



# Town of Hopkinton

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## HOPKINTON PLANNING BOARD MINUTES NOVEMBER 14, 2017

Members present: Chairman Bruce Ellsworth, Vice Chairman Michael Wilkey, Celeste Hemingson, Rich Steele and Alternates Jim Fredyma and Clarke Kidder. Absent: Ex-Officio Jim O'Brien, Cettie Connolly, Jane Bradstreet and Alternate Timothy Britain. Staff present: Planning Director Karen Robertson.

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**I. Call to Order.** Chairman Ellsworth called the meeting to order at 6:30 PM in the Hopkinton Town Hall.

**II. Review of the Minutes and Notice of Decision of October 10, 2017.**

Celeste Hemingson, seconded by Clarke Kidder, moved to **APPROVE** the Minutes of October 10, 2017, as presented. Motion carried unanimously in favor (Wilkey, Hemingson, Steele, Fredyma, Kidder and Ellsworth). Vote: 6-0-0

Clarke Kidder, seconded by Michael Wilkey, moved to **APPROVE** the Notice of Decision of October 10, 2017, as presented. Motion carried unanimously in favor (Wilkey, Hemingson, Steele, Fredyma, Kidder and Ellsworth). Vote: 6-0-0

**III. Conceptual Consultations.** There were no conceptual consultations.

**IV. Other Business.**

- Mrs. Robertson made the Board aware of an amendment to the Statute concerning notification of hearings. The amendment requires a planning board or zoning board of adjustment to give notice by “verified mail,” rather than “certified mail”. As a result, Mrs. Robertson expects that Hopkinton will utilize the “Certificate of Mailing” service that is offered by the US Postal Service. This change will reduce the cost of mailings and will allow the recipient to have the mailing delivered to their mailbox, rather than having to sign and pick-up the mailing at their post office.
- Mrs. Robertson will present a hand-out at the next meeting that is intended as a “quick reference” when reviewing the uses in the Table of Uses and related provisions of the Zoning Ordinance. A similar “quick reference” will be provided for when reviewing the Table of Dimensional Requirements.

**V. Adjournment.**

Chairman Ellsworth declared the meeting adjourned at 7:10 PM. The next regular scheduled meeting of the Hopkinton Planning Board is at 6:30 PM on Tuesday, December 12, 2017, at the Hopkinton Town Hall.

Karen Robertson  
Planning Director