive the Hopkinton Means-Tested Senior Citizen Property Tax Exemption tied to the Massachusetts Circuit Breaker Tax Credit. (5-0)

The Select Board implemented a discount of up to \$200 per year on Water Enterprise bills for residential water system users who receive property tax exemptions from the Hopkinton Board of Assessors under clauses 17, 22, 37, and 41 of section 5 in chapter 59 of the Massachusetts General Laws, for FY 2026 effective July 1, 2025; and for residents who receive the Hopkinton Means-Tested Senior Citizen Property Tax Exemption tied to the Massachusetts Circuit Breaker Tax Credit. (5-0)

6:50 PM ANNUAL APPOINTMENTS - BOARDS & COMMITTEES

8. The Select Board will consider annual appointments to the following boards & committees: Affordable Housing Trust Fund Board, Community Preservation Committee, Economic Development Advisory Board, Historical Commission, Marathon Fund Committee, Permanent Building Committee, Sustainable Green Committee, Tax Relief Committee, Veterans Celebration Committee, Water & Sewer Advisory Board, Woodville Historic District Commission, Youth Commission.

Supporting Exhibits: Board & Committee Appointment List;  June 17-Applications

The Board made the following appointments: Ken Weismantel to an at-large position on the Community Preservation Committee, to a term expiring 6/30/2028; Khwaja Ehsan and Brian Colella to

the Historical Commission, to terms expiring 6/30/2028; Colleen Charleston and Carole Nathan to the Marathon Fund Committee, to terms expiring 6/30/2028; Michael DiMascio and Robert Scott to the Permanent Building Committee, to terms expiring 6/30/2028; Divya Burli, Nicole Simpson, and Diane Hayward to the Sustainable Green Committee to terms expiring 6/30/2028, and Thomas Donahue to Sustainable Green Committee to the Youth term, expiring 6/30/2026; Khwaja Ehsan to the Tax Relief Committee, to a term expiring 6/30/2028; Robert Scott to the Water and Sewer Advisory Board, to a term expiring 6/30/2028; Sean Davan and Tina Berlad to the Woodville Historic District Commission, to terms expiring 6/30/2028; and Will Schofield to the Youth Commission, to a term expiring 6/30/2028. (4-0)

The Select Board appointed Jack Nealon and Khwaja Ehsan to the Affordable Housing Trust Fund Board to terms expiring 6/30/2028. (4-1)

The Select Board appointed Jordan Thayer, Wilson St. Pierre, and Sravana Krishna to the Economic Development Advisory Board to terms expiring 6/30/2028. (5-0)

The Select Board appointed Robert A. Hummel to the Economic Development Advisory Board to a term expiring 6/30/2027. (5-0)

The Select Board appointed Kelly Grill (Chamber of Commerce Rep.) to the Economic Development Advisory Board to a term expiring 6/30/2026. (5-0)

The Select Board appointed Finley Perry to the Economic Development Advisory Board to a term expiring 6/30/2027. (4-0-1)

The Select Board appointed Steven Smith, Jennifer Donahue, James Mirabile, and Randall Kramer to the Veterans Celebration Committee to terms expiring 6/30/2028. (5-0)

7:00 PM PRELIMINARY TAX BILLING

9. The Select Board will receive an update on Preliminary tax bills, designed to provide an early estimate of property taxes due for the upcoming year. The Finance Department will explain the process and calculation for the next preliminary bill cycle.
Supporting Exhibits: Presentation

7:10 PM PUBLIC HEARING - POLE PETITION, NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY - HAYDEN ROWE (CONTINUED)

10. The Select Board will open a continued public hearing on a petition to relocate two poles on Hayden Rowe:
1. Relocate one (1) jointly owned pole numbered T.61/E.61 on the east side of Hayden Rowe Street at a point approximately one hundred sixty (160) feet northerly from the centerline of Chamberlain Street; and approximately four (4) feet north and six (6) feet east of the pole's current location.
 2. Relocate one (1) jointly owned pole numbered T.66/E.66 on the east side of Hayden Rowe Street at a point approximately four hundred five (405) feet southerly from the centerline of Chamberlain Street; and approximately six (6) feet north and eight (8) feet east of the pole's current location.
- Supporting Exhibits: Applications Submitted and supporting documents; Permitting

Team

Comments: Follow-Up Information

The Select Board approved the pole petition submitted by NSTAR Electric Company d/b/a Eversource to relocate two poles on Hayden Rowe. (5-0)

7:20 PM TOWN MANAGER REPORT

- 11.** Town Manager will report on the following:
- a. Main Street Corridor Project Update
 - b. Town Counsel Services and RFQ Process
 - c. July 3 Municipal Office Closure
 - d. Town Department Position Vacancy - Deputy Assessor
- Supporting Exhibits: Town Manager Report

The Select Board authorized the posting of the Deputy Assessor position. (4-0-1)

The Select Board initiated the RFQ process to solicit proposals for Town Counsel Services. (5-0)

7:30 PM LIAISON REPORTS/BOARD INVITES

- 12.** The Select Board will consider FY26 liaison assignments.
Supporting Exhibit: FY26 Working Draft

The Select Board appointed Shahidul Mannan as its representative on the Metrowest Regional Transit Authority Advisory Board (5-0)

The Select Board approved Fiscal Year 2026 Select Board liaison assignments. (5-0)

7:40 PM FUTURE BOARD AGENDA ITEMS

- 13.** Board members will identify future agenda items.
1. Liquefied Natural Gas (LNG) Plant Oversight and Advisory Committee - (7/11/23)
 2. Update on Timothy Brennan issue - (5/21/24) [Tabled 6/4/24]
 3. Provide information/update on the matter concerning release of unredacted documents - (6/4/24)
 4. Understand the options regarding Town Counsel and Labor Counsel. (7/16/24)
 5. Update/report from Commission on Disability - (10/1/24)
 6. Continued conversation with Public Safety & Schools regarding preparedness and Response. (12/3/24)
 7. Review Redactions Policy, Summer 2025 (12/17/24)
 8. FY 2026 Select Board Goals (2/4/25)
 9. Impacts of Federal budget changes (4/8/25)
 10. Discuss preparations for Saturday annual town meeting (5/13/25)
 11. Review length of time to fill employee vacancies and consider potential follow up (6/3/25)
- Supporting Exhibit: Board Member Future Agenda Items

7:50 PM EXECUTIVE SESSION

- 14.** The Select Board will consider convening in executive session:
- a. Pursuant to *M.G.L. c.30A, §21(a)* (purpose 3) to consider strategy with respect to

litigation: 1) Hopkinton CP LLC v. Town of Hopkinton (Middlesex Superior Court, No. 2381CV01066) and 2) Stone wall along Assessors map parcel R16-27-0 between 61 and 65 Winter Street; because an open meeting may have a detrimental effect on the litigating position of the Board;

- b. Pursuant to M.G.L. c.30A, §21(a) (purpose 3) to consider strategy with respect to negotiations with the Police, Fire, DPW and Dispatch unions;
- c. Pursuant to M.G.L. c.30A, 21(a) (purpose 2) to consider strategy with respect to negotiations with non-union personnel (Police Chief, Fire Chief);
- d. To approve executive session minutes (5/13/25).

8:50 PM ADJOURN

Correspondence to Select Board

1. Public Hearing Notice - 39 Primrose Circle - Board of Appeals
2. 6-4-2025 Email from Victoria Julian re Parking Lot on Ash Street
3. 101 Ash St. - Scenic Road Decision - Planning Board

Upcoming Select Board Meetings

1. July 1, 2025
2. August 5, 2025
3. September 9, 2025
4. September 23, 2025

Town Hall is accessible; the public may attend in person or remotely. If accommodations/modifications are needed, please contact the Town Manager's office at 508-497-9701 or [complete this form](#).

The listed matters on the agenda are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Unless an agenda item is a posted public hearing, the matter may be considered earlier than the indicated time if there are last minute cancellations or other unforeseen events which cause the Board to move more quickly through the agenda.

Members of the public are welcome to attend this in-person meeting at 18 Main St. or by the remote zoom connection provided. Please note that if a quorum of Select Board members are present in the meeting room the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.