

The Parks and Recreation Program

Mary Sawyer, *Director*

The Recreation Department directs community programs, leagues, camps, and special events at very affordable rates to Town Residents. We have one full time director, two quarter-time assistants, and seven seasonal camp counselors. The Department operates from the Crandall House and Activity Center. Senior meals and classes are held in the Crandall House and workshops, camps, drama, and exercise programs take place in the Activity Center.

Crandall and Langworthy Fields are used for baseball, basketball, tennis and volleyball, skate parks, hiking and playgrounds. Briggs Park on the Ashaway River is proposed for picnicking, fishing and hiking. Laurel Street and Polish Parks are maintained as open space.

The Department also runs the Holiday Stroll, Craft and Music Festival, Easter Egg Hunt and Blood Drive. We encourage you to participate in any one of our outstanding programs.

Revenue generated this year will be over \$80,000 in program fees and facility management and \$165,000 in grants and contributions have also been secured. Approximately 53% of our operations budget is returned back to the Town in revenue. Contact our office at 377-7795 or by email at msawyer@hopkintonri.org.

Computer Services and Mapping

Melanie Benda-Joubert, *GIS/IT Director*

The creation of the GIS/IT Department has allowed for a more streamlined approach to managing the Town's electronic mapping and computer infrastructure. Equipment and resources are shared by Departments. Most repairs are handled in-house and wait-time for IT support has been shortened. The full-time presence of a GIS professional has encouraged departments to utilize this valuable tool in project management and implementation.

The forming of this department has meant changes to the budget in how money is allocated for computer hardware, software, and related services. In an effort to improve the use of the Town's resources, the funding for all computer equipment and services is now housed under the GIS/IT budget. This better serves the public by fully using current resources and effectively planning for future needs. Look for a new and improved website in late spring!

The Department has revised the Town's website, www.hopkintonri.org, with new information about the Town, meeting agendas, and documents. The Department also has selected maps available for a reasonable price and plans to sell small maps and mailing lists to land development professionals to bring additional revenue to the Town and to simplify this difficult task. Please feel free to contact me at 377-7757 or email gis@hopkintonri.org with any questions or comments.

Hopkinton Planning Department

Ashley Hahn, *Planning Director*

The Hopkinton Planning Department is responsible for all land development projects within the community. All vision of residential land and development of commercial/manufacturing land are overseen by this office in conjunction with the Planning Board. It is the job of the

Planning Department to ensure that the projects proposed in town are developed in a manner that protects the natural and social attributes of the community.

We are currently involved in a wide variety of activities. The Department oversees the Ad Hoc Zoning Committee that was formed to amend the Town's Zoning Ordinance. The focus of this committee has more recently been the rezoning of Main Street at the Route 95 exit1 interchange. The Planning Department secured a grant from Statewide Planning to hire consultants to assist in this process.

The Planning Department provides expertise to the Planning Board and also provides advice to the Town Council and Zoning Board of Review. The Department also facilitates changes to the Town's Comprehensive Land Use Plan.

In addition, the Planning Department has been working directly with Hopkinton Industrial Park and American Kuhne to bring economic development and tax revenue to Exit 1.

The Building & Zoning Department

Sherri Miller, *Clerk*

The Building & Zoning Department is located at 395 Woodville Road. This department operates to oversee and enforce compliance with local, State and Federal building codes and zoning regulations. Our goal is to assure that projects are completed safely to protect the general welfare of the public. We try to provide permits to applicants as quickly as possible and to assure that work is completed properly.

The Building & Zoning Department is a self-sustaining department with revenues that exceed operating expenses. We plan to continue this tendency. Our office currently consists of one full time Clerk/E-911 Coordinator and several part-time employees, including a Building Official, Zoning Official, and Plumbing, Mechanical and Electrical Inspectors. Please do not hesitate to contact us at 377-7771, or by email at sherri@hopkintonri.org. We look forward to serving you and hope you will support the Town's budget.

Animal Control

Nancy Meissner, *Animal Control Officer*

The Animal Control Office is staffed by a full-time officer and a part-time assistant. We are located within the Public Works complex and are open seven days a week. The role of the Department is to handle animal nuisance complaints and collect stray dogs and cats.

We operate a small shelter for stray and unwanted animals that are held on a temporary basis while efforts are made to find the animals a new home. We can be reached at 377-7785 or in an emergency at 377-7751.

Name our Newsletter

The Town of Hopkinton will be holding a "Name the Newsletter" Contest. Please submit your name to the Town Clerk's Office by June 8th, and the Town Council will select a winner at the June 18th Council Meeting. **Prizes** to be announced.



The Town of Hopkinton Newsletter

Issue I

www.hopkintonri.org

Spring 2007

Town Council

Vincenzo Cordone, *Town Council President*

In a year that Hopkinton is celebrating its 250th Anniversary, what better way to salute our town than establishing our own newsletter. I introduced the idea to the Town Council in February and thanks to the input and help of our town manager, Bill DiLibero and the entire staff at the Town Hall, the newsletter has become a reality. The focus of this newsletter is on the Town Budget and the operation of our Town Departments.

Hopkinton is moving ahead. The pride in our town is evident in many ways. From Rockville to Woodville, Burdickville to Ashaway, people are marking the celebration of this monumental year in many ways. The Hopkinton Historical Association held an event commemorating our 250th. The First Sunday Baptist Church in Ashaway held a free breakfast for the town. More events will be upcoming and I hope to see the newsletter highlight these events in the coming months.

Hopkinton is full of great news and that's what this newsletter will hopefully bring to you. This is another avenue of open government and a way that we, the town, can reach out to you. I hope you enjoy our very first edition and that you pass it on to a friend. On behalf of the Town Council, thank you for allowing us the honor of serving you as we hope to continue moving Hopkinton forward.

Town Council

William DiLibero, *Town Manager*

The Hopkinton Financial Town Assembly will be held this coming Tuesday at the Hope Valley School. The purpose of this first Hopkinton Newsletter is to tell you about the Town Departments and how they are connected to the Town's Budget. Every Town Department has worked very hard to keep their budget as small as possible. But there is work that Town employees perform which takes time and money.

Many costs are subject to increases that the Town has no control over; health insurance, union contracted salaries and utilities. The Department Heads and Council Members have tried to cut costs where we can. Telephones, supplies, computers, and fuel have been cut where possible. Where we have been able to eliminate staff, in public works for example, we have cut positions. In other cases, we have found it more costly to pay overtime than to remain fully staffed. The Police Department is an example of this. During this past year, Town employees have worked to

keep the Town safe, the roads clear and passable, we've stayed ready for blizzards, floods and hurricanes. We have worked to preserve open space, assist business to establish and grow in Hopkinton, and have tried to treat everyone seeking licenses and permits efficiently and fairly. We provide a wealth of recreational activities for young and old as we celebrate the Town's 250th Birthday.

At the end of my first year as the Hopkinton Town Manager, I remain in awe of the dedication, commitment and hard work I see everyday from the employees and volunteers that serve the Town of Hopkinton. Please take the time to get involved in the budget process and vote to approve the Town's 2008 Budget.

The Finance Department

Janice Bergeron, *Finance Director*

The Finance Department is staffed by the Finance Director and the Accounting Clerk. The Finance Department tracks and records all of the financial activities for the town.

The Town's finances are managed through six funds: The General Fund; The Capital Projects Fund; The Trusts and Fiduciary Fund; The Grant Fund; The Enterprise Funds; and, The Land Trust Fund.

In addition to managing all of the money coming into the Town, the Finance Department is responsible for paying all of the Town's bills, including payroll, insurance, contracts, supplies, equipment and other expenses. The Finance Department also facilitates an annual audit of the Town's accounting practices to assure that the Town complies with general accounting standards.

Finance interfaces daily with department heads, business professionals, and taxpayers. Please feel free to contact me at 377-7766 or by email at jbergeron@hopkintonri.org.

Town Clerk's Office

Elizabeth J. Cook-Martin

The Town Clerk is the custodian of the Town's public records. These records include land evidence records, probate records, birth, death, and marriage records. The Town's vaults contain original volumes of these records dating back to 1757. The Town Clerk also serves the Town Council.

In addition, the Town Clerk's Office provides the following services: dog, hunting and fishing licensing, renewals of kennel, liquor, and victualling licenses, holiday sales licenses, campground licenses and commercial haulers and registration of businesses.

Department Budget Example

Building & Zoning	June 30, 2006	FY 06/07	FY 07/08
	Actuals	Adopted	Proposed
Compensation & Salary			
Building & Zoning Salary	\$41,279	\$42,120	\$41,120
Full Time Wages	\$30,166	\$34,320	\$35,890
Part Time Electrical	\$8,656	\$8,878	\$8,878
Part Time Plumbing	\$8,656	\$8,878	\$8,878
FICA	\$5,720	\$5,840	\$5,875
Medicare	\$1,337	\$1,366	\$1,374
Health Insurance	\$16,459	\$17,370	\$30,400
Pensions	\$2,116	\$3,776	\$4,667
Total	\$114,389	\$122,548	\$137,082
Services			
Contract Services	–	\$1,484	–
Dues & Fees	\$254	\$600	\$300
State Fees CE/ADA	\$11,619	\$1	\$1
Radon	\$1,049	\$1	\$1
Fuel	–	–	\$1,000
Mileage/Fuel	\$3,994	\$3,000	–
Total	\$16,916	\$5,086	\$1,302
Supplies, Maintenance			
Advertising - General	\$240	\$75	\$75
Postage	–	\$50	–
Printing & Copying	–	\$100	\$100
Repairs & maintenance	\$360	–	–
Supplies	\$1,996	\$2,500	\$2,500
Telephone	\$41	\$1,000	–
Travel & Conference	\$40	\$1,000	\$600
Total	\$3,277	\$4,725	\$3,275
Capital			
Capital	–	\$4,000	–
Department Totals	\$134,582	\$136,359	\$141,659
Revenues			
Revenues	\$139,427	\$130,000	\$140,000
State Fees CE/ADA	\$12,160	\$1	\$1
Off Site Improvements	–	–	–
Radon	\$1,337	\$1	\$1
Revenue Totals	\$152,924	\$130,002	\$140,002

The Town Clerk serves the Board of Canvassers, which is responsible for the administration of elections. The Board would like residents to know that the Financial Town Assembly will be held on May 1, 2007 at 7:30 PM at the Hope Valley Elementary School. The all day referendum to vote on the Town's proposed budget is scheduled for June 12, 2007 from 7:00 AM to 9:00 PM at the Town Hall. The deadline to register to vote for the all day referendum is April 14, 2007.

Four individuals work full time in the Town Clerk's Office. Our office receives an estimated \$250,000.00 annually in fees. Office hours are Monday through Friday 8:30 AM to 4:30 PM. The land evidence vault closes and recording ends at 4:00 P.M. We can be reached by phone at 377-7777 and by email at deptownclerk@hopkintonri.org.

The Budget Process

William DiLibero, *Town Manager*

The Town of Hopkinton starts the budget process at the beginning January by sending each department head a copy of their prior year budget and the capital budget. Each department head is requested to review their budget and submit a proposal for all budget categories with the exception of compensation and salary by the beginning of March.

Nearly all salaries and benefits are established by union or employment contract. These budget figures are transferred from the employee contracts directly to the proposed budget. Health insurance rates provided by the insurer are added to the proposed budget. Likewise, the State retirement board provides the Town contribution for addition to the proposed budget. Similar increases for vehicle insurance and liability insurance are also added to the proposed budget.

Once the Department heads complete their budgets, they are given to the Finance Director and the Town Manager for review. They make adjustments to the departments' budgets along with proposals for other government funding. The "Manager's Budget" is then submitted to the Town Council for budget workshops. The focus of the Council is to adjust proposed budgets to actual current and prior year spending.

During the budget workshops the Town Council meets with each Department Head to review their budget. Deductions and additions are made by the Council to prepare a fair and balanced budget. The "Council's Budget" is then submitted to the citizens of Hopkinton for review and comment.

This year the Town will vote on the budget through an all day referendum held on June 12th. Prior to that, a Financial Town Assembly will be held on the evening of May 1st, at the Hope Valley School. The Council will make final revisions following the Assembly and adopt a final budget on May 7th for the referendum vote.

The Tax Collector's Office

Rita H. Deane, *Tax Collector*

The Tax Collector's office is staffed by the Tax Collector and a part-time Deputy Collector. The office is responsible for the collection of all taxes owed to the Town of Hopkinton and for keeping records to verify these collections. Through timely collection, recording, and deposits, the Town has quicker access to these funds to pay the bills of the town.

The office is totally paperless, which increases efficiency and saves time and money. Larger banks and taxing service companies send their payments electronically and Auditors' reports are saved on CD. This results in faster and more complete reporting to regulatory agencies. Our current collection factor is now at 96 percent, an increase of three percent in ten years. This factor is used to determine the tax rate. The higher the factor, the lower the tax rate.

We now have an electronic funds transfer option that allows you to pay your taxes "electronically" on a monthly, quarterly or yearly basis. We will also be working to implement a program that will allow you to pay your taxes with a Credit Card via the telephone or Internet.

If you have questions about real estate taxes, escrows or motor vehicle taxes, please call 377-7781, or email rdeane@hopkintonri.org.

The Tax Assessor's Office

Steve Hazard, *Assessor*

The Hopkinton Assessor's Office is staffed by Steve Hazard, Assessor, and Judy Roy, senior Clerk. The Assessor's Office is responsible for identifying all property in Town and valuing it for taxation purposes. Taxable property is defined as all real estate, vehicles, business equipment and inventory.

The Assessor's Office conducts a number of major tasks. We set Values for all property, including vacant, residential, farm, commercial, and industrial property and, we set values for vehicles. We also establish Exemptions for homeowners based on income, age and veteran status and provide exemptions for farm forest and open space land. Lastly, we set the Tax Rate based on the annual budget and the value of real estate following a reduction of money the town receives from fees, grants and state aid.

The Assessor's Office strives to value all property according to the same standards, formulas, and procedures. By doing so we can insure that each taxpayer is paying only their fair share at the lowest rate possible. Please feel free to contact our office at 377-7780 or by email at assessor@hopkintonri.org.

Serving Hopkinton

John Scuncio, *Police Chief*

Fortunately, many residents will go a lifetime without needing the services of the Police Department. The vast majority would agree that police services are essential and absolutely necessary. In 2006, the Hopkinton Police Department responded to 3165 calls, issued 1746 motor vehicle citations and made 307 criminal arrests.

The Police Department is involved in detective work, juvenile investigations, and community policing. We coordinate with local police departments and state and federal law enforcement agencies. The Hopkinton Juvenile Hearing Board has been a tremendous success. It is a proactive effort in early juvenile intervention.

Within the Department, eleven officers are assigned to each patrol. Two officers are assigned to a shift and available to answer calls for service. Two officers per patrol shift is an absolute minimum as every officer should have backup. We remain one officer under the Department of Justice standard for police officers per thousand residents.

With grant monies and resources obtained through drug enforcement, we have purchased weapons, vehicles, bulletproof vests, computers and communication systems, resulting in a considerable savings for the Town. Although our budget is the Town's largest, we operate three shifts per day, seven days per week. The Hopkinton Police Department makes every effort to maintain a streamlined budget. We look for your support in the upcoming budget referendum. Please feel free to contact me with any questions or concerns at 377-7751 or by email at chief@hopkintonpolice.org.

Public Works Department

Douglas Reese, *Director*

The Department of Public Works consists of a Director and Foreman responsible for planning, administration and day-to-day operations. Two custodians clean and maintain all Town buildings. Seven Maintenance Operators perform all equipment operation, snow plowing, street sweeping, building maintenance and other tasks. One is assigned to the Recreation Department to maintain all recreational facilities and grounds in Hopkinton. A mechanic is employed to maintain, repair and rebuild all Town vehicles and heavy equipment. With our small staff of 12 personnel, we are able to keep the Town running on smoothly.

We operate six large dump truck/plow/sanders, three small dump trucks, equipped with snowplows and sanders, and two pick up trucks that are also capable of plowing snow. We have a Backhoe, loader, wood chipper, street sweeper and brush cutter, which we use to maintain our roadways. We plow and maintain almost 80 miles of Town Roads. Our goal is to keep all town roads passable and upgrade and improve roads to the extent possible with annual capital funding.

This year we will oversee the budget for maintenance and repair of equipment and buildings for all town facilities, which has resulted in a large increase in our Building Maintenance line item. This will allow better management of our limited funds, while increasing cost savings to the taxpayer.

The Public Works budget has been presented with an overall increase of only 2.38 % from last year. We were able to accomplish this by watching how we spend your tax dollars every day. Please feel free to contact me at 377-7790 or by email at dreese@hopkintonri.org.