



TOWN OF HOPKINTON SELECT BOARD MEETING AGENDA

Tuesday, February 27, 2024 6:00 PM

Hopkinton Town Hall, 18 Main St, Hopkinton, MA - Room 215/216
(Executive Session will be held in Room 211)

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/82515478230?pwd=L2pvZzBObk5RM01WOG9veUIGR0M3UT09>

Passcode: 610906

Or One tap mobile :

+13017158592,,82515478230# US (Washington DC); +13052241968,,82515478230# US

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 301 715 8592 US (Washington DC); +1 305 224 1968 US; +1 309 205 3325 US; +1 312 626 6799 US
(Chicago); +1 646 876 9923 US (New York); +1 646 931 3860 US; +1 507 473 4847 US; +1 564 217 2000 US
+1 669 444 9171 US; +1 669 900 6833 US (San Jose); +1 689 278 1000 US; +1 719 359 4580 US
+1 253 205 0468 US; +1 253 215 8782 US (Tacoma); +1 346 248 7799 US (Houston); +1 360 209 5623 US
+1 386 347 5053 US; +1 408 638 0968 US (San Jose)

Webinar ID: 825 1547 8230

International numbers available: <https://us02web.zoom.us/j/82515478230?pwd=L2pvZzBObk5RM01WOG9veUIGR0M3UT09>

6:00 PM

CALL TO ORDER

1.

EXECUTIVE SESSION

- a. Pursuant to M.G.L. c.30A, §21(a) (purpose 3) to consider strategy with respect to negotiations with the Fire and Dispatch unions, Interim Town Manager.
- b. Pursuant to M.G.L. c.30A, §21(a) (purpose 6) to consider the purchase, lease, sale or value of real estate in relation to properties in the vicinity of Town Hall and South Street; property comprising part of the Elmwood III subdivision development; 0 Hayden Rowe (Colella Property); 0 Spring Street (McDonough Property); 0 Hill Street (Carroll Property), 0 Cedar Street (Issadore Property), 0 Wood St./5 Mechanic St. (Larter Property) and parcels owned by Umina off Chestnut Street; because an open meeting may have a detrimental effect on the negotiating position of the Board.

6:30 PM

CALL TO ORDER - OPEN SESSION

2.

PLEDGE OF ALLEGIANCE

6:31 PM

PUBLIC FORUM

3.

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

6:40 PM

SELECT BOARD BUDGET LISTENING SESSION

4.

Community Members are invited to share ideas, opinions or ask questions regarding the FY25 Comprehensive Budget.

6:50 PM

CONSENT AGENDA

5.

The Select Board will consider the following consent agenda:

- a. **MINUTES** - The Select Board will consider approving the Minutes of the January 30, 2024 meeting.

- b. **DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST** - The Select Board will discuss and take necessary action relative to Disclosure of Appearance of Conflict of Interest as required by G.L. c. 268A of an Election Checker, for Julia Degan.

Supporting Exhibits: Conflict of interest form from Julia Degan

6:55 PM

NEW TOWN EMPLOYEES

6. The Select Board will consider confirming the Town Manager's appointment of -

- Maureen Sammon, Program Coordinator/Summer Supervisor (Parks & Recreation)
- Jedidiah "Jed" Fenneuff, promotion to Assistant Water and Sewer Manager (DPW)

Supporting Exhibits: Application Material

7:05 PM

MID-YEAR EVALUATIONS

7. The Select Board will consider mid-year evaluations of its direct reports: Town Manager, Police Chief.

Supporting Exhibits: Email Memo; Mid Year Evaluation Form; Police Chief's goals and self assessment

7:20 PM

POLICE DEPARTMENT- DEPARTMENTAL REVIEW UPDATE

8. The Select Board will review the status of the Hopkinton Police Departmental review.

7:45 PM

TOWN CLEAN WATER/PFAS REMEDIATION ADVISORY COUNCIL FRAMEWORK

9. The Select Board will consider a framework for a Clean Water/PFAS Remediation Advisory Council.

Supporting Exhibits: Town Clean Water/PFAS Remediation Advisory Council Framework

8:00 PM

2024 ANNUAL TOWN MEETING

10. The Select Board will consider reviewing the language of its Annual Town Meeting articles.

Supporting Exhibits: Draft Article List; Draft Article - Elmwood Farms III Gift of Land

8:10 PM

FY 2025 COMPREHENSIVE BUDGET

11. The Select Board will consider adopting the FY 2025 Comprehensive Budget (Operating and Capital) and submitting it to the Appropriation Committee.

Supporting Exhibits:  Consolidated Budget

8:20 PM

TOWN MANAGER REPORT

12. Town Manager will report on the following:

- a. Main Street Corridor Project
- b. Per-and Polyfluoroalkyl Substances (PFAS) treatment project
- c. Massachusetts Water Resources Authority (MWRA) Southborough Interconnection project

Supporting Exhibits: Town Manager Report

8:30 PM

LIAISON REPORTS/BOARD INVITES

13. Supporting Exhibit: FY24 Select Board Liaison List

8:40 PM

FUTURE BOARD AGENDA ITEMS

14.

Board members will identify future agenda items.

- 3/5 Proposed approach to changes to the Charge, membership and work of the Upper Charles Trail Committee.
- 3/5 meeting: The Select Board will consider forming a Town Economic Development Advisory Council - Mannan
- 3/5 meeting: Carly Grant, Kerri Connors, Nicole Simpson and Kathy Hinds from the Hopkinton Chapter of Moms Demand Action and want to come to our March 5 meeting to do a short presentation about the BeSMART Program <https://besmartforkids.org/>.
- Liquefied Natural Gas (LNG) Plant Oversight and Advisory Committee - Mannan
- Discussion about dogs, including rules, regulations and guidance- Ritterbusch

8:45 PM

ADJOURN

Upcoming Select Board Meetings

1. March 5, 2024
2. March 19, 2024
3. April 2, 2024
4. April 16, 2024

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](#).

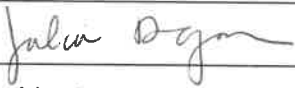
The listed matters on the agenda are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Unless an agenda item is a posted public hearing, the 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.

**DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
AS REQUIRED BY G. L. c. 268A, § 23(b)(3)**

'24 FEB 21 PM 2:24

PUBLIC EMPLOYEE INFORMATION	
Name of public employee:	<i>Julia Dejan</i>
Title or Position:	<i>Election worker</i>
Agency/Department:	<i>Elections</i>
Agency address:	<i>18 Main Street, Hopkinton MA 01748</i>
Office Phone:	<i>508-497-9710</i>
Office E-mail:	<i>townclerk@hopkintonma.gov</i>
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
APPEARANCE OF FAVORITISM OR INFLUENCE	
Describe the issue that is coming before you for action or decision.	<i>i will be working an election where my spouse is on the ballot for town committed.</i>
What responsibility do you have for taking action or making a decision?	<i>I do not make decisions at the election and I will be working with another election worker.</i>
Explain your relationship or affiliation to the person or organization.	<i>Spouse.</i>
How do your official actions or decision matter to the person or organization?	<i>I do not make decisions regarding the election.</i>

Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	I will be working with other election workers at all times. I will not be advising others on how to vote (nor am I allowed to)
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	
Date:	2/21/24

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.

MAUREEN SAMMON

Experienced Recreation Professional with a passion and love for creating fun and positive experiences for the community.

EXPERIENCE

NOVEMBER 2015 - PRESENT

RECREATION SUPERVISOR/OUTDOOR EDUCATION COORDINATOR,

PEABODY RECREATION - PEABODY

- Coordinate with multiple city departments to plan and organize city wide programs and events with great success; the most recent success was the 'Fire at the Farm' which had more than 1,000 members of the community attend.
- Summer 2022 and 2023 oversaw all summer program offerings that sees more than 300 kids a day at various locations. Met with positive feedback from parents, children, and staff.
- Steadily increased summer registrations from being half full in 2016 to full capacity in 2023 with extensive waitlists.
- Responsible for hiring, training, promoting, and evaluating over 40 summer seasonal staff.
- Responsible for program development, program budget development, management, and purchasing of related equipment for various programs and activities.
- Work in collaboration with neighboring towns to offer programming together.
- Responsible for the overall management of the 5th grade Peabody Elementary Basketball League.
- Develop and implement a variety of programs to the community for all ages.
- Charged with creating passive recreation programs at newly acquired farm. Programs went from being offered once a week the first season to twice a week the second season with near full capacity.
- With the help of MERGE Inclusion, assisted in implementing and incorporating inclusive summer programming for children living with autism.
- Created virtual and social distance programming for the community during the global pandemic.
- Attend monthly regional are Recreation meetings to gain insight on current trends in the community and other information.

JUNE 2006 – OCTOBER 2015

OUTDOOR ED DIR & ASST. CAMP DIRECTOR,

METROWEST YMCA - HOPKINTON

- Created a partnership with the Michael Carter Lisnow Respite Center for Adults with disabilities and created seasonal outdoor adventure programs that included but not limited to Archery and High Ropes.
- Planned, scheduled, and created unique low and high rope teambuilding programs each spring and fall for over 60 different schools ranging in age from elementary to college as well as different corporations.
- Prepared and presented yearly budget to the Executive Director and board members.
- Instrumental in creating social media accounts that highlighted programs.
- Scheduled rental contracts and field permits and ensured proper delivery and that requests were met for clients.
- Supervised between 15-150 seasonal staff members in all specialty areas of camp for over 900 campers and provided evaluations throughout the summer.

EDUCATION

B.S. ENVIRONMENTAL STUDIES, ANNA MARIA COLLEGE

SKILLS

- Adept at building lasting teams through staff development and training
- Strong ability to form relationships within the community to coordinate dynamic community events
- Exceptional ability to have a camp song for almost any occasion.
- Over 20+ years in multiple facets of the recreational world

CERTIFICATIONS, MEMBERSHIPS, AWARDS

- CPR Adult/Child/Infant AED - Exp. 2025
- Professional MRPA Member – Exp. June 2024
- NRPA Member – Exp. 2024
- Association of Experiential Education (AEE) – Exp. Nov. 2024
- YMCA Team Leader – 2015, No Expiration Date
- YMCA Day Camp Director – 2010, No Expiration Date
- Presidential Award for Excellence, MetroWest YMCA – 2010
- Outstanding Achievement Award, MetroWest YMCA – 2007
- Girl Scout Gold Award (Highest Award in Girl Scouting) – 1995

- CPRP pending test

MAUREEN SAMMON



Town of Hopkinton
Human Resources Department
18 Main Street
Hopkinton, MA 01748

Greetings,

With this letter and attached resume, I would like to express my sincere interest in the Program Coordinator-Summer Supervisor position with the Town of Hopkinton. I believe my unique experience, training, and wide range of knowledge make me an excellent candidate for the position.

My expertise lies in successfully creating and implementing effective recreational programs, training, and mentoring employees, and promoting special activities and events to expand participation. I am skilled in analyzing recreational needs and resources to inform program direction. I excel in making genuine connections with individuals and community groups to ensure optimal recreational program reach and satisfaction.

My proven dedication to managing outstanding recreation programs, events, and activities, along with my exceptional interpersonal and relationship management talents, will contribute immensely to the continued success of the Hopkinton Recreation Department. Thank you for your consideration; I look forward to speaking with you soon.

Sincerely,

Maureen Sammon

Jed Fenneuff

SUMMARY OF QUALIFICATIONS

- Well-organized and able to use SCADA, spreadsheets, word processing, and GIS applications to collect, analyze, and interpret data.
- Knowledgeable regarding the material, methods, and information required to construct, repair, and assess infrastructure.
- Proficient in supporting MADEP reporting, drinking water practices, and safe drinking water regulations.

PROFESSIONAL EXPERIENCE

- 2012 – Present Hopkinton Public Works, Hopkinton, MA
Water Operator, Water and Sewer Department
- Operated and maintained the water blending facilities and water and sewer pump stations.
 - Performed regular inspections to monitor and document facility conditions.
 - Provided preventative maintenance, troubleshooting and coordinated corrective maintenance and pro-active problem solving.
 - Performed water sampling in compliance with the water sampling schedule.
 - Utilized spreadsheets to collect and analyze data from source and finish water including dosages and trends.
 - Used SCADA daily and have basic knowledge of logic PLC programming and troubleshooting.
 - Responsible for the distribution system including repair of water main and services, leak locating, replacement of fire hydrants, and installation of new mains, services, meters, and valves as well as sewer collection system.
 - Used spreadsheets to collect data from distribution system for use in reports including water audit and monthly reporting.
 - Actively worked to implement a functional and accurate GIS system with custom maps and layers.
 - Worked with standard operating procedures to complete daily, weekly, monthly, and yearly required tasks.
 - Worked with various engineering firms on projects such as a new pump station and a blending facility.
- 2010 – 2012 Framingham Public Works, Framingham, MA
Medium Equipment Operator
- Took lead role toward customer response and problem resolution.
 - Managed emergency response activities related to system failures.
 - Performed skilled laboring including the installation, maintenance and repair of pipe, water hydrants, valves, and main services.
- 2000 – 2010 Putnam Pipe Corporation, Hopkinton, MA
Sales and Administration
- Managed company human resources and inventory to successfully coordinate the allocation of materials to projects around central Massachusetts.
 - Worked with more than 30 vendors to correctly procure the necessary products to complete various water, wastewater, and drainage projects.
 - Worked with engineers and project managers on concurrently independent projects to determine specialty products, review blueprints, assess project schedules and budgets for material needs, and respond to unforeseen changes.
- 1999 – 2006 United States Army National Guard, Milford, MA
Sergeant, Squad Leader, Heavy Equipment Operator
- Operated and maintained heavy equipment, including hydraulic machinery.
 - Earned The Army Achievement Medal in 2000 and 2004.

PROFESSIONAL LICENSURES

Water Distribution

- Grade 3 – In Training
- Grade 1 – In Full

Water Treatment

- Grade 2 – In Full

Wastewater Treatment

- Grade 2M

Backflow Prevention Device Surveyor Certification

Equipment

- CDL Class B License, MA
- Hoisting Engineer License (1C, 2A), Department of Public Safety, MA

EDUCATION



- Noncommissioned Officers Academy, Fort Dix, NJ
 - Primary leadership development course.



- Doherty Memorial High School, Worcester, MA
 - High School Diploma

REFERENCES



Jed Fenneuff

To Whom It May Concern,

I am excited to apply for the Water and Sewer Assistant Manager position at the Hopkinton Department of Public Works. I have more than 20 years' experience in the underground utilities industry, with 12 years' experience in the town of Hopkinton. I possess a range of skills and qualifications that you are seeking for this position, and I am confident that I would prove to be even more valuable to your team in this role.

As demonstrated in my current position and as seen in my resume, I have significant experience in managing human resources and inventory to successfully coordinate the allocation of materials to construct, repair and assess infrastructure in both the public and private sector in the underground utilities industry. In my current role, I support the Water and Sewer Manager, Mr. Carty, to handle the variety of tasks mentioned in the job description for this position. I play a critical role in the planning, coordination, scheduling, oversight and successful completion of water and sewer projects. I assist in coordinating the water quality testing program in regulatory compliance. I support in supervising the operation, inspection and renovations of the water and sewer pumping stations. These are responsibilities I take very seriously and have successfully mentored other colleagues in these essential roles and responsibilities.

More importantly, I am a team player who is committed to the success of the department. I have a strong work ethic and I am always willing to go the extra mile to get the job done. I am also a problem solver who is not afraid to take on a challenge. I have a can-do attitude and I am always looking for ways to improve the efficiency and effectiveness of operations. And for this very reason, I have been referred by senior management as the go to person to handle problematic issues relating to water infrastructure, as I can minimize any potential downtime.

Thank you for your time and consideration and I look forward to hearing from you soon.

Sincerely,

Jed Fenneuff

Vasudha Dutta <vdutta@hopkintonma.gov>

Fwd: Mid Year Evaluations

1 message

Norman Khumalo <nkhumalo@hopkintonma.gov>
To: Vasudha Dutta <vdutta@hopkintonma.gov>

Fri, Jan 5, 2024 at 12:49 PM

Norman Khumalo
Town Manager
Town of Hopkinton
18 Main Street
Hopkinton, MA 01748
Tel. 508 497 9700
nkhumalo@hopkintonma.gov

----- Forwarded message -----

From: **Kristin Merrill** <kmerrill@hopkintonma.gov>

Date: Fri, Dec 22, 2023 at 10:34 AM

Subject: Mid Year Evaluations

To: Norman Khumalo <nkhumalo@hopkintonma.gov>, Elaine Lazarus <elainel@hopkintonma.gov>, Dawn Alcott Miller <dalcott@hopkintonma.gov>, Amy Beck <abeck@hopkintonma.gov>, Joseph Bennett <jbennett@hopkintonpd.org>, David Daltorio <ddaltorio@hopkintonma.gov>, Connor Degan <cdegan@hopkintonma.gov>, Josh Grossetti <jgrossetti@hopkintonma.gov>, Jonathan Lewitus <jlewitus@hopkintonma.gov>, Nanci Hill <nhill@hopkintonma.gov>, Shaun McAuliffe <smcauliffe@hopkintonma.gov>, Gary Daugherty <gdaugherty@hopkintonfd.org>, John Neas <jneas@hopkintonma.gov>, Diane Hendrickson <dianeh@hopkintonma.gov>, Kerry Reed <kreed@hopkintonma.gov>

Dear Supervisors,

Attached is the Mid Year Evaluation Form. This is the time of year that we sit down with our employees to go over their goals and provide them with the resources for them to successfully accomplish their goals, celebrate their success thus far and check in with them if there are any areas of development or concerns you may have.

Performance management is an ongoing process throughout the year and this is a wonderful opportunity to formally sit with your employee(s) to share and listen.

Please plan to meet with them for about 1/2 hour +/- to review goals established for the July 1, 2023 - June 30, 2024 review period, discuss progress, and then complete the Mid Year Form and submit to HR for their personnel file no later than Friday, January 26th.

If you have any concerns that HR should be aware of or if you have any questions at all, please let me know.



Attached is a pdf version of the form. I am also including a link to the Google version of this form: [Mid Year Evaluation Form](#) (Please be sure to make a copy and save to your own Drive before editing otherwise it will be viewable to others in the organization. If you do not Save the form in your own Drive, it will be saved in HR's Drive for all with viewing privileges to view.)

Thanks and Happy Holidays everyone!

Kristin Merrill
 (she/her/hers)
 HR Generalist
 Town of Hopkinton
 (508) 497-9769, x3

All email messages and attached content sent from and to this email account are public records unless qualified as an exemption under the [Massachusetts Public Records Law](#).

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Visit us online at www.hopkintonma.gov.

 **Step 5 Mid-Year Goals Form.pdf**
58K

EMPLOYEE/SUPERVISOR MID-YEAR GOALS EVALUATION & MEETING

Evaluation Period: July 1, 2023 – June 30, 2024

(Mid-year Meeting with employee(s) to be scheduled during the month of January of each year)

EMPLOYEE NAME: _____ JOB TITLE: _____

DEPARTMENT: _____ SUPERVISOR: _____

GOAL #1	STATUS: <input type="radio"/> Met <input type="radio"/> In Progress	EXPECTED DATE OF COMPLETION
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GOAL #2	STATUS: <input type="radio"/> Met <input type="radio"/> In Progress	EXPECTED DATE OF COMPLETION
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GOAL #3	STATUS: <input type="radio"/> Met <input type="radio"/> In Progress	EXPECTED DATE OF COMPLETION
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EMPLOYEE COMMENTS:

Employee's Signature

Date

SUPERVISOR COMMENTS:

Supervisor's Signature

Date

Form to be returned to Human Resources no later than January 26, 2024, for employee's personnel file.

EMPLOYEE/SUPERVISOR MID-YEAR GOALS EVALUATION & MEETING

Evaluation Period: July 1, 2023 – June 30, 2024

(Mid-year Meeting with employee(s) to be scheduled during the month of January of each year)

EMPLOYEE NAME: Bennett, Joseph E. **JOB TITLE:** Chief of Police

DEPARTMENT: Police **SUPERVISOR:** Select Board

GOAL #1	STATUS:	EXPECTED DATE OF COMPLETION
<p>Community Outreach and Engagement</p> <ul style="list-style-type: none"> a. Social Media Team <ul style="list-style-type: none"> i. Social Media Team Lead selected - Sgt. Burchard ii. High volume posts - most YTD 130,700 for the Fruit Street Bridge Opening. iii. Team used Facebook well to promote open positions iv. Vendor selected to work with Social Media Team to create recruitment video and advertising model v. Team offered training in social media and public records b. Department Members are active in <ul style="list-style-type: none"> i. Elmwood School Project ii. Senior Center Study iii. Metrowest Anti Bullying Coalition/Spark Kindness iv. Hopkinton Freedom Team v. Hopkinton Organizing for Prevention vi. Coalition on Disability vii. Behavioral Threat Assessment & Management/Violence Risk Assessment Committee viii. Climate Action Plan c. Members attended/hosted several community events <ul style="list-style-type: none"> i. Half Day Pizza Party ii. Senior Dinner iii. Halloween events iv. Porchfest v. Senior Dinner 	<p><input type="radio"/> Met</p> <p><input checked="" type="radio"/> In Progress</p>	<p>6/30/2024</p>

<p>GOAL #2</p> <p>Officer Recruitment</p> <ul style="list-style-type: none"> a. Job posting finalized through H.R. and T.M. office <ul style="list-style-type: none"> i. Posted December 12th, 2023 ii. 29 applicants iii. Application metric established iv. Priority grouping established v. 1st round interviews completed. vi. Second round interviews completed 1/24/2024. 6 candidates in the background and onboarding stages vii. Utilized advertising vendor with emphasis on diversifying candidates viii. Conditional offers made to 6 candidates ix. FTO - Program - Will roll out an enhanced training program that will bring the new officers on line quicker while ensuring maintenance of a robust training curriculum. x. New Lead on FTO and on the process of identifying and training new FTO's. b. Recruitment team has attended and will continue to attend targeted applicant pool events 	<p>STATUS:</p> <p><input type="radio"/> Met</p> <p><input checked="" type="radio"/> In Progress</p>	<p>EXPECTED DATE OF COMPLETION</p> <p>6/30/2024</p>
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<p>GOAL #3</p> <p>Promotion and Professional Development of Command Staff</p> <ul style="list-style-type: none"> a. Promotion <ul style="list-style-type: none"> i. Sergeant process completed within parameters of MCOP CBA, Town Charter, labor law. 2 Sergeants promoted ii. Sergeant exam will be posted within the week and the establishment of a new list will be completed iii. Lieutenant positions should be posted and filled within the agreed upon selection process, Town Charter and Labor Law and Select Board Process. b. Professional Development - Sergeants have been provided advanced training in topics including: <ul style="list-style-type: none"> i. Liability, ii. Public Records iii. First Amendment Auditors iv. Use of Force Legalities 	<p>STATUS:</p> <p><input type="radio"/> Met</p> <p><input checked="" type="radio"/> In Progress</p>	<p>EXPECTED DATE OF COMPLETION</p> <p>6/30/2024</p>
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- v. Transition from Patrol
- vi. Supervisor Lessons
- vii. Importance within the Agency
- viii. Duty to both the the Agency and Subordinates
- ix. Organization Assessment and Culture Change
- x. Executive Leadership and Strategic Planning
- xi. Public Speaking
- xii. Strategic Communication
- xiii. Working Effectively with the Media
- xiv. Labor and Management Relations
- xv. Risk Management
- xvi. Ethical Decision
- xvii. Budgeting
- c. Professional Development - Sergeants have been offered training in the following topics:
 - i. Mass. Commission Against Discrimination
 - ii. Labor Relations/Management Rights
 - iii. Public Employee Freedom of Speech
 - iv. Injured on Duty
 - v. FMLA
 - vi. Disability and Discrimination
 - vii. POST
 - viii. CJIS
 - ix. Internal Affairs
 - x. Public Records
 - xi. Introduction to Budgeting
 - xii. Contemporary Liability Issues for Command Staff
 - xiii. Leadership - Earning Trust and Commitment
 - xiv. Generational Communications
 - xv. Relationship Building
 - xvi. Credibility
 - xvii. Command discipline
 - xviii. Liability
 - xix. Problem employees
 - xx. Leading change within an organization
- d. Practical Awareness/Skills Training
 - i. Command Staff given awareness level training in budgeting, procurement, payroll and procurement
 - ii. Command Staff members taught functional skills of budgeting, payroll and procurement.
- e. Sergeants as Team Builders
 - i. New Methodology
 - 1. Sergeants as Team Builders

<ul style="list-style-type: none"> a. FTO b. Training c. Social Media d. Station Rebuild Project e. Fleet f. Accreditation g. Mental Health <ul style="list-style-type: none"> f. Constant Communication <ul style="list-style-type: none"> i. Monthly Staff Meetings ii. One on Ones iii. Roll Calls iv. Post Event Reviews 		
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EMPLOYEE COMMENTS:

Joseph E. Bennett III

Employee's Signature

2/16/2024

Date

SUPERVISOR COMMENTS:

Supervisor's Signature

Date

Form to be returned to Human Resources no later than January 26, 2024, for employee's personnel file.



TOWN OF HOPKINTON
HUMAN RESOURCES DEPARTMENT

TOWN HALL
18 MAIN STREET HOPKINTON, MASSACHUSETTS 01748

Telephone: 508-497-9769

FY23 Stretch Goals & Objectives SUMMARY
(July 1, 2023 – June 30, 2024)

(SMART) Specific, Measurable, Attainable, Realistic and Timely

Employee Name: Joseph E. Bennett III

Note for Supervisors:

- Stretch Goals should be aligned with the Town’s Mission.
- Stretch Goals should not be continued from the previous year.
- Assign no more than 3 Stretch Goals, one of which is a Standard Operating Procedure (SOP).
- Stretch goals involve an entrepreneurial expectation that goes beyond current capabilities and performance and include finding a new way to bring the stretch goal into reality.

Objective:	Date of Completion
1. Community Outreach and Engagement	6/30/2024
2. Recruitment of Police Officers	6/30/2024
3. Promotion and Professional Development of Command Staff	6/30/2024

Approvals:

Dept. Head or Board Chair: _____

Date: _____

Joseph E. Bennett III

Employee:

Date: 1/5/2024

Human Resources Director: _____

Date: _____

cc: Employee
Employee file



TOWN OF HOPKINTON
HUMAN RESOURCES DEPARTMENT

TOWN HALL
18 MAIN STREET HOPKINTON, MASSACHUSETTS 01748

Telephone: 508-497-9769

FY24 Stretch Goals & Objectives Worksheet

(SMART) Specific, Measurable, Attainable, Realistic and Timely/Tangible

Employee Name: Joseph E. Bennett III

OBJECTIVE: 1-3 Sentences

To continue with the enhancement of community engagement.

TASKS/ACTIVITIES: List two or three tasks or activities needed to complete your Objectives:

- Continue growth of Social Media Team skills and abilities
 - Establish Team Lead
 - Team to Attend Training
 - Establish working groups within the Social Media Team
- Seek engagement with town projects, boards and committees
- Participate passively (virtual) and actively (in-person) in community events

RESOURCES NEEDED TO ACHIEVE OBJECTIVES: Please list any resources you will need to complete your objectives. Discuss if these are resources currently available to you or resources that you will need the assistance of the Town Manager to procure.

- Overtime - Currently budgeted funding will be used
- Training costs - Will be covered by existing training budget
- Selection of Social Media Team Lead



TOWN OF HOPKINTON
HUMAN RESOURCES DEPARTMENT

TOWN HALL
18 MAIN STREET HOPKINTON, MASSACHUSETTS 01748

Telephone: 508-497-9769

FY24 Stretch Goals & Objectives Worksheet

(SMART) Specific, Measurable, Attainable, Realistic and Timely/Tangible

Employee Name: Joseph E. Bennett III

OBJECTIVE: 1-3 Sentences

Recruitment of Qualified Police Officers and Recruits

TASKS/ACTIVITIES: List two or three tasks or activities needed to complete your Objectives:

- Open the process to recruit, hire and train applicants with no prior law enforcement experience.
- Enhance the use of the Social Media Team to promote the Hopkinton Police Department
- Evaluate the value of available vendor resource for marketing and advertising
- Evaluate/Participate in high potential return recruitment events and advertisements
-

RESOURCES NEEDED TO ACHIEVE OBJECTIVES: Please list any resources you will need to complete your objectives. Discuss if these are resources currently available to you or resources that you will need the assistance of the Town Manager to procure.

- Collaborate with Human Resources to develop a job posting in line with the Town Charter and Town Goals including enhancing D.E.I.B.
- Evaluate the job posting to Select Board appearance for the appointment process to identify potential efficiencies.
- Evaluate online presence with an eye towards recruitment



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FY24 Stretch Goals & Objectives Worksheet

(SMART) Specific, Measurable, Attainable, Realistic and Timely/Tangible

Employee Name: Joseph E. Bennett III

OBJECTIVE: 1-3 Sentences

Promotion and Professional Development of Command Staff

TASKS/ACTIVITIES: List two or three tasks or activities needed to complete your Objectives:

- Collaborate with Human Resources to ensure compliance with the MCOP CBA, Town Charter, labor law and best practices
- Offer training to command staff members at every level in topics relative to the next level of promotion
- Offer training in practical skills necessary to function at the next level within the command staff.
- Train all command staff at the awareness level on next command level work, projects and tasks.

RESOURCES NEEDED TO ACHIEVE OBJECTIVES: Please list any resources you will need to complete your objectives. Discuss if these are resources currently available to you or resources that you will need the assistance of the Town Manager to procure.

- Support from the Select Board
 - Provide a clear understanding to the Select Board of the MCOP CBA enumerated processes, town charter, labor law and best practices. What goes into bringing a candidate forward?
 - Determine expectations of Select Board involvement in the promotion process.
- Training costs - will be covered by existing budget funds.
- Collaboration with Human Resources - constant and continual collaboration currently exists and is anticipated to continue.
- Administrative Manager Schuler, various town employees and I will work together on command staff practical skill set development and awareness growth.

Town Clean Water/PFAS Remediation Advisory Council Framework

Purpose: To establish Town Clean Water/PFAS Remediation Advisory Council to address the critical issue of water contamination, particularly related to Per- and Polyfluoroalkyl Substances (PFAS), and to develop effective strategies for the protection, remediation, and management of clean water resources within the community. The council aims to provide expertise, guidance, and recommendations to the Select Board, local authorities, regulatory agencies, and the public regarding clean water and PFAS-related matters.

Mission: The mission of the Town Clean Water/PFAS Remediation Advisory Council is to ensure the availability of clean and safe water resources for all residents, to address PFAS contamination, and to foster collaboration among stakeholders in the pursuit of effective solutions and sustainable practices.

Functions and Responsibilities:

1. Water Quality Monitoring and Assessment:

- Develop and implement a comprehensive water quality monitoring program to track contamination levels, identify sources of pollution, and assess potential risks.
- Collaborate with local environmental agencies to ensure accurate and up-to-date data collection and analysis.

2. PFAS Remediation Strategies:

- Research and recommend innovative and scientifically sound approaches for PFAS remediation, considering both short-term and long-term solutions.
- Evaluate the feasibility and effectiveness of different remediation technologies, such as filtration, treatment, and containment.
- Work with Town Administration to help develop MWRA connections, long term strategy options, a long-term plan with funding needs, sources and advise SB and Town on process to move forward.

3. Community Engagement and Education:

- Organize public workshops, town hall meetings, and informational campaigns to educate residents about PFAS contamination, potential health risks, and water conservation practices, short term, and long term MWRA options, plans and costs.
- Provide accessible resources and materials to help residents make informed decisions regarding water usage and safety.

4. Regulatory Advocacy:

- Collaborate with state and federal regulatory agencies to advocate for stricter guidelines and regulations related to PFAS contamination and water quality standards.
- Provide expert input and feedback on proposed regulations and policies.

5. **Risk Communication and Mitigation:**

- Develop clear and transparent communication strategies for informing the public about PFAS contamination, potential health risks, and ongoing remediation efforts.
- Advise local authorities on effective risk mitigation measures, such as alternative water sources and filtration systems.

6. **Research and Innovation:**

- Collaborate with academic institutions, research organizations, and industry experts to stay updated on the latest scientific developments and best practices in PFAS remediation and clean water technologies.

Council Composition: The Town Clean Water/PFAS Remediation Advisory Council shall consist of an odd no. of diverse members who bring expertise and experience from various sectors, including:

- Local Town government – Town Manager/ Director of DPW
- Town Resident Representatives, General and some preferably from:
 - Environmental science and engineering
 - Public health and medical professionals
 - Local Town government officials
 - Water utility representatives
 - Community organizations
 - Legal experts
 - Academic researchers
- Liaison from Select Board, Board of Health, Planning Board, Sustainable Green, and Appropriations Committees

Meeting Frequency: The Council shall meet regularly, at least monthly initially, to discuss progress, review data, strategize on remediation efforts, and plan community engagement activities.

Reporting: The Council shall provide regular updates and reports to the Select Board, regulatory agencies, and the public, detailing its findings, recommendations, and ongoing initiatives.

Duration: The Town Clean Water/PFAS Remediation Advisory Council shall operate on an ongoing basis, with a periodic review of its effectiveness and relevance conducted every two years.

Conclusion: The establishment of the Town Clean Water/PFAS Remediation Advisory Council reflects our commitment to addressing water contamination challenges and safeguarding the health and well-being of our community. Through collaboration, expertise, and informed decision-making, we can work together to achieve clean, safe, and sustainable water resources for present and future generations.

**2024 Annual Town Meeting
Draft Article List**

Reports

- Acceptance of Town Reports (Sponsor: Select Board)

Financial - Fiscal Year 2024

- FY 24 Supplemental Appropriation and Transfers (Sponsor: Town Manager)
- Unpaid Bills from Previous Fiscal Years (Sponsor: Town Manager)

Financial - Fiscal Year 2025

- Rescind Authorized but Unissued Debt (Sponsor: Town Manager)
- Excess Bond Premium (Sponsor: Town Manager)
- Set the Salary of Elected Officials (Sponsor: Select Board)
- Fiscal Year 2025 Operating Budget (Sponsor: Town Manager)
- FY 2025 Revolving Funds Spending Limits (Sponsor: Town Manager)
- PEG Access and Cable Related Fund Revolving Account Funding (Sponsor: Town Manager)
- Chapter 90 Highway Funds (Sponsor: Town Manager)
- Transfer to Other Post-Employment Benefits Liability Trust Fund (Sponsor: Town Manager)
- Transfer to the General Stabilization Fund (Sponsor: Town Manager)
- Transfer to Capital Expense Stabilization Fund (Sponsor: Town Manager)
- Transfer to the School Special Education Reserve Fund (Sponsor: Town Manager)
- Opioid Funds Appropriation (Town Manager)
- Transportation Network Company Rideshare Funds (Town Manager)

Capital Expenses and Projects

- Pay As You Go Capital Expenses (Sponsor: Town Manager)
- Paper Record Digitization - All Town Records (Sponsor: Town Manager)
- Schools Districtwide HVAC Air Handling Units (Sponsor: School Committee)
- Hopkins School Addition & Renovation (Sponsor: School Committee)
- Ash St. Drainage Improvement (Sponsor: Director of Public Works)
- Roadway & Sidewalks, DiCarlo Rd., Barbara Rd., Peppercorn Rd. (Sponsor: Director of Public Works)
- Granite St. Culvert Replacement (Sponsor: Director of Public Works)
- Municipal Parking (10 Walcott St., 14 Main St., 0 Main St.) (Sponsor: Select Board)
- Toxic Chemicals Testing (Sponsor: Sustainable Green Committee)
- Legislative Petition - Senior Tax Exemptions for School Building Project Costs (Sponsor: Select Board)

Community Preservation Funds

- Community Preservation Funds (Sponsor: Community Preservation Committee)
- Community Preservation Recommendations (Sponsor: Community Preservation Committee)
 - 66 Fruit Street - Affordable Housing Parcel Survey
 - Conservation Restriction for Rice Woods/Jenner Property
 - Conservation Restriction for Hughes Property
 - Headstone Restoration
 - Restoration of Historical Society Building
 - Engineering Study, Design & Construction Documents for Inclusive Playground
 - Storage Shed at Fruit Street Fields
 - Chamberlain Connector Trails
 - Issadore Parcel, 0 Cedar St.
 - Carroll Parcel, 0 Hill St.
 - Larter Parcel, 0 Wood St./5 Mechanic St.
 - Colella Parcel, 0 Hayden Rowe
 - McDonough Parcel, 0 Spring St.

Zoning Bylaw/Zoning Map Amendments

- Zoning Bylaw Amendment - MBTA Communities Zoning (Sponsor: Planning Board)
- Zoning Map Change, 1 Colonial Ave., 81 & 83 Hayden Rowe (Sponsor: Citizens Petition)

General Bylaw Amendments

- Amend General Bylaw - Noncriminal Disposition (Sponsor: Conservation Commission)
- Amend General Bylaw - Town Meeting Attendance/Speaking (Sponsor: Select Board)
- Amend General Bylaw - Expand Membership Opportunities on the Appropriation Committee, Capital Improvement Committee & Community Preservation Committee (Sponsor: Select Board)
- Amend General Bylaw - Leash Law (Sponsor: Trail Coordination & Management Committee)

Land Acquisition and Disposition

- Accept Gift of Land - Whisper Way (Sponsor: Planning Board)
- Accept Gift of Land - Connelly Farm Subdivision (Sponsor: Planning Board)
- Accept Gift of Land - Elmwood III Subdivision Parcel A (Sponsor: Select Board)
- Land Acquisition - Colella Property, 0 Hayden Rowe (Sponsor: Select Board; OSPC has voted to co-sponsor)
- Land Acquisition - McDonough Property, 0 Spring St. (Sponsor: Select Board)
- Property Disposition - 0 Duffield Rd. & 0 Beach St. (Sponsor: Select Board)
- Property Disposition - Lease Town land at 0 Clinton St. (R26-12-0) for cell tower. (Sponsor: Select Board)

Feb. 22, 2024

- Permanent Easement - Lake Maspenock Dam Operations & Maintenance (Sponsor: Director of Public Works)
- Transfer Care, Custody and Control of Echo Trail Parcels to Open Space Preservation Commission (Sponsor: OSPC)

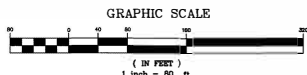
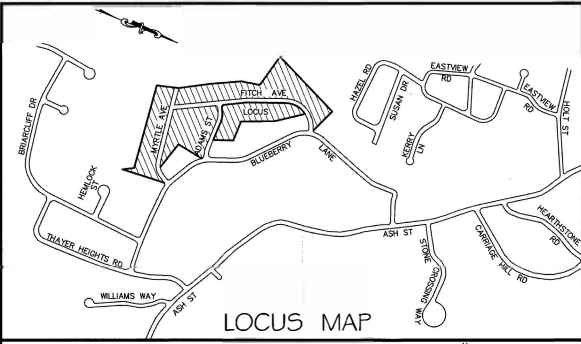
Administrative

- Adopt Specialized Energy Code (Sponsor: Sustainable Green Committee)
- Amend Charter - Correct statutory reference in Section 3-1(d) to M.G.L.c.41, §97A (not §97) to confirm the Police Chief's status as a "strong chief." (Sponsor: Select Board)
- Create Government Study Committee (Sponsor: Citizens Petition)
- MWRA Connection related matters (Sponsor: Select Board)

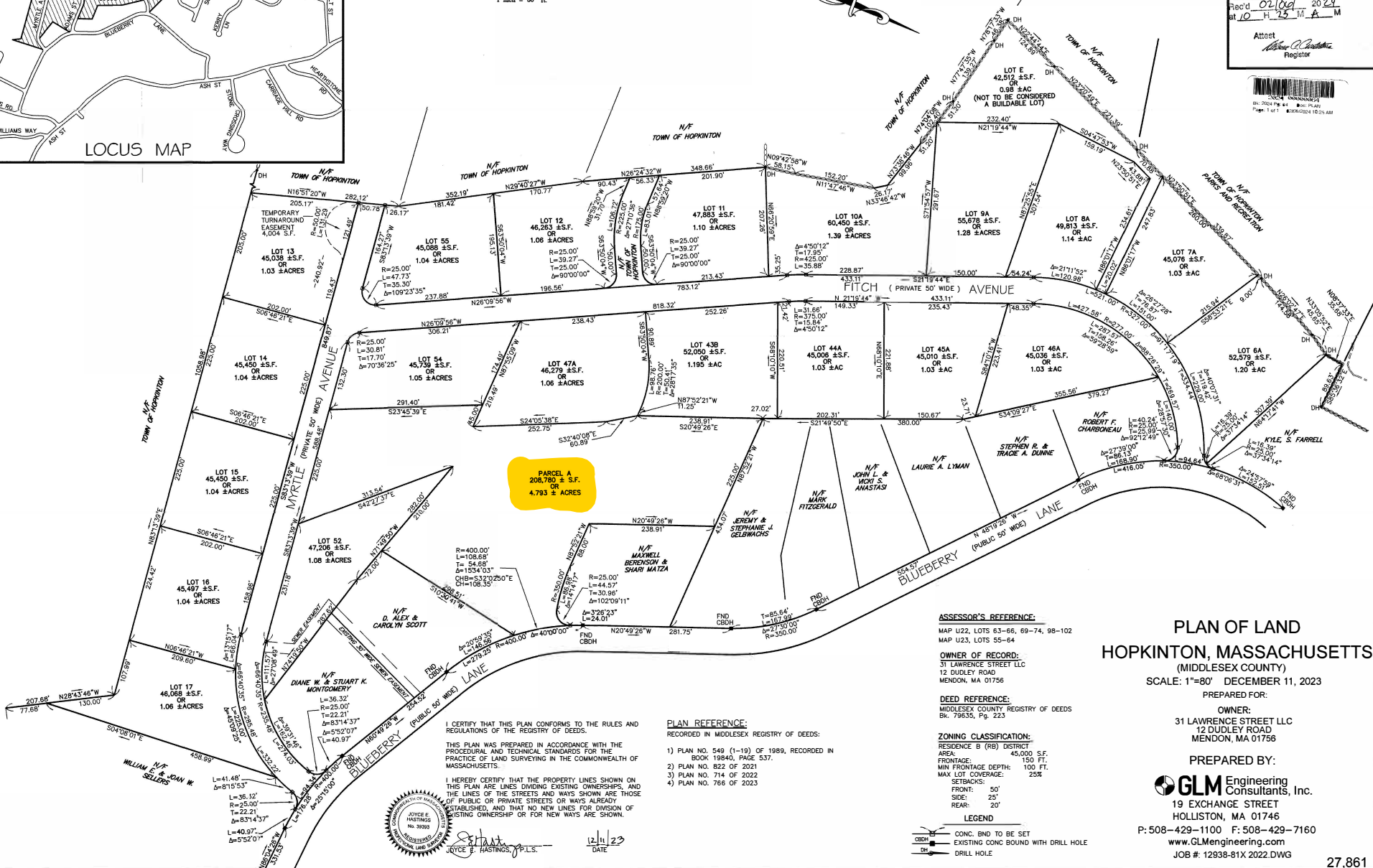
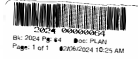
ARTICLE: Accept Gift of Land - Elmwood III Subdivision; Sponsor: Select Board

To see if the Town will vote to authorize the Select Board to acquire, by gift, a fee interest in a certain parcel of land consisting of 4.793 acres in Parcel A as shown on a plan entitled "Plan of Land in Hopkinton, Massachusetts" prepared by GLM Engineering Consultants, Inc. and dated December 11, 2023, a copy of which is available for inspection at the Office of the Town Clerk, said land being a portion of property located off Blueberry Lane and Myrtle Avenue, as shown as all or portions of the following parcels: Assessors Map U23 Block 63 Lot 0, Map U22 Block 63 Lot 0, Map U22 Block 64 Lot 0, Map U22 Block 102 Lot 0, Map U22 Block 101 Lot 0, and Map U22 Block 65 Lot 0; said land to be used for open space purposes.

Pass any vote or take any action relative thereto.



Middlesex Registry of Deeds,
Southern District
Cambridge, Massachusetts
Plan No. 04 of 2024
Rec'd 02/09/2024
at 10:11:25 AM
A M
Attest
Register

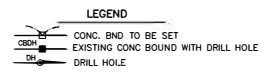


I CERTIFY THAT THIS PLAN CONFORMS TO THE RULES AND REGULATIONS OF THE REGISTRY OF DEEDS.
THIS PLAN WAS PREPARED IN ACCORDANCE WITH THE PROCEDURAL AND TECHNICAL STANDARDS FOR THE PRACTICE OF LAND SURVEYING IN THE COMMONWEALTH OF MASSACHUSETTS.
I HEREBY CERTIFY THAT THE PROPERTY LINES SHOWN ON THIS PLAN ARE LINES DIVIDING EXISTING OWNERSHIPS, AND THE LINES OF THE STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED, AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN.

JOYCE E. HASTINGS, P.L.L.C.
DATE 12/11/23

- PLAN REFERENCE:**
RECORDED IN MIDDLESEX REGISTRY OF DEEDS:
- 1) PLAN NO. 549 (1-19) OF 1989, RECORDED IN BOOK 19840, PAGE 537.
 - 2) PLAN NO. 822 OF 2021
 - 3) PLAN NO. 714 OF 2022
 - 4) PLAN NO. 766 OF 2023

ASSESSOR'S REFERENCE:
MAP U22, LOTS 63-66, 69-74, 98-102
MAP U23, LOTS 55-64
OWNER OF RECORD:
31 LAWRENCE STREET LLC
12 DUDLEY ROAD
MENDON, MA 01756
DEED REFERENCE:
MIDDLESEX COUNTY REGISTRY OF DEEDS
BK. 79635, Pg. 223
ZONING CLASSIFICATION:
RESIDENCE B (R) DISTRICT
AREA: 45,000 S.F.
FRONTAGE: 150 FT.
MIN FRONTAGE DEPTH: 100 FT.
MAX LOT COVERAGE: 25%
SETBACKS:
FRONT: 50'
SIDE: 25'
REAR: 20'



**PLAN OF LAND
HOPKINTON, MASSACHUSETTS
(MIDDLESEX COUNTY)**

SCALE: 1"=80' DECEMBER 11, 2023

PREPARED FOR:
OWNER:
31 LAWRENCE STREET LLC
12 DUDLEY ROAD
MENDON, MA 01756

PREPARED BY:
GLM Engineering & Consultants, Inc.
19 EXCHANGE STREET
HOLLISTON, MA 01746
P: 508-429-1100 F: 508-429-7160
www.GLMengineering.com

JOB #: 12938-81X 2022.DWG

To: Select Board

From: Norman Khumalo 

Date: February 23, 2024

Ref: Staff Report - Select Board February 27, 2024 Meeting

1. *Main Street Corridor Project:* Dave Daltorio (Town Engineer/Facilities Director), Michell Murdock (Project Specialist), and Nicole Bratsos (Inspector of Construction, Utilities, and Permitting) reported that the contractor repainted the crosswalks on Main Street at Church Street, Main Street and Hayden Rowe intersection; and at the Grove Street and Main Street Intersection were repainted. They also added pedestrian crossing signs at the first two intersections, where the contractor will activate flashing beacons in the future.
2. *Per- and Polyfluoroalkyl Substances (PFAS) treatment project:* Nicole Bratsos, Inspector of Construction, Utilities, and Permitting, has confirmed the following update. Rubb Building Systems will deliver the frame-supported membrane structure on February 26. Rubb Building Systems will send a site crew to offload the structure. The setup will take approximately two weeks. The Town is coordinating with Bay State Regional Contractors, Inc. on the details of the delivery and setup. Bay State Regional Contractors, Inc. was on site the week of February 19th to work on process piping. Once the building is in place, they will move forward with additional process piping and electrical wiring. After that, testing of the equipment will commence. Updated sampling results are available on the Town's [Water & Sewer website](#). Again, PFAS information for owners of private wells is available [here](#). If residents have questions or concerns regarding PFAS in private wells, they may contact the Health Services Department at 508-497-9725.
3. *Massachusetts Water Resources Authority (MWRA) Southborough Interconnection Project:* PARE Engineering's work on the 30% MWRA Southborough Interconnection project design is progressing well. Overall, the design is almost halfway further. The staff-level project team meeting on February 20, 2024 confirmed:
 - a. The projected 2.7 million gallons per day (MGD) from MWRA, which is the current maximum day demand (MDD) plus an additional 50 percent of MDD for future buildout, will meet Hopkinton's needs (inclusive of future commercial, residential, and PFAS-related needs).
 - b. Engineers continue to engage Eversource regarding whether the LNG exclusion zones impact the proposed pump station location.
 - c. Engineers will prepare an informal letter of interest to the Water Resources Commission.