

# **Town of Hopkinton**

## **GENERAL BYLAWS**



**Printed October 2018**

# **TOWN OF HOPKINTON**

# TOWN OF HOPKINTON

## TABLE OF CONTENTS

### PART I - ADMINISTRATIVE LEGISLATION

#### Chapter 1. General Provisions

Page 1

Article I	General Penalty
Article II	Noncriminal Disposition
Article III	Recodification of Bylaws
Article IV	Recodification of Zoning Bylaws

#### Chapter 5. Boards, Committees and Commissions

Page 9

Article I	Appropriations Committee
Article II	(Reserved)
Article III	Quarterly Meetings
Article IV	Council on Aging
Article V	Capital Improvement Program Committee
Article VI	Community Preservation Committee
Article VII	Hopkinton Affordable Housing Trust Fund Board
Article VIII	Minutes of Public Bodies

#### Chapter 13. Finances

Page 19

Article I	Bonds, Notes and Money
Article II	Procurement
Article III	Reversion of Appropriations to General Fund
Article IV	Payment of Fees into Treasury
Article V	Payment of Insurance Premiums
Article VI	Departmental Revolving Funds

#### Chapter 14. Community Preservation Act

Page 27

#### Chapter 24. Municipal Inspections, Department of

Page 29

#### Chapter 28. Officers and Employees

Page 31

Article I	Duties of Town Officers
-----------	-------------------------

#### Chapter 33. Personnel

Page 35

#### Chapter 47. Town Meetings

Page 37

Article I	General Provisions
Article II	Procedures

### PART II - GENERAL LEGISLATION

#### Chapter 55. Alarm Systems

Page 43

Article I	Intrusion Alarms
Article II	Fire Alarms

#### Chapter 58 Alcoholic Beverages, Marijuana or Tetrahydrocannabinol and Tobacco

Page 51

# TOWN OF HOPKINTON

<b>Chapter 62. Animals</b>	<b>Page 55</b>
Article I	Dog Burial Fee
Article II	Dog Licensing
Article III	Leashing of Dogs
Article IV	Animals at Large
Article V	Kennel Licensing
Article VI	Dogs on Town Common
Article VII	Regulation and Licensing of Dogs
Article VIII	Nuisance and Dangerous Dogs
<b>Chapter 70. (Reserved)</b>	<b>Page 65</b>
<b>Chapter 74. Boats</b>	<b>Page 67</b>
<b>Chapter 78. Buildings, Numbering of</b>	<b>Page 69</b>
<b>Chapter 83. Cemetery Regulations</b>	<b>Page 71</b>
<b>Chapter 87. Civil Fingerprinting</b>	<b>Page 73</b>
<b>Chapter 91. Disorderly Conduct</b>	<b>Page 75</b>
<b>Chapter 93. Dumping</b>	<b>Page 77</b>
<b>Chapter 96. Earth Removal</b>	<b>Page 79</b>
<b>Chapter 99. Easement Management</b>	<b>Page 87</b>
<b>Chapter 103. Electrical Installations</b>	<b>Page 91</b>
<b>Chapter 109. Firearms</b>	<b>Page 93</b>
Article I	Automatic Weapons
<b>Chapter 113. Fire Prevention</b>	<b>Page 95</b>
Article I	Smoke Detectors
Article II	Truss Construction
<b>Chapter 119. Fuel Storage Tanks</b>	<b>Page 97</b>
<b>Chapter 123. Historic District</b>	<b>Page 103</b>
<b>Chapter 125. Historic Preservation</b>	<b>Page 109</b>
<b>Chapter 135. Licenses and Permits</b>	<b>Page 113</b>
Article I	Denial for Nonpayment of Taxes
<b>Chapter 141. Noise</b>	<b>Page 115</b>
Article I	Use of Construction Equipment
Article II	Commercial Activity in Residential Zones: RLF, RA, RB

# TOWN OF HOPKINTON

Article III	Penalties	
<b>Chapter 142. Construction Waste or Debris</b>		<b>Page 117</b>
<b>Chapter 150. Door to Door Soliciting and Canvassing</b>		<b>Page 119</b>
<b>Chapter 154. Products, Sale of</b>		<b>Page 125</b>
Article I	Plastic String and Streamers	
Article II	Cigarette Rolling Papers	
<b>Chapter 156. Registered Sex Offender Restrictions</b>		<b>Page 127</b>
	[Deleted in its entirety 5-2-2016, Article 41]	
<b>Chapter 158. Sale of Land</b>		<b>Page 129</b>
<b>Chapter 160. Scenic Roads</b>		<b>Page 131</b>
<b>Chapter 163. Sewers</b>		<b>Page 135</b>
Article I	Private Sewage Treatment Plants	
Article II	Betterment Assessments and Sewer Privilege Fees	
<b>Chapter 170. Solid Waste</b>		<b>Page 143</b>
Article I	Recycling	
<b>Chapter 170. Discharges to Storm Drain System</b>		<b>Page 145</b>
<b>Chapter 172. Stormwater Management and Erosion Control</b>		<b>Page 151</b>
<b>Chapter 174. Streets and Sidewalks</b>		<b>Page 155</b>
Article I	Street Acceptance Petitions	
Article II	Street Names	
Article III	Acceptance of Private Ways	
Article IV	Laying Out of Street	
Article V	Depositing Snow	
Article VI	Temporary Repairs on Private Ways	
Article VII	Driveways	
Article VIII	Discharge of Water Onto a Public Way	
<b>Chapter 186. Trees</b>		<b>Page 163</b>
<b>Chapter 188. Unregistered Motor Vehicles</b>		<b>Page 165</b>
<b>Chapter 190. Vehicles and Traffic</b>		<b>Page 167</b>
Article I	Removal of Cars for Snow Plowing	
Article II	Handicapped Parking	
Article III	Temporary Road Closures	
<b>Chapter 195. Wastewater Collection System</b>		<b>Page 171</b>
Article I	General Provision	
Article II	Prohibited Water Discharges	

## **TOWN OF HOPKINTON**

Article III	Control of Prohibited Wastes
Article IV	Use of System for Discharge of Industrial Waste
Article V	Permit System for Industrial Discharge
Article VI	Septage Waste Disposal
Article VII	Penalties and Enforcement procedures for Industrial Users and Septage Haulers
Article VII	Appeals from Fees and Charges
Article IX	Intermunicipal Agreement
Article X	Rules and Regulations

### **Chapter 199. Water**

**Page 197**

Article I	Water Extension Petitions
Article II	Water Use Restrictions
Article III	Rules and Regulations of the Hopkinton Water Distribution System

### **Chapter 206. Wetlands Protection**

**Page 205**

**TOWN OF HOPKINTON**

**Part I**

**ADMINISTRATIVE LEGISLATION**

# **TOWN OF HOPKINTON**



# **TOWN OF HOPKINTON**

## **CHAPTER 1**

### **GENERAL PROVISIONS**

#### **ARTICLE I General Penalty**

##### **§1-1. General penalty for bylaw violations.**

#### **ARTICLE II Noncriminal Disposition**

##### **§1-2. Criminal complaint.**

##### **§1-3. Noncriminal disposition.**

##### **§1-4. Penalties enumerated.**

##### **§1-5. Severability.**

#### **ARTICLE III Recodification of Bylaws**

##### **§1-6. Acceptance and approval.**

#### **ARTICLE IV Recodification of Zoning Bylaws**

##### **§1-7. Acceptance and approval; copies.**

**[HISTORY: Adopted by the Town Meeting of the Town of Hopkinton as indicated in article histories. Amendments noted where applicable.]**

#### **ARTICLE I General Penalty**

**[Adopted 3-15-1973 ATM, Article 52]**

##### **§1-1. General penalty for bylaw violations.**

Whoever violates any bylaw of the town, or the order of any Board lawfully established thereunder, shall, where no other punishment is prescribed, be punished by a fine not exceeding \$25 for a first offense nor less than \$25 for a second or subsequent offense. Each day that any violation continues shall be considered a separate violation.

#### **ARTICLE II Noncriminal Disposition [Adopted 5-6-1997 ATM, Article 47]**

##### **§1-2. Criminal complaint.**

The violation of any provision of these Bylaws may be addressed by institution of indictment or criminal complaint brought in the District Court. The penalty shall be that fixed by the bylaw; provided, however, that in no case shall the maximum penalty for each violation or offense brought in such manner be in excess of \$300 unless otherwise permitted by law. Each day during which any such violation or offense exists or continues shall be deemed to be a separate violation or offense and be subject to the penalty referred to above.

##### **§1-3. Noncriminal disposition.**

- A. The violation of any provision of the bylaws set forth below, for which a specific penalty is enumerated, may be addressed by the procedure for noncriminal disposition as provided in MGL c. 40, §21D, as the same is now in force and effect or may hereafter be amended or supplemented.
- B. Without intending to limit the generality of the foregoing, it is the intention of this article that the following ordinances and bylaws and rules and regulations are to be included within the scope of this article, that the specific penalties, as hereinafter set forth, shall apply in such cases, and that, in addition

# TOWN OF HOPKINTON

to any of the police officers of the Town of Hopkinton, who shall in all cases be considered to be enforcing persons for the purposes of this article, a municipal official or position, or the person serving the functions of same, shall also be enforcing persons with regard to violations or offenses of such ordinances, bylaws, rules and regulations.

- C. It is hereby specifically provided that each day during which any such violation or offense exists or continues shall be deemed to be a separate violation or offense.
- D. Nothing contained herein shall be deemed to require the use of this noncriminal disposition procedure, and, at the option of the appropriate enforcing person, criminal and/or civil proceedings may also be utilized.

## §1-4. Penalties enumerated.

It is hereby established that the following provisions shall be subject to the noncriminal disposition procedure:

Citation to Law, Bylaw, Rule or Regulation, if Applicable	Subject of Bylaw and Enforcing Person	Penalty
Hopkinton Board of Health Code of Regulations	Sales of tobacco to minors and tobacco smoke in public places  Public Health Administrator or agent as designated by the Board of Health	First violation: \$100 Second violation: \$200 Third and subsequent Violations: \$300
Hopkinton Board of Health Code of Regulations, remaining Sections which include but are not limited to:	General public health matters	\$50
105 CMR 590.00	Food establishments	
105 CMR 410.00	Standards of human habitation	
310 CMR 15.00	Subsurface sewerage disposal	
105 CMR 435.00	Swimming pools	
105 CMR 123.00	Tanning facilities  Public Health Administrator or agent as designated by the Board of Health	
MGL c. 111, all applicable sections	Public health statute  Public Health Administrator or agent as designated by the Board of Health	\$50

# TOWN OF HOPKINTON

Citation to Law, Bylaw, Rule or Regulation, if Applicable	Subject of Bylaw and Enforcing Person	Penalty
MGL c. 114, §49	Funeral directors	\$50
	Public Health Administrator or agent As designated by the Board of Health	
MGL c. 140, §51	Massage licensing	\$50
	Public Health Administrator or agent as designated by the Board of Health	
Scenic Roads Regulations (Ch. 160)	Scenic roads	\$50
	Planning Board members, Town Planner or agent as Designated by the Planning Board	
Earth Removal Bylaw (Ch. 96) <b>[Amended 9-28-1998 STM, Article 10]</b>	Earth removal	\$50
	Earth Removal Agent, Planning Board members or agents as designated by the Planning Board	
Hopkinton Animal Control Bylaws (Ch. 62)	Animal control	First violation: \$25 Second violation: \$50 Third and subsequent of Violations: \$75
	Animal Control Officer or Agent as designated by the Animal Control Officer	
Kennel license (Ch 62, Art V) <b>[Added 5-3-1999 ATM, Article 47; Amended 5-1-2017 ATM, Art. 46]</b>	Regulations relating to kennels for dogs	First violation: \$50 for each offense, each day being a separate offense Second violation: \$200 for each offense, each day being a separate offense Third and subsequent violations: \$300 for each offense, each day being a separate offense day being a separate offense
	Animal Control Officer and Police Department	

# TOWN OF HOPKINTON

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# TOWN OF HOPKINTON

<b>Citation to Law, Bylaw, Rule or Regulation, if Applicable</b>	<b>Subject of Bylaw and Enforcing Person</b>	<b>Penalty</b>
Numbering of Buildings Bylaw (Ch. 78) <b>[Added 5-3-2000 ATM, Article 60]</b>	Building identification  Director of Municipal Inspections, Board of Selectmen or agent as designated by Board of Selectmen or Director of Municipal Inspections	\$25
Cemetery Regulations Bylaw (Ch. 83) <b>[Added 5-3-2000 ATM, Article 60]</b>	Operation of snowmobiles in cemeteries  Board of Cemetery Commissioners or agent designated by Board of Cemetery Commissioners	\$100
Historic Preservation (Ch. 125) <b>[Added 5-5-2018 ATM, Article 43]</b>	Demolition Delay  The Director of Municipal Inspections and the Hopkinton Historical Commission	First violation and subsequent violation: \$300, each day or portion thereof during which a violation continues, or unauthorized demolition occurs, shall be considered a separate offense; provided, however, that at no point shall the fines imposed, which are attributable to the same demolition permit, be greater than the assessed value of the property.
Disorderly Conduct Bylaw (Ch. 91) <b>[Added 5-3-2000 ATM, Article 60]</b>	Disorderly conduct  Police Department	\$50
Dumping Bylaw(Ch. 93) Rules and Regulations of Board of Health <b>[Added 5-3-2000 ATM, Article 60]</b>	Dumping of refuse  Board of Health or agent designated by Board of Health	First violation: \$100 Second violation: \$200 Third and subsequent violations: \$300

# TOWN OF HOPKINTON

<b>Citation to Law, Bylaw, Rule or Regulation, if Applicable</b>	<b>Subject of Bylaw and Enforcing Person</b>	<b>Penalty</b>
Easement Management Bylaw (Ch. 99) <b>[Added 5-3-2000 ATM, Article 60]</b>	Management of obligations relating to easements  Town Board, officer or department having jurisdiction over easement area or agent designated by any of them	\$100, plus appropriate mitigation
Electrical Installations Bylaw (Ch. 103) <b>[Added 5-3-2000 ATM, Art. 60]</b>	Installation of electrical facilities  Inspector of Wires, Director of Municipal Inspections or agent designated by either	\$20
Firearms Bylaw (Ch. 109) <b>[Added 5-3-2000 ATM, Article 60]</b>	Discharge of automatic weapons  Police Department	\$50
Fuel Storage Tanks Bylaw (Ch. 119) <b>[Added 5-3-2000 ATM, Article 60]</b>	Installation and maintenance of underground fuel storage tanks  Fire Department	First violation: \$50 Second violation: \$100 Third and subsequent violations: \$200
Construction Waste or Debris (Ch. 142) <b>[Added 5-1-2017 ATM, Article 47]</b>	Construction Debris on Property	First offense: \$25, with each day being a separate violation Second offense: \$50, with each day being a separate offense Third offense: \$100, with each day being a separate offense Fourth and subsequent offense: \$300, with each day being a separate offense
Door to Door Soliciting and Canvassing Bylaw (Ch. 150) <b>[Added 5-3-2000 ATM, Article 60, amended 5-7-2007 ATM, Art. 39, 11-5-2007 STM, Article 6]</b>	Door to Door Soliciting and Canvassing  Police Department	\$200
Sale of Products Bylaw (Ch. 154) <b>[Added 5-3-2000 ATM, Article 60]</b>	Sale of certain items  Police Department	\$50

# TOWN OF HOPKINTON

<b>Citation to Law, Bylaw, Rule or Regulation, if Applicable</b>	<b>Subject of Bylaw and Enforcing Person</b>	<b>Penalty</b>
Solid Waste Bylaw (Ch. 170) <b>[Added 5-3-2000 ATM, Article 60]</b>	Disposal of solid waste Board of Health, Board of Selectmen, Director of the Department of Public Works or agent designated by any of them	\$50
Storm Drain System, Discharges to, Bylaw (Ch. 171) <b>[Added 5-1-2017 ATM, Article 48]</b>	Stormwater	First violation: \$100 Second and subsequent violations: \$300
Streets and Sidewalks Bylaw (Ch. 174) <b>[Added 5-3-2000 ATM, Art. 60, amended 5-5-2008 ATM, Article 20]</b>	Obstruction of streets and sidewalks	\$25
	Discharge of water onto a public way	\$25
	Director of the Department of Public Works or agent designated by such Director	
Trees Bylaw (Ch. 186) <b>[Added 5-3-2000 ATM, Article 60]</b>	Cutting or removal of trees	\$300
	Tree Warden, Director of the Department of Public Works or agent designated by either	
Unregistered Motor Vehicles Bylaw (Ch. 188) <b>[Added 5-7-2012 ATM, Article 45; Amended 5-1-2017 ATM, Article 50]</b>	Parts of motor vehicles and trailers; unregistered motor vehicles and trailers	First offense: \$25, with each day being a separate offense Second offense: \$50, with each day being a separate offense Third offense: \$100, with each day being a separate offense Fourth and subsequent offense: \$300, with each day being a separate offense
	Police Department	
Vehicles and Traffic Bylaw (Ch. 190) <b>[Added 5-3-2000 ATM, Article 60]</b>	Removal of cars for snow plowing and handicapped parking	First violation: \$50 Second violation: \$100 Third and subsequent violations: \$200
	Director of the Department of Public Works or agent designated by such Director	

# TOWN OF HOPKINTON

<b>Citation to Law, Bylaw, Rule or Regulation, if Applicable</b>	<b>Subject of Bylaw and Enforcing Person</b>	<b>Penalty</b>
Water Bylaw (Ch. 199) [Added 5-3-2000 ATM, Article 60]	Conservation of water supplies  Director of the Department of Public Works or agent designated by such Director	First violation: warning Second and subsequent violations: \$100
Fire Prevention Bylaw (§113-2) [Added 5-7-2001 ATM, Art. 39]	Truss Roof and Floor Identification Placards  Fire Department	First violation: \$50 Second violation: \$100 Third violation and subsequent violation

## **§1-5. Severability.**

If any provision of this article is declared to be unconstitutional, invalid or illegal by a court, agency or other body of competent jurisdiction, the offending provision shall be deemed stricken from this article and shall not affect the validity of the remaining provisions hereof which shall remain in full force and effect.

## **ARTICLE III Recodification of Bylaws [Adopted 5-3-1999 ATM, Art. 39]**

### **§1-6. Acceptance and approval.**

The town accepts and approves the recodification of the bylaws of the Town of Hopkinton as presented in the volume entitled the "By-laws of the Town of Hopkinton," which is on file in the office of the Town Clerk, said recodification containing only a renumbering, recaptioning, repositioning and grammatical editing of the present bylaws, with no substantive changes having been made to any of the bylaws included therein. Such recodification shall be known as the "Bylaws of the Town of Hopkinton."

## **ARTICLE IV Recodification of Zoning Bylaws [Adopted 5-2-2000 ATM, Art. 21]**

### **§1-7. Acceptance and approval; copies.**

The town accepts and approves the recodification of the Zoning Bylaws of the Town of Hopkinton in the format presented as Chapter 210 in the volume entitled "Code of the Town of Hopkinton," which is on file in the office of the Town Clerk, said recodification containing only a renumbering, re-captioning, repositioning and grammatical editing of the present Zoning Bylaws, with no substantive changes having been made to any of the Bylaws included therein. Such recodification shall be known as the "Zoning Bylaws of the Town of Hopkinton." A copy of such recodified bylaw is on file at the office of the Town Clerk.



# **TOWN OF HOPKINTON**

## **CHAPTER 5**

### **BOARDS, COMMITTEES AND COMMISSIONS**

#### **ARTICLE 1**

##### **Appropriation Committee**

- §5-1. Appointment; compensation; duties.**
- §5-2. Vacancies.**
- §5-3. Officers; regular meetings.**
- §5-4. (Reserved) [5-7-2007 ATM, Art 4]**
- §5-5. Insertion of requests in Town Warrant; report by Committee.**
- §5-6. Explanation of actions.**
- §5-7. (Reserved)**

#### **ARTICLE II**

##### **(Reserved)**

**§§5-8 through 5-9. (Reserved)**

#### **ARTICLE III**

##### **Quarterly Meetings**

- §5-10. Coordination of efforts.**
- §5-11. Chairman.**

#### **ARTICLE IV**

##### **Council on Aging**

- §5-12. Appointment, purpose.**
- §5-13. Membership; terms; compensation.**
- §5-14. Filling of vacancies.**
- §5-15. Election of officers; vacancies.**
- §5-16. Annual report.**
- §5-17. Appointment of clerks and other employees.**

#### **ARTICLE V**

##### **Capital Improvement Program Committee**

- §5-18. Establishment.**
- §5-19. Selection of members and term of service.**
- §5-20. Vacancies; officers; compensation.**
- §5-21. Definitions.**

#### **ARTICLE VI**

##### **Community Preservation Committee**

- §5-23. Establishment; membership; terms vacancies; appointments.**
- §5-24. Responsibilities.**
- §5-25. Quorum.**
- §5-26. Severability; time limit for appointments.**

#### **ARTICLE VII**

##### **Hopkinton Affordable Housing Trust Fund Board**

- §5-27. Establishment; membership; terms; purpose.**
- §5-28. Powers and Duties.**

#### **ARTICLE VIII**

##### **Minutes of Public Bodies**

- §5-29. Meeting Minutes.**

#### **GENERAL REFERENCES**

Department of Municipal Inspections -- See Ch. 24.

Duties of Town officers -- See Ch. 28, Art. I.

# TOWN OF HOPKINTON

## ARTICLE I

### Appropriation Committee

[Adopted 3-6-1944 ATM, Art. 1]

**§ 5-1. Appointment; compensation; duties.** [Amended 4-14-1992 ATM, Art. 42; 5-2-2000 ATM, Art. 48, 5-7-2007 ATM, Art. 4, 5-4-2009 ATM, Art. 16, 5-2-2011 ATM, Art. 39]

A. There shall be an Appropriation Committee of five registered voters of sound business experience or good judgment, who shall serve without pay and who shall consider any and all questions involving the expenditure of money, for the purpose of making reports or recommendations thereon to the Town. The Finance Director shall serve on the Appropriation Committee *ex officio*, as a sixth non-voting member.

B. The members of the Appropriation Committee, excluding the Finance Director, shall be appointed to serve terms of three (3) years and shall be chosen immediately following the Annual Town Meeting as provided in the Town Charter.

C. No person holding any other elective or appointive office in his or her individual capacity shall be eligible to appointment or qualified to serve as a member of the Appropriation Committee, with the exception of the Finance Director; provided, however, that a member of the Appropriation Committee may be designated by the Appropriation Committee to serve on another board, committee or commission as a representative of the Appropriation Committee.

### **§ 5-2. Vacancies.**

Whenever a vacancy shall occur in the membership of the Appropriation Committee for any reason, the vacancy shall be filled by appointment, as provided in the Town Charter, for the remainder of the term. [Amended 5-2-2011 ATM, Art. 39]

### **§ 5-3. Officers; regular meetings.**

The Appropriation Committee shall, as soon as possible after the annual appointment of new members as stated above, meet for the purpose of organization and shall elect from the members a Chairman and a Secretary, who shall hold office until the final adjournment of the next Annual Town Meeting and until their successors are appointed. The Appropriation Committee shall meet at regular intervals.

### **§ 5-4. (Reserved)**

### **§ 5-5. Insertion of requests in Town Warrant; report by Committee.**

All requests by the Town boards, officers or committees, or by citizens for appropriations shall be inserted in the Town Warrant in proper form, and all articles calling for an appropriation or expenditure of money in the Town Warrant shall be referred to the Appropriation Committee.

The Committee, after consideration, shall report with suggestions on such appropriation or expenditure, in whole or in part, and shall notify the board, officer or committee requesting same, and also the Board of Selectmen, making such suggestions or recommendations as may be advisable.

# **TOWN OF HOPKINTON**

## **§ 5-6. Explanation of actions.**

The Appropriation Committee shall at each Town Meeting present and explain its action on each of such articles in the Town Warrant, presenting its budget with advice and explanations, and recommendations as to any appropriation of Town funds.

## **§ 5-7. (Reserved)**

## **ARTICLE II**

**(Reserved)**

## **§§ 5-8 through 5-9. (Reserved)**

## **ARTICLE III**

### **Quarterly Meetings**

**[Adopted 3-5-1959 ATM, Art. 17]**

## **§ 5-10. Coordination of efforts.**

All town-elected officers, appointees and agents shall meet at least four times each year to exchange information regarding the business of the Town and their actions and duties so that the best interests of the Town will be served through coordination of their efforts.

## **§ 5-11. Chairman.**

The Chairman of the Board of Selectmen shall act as Chairman of the meetings, and shall call the meetings.

## **ARTICLE IV**

### **Council on Aging**

**[Adopted 3-3-1971 ATM, Art. 12]**

## **§ 5-12. Appointment; purpose.**

The Board of Selectmen shall appoint a Council on Aging for the purpose of coordinating or carrying out programs designed to meet the problems of the elderly in cooperation with programs of the Commission on Aging established under MGL c. 6, § 73.

## **§ 5-13. Membership; terms; compensation.**

The Board of Selectmen shall appoint the Council on Aging consisting of seven members. Upon acceptance of this article, the Board shall appoint three members for three years, two members for two years and two members for one-year terms. Members can be reappointed for concurrent terms. The members of the Council shall serve without pay.

## **§ 5-14. Filling of vacancies.**

Whenever a vacancy shall occur in the membership of the Council, by reason of death, resignation, inability to act or for any other reason, the vacancy shall be filled by appointment by the Selectmen for the remainder of the term.

# **TOWN OF HOPKINTON**

## **§ 5-15. Election of officers; vacancies.**

The Council on Aging at its first annual meeting and thereafter annually in April of each year shall elect from its membership a President, First Vice President, Second Vice President, Secretary and Treasurer. Each officer shall hold office until the next annual election. In the event a vacancy occurs in any of the offices above, the Council shall hold a special meeting for the purpose of electing one of its members to fill such vacancy.

## **§ 5-16. Annual report.**

The Council shall prepare and submit an annual report of its activities to the Town and shall send a copy thereof to the Commission on Aging.

## **§ 5-17. Appointment of clerks and other employees.**

The Council may appoint such clerks and other employees as it may require.

## **ARTICLE V**

### **Capital Improvement Program Committee**

**[Adopted 9-18-1995 STM, Art. 33; Amended 5-1-2006 ATM, Art. 30]**

## **§ 5-18. Establishment.**

A. There shall be established a Capital Improvement Program Committee (hereinafter "Committee") which shall perform the duties set forth in the following sections of this article and shall be governed by the provisions hereof.

B. The Committee shall consist of five registered voters of the Town of Hopkinton (hereinafter "town"), none of whom is a Town employee or Town official (either elected or appointed), who shall be appointed as provided in § 5-19.

## **§ 5-19. Selection of members and term of service. [Amended 9-18-1995 STM, Art. 33]**

A. Of the five members of the Committee, two shall be appointed by the Town Moderator and three by the Board of Selectmen. Subject to the provisions below, members shall be appointed for terms of five years.

B. Upon approval of the provisions of this article, the two most senior incumbent members of the Capital Improvement Program Committee as previously in place, not otherwise in conflict with § 5-18B above, shall continue to serve. Such incumbents shall serve as appointees of the Moderator, one to have a term expiring on June 30, 1997, and the other on June 30, 1999, as the Moderator shall designate. If there are no such incumbents, the Moderator shall otherwise appoint such eligible individuals to terms expiring as aforesaid.

C. The Board of Selectmen shall appoint three members whose terms shall expire on June 30, 1996, June 30, 1998, and June 30, 2000, and shall thereafter upon expiration of each term appoint or reappoint an individual for a term of five years.

# TOWN OF HOPKINTON

## **§ 5-20. Vacancies; officers; compensation.**

A. Whenever a vacancy occurs on the Committee, it shall be filled by the appointment authority that appointed the member whose position has become vacant. Any person appointed to fill a vacancy shall hold office for the unexpired term of the person succeeded.

B. The Committee shall annually elect from among its members a Chairperson and such other officers as it shall deem appropriate and shall adopt such rules and regulations affecting its governance as may be deemed necessary.

C. Committee members shall serve without compensation.

## **§ 5-21. Definitions. (Amended 5-1-2006 ATM, Art. 30)**

For the purpose of this article, the following terms shall have the meanings indicated

CAPITAL EXPENDITURE -- Any expenditure, financed in whole or in part by Town funds, for a capital improvement.

CAPITAL IMPROVEMENT--

A. Any acquisition, disposition, lease or transfer of land; or a building.

B. Any acquisition, disposition, lease or transfer of motor vehicles; or

C. Any acquisition or lease of any single item of equipment with a total cost of \$25,000 or more, and a substantial useful life as determined by the Committee; or

D. Any construction, reconstruction, replacement, extension or other improvement of public buildings, highways, sidewalks, storm drains, sewerage installations, playgrounds, parks or substantially similar public works, or for a facility, structure or a utility appurtenant to any of the same, with a total cost of \$25,000 or more.

## **§ 5-22. Duties. [Amended 5-1-2006 ATM, Art. 30; 5-7-07 ATM, Art. 4]**

A. The Committee shall ascertain annually what capital expenditures will be required by the Town during the subsequent ten fiscal years. In making its determinations, the Committee shall consult with such officers of the Commonwealth of Massachusetts and of the Town and its various boards and committees, as in its discretion it shall deem appropriate and beneficial. Department heads and chairpersons of all boards, commissions and committees of the town, whether elected or appointed, shall submit to the Committee, not later than the third Monday of November of each year, recommendations and statements for capital expenditures for the subsequent ten fiscal years. Recommendations for the subsequent five fiscal years will include operating cost estimates as deemed necessary by the Committee.

B. The Committee shall submit a Capital Improvement Program to the Town Manager on or before January 1. [Added 5-7-2007 ATM, Art. 4]

C. The Committee shall publish an annual report in conjunction with the Appropriations Committee of the Town and shall include in such report its recommendations for the scheduling of capital expenditures for the subsequent ten fiscal years and for the financing of such expenditures as in its judgment cannot or should not be paid for entirely from current revenues. The Committee shall assist the Town Meeting with

# **TOWN OF HOPKINTON**

regard to priorities of projects, financing costs, impacts of recommended projects to the operating budget and other related matters. No capital improvement whether proposed as a separate article, as a part of an operating budget, or in a revolving fund shall be voted upon at any Town Meeting until it has been presented in written form to the Committee for recommendation.

## **ARTICLE VI Community Preservation Committee [Adopted 4-9-2001 STM, Art. 2]**

### **§ 5-23. Establishment; membership; terms; vacancies; appointments.**

There shall be established in the Town pursuant to G.L.c. 44B, sec. 5(a) a Community Preservation Committee (the "Committee"). The Committee shall consist of nine (9) members, which shall include one member of the Hopkinton Conservation Commission as designated by that Commission; one member of the Hopkinton Historical Commission as designated by that Commission; one member of the Planning Board as designated by that Board; one member of the Parks and Recreation Commission as designated by that Commission; one member of the Hopkinton Housing Authority as designated by that Authority; one member of the Hopkinton Open Space Preservation Commission as designated by that Commission; and three members to be appointed at large from the registered voters of the Town by the Board of Selectmen. The members appointed by the Conservation Commission, the Hopkinton Historical Commission, the Planning Board, the Parks and Recreation Commission, the Hopkinton Housing Authority, and the Hopkinton Open Space Preservation Commission shall be appointed annually for a term of one (1) year. The three persons initially appointed at large by the Board of Selectmen shall be appointed for terms of three, two and one year, respectively. Upon the

expiration of the term of each member so appointed by the Board of Selectmen, the Board of Selectmen shall appoint one member for a term of three (3) years. After the initial appointment of the members of the Committee, any vacancy occurring in the Committee from any cause may be filled for the remainder of the unexpired term by the Commission, Board or Authority, as the case may be, which made the initial appointment, for the remainder of the un-expired term. Such appointment shall be made not less than seven (7) days following notice of intent to fill such vacancy. The Committee shall elect a Chairman and Vice Chairman from among its members and shall elect a Secretary who need not be a member of the Committee. After having a public hearing and requesting recommendations from Town boards and committees, the Committee shall adopt policies, rules and regulations for conducting its affairs and for carrying out its responsibilities. Any member of the Committee may, after a public hearing before the Commission, Board or Authority which appointed the said member, be removed for cause by majority vote of such Commission, Board or Authority.

### **§ 5-24. Responsibilities**

- A. The Committee shall study the needs, possibilities and resources of the Town regarding community preservation. The Committee shall consult with relevant municipal boards, in conducting such studies. As part of its study, the Committee shall hold one or more public informational hearings on the needs, possibilities and resources of the Town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the Town.
- B. The Committee shall make recommendations to the Town Meeting for the acquisition, creation and preservation of open space, for the acquisition and preservation of historic resources, for the acquisition,

## **TOWN OF HOPKINTON**

creation and preservation of land for recreational uses, for the creation, preservation and support of community housing and for rehabilitation or restoration of such open space, historic resources, land for recreational use and community housing that is acquired or created as provided herein. With respect to community housing, the Committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.

The Committee may include in its recommendation to the Town Meeting a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund to accomplish that specific purpose or to set aside for later spending funds for general purposes that are consistent with community preservation. Recommendations to the Town Meeting shall include the anticipated cost.

### **§ 5-25. Quorum**

The Committee shall not meet or conduct business without the presence of a quorum. A majority of the members of the Committee shall constitute a quorum. The Committee shall approve its actions by majority vote.

### **§ 5-26. Severability**

- A. In the event that any section, paragraph or part of this Chapter is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, every other section, paragraph or part shall continue in full force and effect.
- B. Each appointing authority shall have twenty days after approval by the Attorney General to make its appointment. Should any appointing authority fail to make its appointment within the allotted time, the Board of Selectmen shall have the authority to make the appointment.

## **ARTICLE VII Hopkinton Affordable Housing Trust Fund Board [Adopted 5-3-2010 ATM, Art. 33]**

### **§5-27. 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.

### **§5-28. Powers and Duties.**

- A. The Board shall administer the Hopkinton Affordable Housing Trust Fund, created by the vote

## **TOWN OF HOPKINTON**

taken pursuant to Article 7 of the May 2009 Special Town Meeting. The powers of the Board, all of which shall be carried on in furtherance of the purposes set forth in Chapter 44, section 55C of the Massachusetts General Laws, shall be as set forth in this section; provided, however, that the Board shall not purchase, sell, lease, exchange, transfer or convey any interest in real property except with the approval of the Board of Selectmen; and provided further that the Board shall not incur any debt, borrow money, grant and mortgage or pledge trust assets except with the approval of Town Meeting pursuant to applicable law. Subject to such limitations, the Board shall be authorized:

1. To accept and receive property, whether real or personal, by gift, grant, contribution, devise, or transfer from any person, firm, corporation or other public or private entity including, without limitation, grants of funds or other property tendered to the trust in connection with provisions of any applicable general or zoning bylaw;
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; 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;



## **TOWN OF HOPKINTON**

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 principal 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 Chapter 44, section 55C of the Massachusetts General Laws and this Article, 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 that the Board determines 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 general or zoning 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, shall 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.

# TOWN OF HOPKINTON

## ARTICLE VIII

### Minutes of Public Bodies

[Added 5-1-2017 ATM, Article 41]

#### § 5-29. Meeting Minutes.

- A. Approval of Minutes. All boards, committees, and commissions of the Town shall approve the minutes of their open session or executive session meetings within forty (40) calendar days of the meeting, or at its next meeting, whichever is later.
- B. Review of Executive Session Minutes. Executive session minutes shall be reviewed at least quarterly to determine whether continued non-disclosure of the minutes is warranted. Such determination must be announced at the next open session meeting of the board or committee.
- C. Town Clerk. Within ten (10) calendar days of approving open session minutes, the board, committee, or commission shall provide the Town Clerk with a copy of the open session minutes. Within ten (10) calendar days of determining that continued non-disclosure of executive session minutes is no longer warranted, the board or committee shall provide the Town Clerk with a copy of the executive session minutes. If a portion of the executive session minutes is subject to continued non-disclosure, a redacted version of the executive session minutes shall be provided.
- D. Posting on the Town's Website. Boards, committees, or commissions shall provide copies of all open session and public executive session minutes to a Records Access Officer within the same time frame specified in Subsection C of this Section. The Records Access Officer shall, to the extent feasible, cause such minutes to be posted on the Town's website within ten (10) calendar days. Minutes redacted in compliance with Subsection C above, shall be posted in redacted form.
- E. Effect. Failure to comply with this Section shall not impact the validity of any decision, action, or vote taken by the board or committee. Compliance with this Section shall not relieve any individual from responsibility as a records custodian under the *Public Records Law* or as a member of a public body under the *Open Meeting Law*.

# **TOWN OF HOPKINTON**

## **CHAPTER 13**

### **FINANCES**

#### **ARTICLE I**

##### **Bonds, Notes and Money**

- §13-1. Payment to Treasurer.**
- §13-2. Negotiation and selling by Treasurer; bids.**

#### **ARTICLE II**

##### **Procurement**

- §13-3. Compliance with statute.**
- §13-4. Statutory thresholds.**

#### **ARTICLE III**

##### **Reversion of Appropriations of General Fund**

- §13-5. Definitions**
- §13-6. General appropriations.**
- §13-7. Specific appropriations.**
- §13-8. Exceptions.**

#### **ARTICLE IV**

##### **Payment of Fees into Treasury Payment by Town officers Required.**

- §13-9.**

#### **ARTICLE V**

##### **Payment of Insurance Premiums**

- §13-10. Premium costs payable by Town for surviving spouse.**

#### **ARTICLE VI**

- §13-11. Purpose**
- §13-12. Expenditure Limitations**
- §13-13. Interest**
- §13-14. Procedures and Reports**
- §13-15. Authorized Revolving Funds**

**[HISTORY: Adopted by the Town Meeting of the Town of Hopkinton as indicated in article histories. Amendments noted where applicable.]**

#### **GENERAL REFERENCES**

**Appropriation Committee -- See Ch. 5, Art. I.**

#### **ARTICLE I**

##### **Bonds, Notes and Money**

**[Adopted 3-6-1944 ATM, Art. 1]**

##### **§ 13-1. Payment to Treasurer.**

All income, revenue and money belonging to the Town when received or collected by any board, commission or officer shall be promptly paid over to the Town Treasurer.

##### **§ 13-2. Negotiation and selling by Treasurer; bids.**

All notes and bonds issued by the Town for the purpose of borrowing money shall be negotiated and sold by the Treasurer, who shall in all cases secure by advertisement or otherwise, if possible, at least two bids or offers therefor.

# **TOWN OF HOPKINTON**

## **ARTICLE II**

### **Procurement**

**[Adopted 10-10-1990 STM, Art. 7]**

#### **§ 13-3. Compliance with statute.**

Every contract for the procurement of supplies, services or real property and for disposing of supplies or real property by the town, with the exception of those matters referred to in MGL c. 30B, § 1(b), shall be made in accordance with the procedures set forth in MGL c. 30B.

#### **§ 13-4. Statutory thresholds. [Amended 5-7-2001 ATM, Art. 46]**

The Town shall comply with the thresholds set forth in MGL c. 30B, as it may be amended from time to time, in all of its procurement activities.

## **ARTICLE III**

### **Reversion of Appropriations to General Fund**

**[Adopted 5-3-1994 ATM, Art. 4]**

#### **§ 13-5. Definitions.**

As used in this article, the following words shall have the following meanings:

**GENERAL APPROPRIATION** -- Any appropriation made by Town Meeting which is not a specific appropriation within the meaning of this article.

**SPECIFIC APPROPRIATION** -- An appropriation made by Town Meeting which is described in the vote of the Town Meeting to be an appropriation for a specific purpose and is otherwise a specific appropriation under the law.

#### **§ 13-6. General appropriations.**

General appropriations made by the Town Meeting shall continue to revert to the general fund at the close of the fiscal year for which they are made as provided by law.

#### **§ 13-7. Specific appropriations.**

A. Unless otherwise provided in a vote of the Town Meeting making a specific appropriation, or unless a specific appropriation has been encumbered by contractual obligations, a specific appropriation shall remain in existence for a period of two years from the commencement of the fiscal year in which the funds appropriated by the specific appropriation were authorized to be expended. At the end of the second fiscal year, any funds remaining in the specific appropriation shall revert to the general fund of the town. A vote making a specific appropriation may provide that the appropriation shall revert to the general fund at the end of any fiscal year.

B. The Appropriation Committee may at any time extend the date on which a specific appropriation would otherwise terminate and revert to the general fund. [Amended 5-3-2000 ATM, Art. 56]

C. The reversion of the balance of the funds in any specific appropriation account shall include any subsequent transfer of funds to that specific appropriation account which remain unexpended on the date of the reversion.

## **TOWN OF HOPKINTON**

### **§ 13-8. Exceptions.**

- A. Nothing in this article shall be construed to affect the right of any creditor of the Town regardless of the reversion of any appropriation to the general fund.
- B. An article appropriating funds utilized by an enterprise fund shall be closed at the end of the above period to the retained earnings of that enterprise fund.
- C. Nothing in this article shall be construed to affect appropriations which require borrowing.
- D. Articles voted prior to the effective date of this article shall be exempt from the provisions hereof.

### **ARTICLE IV**

#### **Payment of Fees Into Treasury [Adopted 5-5-1997 ATM, Art. 35]**

### **§ 13-9. Payment by Town officers required.**

All Town officers shall be required to pay all fees received by them, by virtue of their office, into the Town Treasury within three business days of receipt any such fee.

### **ARTICLE V**

#### **Payment of Insurance Premiums [Adopted 5-3-2004 ATM, Art. 13]**

### **§ 13-10. Premium costs payable by Town for surviving spouse..**

The Town shall pay one-half of the premium costs payable by the surviving spouse of an employee who at the time of his/her death was eligible to receive a pension from the appropriate state or county retirement system, or of such a retired employee for group general, or blanket hospital, surgical, medical, dental or other health insurance.

### **ARTICLE VI**

#### **Departmental Revolving Funds [Added 5-1-2017 ATM, Article 42]**

### **§ 13-11. Purpose.**

This bylaw establishes and authorizes revolving funds for use by Town departments, boards, committees or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E½.

### **§ 13-12. Expenditure Limitations.**

A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this bylaw without appropriation subject to the following limitations:

- A. Full-time employees, whose salaries or wages are paid from the Revolving Fund, shall also have their

## **TOWN OF HOPKINTON**

fringe benefits paid from the fund.

- B. No liability shall be incurred in excess of the available balance of the fund.
- C. The total amount spent during a fiscal year shall not exceed the amount authorized by Town Meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Board of Selectmen and Appropriations Committee.

### **§ 13-13. Interest.**

Interest earned on monies credited to a revolving fund established by this bylaw shall be credited to the general fund.

### **§ 13-14. Procedures and Reports.**

Except as provided in General Laws Chapter 44, § 53E½ and this bylaw, the laws, charter provisions, bylaws, rules, regulations, policies or procedures that govern the receipt and custody of town monies and the expenditure and payment of town funds shall apply to the use of a revolving fund established and authorized by this bylaw. The town accountant shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report of the town accountant provided to the department, board, committee or officer on appropriations made for its use.

### **§ 13-15. Authorized Revolving Funds.**

The Table establishes:

- A. Each revolving fund authorized for use by a town department, board, committee or officer;
- B. The department head, board, committee or officer authorized to spend from each fund;
- C. The fees, charges and other monies charged and received by the department, board, committee or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant;
- D. The expenses of the program or activity for which each fund may be used;
- E. Any restrictions or conditions on expenditures from each fund;
- F. Any reporting or other requirements that apply to each fund; and
- G. The fiscal years each fund shall operate under this bylaw.

# TOWN OF HOPKINTON

<u>Revolving Fund</u>	<u>Department, Board, Committee or Officer Authorized to Spend from fund</u>	<u>Fees, Charges or Other Receipts Credited to Fund</u>	<u>Program or Activity Expenses Payable from Fund</u>	<u>Restrictions or Conditions on Expenses Payable from Fund</u>	<u>Other Requirements/ Reports</u>	<u>Fiscal Years</u>
Building Department	Director of Municipal Inspections with approval of the Town Manager	Permit fees	Expenses of operations of department, acquisition and maintenance of vehicles, and salaries of employees	None	None	Fiscal Year 2018 and subsequent years
Part-Time Wire Inspector	Director of Municipal Inspections with approval of the Town Manager	Permit fees and inspection fees of Wire Inspector	Expenses of operation of department and salaries of part-time wire inspectors	None	None	Fiscal Year 2018 and subsequent years
Part-Time Plumbing Inspector	Director of Municipal Inspections with approval of the Town Manager	Permit fees and inspection fees of Plumbing Inspector	Expenses of operation of department and salaries of part-time plumbing inspectors	None	None	Fiscal Year 2018 and subsequent years
Hazardous Materials	Fire Chief	Fees and monies received from insurers and others relating to release or spills of hazardous materials	Purchase equipment and materials, training, contingency planning, site assessments, service at hazardous release incidents	None	None	Fiscal Year 2018 and subsequent years
Conservation Commission	Conservation Commission	Filing and consultant fees referred to in Wetlands Protection Bylaw	To meet expenses and fees of consultants engaged by and other appropriate expenses of Conservation Commission	None	None	Fiscal Year 2018 and subsequent years
Library	Library Director	Lost Materials/Fines	Replacement of lost and damaged materials and the purchase of new materials.	None	None	Fiscal Year 2018 and subsequent years
Emergency Medical Services	Fire Chief and Police Chief	Emergency Medical Services user fees	To operate, maintain service, acquire and upgrade vehicles, equipment and training for emergency medical services	None	None	Fiscal Year 2018 and subsequent years
Public Safety	Police Chief	Permit fees and other collected sums pursuant to the administration and enforcement of the Town of Hopkinton bylaw Ch. 150, Door to Door Soliciting and Canvassing	To meet the expenses of the Police Department related to the administration and enforcement of the Town of Hopkinton bylaw Ch. 150, Door to Door Soliciting and Canvassing	None	None	Fiscal Year 2018 and subsequent years
Planning Board	Planning Board	Permit fees and consultant fees collected by the Planning Board relating to review of Site Plans, petitions, applications, permits and appeals	To meet expenses and fees of consultants engaged by and other appropriate expenses of the Planning Board	None	None	Fiscal Year 2018 and subsequent years

## TOWN OF HOPKINTON

<u>Revolving Fund</u>	<u>Department, Board, Committee or Officer Authorized to Spend from fund</u>	<u>Fees, Charges or Other Receipts Credited to Fund</u>	<u>Program or Activity Expenses Payable from Fund</u>	<u>Restrictions or Conditions on Expenses Payable from Fund</u>	<u>Other Requirements/ Reports</u>	<u>Fiscal Years</u>
Open Space Preservation Commission	Open Space Preservation Commission	User fees, charges and donations collected by the Open Space Preservation Commission in the conduct of its programs and activities.	To meet expenses of the publication, reprinting and sale of the trail guide and the maintenance of trails and signage.	None	None	Fiscal Year 2018 and subsequent years
Youth and Family Services Department	Director of Youth and Family Services	User fees, charges and donations received for the conduct of youth and family services, programs and activities.	To meet expenses incurred in conducting programs and activities for the Town's young people.	None	None	Fiscal Year 2018 and subsequent years
Zoning Board of Appeals	Zoning Board of Appeals	Filing fees and consultant fees collected by the Zoning Board of Appeals relating to review of appeals, petitions and applications.	To meet expenses and fees of consultants engaged by and other appropriate expenses of the Zoning Board of Appeals.	None	None	Fiscal Year 2018 and subsequent years
Department of Public Works	Director of the Department of Public Works	Road Opening, Driveway Opening and Trench Permit fees	Expenses of operation of the Highway Division.	None	None	Fiscal Year 2018 and subsequent years
Department of Public Works	Director of the Department of Public Works	User fees collected at the Recycling Center	Expenses of operation of Recycling Center.	None	None	Fiscal Year 2018 and subsequent years
Department of Public Works	Director of the Department of Public Works	Fees collected from Overflow Trash Bags	To purchase Overflow Trash bags and to meet expenses of Waste Collection and Disposal.	None	None	Fiscal Year 2018 and subsequent years
Cemetery Commission	Cemetery Commission	User fees and charges collected for the use of the Comey Chapel	Maintenance and operation of the Comey Chapel.	None	None	Fiscal Year 2018 and subsequent years
Cemetery Lot Fund	Cemetery Commission	Re-sale of lots purchased by Cemetery	Purchase of lots previously sold.	None	None	Fiscal Year 2018 and subsequent years
School Department 1:1 Laptop Initiative	School Committee	Receipts collected from students and families for leasing computers	Payments for leasing computers.	None	None	Fiscal Year 2018 and subsequent years
Fingerprinting Fund	Police Chief	Permit fees collected from prospective ice cream truck operators	Defray costs associated with fingerprinting	None	None	Fiscal Year 2018 and subsequent years
Senior Center Programs Fund	Senior Center Director	User fees collected from participants in Senior Center programs and activities	Expenses related to the development and operation of Senior Center programs and activities.	None	None	Fiscal Year 2018 and subsequent years



## TOWN OF HOPKINTON

<u>Revolving Fund</u>	<u>Department, Board, Committee or Officer Authorized to Spend from fund</u>	<u>Fees, Charges or Other Receipts Credited to Fund</u>	<u>Program or Activity Expenses Payable from Fund</u>	<u>Restrictions or Conditions on Expenses Payable from Fund</u>	<u>Other Requirements/ Reports</u>	<u>Fiscal Years</u>
Police Department	Police Chief and Police Lieutenants	Detail Administrative fees	To meet expenses of the Police Department related to scheduling, assignment and billing software for detail work.	None	None	Fiscal Year 2018 and subsequent years

## **TOWN OF HOPKINTON**

# **TOWN OF HOPKINTON**

## **CHAPTER 14**

### **COMMUNITY PRESERVATION ACT**

**[Adopted 5-3-2004 ATM, Art. 59]**

#### **§14-1. Exemption application deadline.**

**[HISTORY: Adopted by the Annual Town Meeting of the Town of Hopkinton 5-3-04, Art. 59.]**

#### **General Reference**

**Community Preservation Act-Provisions of MGL c. 267 of the Acts of 2000-adding MGLc. 44B; accepted by the Town of Hopkinton, Special Town Meeting, 4-9-01, Art. 1, Annual Town Election, 5-21-01, Question 1.**

#### **§14-1. Exemption application deadline.**

All applications for exemption from the surcharge imposed by the Community Preservation Act must be filed no later than the last day for filing applications for statutory exemption from the real estate tax as provided in G.L. chapter 59, section 59.

## **TOWN OF HOPKINTON**

# TOWN OF HOPKINTON

## CHAPTER 24

### DEPARTMENT OF MUNICIPAL INSPECTIONS

**§ 24-1 Statutory authority; appointment of Director**

**§24-4. Recommendations for appointment of staff.**

**§ 24-2. Responsibilities of Department.**

**§ 24-3. Continuation of inspection function by existing agency.**

[HISTORY: Adopted by the Annual Town Meeting of the Town of Hopkinton 5-2-1994, Art. 58. Amendments noted where applicable.]

**§ 24-1. Statutory authority; appointment of Director.**

The town accepts the provisions of MGL c.43C, §§ 13 and 14, to allow for the adoption of a new bylaw for the town which would provide for a consolidated Department of Municipal Inspections, to include the Building Inspector/Zoning Enforcement Officer, Wiring Inspector and Plumbing/Gas Fitting Inspector. The bylaw establishing a Department of Municipal Inspections shall provide for the appointment of the Director of Municipal Inspections, who shall be appointed by and shall be responsible to the Town Manager. The term of such Director shall be three years, subject to removal by vote of the Town Manager. [Amended 5-7-2007 ATM, Art. 4]

**§ 24-2. Responsibilities of Department.**

The Department of Municipal Inspection shall be responsible for:

- A. The coordination of inspectional functions carried out by any municipal officer or agent within the Department.
- B. Maintenance of all records relating to inspections in a central common index.
- C. A single application process, which would indicate all inspections which might be necessary, including, but not limited to, any inspections under Chapter 210, Zoning, and other local bylaws, the Building Code and Plumbing and Gas Codes and any other local inspections, within this Department, as may be otherwise authorized.

**§ 24-3. Continuation of inspection function by existing agency.**

Any agency performing an inspection function, within this Department, shall be continued but, for administrative purposes, all personnel performing inspection functions for the existing agency shall, when performing such inspection services, be subject to the administrative control and direction of the Director of Municipal Inspections, but not otherwise.

**§ 24-4. Recommendations for appointment of staff.**

The appointment of offices and employees necessary to staff the Department shall be recommended to the Town Manager by the Director of Municipal Inspections. [Amended 5-7-2007 ATM, Art. 4]

## **TOWN OF HOPKINTON**

# TOWN OF HOPKINTON

## CHAPTER 28

### OFFICERS AND EMPLOYEES

#### ARTICLE I

##### Duties of Town Officers

- §28-1. Deadline for submission of reports**  
**§28-2. Notification by boards and committees of meeting times**

#### ARTICLE I (Cont.)

- §28-3. Publication of list of persons compensated**  
**§28-4. Selectmen.**  
**§28-5. Town Clerk.**  
**§28-6. Town Accountant.**

[HISTORY: Adopted by the Town Meeting of the Town of Hopkinton as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES: Boards, committees and commissions – See Ch. 5.

#### ARTICLE I

##### Duties of Town Officers

[Adopted 3-6-1944 ATM, Art. I, 5-2-2011 ATM, Art. 40]

##### **§ 28-1. Deadline for submission of reports.**

The reports of all boards, committees and officers which are to be included in the Annual Report of the town shall be delivered to the Selectmen not later than the 15th day of January in each year.

##### **§ 28-2. Notification by boards and committees of meeting times.**

All boards, officers and committees shall notify the Town Clerk of their organization and time of regular meetings.

##### **§ 28-3. Publication of list of persons compensated. [Added 3-12-1951 ATM, Art. 33; amended 3-15-1960 ATM, Art. 31]**

All departments of the town, with the exception of the Department of Public Welfare and the Department of Veteran Benefits and the School Department insofar as the listing pertains to special educational costs of mentally or physically handicapped children covered by appropriate state legislation, shall publish in the Annual Town Report a list of vendors, employees, service companies, equipment hire and other persons or corporations receiving compensation or payment from said town during the previous year and the total amount or amounts paid to each, and also a statement of the persons or corporations that have made payments to the town charges, and the total amount or amounts so paid.

##### **§ 28-4. Selectmen.**

- A. The Board of Selectmen shall have authority to prosecute and defend all suits to which the town is a party, and to employ counsel therefor. It may settle, in its discretion, any legal and valid claim or suit against the town which does not require the payment of more than \$1,000. Any settlement requiring a greater sum, except when authorized by law, shall be made only when authorized by a vote of the Town Meeting. The Selectmen shall bring any necessary suit to collect sums due the town. [Amended 4-15-1981 ATM, Art. 19]

## TOWN OF HOPKINTON

- B. The Selectmen shall have charge and control of the Town Hall, and may let or rent so much thereof as is not required for town purposes upon such terms as they deem proper.
- C. The annual report of the Selectmen shall state, unless included elsewhere in the Annual Report, what licenses have been issued, franchises granted, hearings held, claims and suits against the town, whether pending or settled, and repairs made upon public buildings.
- D. The Board of Selectmen shall hereafter annually on or before the first day of July, or whenever a vacancy shall exist, choose some competent lawyer, preferably residing in the town, to act as Town Counsel. He shall receive such salary or compensation as the Board of Selectmen may determine; he shall be available for advice to all the town departments under the supervision of the Board of Selectmen and shall perform such duties as the Board of Selectmen may prescribe. **[Added 7-7-1947 STM, Art. 5; amended 5-6-1997 STM, Art. 1]**
- E. The Board of Selectmen shall consist of five members, each of whom shall serve for a term of three years. The members of the Board of Selectmen in office as of the date of TOWN OF HOPKINTON GENERAL BYLAW adoption of this subsection shall remain in office until the expiration of the respective term of such member or until a vacancy occurs in such position for other cause. At the Annual Town Election to be held in May 2001, there shall be three persons elected at large by ballot to the Board of Selectmen by the voters of the town, with the candidate elected with the greatest number of votes to serve for a term of three years, the candidate with the second greatest number of votes to serve for a term of three years, and the candidate with the third greatest number of votes to serve for a term of two years. At each Annual Town Election thereafter the number of members of the Board of Selectmen whose terms have expired shall be elected by ballot for a term of three years. After the election of the Board of Selectmen, if there is a failure to elect or a vacancy occurs in the office of Selectmen, the remaining Selectmen may call a special election to fill the vacancy and shall call such election upon the request, in writing, of the number of registered voters of the town required by and in accordance with the procedure set forth in MGL c. 41 § 10. **[Added 5-1-2000 ATM, Art. 16]**

### **§ 28-5. Town Clerk.**

- A. The Town Clerk shall promptly notify, in writing, each member of every committee elected or appointed at any Town Meeting or in pursuance of any vote thereof, of such election or appointment, giving the names of all members of the committee, and a copy of the vote under which the committee was appointed or elected.
- B. The Town Clerk shall promptly after each Town Meeting furnish the Town Accountant with a statement of all amounts appropriated by the town at such meeting and the purposes for which such appropriations were made.
- C. The Town Clerk shall have published an up-to-date set of all existing Town Bylaws as needed. **[Added 3-3-1953 ATM, Art. 15; 4-9-1985 ATM, Art. 32].**



## **TOWN OF HOPKINTON**

**§ 28-6. Town Accountant. [Amended 4-14-1975 ATM, Art. 65; 4-12-1976 ATM, Arts. 58 and 59]**

The Town Accountant shall, in his annual report, give a detailed statement of all the assets and liabilities of the town and the change, if any, in the town debt, and shall include a list of all debts incurred and not paid up to and including June 30 of each year, showing to whom due, for what incurred and the amount.

## **TOWN OF HOPKINTON**

# TOWN OF HOPKINTON

## CHAPTER 33

### PERSONNEL

**§33-1. Applicability.**

**§33-4. Employee Handbook.**

**§33-2. Purposes.**

**§33-5. Severability.**

**§33-2. Personnel Board.**

[HISTORY: Adopted by the Special Town Meeting of the Town of Hopkinton 6-14-1962, Art. 2; Amended in its entirety 4-8-1985 ATM, Art. 2; 5-3-2010 ATM, Art 37 .]

GENERAL REFERENCES: Officers and employees -- See Ch. 28.

§ 33-1. Applicability. [Amended 10-3-2001 STM, Art. 5; 5-6-2002 ATM; Art. 3; 5-5-2003, ATM, Art. 3, 5-5-2008 ATM, Art. 3, 5-3-2010 ATM, Art. 37]

**§ 33-1. Applicability. [Amended 05-05-2018 ATM, Art. 42]**

This Chapter shall apply to all boards, committees, departments, divisions and offices of the Town of Hopkinton ("the Town") and to all employees in the service of the Town, including full-time, part-time, temporary, seasonal, special, intermittent, or other employees, but excluding: 1) employees of the School Department; 2) employees holding positions filled by popular election; and 3) employees covered by collective bargaining agreements with the Town; provided, however, that the provisions of this chapter shall be applicable to such employees insofar as the relevant collective bargaining agreement so provides.

The Town adheres to a policy of at-will employment, which permits the Town or an employee to terminate the employment relationship at any time, with or without cause, for any lawful reason. Unless otherwise informed by a written contract, all Town employees are employees-at-will.

**§ 33-2. Purposes.**

The purposes of this Chapter are:

- A. To establish fair and equitable personnel policies;
- B. To establish a system of personnel administration based on merit principles that ensure a fair and efficient application of personnel policies;
- C. To provide methods for the recruitment and retention of a work force that is skilled and effective in accomplishing the goals and objectives of the Town of Hopkinton; and
- D. To ensure that personnel actions are made without regard to gender, race, color, religious creed, national origin, ancestry, sexual orientation, genetic information, age as defined by law, handicap, political affiliation or any other non-employment related factor and are instead based on merit alone.

**§ 33-3. Personnel Board.**

- A. There shall be a Personnel Board consisting of five members appointed by the Board of Selectmen.
- B. The Personnel Board shall work with the Town Manager and the Human Resources Director to provide guidance, feedback and advice on matters regarding Town employees.

## **TOWN OF HOPKINTON**

- C. No member of the Personnel Board shall be a Town employee or an elected official of the Town. Each member of the Personnel Board shall be a resident of the Town and shall serve without compensation. Each member of the Personnel Board shall serve for a term of three (3) years beginning on the July 1 following the expiration of the previous term. Each member shall hold office until his/her successor is appointed in the manner provided herein.
- D. Members of the Personnel Board serving upon the effective date of this Chapter shall serve until the expiration of their respective terms. Upon the expiration of such terms, the Board of Selectmen shall appoint members for successive three-year terms.
- E. If any member shall resign or otherwise vacate his/her office, a successor shall be appointed forthwith by the Board of Selectmen to fill the remainder of the unexpired term.
- F. The Personnel Board shall organize annually, as soon as possible after July 1 of each year, at the call of the then Chair or, lacking a Chair, any member of the Board, and shall elect a Chair from among its members. The Chair shall hold office until his/her respective successor has been elected. In the event a vacancy occurs in the office of the Chair, the Personnel Board shall elect a successor Chair to serve until the next organizational meeting of the Personnel Board or until his/her successor has been elected.
- G. The Personnel Board may make an annual report to the Town, including recommendations on any matters related to the administration of personnel.
- H. The Personnel Board shall endeavor to meet annually with all department heads, the Board of Selectmen and the Chair of the Appropriation Committee.
- I. The Personnel Board shall meet with the Town Manager, or his/her designee, monthly.

### **§ 33-4: Employee Handbook.**

- A. All Town Agencies and employees to which this Chapter applies shall be subject to policies and procedures set forth in an Employee Handbook. The Employee Handbook shall contain all personnel and employment policies and procedures including, but not limited to, a Salary Administration Plan, and provisions covering vacation leave, sick leave, personal leave, holidays, and performance evaluations.
- B. The Employee Handbook, including the Salary Administration Plan, shall be written and amended by the Town Manager, or his/her designee. The initial Employee Handbook and any amendments thereto shall not take effect sooner than thirty (30) days after the Town Manager has submitted a proposed Employee Handbook or proposed amendments to the Personnel Board for advice and recommendations. The Town Manager, or his/her designee, shall review the Employee Handbook not less than once every two years.

### **§ 33-5 Severability.**

In the event that any provision of this Chapter, or application thereof, is for any reason held to be invalid or unenforceable by any reviewing agency or court of competent jurisdiction, such invalidity or enforceability shall be construed as narrowly as possible and the balance of this Chapter shall be deemed to be amended to the minimum extent necessary so as to serve the purposes hereof.

# **TOWN OF HOPKINTON**

## **CHAPTER 47**

### **TOWN MEETINGS**

#### **ARTICLE I General Provisions**

- §47-1. Posting of warrant.**
- §47-2. Date and time of Annual Town meeting and elections.**
- §47-3. Consideration of business.**
- §47-4. Persons not on voters' list not admitted to Meeting.**
- §47-5. Election by voice vote.**

#### **ARTICLE II Procedures**

- §47-6. Order of articles.**
- §47-7. Action on committee reports.**
- §47-8. Standing to address Moderator.**
- §47-9. Motion to reconsider.**
- § 47-10. Voting on appropriations questions.**
- §47-11. Speaking time limit.**
- §47-12. Precedence of motions.**
- §47-13. Quorum.**

**[HISTORY: Adopted by the Town Meeting of the Town of Hopkinton 3-6-1944, Art. 1. Amendments noted where applicable.]**

#### **ARTICLE I General Provisions**

##### **§ 47-1. Posting of warrant. [Amended 4-11-1977 ATM, Art. 35; Amended 5-1-2017 ATM, Art. 43]**

The Board of Selectmen shall cause an attested copy of the warrant to be posted by the Constable of the Town or some other person at least eight (8) days before the time set for the Annual Town Meeting, and at least fourteen (14) days before the time set for a Special Town Meeting, in the following locations within the Town: (1) Town Hall, (2) all post offices, (3) the public library, (4) the senior center, and (5) at least one public safety building.

##### **§ 47-2. Date and time of Annual Town Meeting and elections. [Amended 3-4-1974 ATM, Art. 3; 4-14-1992 ATM, Art. 38; 5-3-2005 STM, Art. 3]**

The Annual Town Meeting of the Town of Hopkinton shall be held on the first Monday in May in each year, at 7:00 in the evening, and the annual Town elections for the purpose of election by ballot of Town officers and voting on any questions required by law to be placed upon the official ballot shall be held on the third Monday in May at an adjournment of the Annual Town Meeting at which the polls shall be open during such hours between 6:00 a.m. and 8:00 p.m. as the Selectmen shall legally determine.

##### **§ 47-3. Consideration of business. [Amended 3-4-1974 ATM, Art. 3; 5-6-1998 ATM, Art. 24]**

All business of the Annual Meeting, except the election of officers and the determination of such matters as are required to be determined by ballot fixed for the third Monday in May as provided, shall be considered at the meeting of the first Monday of May.

# **TOWN OF HOPKINTON**

## **§ 47-4. Persons not on voters' list not admitted to Meeting.**

Unless otherwise ordered by the Moderator, or by a vote of the Meeting, no person whose name is not on the list of registered voters shall be admitted to the hall where a Town Meeting is being held. This provision shall be enforced by use of the checklist, and the Moderator shall determine the bounds of the hall.

## **§ 47-5. Election by voice vote.**

All Town officers not required by law to be chosen by ballot shall be elected by a voice vote, unless the meeting at which they are to be elected determines otherwise.

## **ARTICLE II Procedures**

## **§ 47-6. Order of articles.**

All articles in the Town Warrant shall be taken up in the order of their arrangement unless otherwise decided by a majority vote.

## **§ 47-7. Action on committee reports.**

When a report of a committee is placed in the hands of the Moderator, it shall be deemed to be properly before the Meeting for action thereon, and a vote to accept the same shall discharge the committee but shall not be equivalent to a vote to carry out the recommendations of the report in the absence of a vote to adopt the report.

## **§ 47-8. Standing to address Moderator.**

No person shall remain standing during a Meeting, except when that person addresses the Moderator.

## **§ 47-9. Motion to reconsider.**

A motion to reconsider shall not be entertained unless made at the close of the consideration of the article under which it is passed, and no motion to reconsider action of a former day's sitting shall be made at any adjournment. This section may be suspended by a vote of 2/3 of those present and voting.

## **§ 47-10. Voting on appropriations questions. [Amended 5-4-1998 ATM, Art. 20]**

Any motion which calls for the appropriation of less than \$1,000 shall be taken by a rising vote if so requested by three voters, and every motion calling for an appropriation of \$1,000 and over shall be taken by a rising vote, except in the case where the vote of the Town Meeting is a unanimous vote or in the case where, in the opinion of the Town Moderator, the vote constitutes a clear majority vote or a clear 2/3 vote, whichever may be required, in which event the declaration of the Town Moderator shall control, subject to the right of seven voters to question such vote, as provided in MGL c. 39, § 15.

## **§ 47-11. Speaking time limit.**

No person shall speak for more than 10 minutes at any one time without being again recognized by the Moderator, and no person shall speak more than twice upon any question without first obtaining leave of the meeting, except to correct an error.

## **§ 47-12. Precedence of motions. [Amended 5-7-2001 ATM, Art. 44]**

## TOWN OF HOPKINTON

- A. When a motion is under debate, the Moderator may accept motions, including, but not limited to, the following:
- (1) To adjourn;
  - (2) To end debate;
  - (3) To postpone to a time certain;
  - (4) To amend;
  - (5) To divide the question;
  - (6) To withdraw.
- B. These motions shall have precedence in the order enumerated above. The first three motions shall be decided without debate.

### **§ 47-13. Quorum. [Amended 5-6-1996 ATM, Art. 32; Amended 5-1-2017 ATM, Article 44]**

The presence of a number of voters equal to 1% of the number of registered voters of the Town, as of December 31 of the most recent year ending in a 2 or 7, as determined by the Town Clerk, shall be required to constitute a quorum for the transaction of any business at any Town Meeting.

## **TOWN OF HOPKINTON**



**TOWN OF HOPKINTON**

**Part II**  
**GENERAL LEGISLATION**

## **TOWN OF HOPKINTON**

# **TOWN OF HOPKINTON**

## **CHAPTER 55**

### **ALARM SYSTEMS**

#### **ARTICLE I Intrusion Alarms**

- §55-1. Findings; purpose.**
- §55-2. Definitions.**
- §55-3. Administrative rules.**
- §55-4. Control and curtailment of signals emitted by alarm users.**
- §55-5. Testing of equipment.**
- §55-6. False alarms.**
- §55-7. Violations and penalties.**

#### **ARTICLE II Fire Alarms**

- §55-8. Preamble.**
- §55-9. Definitions.**
- §55-10. Fines for system malfunctions.**
- §55-11. Appeal procedure.**
- §55-12. Adoption of regulations and legal action by Fire Chief.**
- §55-13. Disconnection upon failure to pay fine; proceedings.**
- §55-14. Severability.**

**[HISTORY: Adopted by the Town Meeting of the Town of Hopkinton as indicated in article histories. Amendments noted where applicable.]**

#### **ARTICLE I Intrusion Alarms**

**[Adopted 9-27-1988 STM, Art. 20; amended 5-6-2002 ATM, Art. 51]**

##### **§ 55-1. Findings; purpose.**

It has been determined by the Hopkinton Police Department that the number of false alarms received by the Department significantly increase departmental expenses, hinders its efficiency and lowers the morale of the Department. This situation endangers the general public, homeowners, businesses and Hopkinton police officers. It is intended that the following article will reduce the number of false alarms and promote the responsible use of alarm devices in the Town of Hopkinton.

##### **§ 55-2. Definitions.**

- A. Words used in the present tense include the future; words used in the plural number include the singular number, and words used in the singular number include the plural number. The word shall is always mandatory and not discretionary.
- B. For the purposes of this article, the following terms, phrases, words and their derivatives shall have the meaning given herein, when not inconsistent with the context:

**ALARM SYSTEM** -- An assembly of equipment and devices or a single device such as a solid state unit which plugs directly into a 110 volt AC line, arranged to signal the presence of a hazard requiring urgent attention and to which police are expected to respond. Fire alarm systems and alarm systems not directly related to the detection of an unauthorized intrusion into property or premises or an attempted robbery at property or premises are specifically excluded from this article.

## **TOWN OF HOPKINTON**

**ALARM USER or USER** --Any person on whose premises an alarm system is maintained within the town, except for alarm systems on motor vehicles or proprietary systems. Excluded from this article are central station personnel and persons who use alarm systems to alert or signal persons within the premises in which the system is located of an attempted unauthorized intrusion or holdup attempt. If such a system, however, employs an audible signal emitting sounds or a flashing light or beacon designed to signal persons outside the premises, such system shall be within the definition of "alarm system" as that term is used in this article and shall be subject to this article.

**AUTOMATIC DIALING DEVICE** -- Refers to an alarm system which automatically sends over regular telephone lines, by direct connection or otherwise, a prerecorded voice message or coded signal indicating the existence of an emergency situation that the alarm system is designed to detect.

**CENTRAL STATION** -- An office to which remote alarm and supervisory signaling devices are connected, where operators supervise circuits or where guards are maintained continuously to investigate signals.

**COMMUNICATIONS CONSOLE and DIRECT CONNECT** -- An alarm system which has the capability of transmitting system signals to, or receiving them at, the Hopkinton Police Department communications center.

**FALSE ALARM** -- Activation of an alarm system through mechanical failure, malfunction, improper installation or negligence of the user of an alarm system or his employees or agents, or any signal or oral communication transmitted to the Police Department requesting, requiring or resulting in a response on the part of the Police Department, when in fact there has been no unauthorized intrusion or attempted unauthorized intrusion into any property or premises and no attempted robbery or burglary at any property or premises. Excluded from this definition are activation of alarm systems caused by power outages, motor vehicle accidents, act of God, telephone repairmen and similar situations.

**INTERCONNECT** -- To connect an alarm system to a voice-grade telephone line, either directly or through a mechanical device that utilizes a standard telephone, for the purpose of using the telephone line to transmit an emergency message upon the activation of the alarm system.

**POLICE CHIEF** -- The Chief of Police of the Town of Hopkinton or designated representative.

**POLICE or POLICE DEPARTMENT** --The Town of Hopkinton Police Department or any authorized agent thereof.

**PUBLIC NUISANCE** --Anything which annoys, injures or endangers the comfort, repose, health or safety of any considerable number of persons or of any community or neighborhood.

**TOWN** -- The Town of Hopkinton.

### **§ 55-3. Administrative rules.**

- A. Alarm systems may be connected to the communications console in the Police Department.
- B. If such systems are so connected, the alarm company shall furnish, at no cost to the town, a communications console and the necessary telephone lines which are compatible to the receipt of alarm signals from alarm systems whose lines are connected to the Police Department. The alarm company shall set forth the annual fee each alarm user will be required to pay the alarm company for services rendered with respect to the communications console. Such services shall be set forth

## **TOWN OF HOPKINTON**

in the form of a written contract between the alarm company and each alarm user. The provisions of this Subsection B relate solely to the aforementioned communications console connections to the said console by alarm users and fees and charges related to the installation and maintenance of the console. Any alarm user may contract with any alarm company of his choice for the sale, installation, and maintenance and/or servicing of the alarm system to be installed on his premises. System components installed in all future alarm systems or additions to existing systems shall consist of equipment designed for the use for which it was intended and shall be approved for such use by an independent testing laboratory.

- C. The alarm user or the alarm company contracting for servicing the alarm users alarm system shall be responsible for obtaining the leased telephone line between the user's premises and the alarm receiving equipment at the Police Department and for furnishing the appropriate interface equipment, if required, in order to provide an input signal which is comparable with the receiving equipment used to operate the communications console.
- D. The provisions of § 55-6 concerning false alarms shall apply to all alarm users or persons having direct connect systems, except municipal, county and state agencies and religious organizations.

### **§ 55-4. Control and curtailment of signals emitted by alarm users.**

- A. Every alarm user shall submit to the Police Chief the names and telephone numbers of at least two persons in addition to the user who can be reached at any time, day or night, and who are authorized to respond to an emergency signal transmitted by an alarm system and who can open the premises wherein the alarm system is installed.
- B. All alarm systems shall be equipped with a test device which will give a minimum ten-second delay prior to alarm system activation in order to warn the alarm user of an open alarm circuit.
- C. Within six months from the effective date of this article, those alarm systems which use an audible horn or bell shall be equipped with a device that will shut off such horn or bell within 15 minutes after activation of the alarm system.
- D. Procedure if alarm user is unavailable.

(1) Any alarm system emitting a continuous and uninterrupted signal for more than one hour between the hours of 9:00 p.m. and 6:00 a.m. which cannot be shut off or otherwise curtailed due to the absence or unavailability of the alarm user or those persons designated by him under Subsection A of this section, and which disturbs the peace, comfort or repose of a community, a neighborhood or a considerable number of inhabitants of the area where the alarm system is located, shall constitute a public nuisance. Upon receiving complaints regarding such nuisance, the Police Chief or designee shall endeavor to contact the alarm user or members of the alarm user's family, or those persons designated by the alarm user under Subsection A of this section, in an effort to abate the nuisance. The Police Chief shall cause to be recorded the names and addresses of all complaints and the time each complaint was made.

(2) In the event that the Police Chief or designee is unable to contact the alarm user, or those persons mentioned in Subsection A above, or if those aforesaid persons cannot or will not curtail the audible signal being emitted by the alarm system and if the Police Chief or designee is otherwise unable to abate the nuisance, he may direct a police officer or a firefighter or a qualified alarm

## TOWN OF HOPKINTON

technician to enter upon the property outside the home or building in which the alarm system is located and take any reasonable action necessary to abate the nuisance.

(3) If entry upon the property outside the home or building in which the alarm system is located is made in accordance with this section, the person so entering upon such property shall not conduct, engage in or undertake any search, seizure, inspection or investigation while he is upon the property; shall not cause any unnecessary damage to the alarm system or to any part of the home or buildings; and shall leave the property immediately after the audible signal has ceased. After an entry upon property has been made in accordance with this section, the Police Chief shall have the property secured, if necessary. The reasonable costs and expenses of abating a nuisance in accordance with this section may be assessed to the alarm user, said assessment not to exceed \$50.

(4) Within 10 days after abatement of a nuisance in accordance with this section, the alarm user may request a hearing before the Board of Selectmen and may present evidence showing that the signal emitted by his alarm system was not a public nuisance at the time of the abatement, that the costs of the abatement should not be assessed to him or that the requirements of this section were not fulfilled. The Board shall hear all interested parties and may, in its discretion, excuse the alarm user from paying the costs of abatement.

### **§ 55-6. Testing of equipment**

No alarm system designed to transmit emergency messages directly to the Police Department shall be worked on, tested or demonstrated without first notifying the police dispatcher prior to and upon completion of testing. Permission is not required to test or demonstrate alarm devices not transmitting emergency messages directly to the Police Department. Any unauthorized test constitutes a false alarm.

### **§ 55-6. False alarms. [Amended 5-6-2002 ATM, Art. 51]**

- A. When emergency messages are received by the Police Department that evidence false alarms, the Police Chief or designee shall take such action as may be appropriate under Subsections B, C, D and E of this section and when so required by the terms of the aforementioned subsections, order that use of an alarm system be discontinued.
- B. After the Police Department has recorded three separate false alarms within any calendar year from an alarm system, the Police Chief shall notify the alarm user, in writing and by mail, of such fact and require the said user to submit, within 15 days after receipt of such notice, a report describing efforts to discover and eliminate the cause or causes of the false alarms. If the said user, due to absence from the Town or any other reasonable basis, requests an extension of the time for filing the report, the Police Chief may extend the fifteen-day period for a reasonable period. If the said user fails to submit such a report within 15 days or within any such extended period, the Police Chief may order that use of the alarm system be discontinued. Any such discontinuance shall be effectuated within 15 days from the date of receipt of the Police Chief's order.
- C. In the event the Police Chief determines that a report submitted in accordance with Subsection B of this section is unsatisfactory or that the alarm user has failed to show by the report that he has taken or will take reasonable steps to eliminate or reduce false alarms, then the Police Chief may order that use of the alarm system be discontinued. Any such discontinuance shall be effectuated within 15 days from the date of receipt of the Police Chief's order.

## TOWN OF HOPKINTON

- D. In the event the Police Department records five false alarms within any calendar year from an alarm system, the Police Chief may order that the user of the alarm system discontinue use of the alarm system for the remainder of the calendar year or for six months from the date the alarm was disconnected, whichever of such period is longer. In the event that the Police Department records eight false alarms within any calendar year from an alarm system, the Police Chief may order that the user of the alarm system discontinue use of the alarm system for one year from the date the alarm was disconnected.
- E. Any user of an alarm system which transmits false alarms shall be assessed a fine of \$50 for each false alarm in excess of three occurring within any calendar year. All fines assessed hereunder shall be paid to the Town Treasurer for deposit in the general fund. Upon failure of the user of an alarm system to pay two consecutive fines assessed hereunder within 60 days of assessment, the Police Chief may order that the user discontinue use of the alarm system. Any such discontinuance shall be effectuated within 15 days from the date of receipt of the Police Chief's order.
- F. Any user of an alarm system who has, in accordance with this section, been ordered by the Police Chief to discontinue use of an alarm system may appeal the order of discontinuance to the Board of Selectmen. Notice of an appeal shall be filed with the Board of Selectmen within 10 days of the date of the order of discontinuance. Thereafter the Board shall consider the merits of the appeal and in connection therewith shall hear evidence presented by all interested persons. After hearing such evidence, the Board may affirm, vacate or modify the order of discontinuance.

### **§ 55-7. Violations and penalties.**

- A. The following acts and omissions shall constitute violations of this article punishable by fines of up to \$50:
  - (1) Failure to obey an order of the Police Chief to discontinue use of an alarm system, after exhaustion of the right of appeal.
  - (2) Failure to pay two or more consecutive fines assessed under this article within 60 days from the date of assessment.
  - (3) Failure to comply with the requirements of § 55-4D of this article.
- B. Each day during which the aforesaid violations continue shall constitute a separate offense.
- C. The penalties hereinabove set forth may be modified by vote of the Board of Selectmen upon the recommendation in writing of the Chief of Police.

# **TOWN OF HOPKINTON**

## **ARTICLE II**

### **Fire Alarms**

**[Adopted 4-17-1991 ATM, Art. 51]**

#### **§ 55-8. Preamble.**

Whereas it has been determined by the Hopkinton Fire Department that there has been an increase in the number of false alarms received by that Department; and whereas false alarms needlessly endanger the safety of the public and of the fire fighters, are an unnecessary expense to the Town of Hopkinton and can be prevented through proper installation and maintenance; and, whereas, it is in the best interest of the community to reduce the impact of false alarms, this article is designed to accomplish the above goals.

#### **§ 55-9. Definitions.**

When used in this article, unless a contrary intention clearly appears, the following words shall have the following meanings:

**ALARM MONITORING SERVICE** -- A service that monitors fire alarms from a subscriber and then transmits the alarm to the Hopkinton Fire Department.

**CENTRAL STATION** -- An office to which remote alarm and supervisory signaling devices are connected and where operators supervise alarms and transmit them to the Hopkinton Fire Department.

**FIRE ALARM MALFUNCTION** -- The transmittal of a fire alarm to a central station, alarm monitoring service or directly to the Hopkinton Fire Department, which alarm is caused by improper installation of a fire alarm system, a mechanically defective fire alarm system, lack of maintenance or some other reason that causes a fire alarm to sound even though there is no actual fire or situation that reasonably could evolve into a fire.

**FIRE ALARM SYSTEM** -- Any heat-activated, smoke-activated, flame-energy activated or other such automatic device capable of transmitting a fire alarm signal to a central station, to an alarm monitoring service or to the Hopkinton Fire Department.

**FIRE ALARM SYSTEM OWNER** -- An individual or entity which owns the title to and/or has on his business or residential premises a fire alarm system equipped to send a fire alarm signal to a central station, to an alarm monitoring service or directly to the Hopkinton Fire Department.

**FIRE CHIEF** -- The Chief of the Hopkinton Fire Department or designated representative.

#### **§ 55-10. Fines for system malfunctions. [Amended 5-5-2008 ATM, Art. 23]**

If there is a fire alarm system malfunction, the Fire Chief may assess a fine against a fire alarm system owner for each malfunction occurring during any 12 month period according to the following schedule:

A. Amount of fine.

(1) First through third malfunction: no charge. Upon recording of the third false alarm by the Hopkinton Fire Department, the Fire Chief shall notify the owner of the building, in writing and by certified



## TOWN OF HOPKINTON

mail, of such fact, and at that time inform the owner of this article and of the Department's policy with regard to the charging for false alarms.

- (2) Fourth through sixth malfunction: \$250.
- B. Any false alarm which is the result of the failure of the property owner, occupant or their agents to notify the Hopkinton Fire Department of repair, maintenance or testing of an internal fire alarm system within the protected premises shall cause a penalty to be assessed in accordance with Subsection A of this section.
- C. For the purposes of this article, a false alarm shall be defined as follows:
  - (1) The operation of a faulty smoke or heat detection device.
  - (2) Faulty control panel or associated equipment.
  - (3) A water pressure surge in an automatic sprinkler equipment.
  - (4) Accidental operation of an automatic sprinkler system.
  - (5) An action by an employee of the owner or occupant of the protected premises or a contractor employed by the owner or the occupant, causing accidental activation of an internal fire alarm system.
- D. Property owners will be billed once a month for the malfunction activity occurring during the previous month. All fines assessed hereunder shall be paid to the Town Treasurer for deposit into the general fund.

### **§ 55-11. Appeal procedure.**

Any fire alarm system owner who is aggrieved by an action taken by the Fire Chief under this article may, within 10 days of such action, file an appeal, in writing, to the Board of Selectmen of the Town of Hopkinton (the Board). After public notice, the Board shall hold a hearing, after which it may suspend, affirm, annul or modify the action taken by the Fire Chief giving its written reasons therefor. The Board shall send its decision to the owner by first class mail within 10 days after the hearing. The decision of the Board shall be a final administrative decision. The owner shall have 30 days from the date of the written decision to seek judicial review in a court of appropriate jurisdiction.

### **§ 55-12. Adoption of regulations and legal action by Fire Chief.**

The Fire Chief may promulgate such regulations as may be required or as may be necessary to implement this article. The Fire Chief is authorized to pursue such legal action as may be necessary to enforce this article.

### **§ 55-13. Disconnection upon failure to pay fine; proceedings.**

Failure to pay a fine assessed under this article within 60 days may result in disconnection of the fire alarm system. In such event, notice may be sent to the owner's insurance company and other appropriate code officials. The Town of Hopkinton may then initiate collection proceedings available to it under law.

## **TOWN OF HOPKINTON**

### **§ 55-14. Severability.**

The provisions of this article shall be deemed to be severable, and if any of its provisions shall be held unenforceable by any law court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions.

# **TOWN OF HOPKINTON**

## **CHAPTER 58**

### **Alcoholic Beverages, Marijuana or Tetrahydrocannabinol and Tobacco**

- |  |  |
|--|--|
| <b>§58-1. Possession and Use of alcoholic beverages, marijuana or tetrahydrocannabinol</b> | <b>§58-3. Violations and penalties.</b>  |
|  | <b>§58-4. Use and Sale of Tobacco and Products Containing Tobacco or Nicotine.</b> |
| <b>§58-2. Seizure of alcoholic beverages, marijuana or tetrahydrocannabinol.</b>           | <b>§58-5. Marijuana Not Medically Prescribed.</b>                                  |

**[HISTORY: Adopted by the Town Meeting of the Town of Hopkinton Adopted 3-6-1944 ATM, Art. 1 replaced in its entirety 5-4-2009 ATM Art. 20.] [amended 5/6/2014 Article 25 by deleting §58-1; and replace in its entirety and inserting, in place thereof, the following:]**

#### **§ 58-1. Possession and Use of Alcoholic Beverages, Marijuana or Tetrahydrocannabinol.**

- A. Except as otherwise provided in this Chapter, 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 marijuana 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, as previously defined, in, or upon any private land or place without the consent of the owner or person in control of such private land or place.
- B. Subsection A of this Section shall not be construed to apply to the consumption or possession on public land of samples of wine provided, without charge, to prospective customers at an agricultural event authorized pursuant to Chapter 138, Section 15F of the General Laws; provided, however, that no such sample may exceed one ounce of wine and no more than five such samples may be served to an individual prospective customer.
- C. Notwithstanding the proscriptions set forth in Section 58-1.A, the Board of Selectmen may authorize events during which alcoholic beverages may be served, possessed, sold, or consumed in a public building or on public land, excluding (1) a public way, (2) property under the care, custody or control of the School Department, or (3) public buildings or public lands within 500 feet of an elementary or secondary school, public or private, giving not less than the minimum instruction and training required by Chapter 71 of the General Laws to children of compulsory school age, and as measured under 204 CMR 2.11, and provided that:
- (1) A non-profit organization hosts the event during which alcoholic beverages may be served, possessed, sold, or consumed;

## **TOWN OF HOPKINTON**

- (2) The net proceeds raised from such service, possession, sale, or consumption are used in a manner that directly and specifically benefits the Town or its residents;
- (3) The event marks a special occasion for the non-profit organization or the Town; and
- (4) Consumption does not occur outside the hours of 10:00 a.m. – 1:00 a.m.

In granting its approval, the Board of Selectmen may impose such terms and conditions as it deems reasonable for the protection of health and safety. Permission to host an event under this Section shall not relieve the non-profit organization from obtaining any required permits or licenses to serve alcoholic beverages pursuant to Chapter 138 of the General Laws.

### **§ 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. [Amended 5-7-2012 ATM, Art. 41]**

Whoever violates the provisions of this chapter as it pertains to alcoholic beverages shall be punished by a fine not exceeding one hundred (\$100) 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 three hundred (\$300) dollars for such offense, in addition to any civil penalty imposed under Chapter 94C, Section 32L, of the General Laws.

### **§ 58-4. Use and Sale of Tobacco and Products Containing Tobacco or Nicotine. [Added 5-2-2011 ATM, Art. 41; Amended 5-7-2018 ATM, Article 41]**

#### **A. Use of Tobacco and Products Containing Tobacco or Nicotine**

1. The Board of Health shall issue regulations prohibiting the consumption and use of tobacco and products containing tobacco or nicotine in a public outdoor place by a person under the age of 21.
2. All tobacco and products containing tobacco or nicotine used in violation of the Board of Health's regulations by a person under the age of 18, shall be confiscated and the parent(s) or legal guardian(s) of the person shall be notified of such violation and provided with (1) educational materials on the health issues related to tobacco and nicotine and (2) information on cessation programs. No individual under the age of 18 years shall be subject to a monetary penalty.
3. Individuals 18 years of age and over who use tobacco and products containing tobacco or nicotine in violation of the Board of Health's regulations may be penalized by non-criminal disposition as provided by §1-4 and *M.G.L. c.40, §21D*.

#### **B. Sale of Tobacco and Products Containing Tobacco or Nicotine**

1. The Board of Health shall issue regulations governing the sale of tobacco and products containing tobacco or nicotine to individuals under the age of 21.
2. Individuals who sell tobacco and products containing tobacco or nicotine in

## TOWN OF HOPKINTON

violations of the Board of Health's regulations may be penalized by non-criminal disposition as provided by §1-4 and *M.G.L. c.40, §21D*.

- C. Nothing in this section shall be construed to limit the authority of the Board of Health to adopt reasonable regulations relating to tobacco or products containing tobacco or nicotine pursuant to *M.G.L. c.111, §31*.

### **§58-5 Marijuana Not Medically Prescribed**

Consistent with *M.G.L. c.94G, §3(a)(2)*, all types of "marijuana establishments," as defined in *M.G.L. c.94G, §1(j)* and as may otherwise be defined by Massachusetts law or regulation, shall be prohibited within the Town of Hopkinton; provided, however, that Registered Marijuana Dispensaries, as expressly authorized by the provisions of Chapter 369 of the Acts of 2012 and 105 CMR 725.000, as it may be amended from time to time, and Marijuana Testing Laboratories and Marijuana Research Facilities, including those that develop detection systems for cannabinol compounds, both as defined in *M.G.L. c.94G, §1(j)*, shall not be deemed to be marijuana establishments for purposes of this provision.

## **TOWN OF HOPKINTON**

# **TOWN OF HOPKINTON**

## **CHAPTER 62**

### **ANIMALS**

#### **ARTICLE I**

##### **Dog Burial Fee**

**§62-1. Amount of fee.**

#### **ARTICLE II**

##### **Dog Licensing**

**§62-2. Deadline; penalty.**

#### **ARTICLE III**

##### **Leashing of Dogs**

**§62-3. Leashing and curbing required certain hours, exception.**

**§62-4. Violations and penalties.**

**§62-5. Redemption fee.**

#### **ARTICLE IV**

##### **Animals at Large**

**§62-6. Redemption fee.**

#### **ARTICLE V**

##### **Kennel Licensing**

**§62-7.A. Definitions.**

**§62-7.B. General Requirements.**

**§62-7.C. Application Process.**

**§62-7.D. Kennel Operation.**

**§62-7.E. Inspection.**

**§62-7.F. Surrender of License or Tag.**

**§62-7.G. Denials, Suspension or Revocation of Kennel License.**

**§62-7.H. Violations and Penalties.**

#### **ARTICLE VI**

**Dogs on Town Common  
Violations and penalties.**

#### **ARTICLE VII**

##### **Regulation and Licensing of Dogs**

**§62-9. Fee amounts.**

**§62-10. Authority of Town Clerk.**

**§62-11. License fees.**

**§62-12. Effect on other bylaws.**

**§62-13. Severability; conflicts with statute.**

#### **ARTICLE VIII**

##### **Nuisance and Dangerous Dog**

**§62-14. Administration.**

**§62-15. Nuisance or Dangerous Dog.**

**§62-16. Complaints; investigations.**

**§62-17. Violations and penalties.**

**[HISTORY: Adopted by the Town Meeting of the Town of Hopkinton as indicated in article histories. Amendments noted where applicable.]**

**GENERAL REFERENCES** Riding of horse or animals on sidewalks -- See Ch. 91.

#### **ARTICLE I**

##### **Dog Burial Fee**

**[Adopted 3-8-1955 ATM, Art. 43]**

**§ 62-1. Amount of fee. [Amended 4-14-1975 ATM, Art. 66; 05-07-07 ATM, Art. 4]**

# **TOWN OF HOPKINTON**

Any person killing a dog with a motor vehicle within the limits of the Town of Hopkinton shall pay the Animal Control Officer the sum of \$5 for burying said dog.

## **ARTICLE II**

### **Dog Licensing**

**[Adopted 4-25-1990 STM, Art. 7]**

#### **§ 62-2. Deadline; penalty.**

Any person who is the owner or a keeper of a dog or dogs six months of age or older in the Town of Hopkinton and fails to license said dog or dogs on or before April 1st of each year shall be subject to a penalty in addition to the applicable license fee. The amount of the penalty shall be \$25.00 per household irrespective of the number of dogs which reside in the household which have not been licensed on or before April 1st of such year. **[5-3-2004 ATM, Art. 63]**

## **ARTICLE III**

### **Leashing of Dogs**

**[Adopted 5-3-1993 ATM, Art. 14]**

#### **§ 62-3. Leashing and curbing required certain hours; exception.**

No person who owns or keeps a dog or dogs shall allow the same to run free between the hours of 7:00 a.m. and 8:00 p.m. unless said dog is on the owner's or keeper's premises. Any dog not on the premises of its owner or keeper between said hours shall be leashed and curbed, provided that the said leashing or curbing shall not apply to a hunting dog under direct command of its owner or keeper while training or working in the field.

#### **§ 62-4. Violations and penalties.**

Whoever violates this article shall be subject to the following penalties:

- A. First offense: \$25.
- B. Second offense: \$45.
- C. C. Third and all subsequent offenses: \$75.

#### **§ 62-5. Redemption fee.**

A fee of \$15 shall be charged to the owner or keeper of a dog which must be picked up by the Animal Control Officer and shall be payable to the general fund of the town.

## **ARTICLE IV**

### **Animals at Large**

**[Adopted 5-4-1993 ATM, Art. 15]**

#### **§ 62-6. Redemption fee.**

Should it be necessary in the judgment of the Animal Inspector that the Animal Inspector apprehend and pick up any domestic animal other than a dog, or any livestock, running free within the town, the owner or keeper of the animal shall be charged a fee equal to the expense incurred by the Animal Inspector to



# **TOWN OF HOPKINTON**

apprehend the animal and transport it to a secure facility. Such fee shall include any expense incurred by any other department of the Town in assisting the Animal Inspector in the apprehension of the animal. In no event shall such fee be less than \$15.

## **ARTICLE V**

### **Kennel Licensing**

**[Adopted 5-3-1999 ATM, Art. 47, Amended 5-1-2017 ATM, Art. 46]**

#### **§ 62-7.A. Definitions.**

As used in this Chapter, the following terms shall have the meanings indicated:

**HUMANE** – Provision of proper food and water, shelter or protection from the weather, veterinary attention needed to reduce or end suffering from disease or injury, a sanitary environment, facilities which are of sufficient size and design as to allow the animal to stand, sit, lie down, turn around, and make other normal postural adjustments without obstruction, interference, or impediment by the presence of food, water bowls, equipment, or other animals, have an appropriate ambient temperature, and the absence of inhumane treatment. Inhumane treatment shall include willfully permitting an animal to be subjected to unnecessary torture, suffering or cruelty, to subject, cause or procure an animal to be tortured or tormented, to be cruelly killed, beaten or mutilated, ineffective measures to prevent the infestation of animals and premises by parasites, insects or vermin, and to be subjected to cruel and inhumane chaining or tethering at any time, which shall include filthy and dirty confinement conditions including, but not limited to: 1) exposure to excessive animal waste, garbage, dirty water, noxious odors, dangerous objects that could injure or kill a dog upon contact or other circumstances that could cause harm to a dog's physical or emotional health, 2) taunting, prodding, hitting, harassing, threatening or otherwise harming a tethered or confined dog, and 3) subjecting a dog to dangerous conditions, including attacks by other animals.

**INSPECTION AUTHORITY** – The Chief of Police, the Animal Control Officer or the agent of any of these.

**KENNEL** – A pack or collection of dogs on a single premise, including a Commercial Boarding or Training Kennel, Commercial Breeder Kennel, Domestic Charitable Corporation Kennel, Veterinary Kennel, or Personnel Kennel, as defined in Section 136A of Chapter 140 of the *Massachusetts General Laws*.

**KENNEL LICENSE** – An annual license permitting a kennel to operate within the Town, issued to a kennel that has demonstrated compliance with the requirements of this section.

**LICENSE PERIOD** – The time between April 1 and the following March 31, both dates inclusive.

**SANITARY** – Conditions which include the interior and exterior floors and all animal contact areas which are smooth, impervious to water and are cleaned and sanitized as often as necessary to maintain sanitary conditions and free of animal wastes, provided that outdoor areas may have a floor of animal-appropriate gravel which is maintained and cleaned on a regular schedule consistent with the maintenance of sanitary conditions, and facilities which are maintained in good repair and kept clean at all times so as to protect animals from disease and injury.

#### **§ 62-7.B General Requirements.**

## TOWN OF HOPKINTON

- A. License. No person or entity shall operate a Kennel within the Town without first obtaining a Kennel License from the Town Clerk in accordance with the provision of this Chapter. The license shall reflect the maximum number of dogs to be permitted in the Kennel.
- B. Expiration and Fee. The Town Clerk shall determine the amount of the non-refundable fee for a Kennel License for each License Period; provided, however, that there shall be no fee for a domestic charitable corporation incorporated exclusively for the purpose of protecting animals from cruelty, neglect or abuse or for the relief of suffering; and provided, further, to determine the amount of a license fee, a dog under the age of six (6) months shall not be counted in the number of dogs kept in a Kennel.
- C. Inspection. The Town Clerk shall not issue or renew a Kennel License of any type until the Kennel has passed inspection by the Animal Control Officer or a designee thereof.
- D. Number of Permitted Dogs. The Animal Control Officer shall place a cap on the number of dogs permitted in any Kennel, not to exceed the maximum number of dogs that the Kennel can store in a humane and sanitary manner and the number of dogs permitted in the kennel pursuant to any special permit issued pursuant to the Zoning Bylaw, whichever is less.
- E. Tags. Tags shall be furnished to a licensee by the Town Clerk in the exact number of dogs specified by the Animal Control Officer and reflected on the license. Such tags shall bear the name of the Town, the license number, and year of issuance.

### § 62-7.C. Application Process.

- A. Form. Any person or entity seeking a Kennel License or renewal or reinstatement thereof shall complete and submit to the Town Clerk a Kennel License application, in a form prescribed by the Town Clerk.
- B. Deadline. Applications for renewal shall be submitted by February 1 in order to ensure timely renewal.
- C. Inspection. Upon receipt of a completed application, the Town Clerk shall notify the Animal Control Officer, who shall cause an inspection of the Applicant's Kennel to be conducted. For renewal applications, the Animal Control Officer shall cause the inspection to be made prior to the expiration of the existing license, provided that the Applicant submitted a timely Application as provided in Subsection (B) above.
- D. Qualifications. No person or entity shall be given a Kennel License or tag during a period of five (5) years from the date of being found guilty or penalized for a violation of any provision of Section 77, Section 80½, Section 94, or Section 95 of Chapter 272 of the Massachusetts General Laws. Any such license and tag so issued shall be void and shall be surrendered to the Town Clerk. No fee received for a license or tag made shall be refundable.
- E. Issuance. The Town Clerk shall review the complete Application and the Animal Control Officer's report. A Kennel License shall be issued if the Kennel has passed the inspection.

### § 62-7.D. Kennel Operation.

## TOWN OF HOPKINTON

- A. Kennels must be operated and maintained in a sanitary and humane manner.
- B. The following types of documentation shall be maintained at the Kennel and available for inspection:
  - (1) The name and address of the owner of each dog kept in the Kennel, other than dogs belonging to the person maintaining the Kennel;
  - (2) The name and address of persons who have purchased dogs from the Kennel;
  - (3) Staff training records and materials;
  - (4) All contracts for goods or services provided in connection with the Kennel's operation; and
  - (5) Organizational policies relating to animal care, intake, veterinary treatment, adoption and euthanasia.
- C. The holder of a Kennel License shall cause each dog kept in its Kennel to wear, while in the Kennel, a collar or harness of suitable material to which a tag shall be securely attached.
- D. Each Kennel shall prominently display on an interior wall of the Kennel a copy of the Kennel License.

### **§ 62-7.E. Inspection.**

The Inspection Authority may inspect any Kennel or its records at any time for compliance with the provisions of this Chapter and applicable statutes.

### **§ 62-7.F. Surrender of License or Tag**

- A. Every license and tag held by any person found guilty of, or penalized in any manner for, a violation of any provision of Section 77, Section 80½, Section 94, or Section 95 of Chapter 272 of the Massachusetts General Laws shall be void, and shall forthwith be surrendered to the Town Clerk.
- B. No fee received for a license and tag made void pursuant to this section shall be refunded to the holder.

### **§ 62-7.G. Denials, Suspension or Revocation of Kennel License**

- A. Denial. If the Town Clerk denies a Kennel License application or renewal application, the Applicant may request a reinspection of the Kennel after reasonably demonstrating to the Animal Control Officer that the proposed Kennel has been brought into compliance with the requirements of this Section and applicable state statutes. The Animal Control Officer shall then make a report to the Town Clerk, who shall, within a reasonable time, review the application in accordance with Section 62-7.C.
- B. Suspension and Revocation.
  - (1) Inspection Authority. If the Inspecting Authority determines that a Kennel is not being maintained in a sanitary or humane manner or if records are not properly kept, the Board of Selectmen or Animal Control Officer may revoke or suspend the Kennel License. Depending on

## TOWN OF HOPKINTON

the severity of the offense, a license may be suspended or revoked on a first violation of applicable laws or this Bylaw.

(2) Citizen Initiation and Board of Selectmen Hearing.

- a. Twenty-five (25) residents of the Town may file a petition for hearing with the Board of Selectmen stating the reasons that they believe that suspension or revocation of a Kennel's license is warranted.
- b. Within seven (7) days of the filing of such petition, the Board of Selectmen shall give notice to all interested parties of a public hearing concerning the petition, to be commenced within fourteen (14) days after the date of such notice.
- c. Prior to the close of the public hearing, the Board of Selectmen may cause the Inspecting Authority to inspection of the Kennel or its records by the Board's designee.
- d. At the conclusion of the public hearing, the Board of Selectmen may suspend or revoke the Kennel License, or may take such other action to regulate the Kennel as it deems prudent, or may dismiss the petition. Depending on the severity of the offense, a license may be suspended or revoked regardless of whether there have been prior violations of applicable laws or this Bylaw.
- e. The Board of Selectmen shall cause written notice of any order issued pursuant to this section to be provided immediately to the holder of the Kennel License and the Town Clerk.

(3) Reinstatement after Suspension. If a Kennel License is suspended, the Kennel License holder may apply for reinstatement after the close of the suspension period by requesting a reinspection of the Kennel or its records after reasonably demonstrating to the Animal Control Officer that the Kennel has been brought into compliance with this Section and all other applicable state and local requirements, and that the Kennel Licensee has satisfied the terms of the suspension order. The Animal Control Officer shall then make a report to the Town Clerk, who shall, within a reasonable time, review the application in accordance with Section 62-7.C.

(4) Reinstatement after Revocation. If the Kennel License is revoked, the owner may apply for a new Kennel License no sooner than three (3) months after the effective date of the revocation.

C. Reinspection. The Town Clerk may set fees for reinspections performed pursuant to this Section.

### § 62.7-H. Violations and penalties.

- A. Any person or entity who holds a Kennel License and is determined to be in violation of this Section or any law or regulation pertaining to such license shall be subject to the following penalties:

First violation: \$50

Second violation: \$200

Third and subsequent violations: \$300

Each day that such violation continues shall be deemed to be a separate violation and be subject to the above penalty. If the violation results from failure to comply with the limitation on the number of dogs permitted within the Kennel, the fine for such violation shall be \$50 per dog beyond the permissible limit.

## **TOWN OF HOPKINTON**

- B. Any person or entity maintaining a Kennel after revocation or during suspension of a license shall be punished by a fine of \$250.
- C. In lieu of the penalties set forth in Subsection 62.7-H.A., violations of this Section may be addressed in accordance with the provisions of MGL c. 40, § 21D, and Ch. 1, Art. II, Noncriminal Disposition, of the General Bylaws of the Town of Hopkinton.

### **ARTICLE VI**

#### **Dogs on Town Common**

**[Adopted 5-6-1996 ATM, Art. 64]**

#### **§ 62-8. Violations and penalties.**

The owner of any dog which is found on the Town Common in violation of the sign on the Town Common which states "No dogs on the Common" shall be subject to a fine of \$10.

### **ARTICLE VII**

#### **Regulation and Licensing of Dogs**

**[Adopted 9-30-1997 STM, Art. 2; amended  
5-6-2003 STM, Art. 5]**

#### **§ 62-9. Fee amounts. [Amended 5-6-2003 STM, Art. 5]**

All fees for the licensing of dogs, as well as all penalties, fines and other charges in the nature thereof and relating to the maintenance, control, possession, custody or other regulation of dogs shall be in the amounts as established by this article and shall be paid to the Town of Hopkinton.

#### **§ 62-10. Authority of Town Clerk.**

The Town Clerk shall be authorized to take all action necessary or appropriate relating to the licensing of dogs in the town.

#### **§ 62-11. License fees. [Reserved]**

#### **§ 62-12. Effect on other bylaws.**

In all other respects, the bylaws of the Town of Hopkinton relating to the regulation of dogs shall remain in full force and effect, except as specifically modified hereby, and the adoption and enactment of such bylaws is hereby ratified and confirmed.

#### **§ 62-13. Severability; conflicts with statute.**

If any part, section or provision of this article is found to be invalid, the remaining provisions of this article shall not be affected thereby and shall remain in full force and effect. No provision or interpretation of any provision of this article is intended to conflict with or constitute an attempt to change any provision of MGL c. 140, pertaining to dogs.

# TOWN OF HOPKINTON

## ARTICLE VIII

### Nuisance and Dangerous Dog

[Adopted 5-3-1999 ATM, Art. 46; Amended 5-7-2018, ATM Art. 39]

#### **§62-14. Administration**

The Animal Control Officer shall be responsible for enforcement of this Article; provided, however, that, for purposes of this Article and M.G.L. c.140, §157, the Board of Selectmen shall be the Hearing Authority.

#### **§ 62-15. Nuisance or Dangerous Dog.**

No person shall keep in this Town any dog that is a nuisance or a dangerous dog, as those terms are defined and used in M.G.L. c.140, §§136A and 157.

#### **§ 62-16. Complaints; investigations.**

- A. If any person shall make a complaint, in writing, to the Board of Selectmen that any dog owned or harbored within the Town is a nuisance dog or a dangerous dog, such complaints shall be investigated and addressed in accordance with M.G.L. c.140, §157.
- B. Prior to any nuisance or dangerous dog hearing held pursuant to Section 62-16.A, the Animal Control Officer may issue a Temporary Restraint Order or a Temporary Confinement Order.
  1. Issuance of Temporary Restraint Orders. The Animal Control Officer may issue a Temporary Restraint Order to the owner or keeper of any dog that is alleged to be a nuisance dog or a dangerous dog and is awaiting a decision under Section 62-16.A. A Temporary Restraint Order shall be in force for no more than thirty (30) days unless the Animal Control Officer renews it in writing for subsequent thirty (30) day periods. The Animal Control Officer may rescind or decline to renew the Order upon a determination that restraint is no longer required. The Animal Control Officer's order shall expire upon receipt of a decision from the Board of Selectmen on the nuisance dog or dangerous dog hearing.
  2. Issuance of Temporary Confinement Order. The Animal Control Officer may make arrangements for the temporary housing of any dog that requires such temporary housing, and may issue an Order of Temporary Confinement authorizing such temporary housing. The housing may be at a local veterinary clinic or at a dog kennel within the Town or neighboring towns, and shall be at the dog owner's or keeper's expense

#### **§ 62-17. Violations and penalties.**

- A. Any person who fails to comply with any order of the Animal Control Officer or the Board of Selectmen pursuant to this Article shall be deemed a violation of this Article.
- B. In addition to any other remedy provided by law, this Article may be enforced by the Animal Control Officer, or any police officer of the Town, or the Board of Selectmen, through any means available in law or equity, including but not limited to criminal indictment in accordance with M.G.L. c.40, §21,

## **TOWN OF HOPKINTON**

non-criminal disposition in accordance with Article II and M.G.L. c.40, §21D, and, in instances of a violation of a nuisance dog or dangerous dog order issued pursuant to M.G.L. c.240, §157, in accordance with M.G.L. c.140, §157A.

1. When enforced in accordance with M.G.L. c.40, §21, the maximum penalty shall be \$300 and each day a violation exists shall constitute a separate violation.

2. When enforced through non-criminal disposition, the penalties shall be as follows:

First violation: \$25, for each offense, each day being a separate offense;

Second violation: \$50, for each offense, each day being a separate offense; and

Third violation or subsequent violation: \$75, for each offense, each day being a separate offense.

3. When enforced in accordance with M.G.L. c.140, §157A, an owner or keeper of a dog who fails to comply with an order of the Selectmen or district court shall be punished, for a first offense of not more than \$500 or imprisonment for not more than 60 days in a jail or house of correction, or both, and for a second or subsequent offense, by a fine of not more than \$1,000 or imprisonment for not more than 90 days in a jail or house of correction.

## **TOWN OF HOPKINTON**



# **TOWN OF HOPKINTON**

## **CHAPTER 70**

### **(RESERVED)**

## **TOWN OF HOPKINTON**

# **TOWN OF HOPKINTON**

## **CHAPTER 74**

### **BOATS**

**[HISTORY: Adopted by the Special Town Meeting of the Town of Hopkinton 7-30-1959, Art. 5. Amendments noted where applicable.]**

#### **§74-1. Park Commission rules and regulations.**

The Park and Recreation Commission shall provide for the regulation and enforcement of rules and regulations for the operation of motor boats on any inland waters within the Town of Hopkinton under the authority of MGL c. 102, 15 B.

#### **§74-2. Approval of rules and regulations.**

Rules and regulations made under the authority of this chapter by the Park and Recreation Commission shall be subject to the approval of the Commonwealth of Massachusetts, Department of Public Works.

## **TOWN OF HOPKINTON**

# TOWN OF HOPKINTON

## CHAPTER 78

### BUILDINGS, NUMBERING OF

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| <b>§78-1. Designation of numbers.</b>            | <b>§78-4. Numbering system.</b>                      |
| <b>§78-2. Affixing of numbers required</b>       | <b>§78-5. Number specifications.</b>                 |
| <b>§78-3. Visibility of numbers from street.</b> | <b>§78-6. Violations and penalties; Enforcement.</b> |

**[HISTORY: Adopted by the Annual Town Meeting of the Town of Hopkinton 4-13-1992, Art. 18. Amendments noted where applicable.]**

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#### **§ 78-1. Designation of numbers.**

The Inspector of Buildings, in cooperation with the Board of Assessors, shall determine and designate numbers for all buildings abutting upon or adjacent to a street as the Inspector of Buildings may deem appropriate for the public convenience using the criteria set forth in this chapter.

#### **§78-2. Affixing of numbers required.**

No owner of any building shall neglect or refuse to affix to such building the street number designated by the Inspector of Buildings.

Such numbers shall be affixed: **[Added 5-6-2008 STM, Art. 4, 5-4-2009 ATM, Art. 33]**

- A. On all new buildings once exterior walls are standing;
- B. On all new buildings prior to the issuance of a Certificate of Occupancy;
- C. On all buildings undergoing renovations or work requiring a Building Permit and/or an inspection from the Building Department or Fire Department;
- D. On all buildings upon the resale of the underlying property prior to the issuance of a Smoke Detector and or Carbon Monoxide Certificate by the Fire Department, pursuant to M.G.L. c. 148, §§26F and 26F1/2.

#### **§ 78-3. Visibility of numbers from street.**

In cases where the building is not clearly visible from the street, the Inspector of Buildings shall require that said numbers be placed such that they are clearly visible from the street at the point of entry to the property.

#### **§ 78-4. Numbering system.**

Streets off a main artery shall be numbered from low to high, with even numbers on the right and odd numbers on the left. The main artery shall be the street closest to the center of town.

- A. Residence A (RA) Zone: numbered every 100 feet.
- B. Residence B (RB) Zone: numbered every 150 feet.
- C. Agricultural (A) Zone: numbered every 200 feet.

## TOWN OF HOPKINTON

D. Corner lots shall be numbered on the street containing the legal frontage. If both streets have the required frontage, then the number shall be on the side at which the driveway is laid out. The side of the lot on the adjoining street shall reserve a number for possible changes in the building on the lot in the future.

E. Circular streets shall be numbered to the right from low to high number.

F. Culs-de-sac: The right side of the circle shall be numbered with even numbers from low to high number. The left side of the circle shall be numbered with odd numbers from low to high number.

### **§78-5. Number specifications. [Amended 5-2-1995 ATM, Art. 54]**

All numbers shall be in Arabic numerals, a minimum of five inches in height, contrasting in color to the structure, and shall be placed on the knob side of the door of the structure. The numbers shall be clearly visible from the street.

### **§ 78-6. Violations and penalties; enforcement.**

Any person violating any provision of this chapter shall be subject to a fine of not more than \$25. This chapter shall be enforced by the Inspector of Buildings or agent under the direction of the Inspector of Buildings.

# **TOWN OF HOPKINTON**

## **CHAPTER 83**

### **CEMETERY REGULATIONS**

**§ 83-1. Restrictions on tree and Shrub planting..**

**§ 83-2. Operation of snowmobiles prohibited; penalty**

**[HISTORY: Adopted by the Special Town Meeting of the Town of Hopkinton 11-2-1960, Art. 6; amended 4-9-1979 ATM, Art. 23; 4-14-1988 ATM, Arts. 41 and 42; 5-3-1993 STM, Art. 2. Subsequent amendments noted where applicable.]**

**§ 83-1. Restrictions on tree and shrub planting.**

The Board of Cemetery Commissioners has the right to restrict the planting of trees and shrubs in the town cemeteries.

**§ 83-2. Operation of snowmobiles prohibited; penalty.**

No person shall at any time operate a snowmobile on cemetery lands in the Town of Hopkinton. Violators shall be punished by a fine of not less than \$100 for each offense.

## **TOWN OF HOPKINTON**



# TOWN OF HOPKINTON

## CHAPTER 87

### CIVIL FINGERPRINTING

- |   |   |
|---|---|
| <b>§ 87-1. Purpose and Authorization.</b>   | <b>§ 87-4. Reliance by Licensing Authority on</b> |
| <b>§ 87-2. Licenses Subject to</b>          | <b>Results of Fingerprint-Based</b>               |
| <b>Fingerprinting</b>                       | <b>Criminal Records Background</b>                |
| <b>§ 87-3. Police Department Procedure.</b> | <b>Checks</b>                                     |
|   | <b>§ 87-5. Policies and Procedures</b>            |
|   | <b>§ 87-6. Fees</b>                               |

**HISTORY:** Adopted by the Annual Town Meeting of the Town of Hopkinton 5-6-2013, Art. 42.]

#### **§ 87-1. Purpose and Authorization.**

In order to protect the health, safety, and welfare of the inhabitants of the Town of Hopkinton, and as authorized by Chapter 6, Section 172B½ of the *Massachusetts General Laws*, this bylaw requires (a) applicants for a license listed in Section 87-2 to submit to fingerprinting by the Hopkinton Police Department, (b) the Police Department to arrange for the conduct of fingerprint-based criminal record background checks of such applicants, and (c) the Town to consider the results of such background checks in determining whether to grant such license.

The Town hereby authorizes the Massachusetts State Police, the Massachusetts Department of Criminal Justice Information Systems (DCJIS), and the Federal Bureau of Investigation (FBI), as may be applicable, to conduct fingerprint-based state and national criminal history records checks, including FBI record checks, on behalf of the Town and its Police Department consistent with this Chapter. The Town hereby authorizes the Police Department to receive and utilize FBI records in connection with such background checks, consistent with this bylaw. The Town shall not disseminate criminal record information received from the FBI to unauthorized persons or entities.

#### **§ 87-2. Licenses Subject to Fingerprinting.**

Any applicant for a license to engage in any of the following occupational activities shall have a full set of fingerprints taken by the Police Department for the purpose of conducting a state and national fingerprint-based criminal history records check:

Ice Cream Truck Vendor

#### **§ 87-3. Police Department Procedure.**

The Police Department shall forward the full set of fingerprints obtained pursuant to this Chapter either electronically or manually to the State Identification Section of the Massachusetts State Police.

The Police Department shall provide the applicant with a copy of the results of his or her fingerprint-based criminal background check and supply the applicant with an opportunity to complete, or challenge the accuracy of, the information contained therein, including the FBI identification record. Any applicant who wishes to challenge the accuracy or completeness of the record shall be advised of the procedures to change, correct, or update the record as set forth in applicable federal regulations.

## **TOWN OF HOPKINTON**

The Police Department shall communicate the results of fingerprint-based criminal history records check to the licensing authority, together with its evaluation of the applicant's suitability for the proposed occupational activity based on the results of the criminal records background check and any other relevant information known to it. In rendering its evaluation, the Police Department shall indicate whether the applicant has been convicted of, or is under pending indictment for, a crime that bears upon his or her suitability for the proposed occupational activity, or any felony or misdemeanor that involved force or threat of force, controlled substances, or a sex-related offense.

### **§ 87-4. Reliance by Licensing Authority on Results of Fingerprint-Based Criminal Records Background Checks**

The licensing authority shall utilize the results of any fingerprint-based criminal records background check performed pursuant to this Chapter for the sole purpose of determining the applicant's suitability for the proposed occupational activity. The licensing authority may deny an application for any license specified herein, including renewals and transfers thereof, if it determines that the results of the fingerprint-based criminal records background check render the applicant unsuitable for the proposed occupational activity.

No application shall be denied on the basis of information contained in a criminal record until the applicant has been afforded a reasonable time, as determined by the licensing authority, to correct or complete the information, or has declined to do so.

### **§ 87-5. Policies and Procedures**

The Police Department shall develop and maintain written policies and procedures for its licensing-related criminal record background check system.

### **§ 87-6. Fees**

Each applicant for a license listed in Section 87-2 shall pay a fee of \$100. A portion of said fee, as specified by Chapter 6, Section 172B1/2 of the *Massachusetts General Laws*, shall be deposited into the Firearms Fingerprint Identity Verification Trust Fund established by Chapter 29, Section 2LLL of the *Massachusetts General Laws*, and the remainder shall be retained by the Town for costs associated with the administration of the system.

# **TOWN OF HOPKINTON**

## **CHAPTER 91**

### **DISORDERLY CONDUCT**

**[HISTORY: Adopted by the Annual Town Meeting of the Town of Hopkinton [3-15-1973, Article 52.]**

#### **§ 91-1. Prohibited actions.**

No person shall behave himself in a rude or disorderly manner, nor use indecent, profane or insulting language in any street, public place or public building, or any place in which the public has right of access as invitees or licensees in the town; nor be or remain upon any doorstep, portico or other projection from any building, nor in any public hall, or entrance thereto, to the annoyance or disturbance of any person; nor shall any person ride any horse or other animal upon any sidewalk of the town, whereby the free, safe and convenient use thereof, by travelers thereon, shall in any way be interrupted or the occupants of adjoining estates unreasonably annoyed and disturbed.

## **TOWN OF HOPKINTON**

# **TOWN OF HOPKINTON**

## **CHAPTER 93**

### **DUMPING**

**[HISTORY: Adopted by the Annual Town Meeting of the Town of Hopkinton 3-6-1944 ATM, Article 1]**

**GENERAL REFERENCES:** Recycling -- See Ch. 170, Art. I.

#### **§ 93-1. Dumping on public and private land.**

No person shall deposit or dump refuse or decayed animal or vegetable matter on any public or private land contrary to rules and regulations of the Board of Health.

## **TOWN OF HOPKINTON**

# TOWN OF HOPKINTON

## CHAPTER 96

### EARTH REMOVAL

§ 96-1.	Purpose.	§ 96-6.	Criteria for issuance of permits.
§ 96-2.	Definitions.	§ 96-7.	Permit renewal.
§ 96-3.	General requirements.	§ 96-8.	Completion of earth removal activities.
§ 96-4.	Applicability.	§ 96-9.	Enforcement.
§ 96-5.	Permits.	§ 96-10.	Appeal.
		§ 96-11.	Severability.

[HISTORY: Adopted by the Annual Town Meeting of the Town of Hopkinton 3-5-1951, Art. 23. Amended 9-28-1959 STM, Art. 7; 3-9-1972 ATM, Art. 51; 11-13-1972 STM, Art. 9; 6-18-1978 STM, Arts. 8 and 9; 4-22-1976 ATM, Art. 56; 4-13-1981 ATM, Arts. 42, 43 and 44; 5-4-1998, Art. 40. Subsequent amendments noted where applicable.]

GENERAL REFERENCES: Zoning -- See Ch. 210.

#### § 96-1. Purpose.

- A. The purpose of this chapter is to provide a comprehensive review procedure of plans for earth removal which may affect traffic, environmental quality, water resources, drainage and community character with the objective that the public health, safety, convenience and general welfare is protected. This chapter shall apply to all earth removal activities in the Town of Hopkinton, except as otherwise set forth herein. It shall apply to all areas regardless of zoning district.
- B. Due to the fact that earth removal activities involve the degradation of a natural resource of value to the Town and that alteration of the natural environment and its resources will impact other resources and the environment as a whole, applicants for earth removal permits must demonstrate that the earth removal activity will not have a material detrimental impact on natural resources, such as groundwater quantity and quality, wildlife habitats, natural drainage patterns, viewsheds and wetlands.

#### § 96-2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

BOARD -- The Planning Board of the Town of Hopkinton.

EARTH -- All forms of soil, including, without limitation, loam, sand, gravel, clay, peat, hardpan or rock.

LOAM -- Soil consisting of a mixture of sand, clay, silt and organic matter.

LOT -- A single piece or parcel of land lying in a solid body, under single, joint or several ownerships and separated from contiguous land by property lines or street lines.

## TOWN OF HOPKINTON

**OWNER** -- The owner of record of the land with respect to which earth is sought to be removed, or the person lawfully standing in the stead of such owner.

**REMOVAL** -- Stripping, digging, excavating or blasting earth on a lot and removing or carrying it away from said lot.

**SURPLUS** -- An amount or quantity in excess of what is needed or required.

### **§ 96-3. General requirements.**

The following requirements shall apply to all earth removal activities, whether or not a permit is required. The Board shall have the authority to waive any of the requirements listed below, on a case-by-case basis:

- A. Grades at the conclusion of the earth removal operation shall not be in excess of one foot in vertical rise for every three feet of horizontal distance (3:1). Grades in excess of 3:1 may be allowed only with a waiver from the Board. When reviewing waiver requests, the Board will consider the final appearance of the lot and surrounding areas with the intent that a natural appearance, natural drainage patterns and sufficient erosion control will be maintained or established.
- B. Proper and reasonable surface drainage of the land affected by earth removal operations shall be assured during and after the removal operations. The applicant shall provide assurance that earth is kept out of streams and drainage-ways and that accumulated earth shall be removed at periodic intervals during and upon the conclusion of the earth removal operation. If the erosion control system includes any structural devices, these structural devices shall be in place and stabilized before excavation can begin in the affected area. All structures shall be inspected and maintained by the owner in accordance with the approved plan and the capacity of the structural device.
- C. At the conclusion of the earth removal operation, or of such portion thereof as the Board deems appropriate, the whole area where removal has taken place shall be covered with not less than eight inches of loam and seeded with a suitable cover crop, except where ledge rock is exposed, and all large stones and boulders which protrude above the finished grade shall be removed or buried. Alternatives to this method of restoration shall be subject to the prior approval of the Board.
- D. In no event shall any loam be stripped and/or removed from any land in an amount which exceeds the eight inches of loam required by Subsection C of this section.
- E. The depth of excavation for any earth removal operation shall not be closer than seven feet above the spring high-water table, as determined by observation of soil profiles or test wells.
- F. All earth that is stripped and piled, and that which will be left exposed for a period of greater than 60 days, within 200 feet of a wetland, stream, river or other body of water, shall be stabilized. Such stabilization may consist of temporary seeding, anchored mulch or other method approved by the Board or its Agent.
- G. Provisions for dust control shall be provided for any earth removal operation.
- H. A buffer strip of undisturbed land not less than 100 feet wide shall be maintained at all boundaries of the lot, including at all street lines, on which an earth removal operation occurs. In the event that an earth removal permit is issued for adjoining lots under the same ownership, the Board may waive the buffer strip requirement in such locations as it deems appropriate.



## TOWN OF HOPKINTON

- I. No earth removal permit shall be issued for a period in excess of 24 months. The duration of the permit, including dates of commencement and termination, shall be set forth on the permit.

### **§ 96-4. Applicability.**

Except as otherwise provided in this chapter, no earth shall be removed from any lot in the Town unless a permit shall have first been obtained by the owner from the Board. The requirements of § 96-3 shall apply to all earth removal activities, whether or not such activity requires a permit.

- A. No permits are required for removal of earth in the following circumstances:

- (1) Public land. Earth removal on lands in public use.
- (2) Intra-lot activities. Earth moving activities confined entirely to the limits of a single lot as herein defined, provided that no earth is removed from the lot.
- (3) Surplus earth. Removal of surplus earth resulting from a bona-fide construction project being carried on pursuant to the issuance of a building permit or permits which involve the removal of no more than 500 cubic yards of earth, only after presentation and review of appropriate plans and engineering data by the Board.
- (4) Small quantities. The removal of no more than 100 cubic yards of earth from a lot in one twenty-four-month period.
- (5) Definitive subdivision plan. Removal of surplus earth resulting from construction of the infrastructure, roadway and utilities shown on a definitive subdivision plan which has been approved by the Planning Board pursuant to the Subdivision Control Law, only after presentation and review of appropriate plans and engineering data by the Board.
- (6) Site plan. Removal of surplus earth resulting from construction of the infrastructure, roadways, driveways, utilities, sewage disposal system, buildings and other facilities shown on a site plan approved by the Planning Board pursuant to Chapter 210, Zoning, Article XX, Site Plan Review, only after presentation and review of appropriate plans and engineering data by the Board.
- (7) Garden apartment. Removal of surplus earth resulting from construction of the infrastructure, driveways, utilities, sewage disposal system, buildings and other facilities shown on a garden apartment site plan approved by the Planning Board pursuant to Chapter 210, Zoning, Art. XIII, Garden Apartments in Residential Districts, only after presentation and review of appropriate plans and engineering data by the Board.

- B. Without limiting any provision hereinabove set forth, earth removal permits are required for the following activities:

- (1) Any activity not included in Subsection A above.
- (2) Commercial earth removal activities, such as mining, sand and gravel operations, earth removal and quarrying.

## **TOWN OF HOPKINTON**

- (3) Removal of earth that is not surplus to an ongoing bona fide construction project, subdivision plan construction, site plan construction or garden apartment site plan construction.

### **§ 96-5. Permits.**

A permit applicant shall file with the Planning Board an application, together with such fees, plans, specifications and additional information as set forth in the Earth Removal Submission Requirements and Procedures Manual adopted by the Planning Board and filed with the Town Clerk. After adoption of this chapter, the Planning Board shall vote to adopt the Earth Removal Submission Requirements and Procedures Manual after holding a public hearing.

#### **A. Permit procedure.**

- (1) Within seven days of receipt of an earth removal permit application, the Planning Board shall transmit copies of the application and plan to the Highway Department, Conservation Commission and Board of Health for comment and recommendations. The Planning Board shall not approve any such application until the final reports of such departments shall have been submitted to it or until 35 days shall have elapsed after the transmittal of the plans and additional materials without such report being submitted.
- (2) The Board shall hold a public hearing within 65 days after receipt of a complete application. Notice of such hearing shall be given by publication in a newspaper of general circulation in the Town once in each of two successive weeks, the first publication to be not less than 14 days before the day of the hearing. Notice shall also be sent by mail to the applicant, abutters and abutters to abutters, including those across any street, within 300 feet of the property. Notice of the public hearing shall be posted in the Town Hall not less than 14 days prior to the date of the hearing. Such notice shall be at the expense of the applicant. The Board shall file its decision with the Town Clerk within 90 days from the date of submittal. The time limits for a public hearing and Board action may be extended by written agreement between the applicant and the Board.
- (3) The owner of the property subject of any application must be named applicant. An applicant shall submit adequate evidence of ownership or authority to seek the permit.
- (4) An applicant shall submit documentation showing the depth to groundwater in the locations where earth removal will occur. Locations of test holes where such information was obtained shall be shown on a plan in form satisfactory to the Board.
- (5) The Board may forward a copy of the submission package for engineering review by a consultant selected by the town, at the expense of the applicant.
- (6) Applications for permits may be granted, denied, granted in part and denied in part or granted with conditions, at the discretion of the Board. A majority vote of the Board members present and voting shall be required to grant a permit.
- (7) A majority vote of the Board members present and voting shall be required to grant a permit.

## **TOWN OF HOPKINTON**

### **B. Permit conditions.**

- (1) The Board may require that the earth removal operation occur in phases, whereby one phase shall be completed and seeded prior to the commencement of the next phase.
- (2) The Board may require that periodic status reports, in such form as the Board may require, be submitted by the applicant during the earth removal permit period.
- (3) The Board may establish hours of operation for the earth removal activity.
- (4) The applicant shall post a bond, in such form as the Board may require, with the Town in an amount determined by the Board as sufficient to guarantee conformity with the provisions or conditions of the permit. The applicant shall submit a bond estimate for Board review and approval prior to the commencement of activities authorized by the permit. In lieu of a bond, the Board may allow or require an alternative method of surety to be held by the town. The Town may use the bond or other surety for the stated purpose in the event that the applicant does not comply with all of the terms and conditions of the permit and complete all restoration in a manner satisfactory to the Board and in accordance with the permit; significant public safety hazards exist which will not be addressed by the applicant; or material environmental damage has resulted from the earth removal activity and remediation will not be addressed by the applicant in a manner satisfactory to the Board.
- (5) The Board may require a deposit of funds to the Town for engineering review and inspection of the premises during the earth removal permit period.

### **§ 96-6. Criteria for issuance of permits.**

- A. The applicant for a permit shall have the burden of proving by a preponderance of the credible evidence that the work proposed in the permit application will meet the requirements of this chapter.
- B. Earth removal permits may be granted by the Board if it finds each of the following:
  - (1) The proposed earth removal conforms to the purpose of the chapter.
  - (2) The earth removal operation on the permitted lot will not:
    - (a) Be injurious or dangerous to the public health or safety.
    - (b) Produce noise, dust or other effects detrimental to the normal use of adjacent property.
    - (c) Have a material adverse effect on the health or safety of persons living in the neighborhood or on the use or amenities of adjacent land.
    - (d) The earth removal activity will not result in traffic conditions on roads in the area of the earth removal activity which will cause unsafe and dangerous conditions.
    - (e) The regulations contained in this chapter will be complied with.

# **TOWN OF HOPKINTON**

## **§ 96-7. Permit renewal.**

Permits may be renewed for periods of up to one year, only after written application and a public hearing held in accordance with this chapter. Applications for renewal shall be submitted by the applicant at least two months prior to the expiration date of the permit. If the applicant fails to submit a renewal application two months prior to the expiration date of the permit, the Board may determine that the original permit has expired and that a new application must be submitted. Prior to renewal, inspection of the premises shall be made by the Board's Agent to determine that the provisions of this chapter and the existing permit have been complied with.

## **§ 96-8. Completion of earth removal activities.**

After completion of work authorized by an earth removal permit, the owner shall submit an as-built plan, prepared by a registered professional engineer, showing grades at the conclusion of the operation. The Board shall release the bond after the submission of an as-built plan, a determination that all permit conditions have been met and, when sufficient time has lapsed, to ascertain that vegetation planted has successfully been established and that drainage is satisfactory.

## **§ 96-9. Enforcement.**

- A. The Planning Board shall appoint an Earth Removal Agent in order to carry out the provisions of this chapter. The Agent shall have the authority to issue cease and desist orders in the event of violation of this chapter or a permit. Said cease and desist orders shall remain in effect during such time as negotiations between the Board and the entity to whom the cease and desist order was issued concerning the violation are ongoing or until the violation is corrected. The Planning Board shall have the authority to issue and extend cease and desist orders as it deems appropriate to ensure compliance with this chapter or the permit.
- B. The Board, its agents, officers and employees shall have the authority to enter upon privately owned land for the purpose of performing their duties under this chapter and may make or cause to be made such examinations, surveys or sampling as the Board deems necessary or appropriate, subject to the Constitutions and the laws of the United States and the commonwealth.
- C. The Board shall have the authority to enforce this chapter, its regulations and permits issued thereunder by violation notices, cease and desist orders and civil and criminal court actions. Any entity which violates any provision of this chapter may be ordered to restore the property to its original condition, to take other action deemed necessary or appropriate to remedy such violation or to pay a fine, or any combination of the foregoing.
- D. Upon request of the Board, the Chief of Police shall take legal action as deemed appropriate for enforcement under criminal law. Upon request of the Board, the Town Counsel shall take legal action as deemed appropriate for enforcement of this chapter under civil law. Municipal boards and officers, including any police officer or other officer having police powers, shall have the authority to assist the Board in enforcement.
- E. As an alternative to criminal prosecution in a specific case, the Board may issue a citation under the noncriminal disposition procedure set forth in MGL c. 40, § 21D, if adopted by the Town as a general bylaw.

## **TOWN OF HOPKINTON**

- F. The penalty for violating any provision of this chapter shall be as follows: maximum fine, \$50 first offense; \$100, second offense; \$200 for each subsequent offense. Every day that a violation continues shall be considered a separate offense.
- G. In the event the Board determines that there has been a violation of this chapter or of any permit issued thereunder, it may require sufficient replication, restoration, replanting or any other mitigation it determines necessary or appropriate to correct or remedy the violation, in addition to a fine.
- H. A permit may be revoked by the Planning Board after a public hearing with prior notification to the owner and the applicant upon submission of evidence reasonably satisfactory to demonstrate violation of this chapter or an earth removal permit. If a permit is revoked, the earth removal operation shall be discontinued and the area restored in accordance with the requirements of this chapter.

### **§ 96-10. Appeal.**

A decision of the Board shall be reviewable in the Superior Court in accordance with MGL c. 249, § 4.

### **§ 96-11. Severability.**

The provisions of this chapter are hereby deemed to be severable. The application of any such provision to any individual held to be invalid or unconstitutional or the invalidity of any provision of this chapter shall not invalidate any other section or provision thereof, nor shall it invalidate any permit that previously has been issued or the application of any such provision to persons or circumstances other than those as to which it is held invalid.

## **TOWN OF HOPKINTON**

# TOWN OF HOPKINTON

## CHAPTER 99

### EASEMENT MANAGEMENT

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|---|-------------------------------|
| <b>§ 99-1. Purpose.</b>                       | <b>§ 99-4. Monumentation.</b> |
| <b>§ 99-2. Jurisdiction.</b>                  | <b>§ 99-5. Enforcement.</b>   |
| <b>§ 99-3. Permission to alter easements.</b> |                               |

[HISTORY: Adopted by the Annual Town Meeting of the Town of Hopkinton 5-6-1996, Art. 43. Amendments noted where applicable.]

#### **§ 99-1. Purpose.**

The purpose of this chapter is to provide a mechanism for the management and enforcement of certain obligations concerning easements which exist for a public purpose or benefit.

#### **§ 99-2. Jurisdiction.**

A. This chapter shall apply to easements conveyed to the Town of Hopkinton or established as a result of an official action by a town board or commission of the Town of Hopkinton.

B. This chapter shall not apply to easements on private property existing solely for the benefit of the owners of private property.

C. Except as permitted in this chapter or by recorded documents governing the subject easement, no person shall remove, fill, dredge, build upon, degrade or otherwise alter any easement, without having first obtained the required approvals.

D. Types of easements regulated by this chapter include but are not limited to:

- (1) No-cut and no-build easements or areas.
- (2) Limited disturbance buffers.
- (3) Lot area not included within building envelopes.
- (4) Drainage easements.
- (5) Easements established to provide access for the benefit of the Town of Hopkinton, its agents, employees and/or residents.
- (6) Scenic easements.
- (7) Conservation easements or restrictions.
- (8) Trail easements.

## **TOWN OF HOPKINTON**

### **§ 99-3. Permission to alter easements.**

- A. A property owner of the town may propose to the appropriate board, officer or commission that it be permitted to alter land within an easement area subject to this chapter. Such land may be altered, provided that:
  - (1) The alteration is approved by the board, officer or commission of the Town of Hopkinton, responsible for maintaining the easement or, in the event that the easement was not conveyed to the town, the board, officer or commission which required the easement as a result of its official action.
  - (2) If the land is in private ownership and the owner has not requested the alteration, a representative of the town shall consult with the owner.
  - (3) The proposed alteration will not be detrimental to the purpose of the easement.
  - (4) The proposed alteration includes appropriate mitigation.
- B. In the case of an easement that prevents the cutting of certain trees, no tree within this easement shall be cut without certification from a Massachusetts certified arborist that said tree meets the specified criteria of the easement language for cutting or removal or is diseased or should for some other appropriate reason be cut or removed.
- C. In the case of an easement which creates access to or relates to a drainage system, no alteration of the land within the easement area shall be permitted without first obtaining the permission of the Hopkinton Highway Department.

### **§ 99-4. Monumentation.**

The line of each easement which has been or will be established and which will be subject to this chapter shall be completely defined and proper monumentation set on the ground by placing of permanent monuments at all bounds and at each point of change of direction of the line. Such monumentation shall be of a different type than that used to denote property lines and street rights-of-way.

### **§ 99-5. Enforcement.**

- A. Any person who violates any provision of this chapter may, at the discretion of the town board, officer or department having jurisdiction over the easement, be liable for a fine of \$100 per violation, and the requirement to perform appropriate mitigation which shall be determined by such town board, officer or department serving as official holder of the easement. If the easement has not been conveyed to the town, then the town board, officer or commission which required the easement may levy the fine and determine appropriate mitigation. Mitigation shall include restoration of the disturbed area whenever possible.
- B. In the event that trees are cut in violation of this chapter, the cutting of each tree shall be considered a separate violation.
- C. The town board, officer or department which has the authority to levy the fine and determine mitigation may, in appropriate circumstances, waive such fine and mitigation.



## **TOWN OF HOPKINTON**

- D. The town board, officer or department which requires the easement as its official action may, in appropriate circumstances, waive the placement or manner of placement of monuments.

## **TOWN OF HOPKINTON**

# **TOWN OF HOPKINTON**

## **CHAPTER 103**

### **ELECTRICAL INSTALLATIONS**

#### **§ 103-1. Notification of Inspector of Wires.                      § 103-2. Violations and penalties.**

[HISTORY: Adopted by the Special Town Meeting of the Town of Hopkinton 10-3-1955, Art. 4. Amendments noted where applicable.]

**GENERAL REFERENCES:** Smoke detectors -- See Ch. 113, Art. I.

#### **§ 103-1. Notification of Inspector of Wires.**

No person shall install wires, conduits, apparatus, fixtures or other appliances for carrying or using electricity for light, heat or power within, or connected to any building, without first notifying the Inspector of Wires, in writing of the proposed installation.

#### **§ 103-2. Violations and penalties.**

Whoever violates this chapter shall be subject to a fine of not more than \$20.

## **TOWN OF HOPKINTON**

# **TOWN OF HOPKINTON**

## **CHAPTER 109**

### **FIREARMS**

#### **§ 109-1. Discharge prohibited.**

#### **§ 109-2. Exceptions.**

[HISTORY: Adopted by the Town Meeting of the Town of Hopkinton as indicated in article histories. Amendments noted where applicable.]

### **ARTICLE I**

#### **Automatic Weapons**

**[Adopted 4-9-1985 ATM, Article 37]**

#### **§ 109-1. Discharge prohibited.**

No person shall fire or discharge within the limits of the Town of Hopkinton any fully automatic weapon.

#### **§ 109-2. Exceptions.**

Nothing in this article shall prohibit the use of firearms by police or other law enforcement officers in the proper discharge of their duties.

## **TOWN OF HOPKINTON**

# TOWN OF HOPKINTON

## CHAPTER 113

### FIRE PREVENTION

#### ARTICLE I Smoke Detectors

**§113-1. Hard-wired detectors required upon sale or transfer of certain buildings.**

#### ARTICLE II Truss Construction

**§113-2. Identification placards; applicability; violations and penalties.**

[HISTORY: Adopted by the Town Meeting of the Town of Hopkinton as indicated in article histories. Amendments noted where applicable.]

**GENERAL REFERENCES:** Fire alarms -- See Ch. 55, Art. II.

#### ARTICLE I Smoke Detectors [Adopted 4-10-1985 ATM, Art. 42]

**§ 113-1. Hard-wired detectors required upon sale or transfer of certain buildings.**

Notwithstanding the provisions of MGL c. 148, §§ 26E and 26F, all buildings or structures occupied in whole or in part for residential purposes and not regulated by MGL c. 148, §§ 26A, 26B or 26C, shall, upon the sale or transfer of such building or structure, be equipped by the seller with hard-wired smoke detectors.

#### ARTICLE II Truss Construction [Adopted 5-7-2001 ATM, Art. 39]

**§ 113-2. Identification placards; applicability; violations and penalties.**

- A. All buildings or structures with the exception of one- and two-family dwellings that have been, are being, or may in the future, be constructed in whole or in part with prefabricated light weight trusses for roof and/or ceiling components shall be identified with a placard at the main or primary entrance used by the Fire Department. The placard shall be in the shape of an isosceles triangle with a horizontal dimension of 12 inches and a vertical dimension of six inches. The placard shall have contrasting colors as approved by the Fire Department. The placard shall contain lettering to identify those areas of the building which are constructed with prefabricated light weight trusses. The placard shall contain the letter F for floor truss construction, the letter R for roof truss construction, and the letters F/R for occupancies with both roof and floor trusses. Upon the prior approval in writing of the Fire Department, multiple-dwelling residential buildings, such as condominiums, garden apartments, townhouses, planned retirement villages, and group residences, will not be required to place a placard upon each individual building if a placard is placed at a location approved by the Fire Department at each entrance to the complex. All placards must be installed and maintained by the property owner.

## **TOWN OF HOPKINTON**

- B. The provisions of this bylaw shall apply to all buildings in existence at the time of passage of the bylaw as well as to all buildings constructed in the future. Buildings existing as of the date of approval of the bylaw must install the placards on or before May 1, 2002.
- C. Any person who fails to comply with the provisions of this bylaw shall be punished by a fine as hereafter set forth, each day of such violation to be considered a separate offense.
- D. The violation of any provision of this article may be addressed by the procedure for noncriminal disposition as incorporated in the General Bylaws of the Town of Hopkinton. The penalty for violation of this section shall be \$50 for the first offense; \$100 for the second offense; and \$200 for the third and each subsequent offense.



# TOWN OF HOPKINTON

## CHAPTER 119

### FUEL STORAGE TANKS

- |   |   |
|---|---|
| <b>§ 119-1. Authority.</b>                      | <b>§ 119-5. Standards applicable to the installation of new tanks</b> |
| <b>§ 119-2. Purpose; Applicability.</b>         | <b>§ 119-6. Leak detection for existing and new tanks.</b>            |
| <b>§ 119-3. Definitions.</b>                    | <b>§ 119-7. Procedure in case of spill or leak.</b>                   |
| <b>§ 119-4. Registration of Existing Tanks.</b> | <b>§ 119-8. Administration</b>  |

[HISTORY: Adopted by the Annual Town Meeting of the Town of Hopkinton 4-11-1984, Art. 59. Amendments noted where applicable.]

#### **§ 119-1. Authority.**

This chapter is adopted by the Town of Hopkinton under its home rule powers, its police powers to protect the public health and welfare and its authorization under MGL c. 40, § 21.

#### **§ 119-2. Purpose; applicability.**

The purpose of this chapter is to control the installation and maintenance of underground gasoline or fuel storage tanks over 1,000 gallons and to protect groundwater and surface water from contamination due to leakage. The provisions of this chapter are applicable only to underground tanks.

#### **§ 119-3. Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

**FIRE CHIEF** -- The Chief of the Fire Department for the municipality in which a tank is located.

**NONCORROSIVE SOIL** -- Soil that, when tested by a qualified professional, is shown to have a resistivity greater than 10,000 ohm-cm, and that does not exhibit corrosive characteristics in a soil-chemistry analysis.

**ONE-HUNDRED-YEAR FLOODPLAIN** -- Those areas as shown in the Flood Insurance Rate Maps for the Town of Hopkinton under the Federal Emergency Management Agency's National Flood Insurance Program, or as defined in Article X of Chapter 210, Zoning.

**UNDERGROUND TANK** -- Any fuel storage containment system for gasoline, fuel or lubricating oil with a capacity in excess of 1,000 gallons, the top of which is located below the ground.

#### **§ 119-4. Registration of existing tanks.**

## **TOWN OF HOPKINTON**

- A. Tank registration. Every operator of an underground tank must file with the Town Clerk the size, type, age, contents, and location of their underground tanks within 90 days of the enactment of this chapter.
- B. Notification of Fire Department. The Town Clerk must forthwith, give the Fire Chief a copy of the information filed for each tank that is registered according to Subsection A of this section. The Fire Chief or his designee must check this information against Fire Department records. He may require evidence of the date of purchase and installation if there is any question concerning the age of the tank.
- C. Tank testing. Operators that are known to have underground fuel storage tanks that did not report their tank(s) as required by Subsection A of this section must have such tanks tested in accordance with § 119-6B of this chapter within 120 days of the enactment of this chapter.

### **§ 119-5. Standards applicable to the installation of new tanks.**

- A. Tank design.
  - (1) Unless proven otherwise by soil tests performed by qualified professionals, the soils in Massachusetts shall be assumed to be corrosive. Metallic tanks (except stainless steel) without cathodic protection or an underground secondary-containment system will be prohibited. Also prohibited is schedule 40 steel pipe, galvanized or black iron, or approved nonmetallic (except fiberglass-reinforced plastic) pipe. If a qualified professional demonstrates that the soils in which the tank is to be placed are noncorrosive as described in § 119-3, definition of "noncorrosive soil," a steel tank with interior coating and other approved piping may be installed.
  - (2) In corrosive soils, underground tanks must be constructed of noncorrodible materials, such as fiberglass-reinforced plastic (FRP) or its equivalent; steel with external bonded noncorrodible material (i.e., FRP); a steel system cathodically protected by an impressed current cathodic system, sacrificial anodes or equivalent protection; or a double-walled tank. These requirements are in accordance with the Massachusetts Board of Fire Prevention regulations codified in 527 CMR 9.06(18).
  - (3) In corrosive soils, piping shall be constructed of noncorrodible materials, such as FRP or its equivalent, a steel system with cathodic protection or some other type of equivalent protection, in accordance with 527 CMR 9.06(18).
  - (4) Cathodic protection systems shall be maintained and checked in accordance with 527 CMR 9.06 (20) (g).
  - (5) Commercial tanks must be equipped with striker plates below openings used for product measurement or filling.
- B. Tank installation.
  - (1) The Fire Chief or his designee must inspect and approve underground tanks prior to their burial, in accordance with 527 CMR 9.06(10).

## **TOWN OF HOPKINTON**

- (2) Tanks must be installed in accordance with the manufacturer's installation techniques. Damage to protective coatings or to the FRP tank or surface must be repaired prior to covering the tank.
- (3) New underground tanks shall be tested for tightness, hydrostatically or with air pressure at not less than three pounds per square inch and not more than five pounds per square inch after installation, but before being covered or placed in use in accordance with 527 CMR 9.06(20)(b).
- (4) Piping should be tested in accordance with 527 CMR 9.06(20)(a) before being covered, enclosed or placed in use.
- (5) Backfill material, used to cover all new tank installations and repairs, must be of the type and quality specified by the tank manufacturer's installation procedures and by the pertinent regulations governing storage tank installation.
- (6) Underground tanks that are to be located in areas subject to flooding or below the maximum water table elevation must be anchored according to manufacturer's instructions.

### **C. Tank location.**

- (1) Underground tanks may not be installed within the one-hundred-year floodplain.
- (2) Underground tanks that are to be installed within the watershed of a drinking water reservoir or within the cone of depression of a public well (or lacking a defined cone of depression, within 1,000 feet of a public water supply well) must submit, for review by the Fire Chief, the Board of Health or its agent and the Board of Water Commissioners or its agent, a plan outlining the procedures or devices, such as product sensors and/or area monitoring devices, to be used to prevent water supply contamination. The plan must be endorsed by representatives of the three departments noted above prior to tank installation.

## **§ 119-6. Leak detection for existing and new tanks.**

### **A. Inventory verification.**

- (1) All underground tanks, except fuel-oil tanks and tanks connected with burning equipment, must be monitored for the prevention and detection of leakage of flammable and combustible liquids in accordance with the provisions of 527 CMR 5.05(3).
- (2) The daily inventory records must be shown to the Fire Chief, or his designee, prior to issuance of a permit or license renewal.
- (3) The owner and operator must participate in a program of regularly scheduled inventory verification, at least once every two years, in accordance with 527 CMR 5.05(3)(g). The operator of tanks 10 years of age or older shall submit to the Fire Chief annually a report certifying that the inventory verification has been performed, stating the calculated gain/loss over the verification periods.

## **TOWN OF HOPKINTON**

- (4) The Fire Chief shall require the operator of an underground tank storage system to test the system for tightness, at the operator's expense, when accurate daily inventory records have not been maintained as specified in this Subsection A.
- (5) If daily inventory records indicate a loss of product in excess of 0.5% of the volume of product used or sold, or an abnormal increase in the amount of water contained in the tank, steps must be taken immediately in accordance with 527 CMR 5.05(3)(e) to detect and stop the leak. The discrepancy must be reported to the Fire Chief.

**B. Tank testing.**

- (1) Unless the tank operator demonstrates to the Fire Chief and the Board of Health that his tank(s) are constructed of a material that will not corrode, has product sensors or has been repaired or tested within the last year, underground tanks shall be required, at the expense of the owner, to undergo one of the following tests at five-year intervals from the date of the installation, up to the 20th year, and annually thereafter: a Kent-Moore (Heath Petrotite) test or a SunMark leak-locator test, or the equivalent as determined by the Fire Chief. The Fire Chief shall be given at least 48 hours' notice of time, date and place of testing. Test results must be submitted to the Fire Chief.
- (2) The waiver from Subsection B(1) may not be granted for a tank that is located within any of the areas specified in § 119-5C(2).
- (3) If flammable fluids or their vapors have been detected in neighboring structures, sewers or wells on or off the property locations, the Fire Chief may require that any nearby tank, in including underground residential tanks less than 1,000 gallons, be tested at the expense of each tank's owner.

**§ 119-7. Procedure in case of spill or leak.**

A. Leak reporting. Any person who is aware of a spill or abnormal loss of flammable fluids must report such spill or loss immediately to the Fire Chief. The Fire Chief shall be responsible for other notification, including the Board of Health.

**B. Equipment replacement/removal.**

- (1) After a leak is confirmed, underground tanks (or piping) must be emptied immediately and removed or repaired forthwith, under the direction of the Fire Chief.
- (2) A leaking tank that is 20 years old or older that does not comply with the design standards in § 119-5A (2) must be removed and may not be repaired. A permit for its removal must be obtained in accordance with MGL c. 148, § 38A.
- (3) A leaking tank that is less than 20 years old must be repaired or removed. If the tank operator can show to the satisfaction of the Fire Chief that (in the case of steel tanks) the leak was from internal corrosion, and that the tank can be repaired so as not to pose a continuing threat to the soils and waters of the commonwealth, considering at a minimum the corrosivity of the soil; tank age and external condition; techniques to be used for the repair; and the location of the tank, then the tank may be repaired. Operators of leaking FRP tanks must demonstrate to the Fire Chief that the tank can be repaired according to

## TOWN OF HOPKINTON

manufacturer's instructions. Operators who do not meet these requirements must remove the tank.

- (4) If it is necessary to replace an underground steel tank that has developed a corrosion-induced leak, all other steel tanks at the facility of the same age or older, whether they are leaking or not, shall be repaired or replaced with tanks that meet the requirements of § 119-5A of this chapter.

### **§ 119-8. Administration.**

- A. The provisions of this chapter shall be administered by the Fire Chief.
- B. Variances from the specific requirements of this chapter may be authorized by the Board of Selectmen after notice and public hearing.
- C. Licenses issued in accordance with MGL c. 148, § 13, for underground tanks must be renewed at five-year intervals from the date of installation, up to the 20th year, and annually thereafter. Tank owners must submit to the Fire Chief and the licensing authority a statement certifying satisfactory leak detection results over the period of the permit (in accordance with § 119-6B of this chapter), and inventory verification, at least 30 days before the issuance of a permit renewal for the time periods specified herein. Test results must accompany the permit renewal application.
- D. Fees necessary for the issuance and renewal of permits or licenses shall be set by the Board of Selectmen.
- E. The Fire Chief or his designee may, at all reasonable times and upon reasonable notice to the occupant of the premises, enter any premises, public or private, for the purpose of investigating, sampling or inspecting any record, condition, equipment, practice or property relating to activities subject to this chapter and may, at any time and upon reasonable notice to the occupant of the premises, enter such premises for the purpose of protecting the public health or safety or to prevent damage to the environment.

## **TOWN OF HOPKINTON**

# TOWN OF HOPKINTON

## CHAPTER 123

### HISTORIC DISTRICT.

§ 123-1.	Title; statutory authority.	§ 123-7.	Adoption of Rules and Regulations by Commission.
§ 123-2.	Purpose.	§ 123-8.	Applications for certificates.
§ 123-3.	Boundaries of District.	§ 123-9.	Enlargement or reduction of District.
§ 123-4.	Historic District Commission.	§ 123-10.	Appeals.
§ 123-5.	Commission meetings; quorum.	§ 123-11.	Enforcement.
§ 123-6.	Limitations on Commission authority and Woodville Commission authority.	§ 123-12.	Severability.
		§ 123-13.	Conflict with other laws.

[HISTORY: Adopted by the Annual Town Meeting of the Town of Hopkinton 4-9-1979 ATM, Art 40 Listed with Zoning Bylaws; Moved to General Bylaws 5-3-2004, Art. 32. Amendments noted where applicable.]

GENERAL REFERENCES: ZONING: See Chapter 210

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#### § 123-1 Title; statutory authority.

This chapter shall be known and may be cited as the "Hopkinton Historic District Bylaw" and is adopted pursuant to M.G.L.c. 40C.

#### § 123-2 Purpose

The purpose of this chapter is to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places significant in the history of Hopkinton or significant for their architecture and the maintenance and improvement of settings for such buildings and places and the encouragement of designs compatible therewith.

#### §123-3. Boundaries of District. [Amended 5-2-2000 ATM ATM, Art. 23; 5-7-2001 ATM, Art. 28; 5-2-2005 ATM, Art. 18]

A. There is hereby established under the provisions of M.G.L.c. 40C, an Historic District to be known as the "Hopkinton Center Historic District (the "District"), the location and boundaries of which are shown on a map entitled "Historic District Map of the Town of Hopkinton" and which District is generally described as follows:

- 1) The land on the South side of Main Street consisting of Lot 220, portions of Lots 219, 218, and 216, Lots 217, 197 and 196; the land at the intersection of Main and Hayden Rowe Streets consisting of Lot 195; the land on the West side of Hayden Rowe Street consisting of Lots 194 and 193, and a portion of Lot 192; the land on the South side of Park Street

## TOWN OF HOPKINTON

consisting of a portion of Lots 172 and 285, and Lots 171 and 170; the land on the West side of Ash Street consisting of Lot 1; the land on the East side of Ash Street consisting of Lot 168; the land at the intersection of Ash and East Main Streets consisting of Lot 167; the land on the South side of East Main Street consisting of Lot 43; the land on the North side of East Main Street consisting of a portion of Lot 156, and Lot 155; the Town Common; the doughboy monument plot; portions of Main, Church, Hayden Rowe, Ash and East Main Streets, and all of Park Street; the parcel of land upon which is situated the Hopkinton Town Hall and which is shown on Hopkinton Assessor's map U16, Block 149, as Lot 0. {Amended 5-2-2000 ATM, Art. 23}.

- 2) The area included in the Historic District known as the "Hopkinton Center Historic District" is enlarged by including therein the following parcel or block of land: [Added 5-7-2001 ATM, Art. 28]

That portion of the parcel of land upon which is situated the Center School which is shown on Hopkinton Assessors Map U17, Block 42, as Lot 0, and which is bounded and described as follows:

Beginning at the most southerly corner of Block 42 at the point of intersection of Block 42, Block 40 and Ash Street, and thence running in a general northeasterly direction on the boundary line between Block 42 and Block 40, approximately 325 feet to the most

northerly corner of Block 40; thence turning and running in a general northwesterly direction on a straight line which is the extension of the rear lot line of Block 40 to a point at the boundary line of Block 42 and Block 44; thence turning and running in a general southwesterly direction on the boundary line between Block 44 and Block 42 to the point of intersection of Block 44, Block 16-168 and Block 42, thence turning and running in a general southwesterly direction on the boundary line between Block 16-168 and Block 42 approximately 214 feet to the most westerly corner of Block 42 at the point of the intersection of Block 16-168, Block 42 and Ash Street; thence turning and running in a general southeasterly direction on the boundary line between Block 42 and Ash Street, approximately 170 feet to the point of beginning.

- B. There is hereby established under the provisions of G.L.c. 40C, an Historic District to be known as the "Woodville Historic District" (the "Woodville District"), the location and boundaries of which are shown on a map entitled "Woodville Historic District Map" and which district is generally described as follows:

"The land on the North side of Wood Street consisting of Lots 200\*, 202\*, 204, 206, 208, 210, 212, 216, 218, 220\*, 222\*, 224\*, 226, 230\*, 232, 234, 238, §240\*, 242, 244, 246, 248, 250, 252\*, 254, 256, 258, 262, 264\*, 266, 268\*, 270\*, 272\*, 274\*, 276\*, 278, 280, 282, Evergreen Cemetery and Lots 2\*, 4\*, and 6\* on Whitehall Lane which fronts on the North side of Wood Street; the land on the South side of Wood Street consisting of Lots 203, 205, 207, 209, 211, 215\*, 217, 219, 221, 223, 225, 227, 229, 235, §237, §239, §241, 247, 249, 251, 253\*, 255\*, 259, §261\*, §263\*, §265\*, 271\*, 273\*, §277\*, 279\*, 283\*, §285\*- §297\* (counted as one parcel as Lake Whitehall parking lot), §299, 301; the land on the West side of Exchange Street consisting of 6, 8, 10, and §12; the land on the West side of Winter Street consisting of Lots 6, 8, 12, 14, 18, 20, 22, and 24; the land on the East side of Winter Street consisting of lot 21; the land on the North side of Highland Street consisting of Lot 10\*; the land on the South side of Highland Street consisting of State Land



## TOWN OF HOPKINTON

designated as Lot F\* on the accompanying map, the Gatehouse located on a portion of Highland Street within Whitehall State Park; the land on the East side of Fruit Street consisting of Lots §2, 4\*, 20\*, and 26; the land on the West side of Fruit Street consisting of Lot 19. The rear boundary line has been established to coincide with the zoning demarcation between residential and agricultural land. Those lots followed by an \* denote lots whose rear boundary line is established according to the zoning demarcation. All others follow the lot lines established shown on the town assessor maps. Those lots preceded by a § denote lots without addresses."

- C. Whenever any uncertainty exists as to the exact location of a boundary line, the location of such line shall be determined by the Hopkinton Historic District Commission.

### **§ 123-4. Historic District Commission. [Amended 5-2-1995 ATM, Art. 62; 5-2-2005 ATM, Art. 3]**

- A. There is hereby established under M.G.L.c. 40C, with all the powers and duties of an historic district commission thereunder, the Hopkinton Historic District Commission, consisting of seven members appointed by the Board of Selectmen. The membership of the Commission shall include one resident or property owner within the District, one member from two nominees submitted by the Hopkinton Historical Commission, one member from two nominees submitted by the Boston Society of Architects, one member from two nominees submitted by the Hopkinton Historical Society, one member from two nominees submitted by the Board of Realtors serving Hopkinton and two members at large who shall be citizens of Hopkinton. [Amended 5-2-1995 ATM, Art. 62]
- B. There is hereby established under MGL c. 40C, with all the powers and duties of an Historic District Commission thereunder, the Woodville Historic District Commission, consisting of seven members appointed by the Board of Selectmen. The membership of the Commission shall include three residents or property owners within the Woodville District, one member from two nominees submitted by the Hopkinton Historical Commission, one member from two nominees submitted by the Boston Society of Architects, one member from two nominees submitted by the Hopkinton Historical Society, and one member from two nominees submitted by the Board of Realtors serving Hopkinton.
- C. If, within 60 days after submission of a written request for nominees to any of the organizations named, no such nominations have been made, the Board of Selectmen may proceed to make appointment to the Commission without the nomination of such organization.
- D. The terms of membership on the Commission shall be for three years, except that the terms of membership for the initial appointments shall be as follows: two members for terms of one year, two members for terms of two years and three members for terms of three years.
- E. Vacancies shall be filled in the same manner as the original appointments and shall be for the unexpired terms.
- F. The Commission shall annually elect a Chairman from its members by a majority vote, except that the initial Chairman shall be designated by the Board of Selectmen. The Commission shall annually elect a Vice Chairman and Secretary from its members by a majority vote.

# **TOWN OF HOPKINTON**

## **§ 123-5 Commission Meetings; Quorum.**

The Commission shall meet at the call of the Chairman or at the request of two members. A majority of its membership shall constitute a quorum. The Commission shall act on all applications for certificates filed with it in accordance with the provisions of M.G.L.c. 40C, § 11.

## **§ 123-6. Limitations on Commission Authority and Woodville Commission Authority [Amended 5-2-2005 ATM, Art 3]**

Notwithstanding anything contained in this chapter to the contrary, the authority of the Commission shall not extend to the review of the following categories of buildings or structures or architectural features in the District:

- A. Temporary signs used for a period of not more than 30 days.
- B. Walks, driveways and sidewalks to the extent that the alteration is of the same type construction as presently exists.
- C. Storm windows and doors, screen doors and windows, antennae and similar appurtenances and window air conditioners.
- D. Color of paint when structures are repainted the then color or white.
- E. Reconstructions of a building, structure or exterior architectural feature which has been damaged or destroyed by fire, storm or other disaster, provided that the exterior design is substantially similar to the original and the reconstruction is begun within one year of the occurrence and is carried on with due diligence. The Commission may require plans for reconstructions be submitted prior to the commencement of the reconstruction for the sole purpose of determining whether this exclusion is applicable.
- F. Any property feature, other than exterior architectural features, situated within the District that is not visible from one or more public streets within the District or the Town Common.

Notwithstanding anything contained in this Chapter to the contrary, the authority of the Woodville Commission shall not extend to the review of any of the categories of buildings or structures or architectural features referred to in that portion of this section 123-6 relating to the Historic District Commission, and shall also not extend to the review of the following categories of buildings or structures or architectural features in the Woodville District:

- A. Lighting fixtures and satellite dishes.
- B. Color of paint.
- C. Roof materials and roof material color.

In all other respects, Chapter 123, Historic District, of the General Bylaws of the Town of Hopkinton shall remain in full force and effect.

# **TOWN OF HOPKINTON**

## **§ 123-7. Adoption of Rules and Regulations by Commission.**

The Commission shall have the authority to adopt and amend rules and regulations for the conduct of its affairs, but only to the extent such rules and regulations are consistent and not in conflict with any of the provisions of M.G.L.c. 40C. A copy of the rules and regulations adopted by the Commission shall be provided, free of charge, to all owners of property situated within the District. Such rules and regulations may include the adoption of a schedule of fees to cover the costs associated with the administration and review of any application which is filed under this chapter.

## **§ 123-8. Applications for certificates.**

The Commission shall determine within 14 days after the filing of an application for a certificate of appropriateness, a certificate of non-applicability or a certificate of hardship, whether the application involves any exterior architectural features which are subject to approval by the Commission. If the Commission determines that such application involves any such features which are subject to approval by the Commission, the Commission shall hold a public hearing on such application unless such hearing is dispensed with as hereinafter provided.

The Commission shall fix a reasonable time for the hearing on any application and shall give public notice of the time, place and purposes thereof at least 14 days before said hearing in such manner as it may determine, and by mailing, postage prepaid, a copy of said notice to the applicant, to the owners of all adjoining property and other property deemed by the Commission to be materially affected thereby as they appear on the most recent real estate tax list of the Board of Assessors, to the Planning Board, to any person filing written request for notice of hearings, such request to be renewed yearly in December, and to such other persons as the Commission shall deem entitled to notice.

As soon as convenient after such public hearing but in any event within 60 days after the filing of the application, or within such further time as the applicant may allow in writing, the Commission shall make a determination on the application. If the Commission fails to make a determination within such period of time, the Commission shall issue a certificate of hardship.

A public hearing on an application need not be held if such hearing is waived in writing by all persons entitled to notice thereof. A public hearing on an application may be waived by the Commission if the Commission determines that the exterior architectural feature involved or its category or color, as the case may be, is so insubstantial in its effect on the District that it may be reviewed by the Commission without public hearing on the application, provided, however, that if the Commission dispenses with a public hearing on an application, notice of the application shall be given to the owners of all adjoining property and other property deemed by the Commission to be materially affected thereby as above provided and 10 days shall elapse after the mailing of such notice before the Commission may act upon such application.

## **§ 123-9. Enlargement or reduction of District.**

The Commission shall have the authority, pursuant to the provisions of M.G.L. c. 40C, to enlarge or reduce the District herein created and to create additional Historic Districts within the Town of Hopkinton.

## **§ 123-10. Appeals**

Any person aggrieved by a determination of the Commission may, within twenty days after the filing of the notice of such determination with the Town Clerk, file a written request with the Commission for a review by persons of competence in such matters, designated by the Metropolitan Area Planning Council. The

## **TOWN OF HOPKINTON**

finding of the persons making such review shall be filed with the Town Clerk within 45 days after the request, and shall be binding on the applicant and the Commission, unless further appeal is sought in the Superior Court as provided in M.G.L. c.40C, sec. 12A.

### **§ 123-11. Enforcement**

- A. The Commission and the Director of Municipal Inspections are both authorized to enforce the provisions of this chapter.
- B. No building permit for construction of a building or structure or for alteration of an exterior architectural feature within the District and no demolition permit for demolition or removal of a building or structure within the District shall be issued by the Director of Municipal Inspections until the certificate required by this chapter has been issued by the Commission.
- C. Any person who violates any provision of this chapter, or any regulation or certificate issued there under, shall be liable for a fine of not more than \$300.00. Each day or portion thereof during which a violation continues shall constitute a separate offense, and each provision of this chapter, or any regulation or certificate which shall have been violated, shall constitute a separate offense.

### **§ 123-12. Severability.**

The provisions of this chapter shall be deemed to be severable. If any of its provisions shall be held invalid or unconstitutional by any court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

### **§ 123-13. Conflict with other laws.**

Where this chapter imposes a greater control upon setback, signs and other external features than is imposed by other bylaws of the Town of Hopkinton, the provisions of this chapter shall govern.

# TOWN OF HOPKINTON

## CHAPTER 125

### HISTORIC PRESERVATION

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| <b>§ 125-1. Intent and purpose.</b>    | <b>§ 125-5. Enforcement and remedies</b> |
| <b>§ 125-2. Definitions.</b>           | <b>§ 125-6. Administration.</b>          |
| <b>§ 125-3. Procedure.</b>             | <b>§ 125-7. Severability.</b>            |
| <b>§ 125-4. Emergency demolitions.</b> |  |

**[HISTORY: Adopted by the Annual Town Meeting of the Town of Hopkinton 5-6-2002, Art. 36. Amendments noted where applicable.]**

**GENERAL REFERENCES: Zoning -- See Ch. 210.**

#### **§ 125-1. Intent and purpose.**

The purpose of this chapter is to establish a procedure for reviewing requests to demolish significant structures in order to record and, if appropriate, preserve the historical, cultural, and architectural heritage and character of Hopkinton. It is the intent of the Hopkinton Historical Commission that the procedures outlined in this Chapter provide an opportunity for all parties to arrive at a mutually satisfactory resolution. **[Amended ATM 5-6-2013, Art. 44]**

#### **§ 125-2. Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

**APPLICANT** -- Any person or entity who files an application for review under this chapter. If the applicant is not the owner of the premises upon which the structure is situated, the owner must indicate on or with the application his/her assent to the filing of the notice or application.

**BUILDING INSPECTOR** -- The Hopkinton Director of Municipal Inspections, Local Inspector, or person(s) otherwise authorized to issue demolition permits.

**COMMISSION** -- The Hopkinton Historical Commission.

**DAY** -- Any calendar day, including Saturdays, Sundays, and holidays.

**DEMOLITION** -- Any voluntary act involving the pulling down, destroying, burning, removing, or razing in any manner whatsoever, of a structure, in whole or in part; commencing any work involving the partial, substantial or total destruction of a structure; or allowing the same to be done by others.

**DEMOLITION PERMIT** -- Any permit, including, without limitation, a demolition, alteration or building permit issued by the Director of Municipal Inspections, as required by the State Building Code, that authorizes the demolition of a structure or component thereof, with or without the intent to replace the structure or component so affected; but excluding, however, the demolition of only the nonstructural portions of the exterior or all interior components, or both.

## TOWN OF HOPKINTON

**PREFERABLY PRESERVED SIGNIFICANT STRUCTURE** -- Any structure which, after hearing by the Commission, is determined to be a significant structure and in the public's interest to preserve or rehabilitate under this chapter.

**SIGNIFICANT 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 Commission to be either:

A. 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

B. 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.

**STRUCTURE** -- Any combination of materials giving support or forming a shelter for persons, animals, or property, and/or including, without limitation, such other buildings, signs, walls, fences, statues, monuments, bridges, burial markers or other combinations of building materials. The word "structure" shall be construed, where appropriate, as though followed by the words "or part or parts thereof."

### **§ 125-3. Procedure. [Amended ATM 5-6-2013, Art. 44]**

A. Demolition Delay

- (1) No demolition permit for the demolition of any structure shall be issued without the prior compliance with the provisions of this chapter.
- (2) Upon receipt of an application for a demolition permit for any structure, the Building Inspector shall transmit a copy of the application to the Commission.
- (3) Within 14 days of receipt of the application, the Commission shall determine if the structure is a significant structure. The Commission shall notify the Building Inspector and the applicant in writing of this initial determination. If the structure is not determined to be a significant structure, the Building Inspector may proceed to issue a demolition permit in accordance with all applicable codes and regulations.
- (4) If the structure is determined to be a significant structure, the Commission shall hold a public hearing within 30 days of this initial determination to determine whether the structure should be preserved. Notice of the time, place and purpose of the hearing shall be given once in a local newspaper, at least seven days before such hearing and by posting a notice in the Town Hall for a period of at least seven days before such hearing, and by mailing a notice of hearing to the applicant and all immediate abutters to the property upon which the structure is situated.
- (5) The Commission shall make a determination as to whether the structure should be classified as a preferably preserved significant structure within 10 days of the close of the public hearing. The applicant, the Building Inspector, and the Town Clerk shall be provided with a copy of the written determination.

## TOWN OF HOPKINTON

- (6) If the Commission determines the structure is not worthy of classification as a preferably preserved significant structure, the applicant may apply for the necessary permits to begin demolition.
- (7) If the Commission determines the structure is worthy of classification as a preferably preserved significant structure, no further demolition permits may be applied for or issued with respect to such structure, for a period of six months from the date of such written determination.
- (8) During such six-month period, the Commission will invite the applicant (and the owner of record, if different from the applicant) to participate in an investigation of alternatives to demolition. If acceptable alternatives are agreed upon by the Commission and the applicant, the Commission will file a copy of said agreement with the Building Inspector and Town Clerk and the applicant may apply for necessary permits to begin work. Work shall only be done in accordance with the terms of the agreement unless and until new permit applications are filed and processed hereunder.
- (9) If the Commission is satisfied that there is no feasible alternative to demolition, the Commission may so advise the applicant, the Building Inspector, and the Town Clerk in writing, at any time during this six-month period, and the Building Inspector may issue a permit to demolish the structure in accordance with all applicable codes and regulations.
- (10) In the event that the structure will be demolished, the applicant is encouraged to allow a representative or agent of the Commission to enter upon the premises for the purpose of documenting the historically significant features of the structure. Such documentation could include photographs, videotape recording, or making measurements of the structure.
- (11) An applicant may submit a request for a determination from the Commission as to whether a structure is a preferably preserved significant structure without filing an application for a demolition permit with the Building Inspector. The Commission shall follow the procedures set forth in § 125-3C through G in this chapter in making such determination. The determination and agreement, if any, shall be valid for a period of two years, during which time the application for a demolition permit may be submitted to the Building Inspector, and a demolition permit issued without reapplication to the Commission, so long as such permit is consistent with the determination and/or agreement.

### B. Information

The Planning Board, Conservation Commission and Board of Appeals shall transmit to the Commission in electronic format copies of all applications proposing the development or alteration of land that contains a structure as defined in this Chapter. Such applications shall be transmitted within five days of receipt of a complete application. The Community Preservation Committee shall transmit copies of all applications for funding to the Commission if such application relates to land that contains a structure.

### § 125-4. Emergency demolitions.

Nothing in this chapter shall restrict the demolition of a significant structure which the Building Inspector shall have determined presents a danger to the public health, welfare or safety and which only demolition can abate. Such a determination shall be made in accordance with the applicable provisions of the State

## **TOWN OF HOPKINTON**

Building Code and after consultation with the Commission Chairperson or designee. Whenever an emergency demolition permit is issued under the provisions of this section, the Building Inspector must file a written report with the Commission describing the condition of the structure and the basis for the determination.

### **§ 125-5. Enforcement and remedies. [Amended ATM 5-7-2018, Art. 43]**

- A. The Commission and the Building Inspector are both authorized to enforce the provisions of this chapter.
- B. The Building Inspector shall not issue a permit of any type pertaining to any property on which a significant structure has been demolished without first fully complying with the provisions of this chapter for a period of two years from the date of demolition.
- C. Any person who demolishes a building or other structure subject to this Article, or any component of such building or structure, without first obtaining and complying fully with the provisions of a demolition permit, may be penalized by noncriminal disposition as provided by M.G.L. c.40, §21D and Chapter 1, Section 1-4 of the Town's General Bylaw. The non-criminal disposition penalty shall be \$300, each day or portion thereof during which a violation continues, or unauthorized demolition occurs, shall be considered a separate offense; provided, however, that at no point shall the fines imposed, which are attributable to the same demolition permit, be greater than the assessed value of the property.
- D. Appeals. Any person aggrieved by the decision of the Building Inspector or the Commission may appeal to the Zoning Board of Appeals within 30 days from the date of receipt of such written administrative decision or action.

### **§ 125-6. Administration.**

- A. The Commission may adopt such rules and regulations as are necessary to administer the terms of this chapter.
- B. The Commission is authorized to adopt a schedule of fees to cover the costs associated with the administration and review of any application which is filed under this chapter.

### **§ 125-7. Severability.**

If any provision of this Chapter is determined to be invalid or unconstitutional for any reason by any court or other tribunal of appropriate jurisdiction, such invalidity or unconstitutionality shall be construed as narrowly as possible, and the balance of the Chapter shall be deemed to be amended to the minimum extent necessary, so as to secure the intent and purpose thereof, as set forth in Section 125-1.



# **TOWN OF HOPKINTON**

## **CHAPTER 135**

### **LICENSES AND PERMITS**

- |  |                                    |
|--|------------------------------------|
| <b>§ 135-1. Statutory authority.</b>                                   | <b>§ 135-4. Payment agreement.</b> |
| <b>§ 135-2. Furnishing of lists.</b>                                   | <b>§ 135-5. No applicability.</b>  |
| <b>§ 135-3. Denial, revocation or suspension of license or permit.</b> |                                    |

[HISTORY: Adopted by the Town Meeting of the Town of Hopkinton as indicated in article histories.]

### **ARTICLE I**

#### **Denial for Nonpayment of Taxes**

**[Adopted 6-11-1990 ATM, Art. 16]**

#### **§ 135-1. Statutory authority. [Amended 5-3-1994 ATM, Art. 68]**

The town accepts the provisions of MGL c. 40, § 57, which authorizes the town to adopt a bylaw which would enable it to deny applications for or to revoke or suspend any local licenses or permit of any person, corporation or business enterprise which has neglected to pay any local taxes or other municipal charges, and further, enable the town to deny any applications, licenses or permits to any person or persons, corporation or business enterprise, which applies upon a parcel or parcels of land of which there are outstanding taxes, betterments or special assessments for any fiscal year; and further hereby amends the Bylaws of the Town of Hopkinton by adding thereto the following article relative to the denial of applications for, or the revocation or suspension of any local licenses and permits of delinquent taxpayers pursuant to the above section. Such article shall provide as follows.

#### **§ 135-2. Furnishing of list. [Amended 5-3-1994 ATM, Art. 68]**

The Town Collector (hereinafter referred to as the "Collector") shall annually furnish to each department, board or commission, (hereinafter referred to as the "licensing authority") that issues licenses or permits, including renewals and transfers, a list of any person, corporation or business enterprise (hereinafter referred to as the "party") that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a twelve (12) month period and that such party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the Appellate Tax Board.

#### **§ 135-3. Denial, revocation or suspension of license or permit.**

- A. The licensing authority may deny, revoke or suspend any license or permit, including renewals and transfers, of any party whose name appears on said list furnished to the licensing authority from the Collector; provided, however, that written notice is given to the party and the Collector, as required by applicable provisions of the law, and the party is given a hearing, to be held no earlier than 14 days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party.
- B. The Collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension of said license or permit to any party.

## TOWN OF HOPKINTON

- C. Any findings made by the licensing authority with respect to such license denial, revocation or suspension shall be made only for the purposes of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation or suspension.
- D. Any license or permit denied, suspended or revoked under this chapter shall not be reissued or renewed until the licensing authority receives a certificate issued by the Collector that the party is in good standing with respect to any and all local taxes, fees, assessments, betterments or other municipal charges payable to the town as of the date of issuance of said certificate.

### **§ 135-4. Payment agreement.**

Any party shall be given an opportunity to enter into a payment agreement, thereby allowing the licensing authority to issue a certificate indicating said limitations to the license or permit, and the validity of said license shall be conditioned upon the satisfactory compliance with said agreement. Failure to comply with said agreement shall be grounds for the suspension or revocation of said license or permit; provided, however, that the holder be given notice and a hearing as required by applicable provisions of law.

### **§ 135-5. No applicability.**

This chapter shall not apply to the following licenses and permits:

- A. Open burning (MGL c. 48, § 13).
- B. Bicycle permits (MGL c. 85, § 11A).
- C. Sale of articles for charitable purposes (MGL c. 101, § 33).
- D. Children work permits (MGL c. 149, § 69).
- E. Clubs, associations dispensing food or beverage licenses (MGL c. 140, § 21E).
- F. Dog licenses (MGL c. 140, § 137).
- G. Fishing, hunting, trapping licenses (MGL c. 131, § 12).
- H. Marriage licenses (MGL c. 207, § 28).
- I. Theatrical events, public exhibition permits (MGL c. 140, § 181).

# **TOWN OF HOPKINTON**

## **CHAPTER 141**

### **NOISE**

#### **ARTICLE I**

##### **Use of Construction Equipment**

##### **§141-1. Hours and days of operation restricted.**

#### **ARTICLE II**

##### **Commercial Activity in Residential Zones: RLF, RA, RB**

##### **§141-2. Hours and days of activity restricted.**

#### **ARTICLE III**

##### **Penalties**

##### **§141-3. Violations and penalties**

**[HISTORY: Adopted by the Town Meeting of the Town of Hopkinton as indicated in article histories; amended in its entirety 5-5-2008 ATM, Article 61.]**

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#### **ARTICLE I**

##### **Use of Construction Equipment**

##### **§141-1. Hours and days of operation restricted.**

Except in an emergency, outdoor construction activity, including the use of construction, earthmoving or other construction equipment or the delivery to or pick up from a site of such equipment, shall not begin prior to 7:00 a.m. or continue later than 7:00 p.m. on Monday through Friday. Such outdoor construction activity, including the use, delivery or pickup of the above equipment, shall be allowed on Saturdays only between the hours of 8:00 a.m. and 4:00 p.m. No outdoor construction activity or operation of construction, earth moving or other construction equipment or the delivery or pickup of such equipment is allowed on Sundays or holidays, except that outdoor construction activity performed by the owner of an owner-occupied residential property for the maintenance, repair or improvement of such residential property that does not involve the use of heavy construction equipment, may be performed during the hours from 8:00 a.m. to 4:00 p.m. on Sundays and holidays.

The above provisions shall not apply to a.) publicly funded projects involving infrastructure construction and b.) snow removal operations.

#### **ARTICLE II**

##### **Commercial Activity in Residential Zones: RLF, RA, RB**

##### **§141-2. Hours and days of activity restricted**

This section shall apply to the use and occupancy of any lot or structure thereon and to the noise produced thereby in residential zones RLF, RA and RB. This section shall not apply to the intermittent or occasional use, between 7:00 a.m. and 7:00 p.m. Monday through Friday and between 8:00 a.m. and 4:00 p.m. on weekends and holidays, of a homeowner's light residential outdoor equipment.

Except in an emergency, outdoor commercial activity, which includes but is not be limited to, all electric motors or internal combustion engines, other commercial devices, tools, or equipment that is started,

## **TOWN OF HOPKINTON**

moved, left to idle or used in any commercial activity including but not limited to, delivery trucks, dump trucks, bulldozers, backhoes, concrete mixers, pneumatic tools, rollers, refuse trucks, scrapers, air compressors, generators, jackhammers, cranes, pavement breakers, pile drivers, rock drills and chain saws shall not begin prior to 7:00 a.m. or continue later than 7:00 p.m. Monday through Friday. Outdoor commercial activity shall be allowed on Saturdays only between the hours of 8:00 a.m. and 4:00 p.m. No outdoor commercial activity shall be allowed on Sundays or holidays.

The above provisions shall not apply to: a.) Publicly funded projects involving infrastructure construction; and b.) Snow removal operations.

### **ARTICLE III**

#### **Penalties**

##### **§141-3. Violations and penalties**

Any person violating this Chapter shall be liable to the Town in the amount of \$50 for the first violation and \$100 for each subsequent violation which shall inure to the town

# TOWN OF HOPKINTON

## Chapter 142

### Construction Waste or Debris

<b>§142-1. Construction Waste or Debris Prohibited.</b>	<b>§142-3. Appeal.</b>
<b>§142-2. Enforcement.</b>	<b>§142-4. Penalties.</b>

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#### § 142-1. Construction Waste or Debris Prohibited

Any construction waste or debris brought from off-site locations situated in any yard or vacant lot for more than 30 calendar days shall be (a) cleared from the yard or vacant lot, (b) removed to a yard not visible from a public way or abutting property, or (c) screened from view by walls, fences or plant materials; provided, however, that such items necessary to and utilized by a legally operating use shall not be subject to this Chapter.

#### § 142-2. Enforcement

- A. If the Director of Municipal Inspections is informed of or has reason to believe that conditions exist on any real property in the Town in violation of Section 142.1, the Director may make or cause to be made an investigation of the facts, including an inspection of the property where the condition may exist. In making such inspection, the Director of Municipal Inspections or a designee thereof shall have such right of access to premises that may be lawfully exercised.
- B. If the inspection confirms the existence of construction waste or debris prohibited under Section 142.1, the Director of Municipal Inspections or its designee may make such Orders as necessary. Said Orders shall be in writing and shall be served upon all owners and occupants as can be determined after reasonable inquiry.
- C. The Director of Municipal Inspections or a designee thereof may enforce this Chapter.

#### § 142.3. Appeal

- A. Any person aggrieved by an Order of the Director of Municipal Inspections may request a review before the Town Manager, the Chief of Police, and a designee of the Board of Selectmen. Said request shall be in writing and received by the Board of Selectmen and the Director of Municipal Inspections within twenty-one (21) calendar days of issuance of the Order.
- B. A request for review shall not constitute a stay of the Order unless the Director of Municipal Inspections so orders; provided, however, that any fines or fees imposed shall be stayed during the pendency of an appeal.
- C. Within thirty (30) calendar days of a request, the Town Manager, the Chief of Police, and the designee of the Board of Selectmen shall convene to determine whether the construction waste or debris exists. Based on the credible evidence and testimony presented, they may affirm the Order, reverse and nullify the Order, or issue any such Order as they deem necessary to eliminate the items prohibited by Section 142.1.

# TOWN OF HOPKINTON

## § 142.4. Penalties

- A. Whoever violates any provision of this Chapter may be penalized by indictment or on complaint brought in a court of competent jurisdiction. Except as may be otherwise provided by law and as the court may see fit to impose, the maximum penalty for each violation or offense shall be three hundred dollars (\$300). Each day or portion thereof shall constitute a separate offense. If more than one, each condition violated shall constitute a separate offense.
- B. In lieu of the penalties set forth in Section 142.4(A), any person who violates this Chapter may be penalized by non-criminal disposition as provided by Section 21D of Chapter 40 of the *Massachusetts General Laws*, and Chapter 1, Section 1-4 of the Town's General Bylaw. Each day or portion thereof shall constitute a separate offense. If more than one, each condition violated shall constitute a separate offense.

# TOWN OF HOPKINTON

## CHAPTER 150

### Door to Door Soliciting and Canvassing

<b>§150-1. Purpose.</b>	<b>§150-7. Duties of persons going door-to-door.</b>
<b>§150-2. Definitions.</b>	<b>§150-8. Restriction on methods of solicitation, canvassing, or other door-to-door activities.</b>
<b>§150-3. Registration.</b>	<b>§150-9. Penalty.</b>
<b>§150-4. Registration Fee.</b>	<b>§150-10. Appeals.</b>
<b>§150-5. Registration Cards.</b>	<b>§150-11. Severability.</b>
<b>§150-6. Exceptions.</b>	

**[HISTORY: Adopted by the Annual Town Meeting of the Town of Hopkinton 4-9-1991, Art. Replaced in its entirety 5-7-2007 ATM, Art. 40. Amendments noted where applicable]**

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#### **§150-1. Purpose**

This by-law adopted pursuant to Chapter 43B, Section 13, of the General Laws and Article 89 of the Amendments to the Constitution of the Commonwealth of Massachusetts, establishes registration requirements and specific operational requirements for persons intending to engage in door-to-door canvassing or soliciting in the Town of Hopkinton in order to protect its citizens from disruption of the peaceful enjoyment of their residences and from the perpetration of fraud or other crimes; and, to allow for reasonable access to residents in their homes by persons or organizations who wish to communicate either commercial or non-commercial messages.

#### **§150-2. Definitions [Amended 11-5-2007 STM, Art. 6]**

For the purpose of this By-Law, the following definitions shall apply:

**§150-2.1.** “Soliciting” shall mean and include any one or more of the following door-to-door activities:

- (a) selling, or seeking to obtain orders for the purchase of goods or services, including advertising in any type of publication, for any kind of consideration whatsoever;
- (b) selling, or seeking to obtain prospective customers for application for purchase of insurance of any kind;
- (c) selling, or seeking to sell subscriptions to books, magazines, periodicals, newspapers or any other type of publication;
- (d) seeking to obtain gifts or contributions of money, or any valuable thing for the support or benefit of any association, organization, corporation or project wholly or in part for commercial purposes or by a professional solicitor or commercial co-venture for a charitable or other non-commercial organization; and
- (e) seeking to obtain information on the background, occupation, economic status, political affiliation, attitudes, viewpoints, or the like of the occupants of a residence for the
- (f) purpose of selling or using such data, wholly, or in part, for commercial purposes.

## TOWN OF HOPKINTON

**§150-2.2.** “Canvassing” shall mean and include any one or more of the following door-to-door activities:

- (a) person-to-person distribution of literature, periodicals, or other printed materials for commercial purposes, but shall not include placing or dropping off printed materials on the premises:
- (b) seeking to enlist membership in any organization for commercial purposes: and
- (c) seeking to present, in person, organizational information for commercial purposes.

**§150-2.3.** “Residence” shall mean and include every individual dwelling unit occupied for residential purposes by one or more persons.

**§150-2.4.** “Registered Solicitor” shall mean any person who has obtained a valid certificate of registration for the Town of Hopkinton as required by this By-Law.

**§150-2.5.** “Charitable Organizations”, “Professional Solicitor” and “Commercial co-venturer” shall be defined as set forth in Chapter 68, Section 18, of the General Laws. **[Amended 11-5-2007 by STM, Article 6]**

**§150-3. Registration [Amended 11-5-2007 STM, Article 6]**

Every person or organization intending to engage in soliciting or canvassing door-to-door in the Town of Hopkinton must apply for a permit with the Chief of Police by filing a registration application form with the Hopkinton Police Department. Application for both individual and organizational registrations shall be filed at least seven (7) business days in advance.

**§150-3.1.** Organization application forms shall include the following information:

- (a) The name and address of the organization applying for registration, and the names and addresses of the organizations’ principal officers. If the organization is a charitable organization, a certification that the most recent Annual Registration Statement required to be filed with the Attorney General’s Division of Public Charities has been so filed.

If the organization is a professional solicitor or a commercial co-venturer for a charitable organization, a copy of the contract with the charitable organization must be provided with this application. Failure to include a copy of the contract with the charitable organization under such circumstances will render the application incomplete and no action will be taken thereon:

- (b) The name, title and phone number, IRS or Social Security (optional) number and valid driver’s license or other government-issued photo identification of the persons filing the application form:
- (c) The names, addresses and phone numbers of the person(s), if any, who will be directly supervising the solicitation or canvassing operation in the Town of Hopkinton:
- (d) A list of the names, addresses, date of birth of all individuals who will be employed in solicitation or canvassing, in the Town of Hopkinton, by the applicant:
- (e) Period of time for which certificate of registration is needed provided, however, that no certificate may be granted for longer than a 90-day (90) period:



## TOWN OF HOPKINTON

- (f) Names of the last three (3) communities, if any, in which the organization has conducted a solicitation or canvassing operation, complete with the date of the issuance and date of the expiration of any permits or licenses issued by those communities to the organization. **[Amended 11-5-2007 by STM, Article 6]**
- (g) Insurance information and license, if applicable.

**§150-3.2.** Individual registration forms shall be required for all individuals, including those who are affiliated with an organization registered under Chapter 150-3.1 hereof. Individual registration forms shall contain the following information:

- (a) Name and address of the present place of residence and length of residence at that address; if less than three (3) years residence at present address, the address of residence(s) during the past three (3) years:
- (b) Date of birth:
- (c) Name, address and telephone number of the person or organizations whom the applicant represents and the length of time the applicant has been associated with or employed by that person or organization. If the individual is a professional solicitor or a commercial co-venturer for a charitable organization, a copy of the contract, if any, with the charitable organization must be provided with this application. Failure to include a copy of the contract with the charitable organization under such circumstances will render the application incomplete and no action will be taken thereon:
- (d) Period of time for which certificate of registration is needed provided, however, that no certificate may be granted for longer than a 90-day (90) period;
- (e) Names of the last three (3) communities, if any, in which the applicant has solicited or canvassed door-to-door, complete with the date of issuance and date of the expiration of any permits or licenses issued by those communities to the applicant. **[Amended 11-5-2007 by STM, Article 6]**
- (f) Valid drivers license or other government issued photo identification; and
- (g) Make, model and registration number of any vehicle to be used by the applicant while soliciting or canvassing.

### **§150-4. Registration Fee**

There shall be a \$20.00 (twenty dollar) application fee for an individual registration card or re-registration. There is no application fee for organizational applicants that apply for registration or re-registration.

### **§150-5. Registration Cards**

150-5.1. The Police Chief or his designee, after a review of the application, which will include an investigation of the applicants reputation as to morals and integrity, but in no event more than seven (7) business days after receipt of a fully-completed application, shall furnish each person with a registration card which shall contain the following information:

- (a) The name of the person;

## TOWN OF HOPKINTON

- (b) A recent photograph of the person;
- (c) The name of the organization, if any, which the person represents;
- (d) A statement that the individual has been registered with the Town of Hopkinton Police Department but that registration is not an endorsement of any individual or organization:  
and
- (e) Specific dates or period of time covered by the registration.

**§150-5.2.** Persons engaged in solicitation or canvassing as defined in this By-Law must carry the registration card while soliciting or canvassing and present the card to any person solicited or upon request of any police officer.

**§150-5.3.** Registration cards are valid only for the specific dates or time period specified thereon and in no case for longer than 90 days.

**§150-5.4.** The Police Chief shall routinely grant registrations without further inquiry but shall refuse registration to an organization or an individual where registration has been revoked for violation of this By-Law within the previous two-year period or who has been convicted (*NOTE: For the purposes of this bylaw, a "Continue without a finding" or similar disposition will be considered the same as a conviction.*) of murder/manslaughter, rape or any other sex crime, kidnapping, robbery, arson, burglary/breaking and entering, felony assault, illegal possession of a firearm or dangerous weapon, distribution of any illegal narcotic drugs, felony larceny, three (3) or more misdemeanor assaults or three (3) or more misdemeanor larcenies, as such persons pose a substantial degree of dangerousness to minors and other persons vulnerable to becoming victims of the violent crimes so listed. The police chief shall also refuse to register a person who is a sex offender required to register with the Massachusetts Sex Offender Registry Board, or any other similar government entity, and who is a classified or considered to be a moderate to high risk or re-offending. Such individuals pose a substantial degree of dangerousness to minors or to other persons vulnerable to becoming victims of sex crimes.

### **§150-6. Exceptions**

**§150-6.1.** Registration shall not be required for officers or employees of the Town, County, State or Federal governments when on official business.

**§150-6.2.** Individual registration shall not be required for minors under the age of 17.

**150-6.3.** Nothing in this By-Law shall be construed to impose any registration requirement or otherwise restrict or in any way regulate any activity for religious, political, newspaper distribution or public policy purposes or other non-commercial purposes, including, charitable, benevolent or fraternal activities, regardless of whether such activity includes acts that would otherwise constitute soliciting or canvassing.

### **§150-7. Duties of Persons Going Door-to-Door**

**§150-7.1.** Upon going into any residential premises in the Town of Hopkinton, every solicitor, canvasser or other person must first examine any notice that may be posted, prohibiting solicitation or other

## **TOWN OF HOPKINTON**

activities. If such a notice is posted, the solicitor, canvasser or other person shall immediately and peacefully depart from the premises.

§ 150-7.2. Any solicitor, canvasser or other person who has gained entrance to any residence, whether invited or not, shall immediately and peacefully depart from the premises when requested to do so by the occupant.

§ 150-7.3. Immediately upon gaining entrance to any residence, each solicitor or canvasser as defined in this By-Law must do the following:

- (a) Present his registration card for inspection by the occupant;
- (b) Request that the occupant read the registration card; and
- (c) Inform the occupant in clear language of the nature and purpose of his business and, if he is representing an organization, the name and nature of that organization.

### **§ 150-8. Restriction on Methods of Solicitation, Canvassing, or Other Door-to Door activities.**

It shall be unlawful for a solicitor, canvasser or other person to do any of the following:

- (a) Falsely represent, directly or by implication, that the solicitation, canvassing or other activity is being done on behalf of a governmental organization, or on behalf of any municipal employee or elected official;
- (b) Solicit, canvass or conduct any other activity at the residence without express prior permission of an occupant, before 9:00 a.m. or after 7:00 p.m., where there is no sign posted otherwise limiting solicitation or the hours of solicitation or such other activities;
- (c) Continue to solicit, canvass or conduct activities after being advised by police of the registration requirements or after a registration certificate has been revoked or denied;
- (d) Utilize any form of endorsement from any department head currently employed or serving the Town of Hopkinton; and
- (e) Solicit, canvass or conduct and other activity at any residence in an illegal fashion.

### **§ 150-9. Penalty**

150-9.1. Any person or organization who violates Section 7.2, with an accompanying signed statement of the offended party, or Section 8 of this By-Law, or any other applicable state or federal laws may be arrested without a warrant and punished by a fine of two hundred dollars (\$200) for each and every offense, which may be recovered upon complaint before the district court and shall ensure to the town, all in accord with Chapter 40, Section 21 of the General Laws of Massachusetts.

150-9.2. Any person or organization who for himself, itself, or through its agents, servants or employees is found after investigation by a police officer to have:

- (a) Violated any provision of this By-Law, or applicable state or federal laws governing soliciting or canvass; or

## **TOWN OF HOPKINTON**

- (b) Knowingly provided false information on the registration application shall have his, her or its registration revoked by the Chief of Police by written notice delivered to the holder of the registration in person, or sent to the holder by certified mail at the address set forth in the application.

### **§ 150-10. Appeals**

Any person or organization who is denied registration or whose registration has been revoked may appeal by filing a written notice of appeal with the Town of Hopkinton Town Manager. Such appeal must be filed within 5 days after the receipt of the notice of denial or revocation. The Town Manager shall hear the appeal within 10 days after the filing of the written notice of appeal, provided, however, that if the Town Manager fails to make a determination within 30 days after the filing of the appeal, the registration shall be deemed granted or reinstated as the case may be.

### **§ 150-11. Severability**

Invalidity of any individual provision of this By-Law shall not affect the validity of the By-Law as a whole.

# **TOWN OF HOPKINTON**

## **CHAPTER 154**

### **PRODUCTS, SALE OF**

#### **ARTICLE I**

##### **Plastic String and Streamers**

##### **§154-1. Sale and use prohibited.**

#### **ARTICLE II**

##### **Cigarette Rolling Papers**

##### **§154-2. Sale and display prohibited.**

##### **§154-3. Violations and penalties.**

[HISTORY: Adopted by the Town Meeting of the Town of Hopkinton as indicated in article histories. Amendments noted where applicable.]

#### **ARTICLE I**

##### **Plastic String and Streamers**

**[Adopted 6-11-1990 ATM, Art. 26]**

##### **§ 154-1. Sale and use prohibited.**

No person shall sell or expose for sale, use or cause or permit to be used any product designed to project a string or streamer of plastic material.

#### **ARTICLE II**

##### **Cigarette Rolling Papers**

**[Adopted 5-3-1993 STM, Art. 23]**

##### **§ 154-2. Sale and display prohibited.**

No person or business shall sell, or offer for sale, nor display any cigarette rolling paper in the Town of Hopkinton.

##### **§ 154-3. Violations and penalties.**

Any person or business which violates this article shall be punished by a fine of \$50 for each offense.

## **TOWN OF HOPKINTON**

# **TOWN OF HOPKINTON**

## **CHAPTER 156**

### **REGISTERED SEX OFFENDER RESTRICTIONS**

**[HISTORY: Adopted by the Annual Town Meeting of the Town of Hopkinton 5-2-2011, Article 42, Amendments noted where applicable.] [Deleted in its entirety 5-2-2016, Article 41]**

## **TOWN OF HOPKINTON**



# **TOWN OF HOPKINTON**

## **CHAPTER 158**

### **SALE OF LAND**

#### **§ 158-1. Authority of Selectmen to sell certain real estate.**

[HISTORY: Adopted by the Annual Town Meeting of the Town of Hopkinton 3-9-1966 ATM, Art. 28. Amendments noted where applicable.]

#### **§ 158-1. Authority of Selectmen to sell certain real estate.**

The Selectmen are authorized to sell at private sale to the Conservation Commission any of the real estate which the town may have acquired or may hereinafter acquire through proceedings based upon nonpayment of taxes or under proceedings for the sale of land of low value; provided, however, that such lands are in or adjacent to marshes, rivers or swamps or adjacent to real estate owned by the town or under the control of the Conservation Commission and to execute and deliver in the name and under the Seal of the town a quitclaim deed or other appropriate instrument necessary to effectuate the conveyance of said lands.

## **TOWN OF HOPKINTON**

# **TOWN OF HOPKINTON**

## **CHAPTER 160**

### **SCENIC ROADS**

- |   |  |
|---|--|
| <b>§160-1. Definitions</b>                                | <b>§160-4. Notification of designation of scenic road.</b> |
| <b>§160-2. Purposes.</b>                                  | <b>§160-5. Procedures for obtaining permits.</b>           |
| <b>§160-3. Recommending designation as a scenic road.</b> | <b>§160-6. Criteria for work projects.</b>                 |
|   | <b>§160-7. Enforcement.</b>                                |

**[HISTORY: Adopted by the Annual Town Meeting of the Town of Hopkinton 4-15-1988, Art. 49. Amended ATM 5-5-2003, Art. 31.]**

**GENERAL REFERENCES: Streets and sidewalks -- See Ch. 174.**

#### **§ 160-1. Definitions**

In the absence of a contrary meaning established through legislative or judicial action, the following terms contained in G.L.c. 40, § 15C, or used herein shall be defined as follows:

**CUTTING OR REMOVAL OF TREES** - The removal of one or more trees, trimming of major branches, measuring 5 inches in diameter 6 inches from the tree trunk 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. **[Amended 12-14-2009 STM, Art. 6, 05-06-2013 ATM, Art. 46]**

**REPAIR, MAINTENANCE, RECONSTRUCTION OR PAVING WORK** - Any work done within a scenic road layout by any person or agency, public or private. Included within this definition is any work on a portion of a scenic road layout which was not physically commenced at the time the road was designated as a scenic road. Construction of new driveways or alteration of existing driveways is also included, insofar as it takes place within the scenic road layout.

**ROAD** - Any right-of-way used and maintained as a public way including the vehicular traveled way plus necessary appurtenances within the right-of-way, such as bridge structures, drainage systems, retaining walls, traffic control devices, and sidewalks. Trees or stone walls or portions thereof shall be presumed to be within the bounds of the right of way unless it is shown to the contrary on the scenic road layout plan.

**SCENIC ROAD** - A road so designated in accordance with G.L.c. 40, § 15C and these regulations.

**STONE WALL** – A man-made grouping of stones forming a straight or curved line.

**TEARING DOWN OR DESTRUCTION OF STONE WALLS** – Any intentional act of removal of stones, moving of stones in any direction, covering over with non-stone materials, or any other intentional act by which stones are dislocated from a stone wall.

**TREES** – Includes any tree the trunk of which has a diameter of three inches or more as measured four and one half feet above the ground (dbh).

# **TOWN OF HOPKINTON**

## **§ 160-2. Purposes.**

These regulations are intended to ensure that:

- A. Ways will be recommended for designation as scenic roads under stated criteria; and
- B. Trees and stone walls along scenic roads will be protected and will not be altered except after notification of interested parties and a public hearing at which the Planning Board shall consider the work project based on the criteria set forth in §160-6 of this chapter, and shall authorize such work to proceed.

## **§ 160-3. Recommending designation as a scenic road.**

- A. Public Hearing. M.G.L.c. 40, § 15C authorizes designation of a road as a scenic road by the Town upon recommendation or request of the Planning Board, Conservation Commission, or Historical Commission. Prior to making any recommendation or request to Town Meeting regarding designation of a particular road as a scenic road, the Planning Board shall conduct a public hearing regarding such proposed designation. Notice of the public hearing shall be given by the Planning Board pursuant to the requirements for notice set forth in §160-5B of this chapter.
- B. Criteria for Designation. In determining which roads should be recommended for designation as scenic roads, the Planning Board shall consider whether the road contains or is characterized by any of the following:
  - (1) Bordering trees of exceptional quality in terms of type, age, specimen size or spread, density of stand or related flora.
  - (2) Bordering trees which themselves constitute, or are a significant part of, natural or man-made features of aesthetic value, including by way of illustration, trees having spring flowering or high fall color potential; trees which are part of vistas paralleling roadways or which create a frame of reference for more distant views; and trees whose presence contributes substantially to the rural or woodland character of a roadway, particularly in comparison to more developed or urbanized adjacent areas.
  - (3) Bordering stone walls.
- C. Scenic road layout plan. Prior to the designation of any scenic road after April 30, 1988, a scenic road layout plan shall be prepared by the proponent. The scenic road layout plan shall be drawn to a scale of one inch equals 40 feet or to a scale approved by the Planning Board and shall include:
  - (1) Name of street, street lines, north arrow, date, date of acceptance (in the case of accepted streets), legend.
  - (2) Names of all abutters as they appear on the most recent tax list.
  - (3) Locations, names and width of any intersecting streets.
  - (4) Location of all trees (as defined in § 160-1) and stone walls within the scenic road layout.

# **TOWN OF HOPKINTON**

## **§ 160-4. Notification of designation of scenic road.**

Upon the designation of any road as a scenic road by the Town Meeting, the Planning Board shall promptly undertake the following to give effective notice of such designation:

- A. Notify all municipal departments that may have any interest in the designation of such roads.
- B. Notify the Massachusetts Highway Department.
- C. Cause a notice or informal article to be published in a local newspaper stating that the road, or roads, have been designated as scenic.
- D. Notify all utility companies or other such parties which may undertake work within or on the border of such road.
- E. Notify abutters as they appear on the most recent tax list by regular mail.

## **§ 160-5. Procedures for obtaining permits.**

- A. Filing. Any person, organization, public agency or utility company contemplating the cutting or removal of trees, the tearing down or destruction of stone walls, or portions thereof, within the scenic road layout shall first obtain the written authorization of the Planning Board by filing a request for such work with the Planning Board, which shall include the following:
  - (1) Three (3) copies of a plan showing the proposed work and the extent of alterations or removal of trees or stone walls. The plan shall be drawn at a scale of one inch equals 40 feet, or to a scale approved by the Planning Board, and shall show the name of the street or streets, the lines of the scenic road layout, north arrow, names of abutters within 100 feet of the proposed work, and suitable space to record the action, including the signatures of five (5) members, of the Planning Board. In instances where relatively minor alterations are proposed, as an alternative to the submission of the above referenced plans, the Planning Board may accept prints of the approved scenic road layout with the proposed minor alterations clearly indicated thereon.
  - (2) A statement of the purpose, or purposes, for the changes proposed.
  - (3) A list of owners of properties located in whole or in part within 100 feet of the proposed work.
  - (4) Except in the case of town agencies, a \$50 filing fee.
  - (5) Any further explanatory material as may be required by the Planning Board.
- B. Notice. The Planning Board shall, as required by statute, give notice of a public hearing regarding the proposed work by advertising twice in a newspaper of general circulation in the town. This notice shall contain a statement as to the date, time, place and purpose of the hearing with a reasonable description of the work proposed by the applicant. Copies of this notice shall also be delivered or mailed to the Board of Selectmen and the Hopkinton Department of Public Works, and the owners of property within 100 feet of the proposed work.

## **TOWN OF HOPKINTON**

- C.     Timing of Notice and Hearing. The first publication of the notice shall be made as soon as practicable after the Planning Board receives the request from the applicant. The last publication shall occur, as required by statute, at least seven days prior to the hearing. The Planning Board shall hold a public hearing within thirty days of the date upon which a properly filed request is received.
- D.     Timing of Decision. Within 21 days after the public hearing, the Planning Board shall render a written decision on the request.
- E.     Performance Guarantee. Before endorsement of its approval on a plan, the Planning Board may require that the proposed work to be done, be secured by a bond sufficient in form and amount in the opinion of the Planning Board to ensure satisfactory performance of the proposed work within the scenic road layout.
- F.     Tree Warden. Whenever a public hearing concerning the proposed work is also required to be held by the Tree Warden pursuant to M.G.L.c. 87 (The Public Shade Tree Law), the Planning Board and Tree Warden hearings shall be consolidated and notice thereof shall be given by the Tree Warden in accordance with the provisions of MG.L.c. 87. The authorization of the Planning Board to such proposed work shall not be regarded as implying the authorization of the Tree Warden or vice versa. The Planning Board decision shall include a condition that no work shall be done until all applicable provisions of the Public Shade Tree Law, G.L. c. 87, have been complied with.

### **§ 160-6. Criteria for work projects.**

The Planning Board's decision on any application for proposed work affecting scenic roads shall be based on consideration of the following criteria:

- A.     The degree to which the proposed work would adversely affect the scenic and aesthetic values upon which the scenic road designation was originally based.
- B.     The necessity for the proposed work in terms of public safety, welfare, or convenience.
- C.     Compensatory action proposed, such as replacement of trees or walls.
- D.     Availability of reasonable alternatives to the proposed work which could reduce or eliminate anticipated damage to trees or stone walls.
- E.     Whether the proposed work would compromise or harm other environmental or historical values.
- F.     Consistency of the proposed work with previously adopted Town plans and policies.

### **§ 160-7. Enforcement.**

The Planning Board is responsible for the enforcement of this chapter. Whoever violates any provision of this chapter or any conditions of any permit granted pursuant hereto shall be liable for a fine of not more than the maximum permitted by law for each citation for any violation and shall be required to restore any damage. Removal of each individual tree shall be considered a separate violation. Removal of each linear foot of stone wall shall be considered a separate violation.

# **TOWN OF HOPKINTON**

## **CHAPTER 163**

### **SEWERS**

#### **ARTICLE I**

##### **Private Sewage Treatment Plants**

**§163-1. Statement of public policy and purpose.**

**§163-2. Actions required.**

**§163-3. Severability.**

#### **ARTICLE II**

##### **Betterment Assessments and Sewer**

##### **Privilege Fees**

**§163-4. Assessments.**

#### **ARTICLE II**

##### **(Continued.)**

**§163-5 Statutory authority.**

**§163-6 Severability.**

**§163-7 Method of assessing betterments;  
Order of assessment.**

**§163-8 Time of assessment.**

**§163-9 Sewer unit designation.**

**§163-10 Betterment payment.**

**§163-11 Sewer privilege fee.**

**GENERAL REFERENCES:** Waste collection system -- See Ch. 195.

#### **ARTICLE I**

##### **Private Sewage Treatment Plants**

**[Adopted 4-11-1988 ATM, Art. 24]**

##### **§ 163-1. Statement of public policy and purpose.**

- A. The Town of Hopkinton does not intend to become the owner or operator of small sewerage treatment plants proposed or in operation in subdivisions or garden apartment complexes. Keeping a sewerage treatment plant, the interconnecting piping, controls, equipment in top operating condition and performing the necessary monitoring and sludge removal is time-consuming and expensive. In addition, expensive retro-fill actions to meet new standards may be required by the state or federal government in the future.
- B. Further, the Town sewer system, which started construction in 1987, is limited in the amount of sewerage that can be processed and will not be available to provide service to the subdivisions and garden apartments that have failed private sewerage treatment plants. The owners of property served by these private sewerage treatment plants own and operate the plants and are financially and legally liable for their proper operation and maintenance. Potential buyers should fully investigate the potential costs and effects on resale of the property.

##### **§ 163-2. Actions required.**

- A. The seller (property owner) or realtor showing the property will warn any potential buyer that the property is serviced by a private sewerage treatment plant and will explain fully the responsibilities, liabilities and potential operating and equipment replacement costs.
- B. The seller or realtor will give all potential buyers a copy of this article on the first visit to the property. The seller or realtor will keep a written record that proper notification has been given.

## **TOWN OF HOPKINTON**

- C. The Board of Health will approve the wording of the sewerage treatment plan ownership provisions to be included in the property deed.
- D. The Board of Health shall require a funded reserve to be maintained at all times sufficient to protect the financial interests of the Town and ensure the public safety concerns over improperly operated or maintained privately owned sewerage treatment plants.

### **§ 163-3. Severability.**

If any provision(s) of this article or the application of such provision(s) to any person, partnership or corporation or circumstances shall be held invalid, the validity of the remainder of this article and applicability of such provision(s) to persons or circumstances shall not be affected thereby.

## **ARTICLE II**

### **Betterment Assessments and Sewer Privilege Fees [Adopted 9-26-1988 STM, Art. 7; amended 5-5-1993 ATM, Art. 43; 5-5-1993 ATM, Art. 44; 9-12-1994 STM, Art. 18; 9-28-1998 STM, Art. 5; 5-1-2000 ATM, Art. 66; 9-25-2000 STM, Art. 2; 10-21-2002 STM, Art. 14]**

### **§ 163-4. Assessments. [Amended 5-1-2000 ATM, Art. 66]**

The Town of Hopkinton, acting through its Board of Selectmen, shall assess the owners of land abutting a public sewer line installed by the Town by a rate based upon any or a combination of the methods set forth in MGL c. 83, § 14 and § 15. Sewer assessments shall be determined by the Board of Selectmen and approved by Town Meeting and shall be levied as betterment assessments and/or sewer privilege fees as described herein.

### **§ 163-5. Statutory authority.**

The authority to assess betterments, as well as the permitted methodologies for doing so, are described in MGL c. 80, Betterments, and c. 82, Sewers, Drains, and Sidewalks, § 14 and § 24.

### **§ 163-6. Severability.**

If any provision of these regulations or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of these regulations which can be given effect without such invalid provisions or applications.

### **§ 163-7. Method of assessing betterments; order of assessment. [Amended 5-1-2000 ATM, Art. 66]**

- A. The Town of Hopkinton shall assess sewer betterments based upon any or a combination of the methods referred to in MGL c. 83, § 14 and § 15. Those properties abutting a sewer street which are assessed based upon the uniform unit method, shall be assessed by a rate proportional to the value assigned to the sewer unit at the time of the assessment. Said rate shall be determined by user class and shall apply to all lands developed or undeveloped abutting the sewer street. Those properties abutting a sewer street which are assessed based upon the fixed uniform rate method shall be assessed according to the frontage of such land on any way in which a sewer is constructed, or according to the area of such land within a fixed depth from such way, or according to a



## **TOWN OF HOPKINTON**

combination of both such frontage and area. Said rate shall apply to all lands developed or undeveloped abutting the sewer street. The total assessments shall not exceed the local share of the total sewer project cost which shall include total costs of engineering survey and design, construction, land acquisition, construction engineering services, legal services and all related contingencies less all state and federal aid received.

- B. The Board shall levy, by preparing an order of assessment, assessments against all properties abutting a sewer street. In the order of assessment, the Board shall designate the owner of each parcel, as of the preceding January 1, as liable to assessment as stipulated under the provisions of the General Laws.

### **§ 163-8. Time of assessment.**

- A. Betterments. The equivalent monetary value of one sewer unit shall be set at \$4,000 for the Phase 1, Phase 2 and Phase 3 sewer construction projects. The equivalent monetary value of one sewer unit for the Phase 4 and Phase 5 sewer construction project shall be set at \$15,840. For the Phase VI Sewer Construction Project, the betterment assessment shall be allocated by the fixed uniform rate method utilizing a combination of the area and frontage method such that area shall constitute 75% of the calculation and frontage shall constitute 25% of the calculation. Appropriations for the construction cost of sewer projects may establish a differing equivalent monetary value of one sewer unit to be used for the construction costs of the appropriation. The time of assessment for lands abutting the sewer street shall be that date upon which the sewer system with appurtenances is approved for use. In the case where the construction of that portion of the sewer system (lateral sewers) partially funded by betterments is completed prior to the date upon which the sewer system is approved for use, it shall be within the powers of the Board to establish an earlier date of assessment. [Amended 9-28-1998 STM, Art. 5; 9-25-2000 STM, Art. 2]
- B. Sewer privilege fees.
  - (1) For those properties not abutting the sewer line but tying into the system at a future date, the time of assessment shall be the date upon which that property connects into the sewer system.
  - (2) For those properties serviced by the sewer system but subdivided at a future date, the time of assessment for the unsewered subdivision shall be the date upon which those subdivisions connect to the sewer system.
- C. The Phase VI Sewer Assessments shall be based upon 100% of the cost of the design and construction of the Phase VI Sewer Facilities, less any grants, gifts, or other funds received by the Town which reduces such amount, but including interest costs incurred by the Town with respect to any short-term borrowing for the project, and shall be assessed as betterments to all properties benefited by this project. [Added 9-25-2000 STM, Art. 2]

### **§ 163-9. Sewer unit designation.**

- A. General. Sewer units shall be designated based upon the user class of those properties to be assessed a betterment. Said classes shall include residential and nonresidential. The nonresidential class shall include commercial, industrial, municipal and any or all other nonresidential properties.

## TOWN OF HOPKINTON

- B. Sewer unit determinations. Properties receiving direct benefit from the public sewer system, whether developed or undeveloped, shall be designated a number of sewer units in accordance with the following:

(1) Residential, developed.

- (a) Single-family dwellings shall comprise one sewer unit.
- (b) Duplex dwellings shall comprise two sewer units.
- (c) Three-family dwellings shall comprise three sewer units.
- (d) Four-family dwellings shall comprise four sewer units.
- (e) Multiple family dwellings (in excess of four dwelling units) shall comprise a number of sewer units based on the following methodology:

[1] Rental properties (apartments) shall be assessed one sewer unit for each apartment with more than one bedroom. Rental properties shall be assessed on half of one sewer unit for each one-bedroom or studio apartment.

[2] Condominium complexes shall be assessed one sewer unit for each dwelling unit.

(2) Nonresidential, developed.

- (a) Nonresidential property shall include all industrial, commercial and municipal properties.
- (b) **[Amended 5-1-2000 ATM, Art. 66]** Nonresidential buildings which are metered for water use shall comprise a number of sewer units based upon the average water consumption for the 12 months most recently preceding the date of the establishment of the assessment using the following formula:

$$\frac{\text{Nonresidential sewage in gallons per day (gpd)}}{300 \text{ gpd}} = \text{equivalent number of sewer units}$$

(all decimals shall be rounded up to the next whole highest number).

- (c) Nonresidential buildings not metered for water use shall be assigned a water consumption volume based on Title 5 (Part 2, Section 13) of the State Environmental Code for the Commonwealth of Massachusetts, Minimum Requirements for the Subsurface Disposal of Sanitary Sewage. An equivalent number of sewer units shall then be determined by using the following formula:

$$\frac{\text{Nonresidential sewage in gallons per day (gpd)}}{240 \text{ gpd}} = \text{equivalent number of sewer units}$$

## TOWN OF HOPKINTON

(all decimals shall be rounded up to the nearest whole number).

- (3) Residential undeveloped. Undeveloped lots shall be assigned one sewer unit and be assessed accordingly. Future subdivisions of the assessed lot shall be subject to the assessment of sewer privilege fees.
- (4) Nonresidential, undeveloped. Undeveloped lots shall be assigned one sewer unit and be assessed accordingly. The lot shall be subject to the assessment of sewer privilege fees. Future use of the land shall govern the assessment of sewer privilege fees.

### **§ 163-10. Betterment payment.**

- A. General. Except as herein provided, the provisions of the General Laws relative to the assessment, apportionment, division, reassessment, abatement and collection of sewer assessments, to liens therefor and to interest thereon, shall apply to assessments made under this article, and the Tax Assessor of the Town shall have all of the powers conveyed by the General Laws.
- B. Lump-sum betterment. The lump-sum betterment payment for an assessed property shall be equivalent to the product of the total number of sewer units designated upon said property and the appropriate value for one sewer unit at the time of assessment. Said values shall be determined as described herein.
- C. Apportionment of betterment payment. Property owners shall have the option to finance betterment payments through apportionment. The interest rate charged by the Town shall be 2% greater than the project bond rate being paid by the Town for the sewer construction project.
- D. Betterment deferral. The provisions of MGL c. 80, § 13B, with regard to deferral of betterment assessments when adopted by Town Meeting would apply.
- E. Any dwelling which is located within the Phase 1, Phase 2 or Phase 3 municipal sewerage system which is existing as of the date on which the municipal sewerage system is completed within the way adjacent to said premises, and which must install a pressure pump to enter into the municipal sewerage system, shall pay a betterment assessment in the sum of \$1,500, and any sums previously paid for betterment assessments in excess of that amount shall be refunded to the property owner by the Town by any appropriate means. Any property which is located within the Phase 4 or Phase 5 municipal sewage system and which has a low pressure sewer system, or any property which must install a pumping system to connect to the Phase 4 or Phase 5 sewer system, shall pay a betterment assessment in the sum of \$12,340. [Added 5-3-1993 ATM, Art. 44; amended 9-28-1998 STM, Art. 5]

### **§ 163-11. Sewer privilege fee.**

- A. Private sewer extension.
  - (1) If a developer or a person other than the Town of Hopkinton, or duly authorized representative of same, constructs a sewer extension to the public sewer system in a phase of the sewer construction project which has been assessed a sewer betterment based upon the uniform unit method, the Town shall assess a sewer

## TOWN OF HOPKINTON

privilege fee in lieu of betterment assessment against each property tying into said sewer extension. The sewer privilege fee shall be equivalent to 90% of the calculated betterment assessment value pertinent to each property as determined following the procedure outlined in § 163-9 of these regulations. The sewer privilege fee for Phase 4 and Phase 5 of the sewer construction project shall be the sum of \$14,256. Sewer privilege fees shall be levied at the time of connection to the public sewer system. Property owner options for payment of said fees shall reflect those related to payment of betterment assessments as described in § 163-10B and C of these regulations. [Amended 9-12-1994 STM, Art. 18; 9-28-1998 STM, Art. 5; 5-1-2000 ATM, Art. 66]

- (2) In addition, the developer and/or property owners connecting to private sewer extension shall bear the burden of all costs, including costs of legal services, related to the following:
    - (a) Review of design plans and specifications for the private sewer extensions to be accepted as part of the public sewer system conducted by a registered professional engineer as authorized by the Board.
    - (b) Inspection fees of the Board related to the installation of the private sewer extension tying into the public sewer system.
    - (c) Application fees for a building sewer installation permit, which shall include all reasonable costs related to installation inspection performed by an inspector for the Town of Hopkinton.
  - (3) Costs associated with the design and construction of a private sewer extension shall be considered separate to the sewer privilege fee. Payments or method of payment related to these costs shall not be reflected within the sewer privilege fee.
- B. For those properties which are located within areas included in phases of the sewer construction project which have been assessed a sewer betterment based upon the uniform unit method, if a property abuts a private or unaccepted way within which a public sewer has been installed, the Town shall assess the betterment assessment as described in § 163-10 of this article against said property. All rules and regulations governing the payment and the method of payment relating to betterment assessments as described in § 163-10B and C of these regulations shall apply. For the Phase 4 and Phase 5 sewer construction project, if a property abuts a private or unaccepted way within which a public sewer has been installed or if a property lies within 100 feet of a public sewer within a private or unaccepted way, the Town shall assess a sewer privilege fee in the sum of \$14,256. The sewer privilege fee shall be levied at the time of the connection to the public sewer. All rules and regulations governing the payment and method of payment related to betterment assessments as described in § 163-10B and C of these regulations shall apply. [Amended 5-5-1993 ATM, Art. 43; 9-28-1998 STM, Art. 5]
- C. Compensatory sewer privilege fee.
  - (1) Undeveloped property. In the situation where a betterment has been assessed to an undeveloped property based upon the number of sewer units required by these regulations and said property is ultimately developed to accommodate a number of sewer units in excess of the number used for determining the betterment assessment, the Town shall

## **TOWN OF HOPKINTON**

assess a compensatory sewer privilege fee. For the Phase 4 and Phase 5 sewer construction project, in the situation where a betterment has been assessed to an undeveloped property based upon the number of sewer units required by these regulations and said property is ultimately developed to accommodate a number of sewer units in excess of the number used for determining the betterment assessment, the Town shall assess a compensatory sewer privilege fee of \$14,256. [Amended 9-28-1998 STM, Art. 5]

- (2) In the situation where a betterment has been assessed to a developed nonresidential property based upon the number of sewer units required by these regulations and the usage of said property is changed or increased which results in a number of sewer units in excess of the number used for determining the betterment assessment, the Town shall assess a compensatory sewer privilege fee. For the Phase 4 and Phase 5 sewer construction project, in the situation where a betterment has been assessed to developed nonresidential property based upon the number of sewer units required by these regulations and usage of said property is changed or increased which results in a number of sewer units in excess of the number used for determining the betterment assessment, the Town shall assess a compensatory sewer privilege fee of \$14,256. [Amended 9-28-1998 STM, Art. 5]
- (3) The compensatory sewer privilege fee shall be equivalent to that sum of money that would have been charged as a betterment assessment upon the property at the time of the original assessment, under the conditions to which they have changed or increased, less the amount of the original assessment. The compensatory sewer privilege fee shall be the product of the number of sewer units applicable to a property as ultimately developed multiplied by the sewer privilege fee amount for the applicable phase of the sewer construction project. [Amended 10-21-2002 STM, Art. 14]
- (4) All rules and regulations governing the payment and method of payment related to betterment assessments as designated in § 163-10B and C of these regulations shall apply.
- (5) No sewer privilege fee shall be assessed upon properties which have been assessed a betterment assessment based upon the fixed uniform rate method. [Added 9-28-1998 STM, Art. 5; amended 5-1-2000 ATM, Art. 66]
- (6) The Board of Selectmen is authorized to take any other action necessary or appropriate to accomplish the establishment and recovery of such betterment assessments. [Added 9-28-1998 STM, Art. 5; amended 5-1-2000 ATM, Art. 66]

## **TOWN OF HOPKINTON**

# TOWN OF HOPKINTON

## CHAPTER 170

### SOLID WASTE

#### ARTICLE I Recycling

**§170-1. Authority of Board of Selectmen.**

**§170-2. Separation of recyclables required.**

#### ARTICLE I (Continued)

**§170-3. Definitions.**

**§170-4. Changes to list of recyclables and disposal areas; notice to residents.**

[HISTORY: Adopted by the Town Meeting of the Town of Hopkinton as indicated in article histories. Amendments noted where applicable.]

#### ARTICLE I Recycling

**[Adopted 4-14-1992 ATM, Article 22]**

##### **§ 170-1. Authority of Board of Selectmen.**

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.

##### **§ 170-2. Separation of recyclables required. [Added 5-2-1995 ATM, Art. 40; amended 5-6-1996 ATM, Art. 50]**

In order to ensure the recycling of as much of the solid waste generated in the town as is possible, all residents of the town are required to separate recyclable materials in the areas designated for such purpose by the Board of Selectmen.

##### **§ 170-3. Definitions. [Added 5-2-1995 ATM, Art. 40]**

For the purposes of this article, the following terms shall have the meanings indicated:

AREAS DESIGNATED -- The Recycling Center on Wood Street.

RECYCLABLE MATERIALS -- Glass, metal, paper and certain plastics, as well as any other materials the Board of Selectmen may determine should be recycled.

##### **§ 170-4. Changes to list of recyclables and disposal areas; notice to residents. [Added 5-2-1995 ATM, Art. 40]**

## **TOWN OF HOPKINTON**

The Board of Selectmen shall have the authority to add, alter or delete items to those deemed to be recyclable materials as it deems appropriate. The Board of Selectmen shall also have the authority to add, alter or delete areas designated for disposing of recyclable materials. Should the Board of Selectmen make any such changes to the definitions of areas designated or recyclable materials, the Board of Selectmen shall provide notice of such change to the residents of the town in such manner as it deems appropriate.



# TOWN OF HOPKINTON

## CHAPTER 171

### DISCHARGES TO STORM DRAIN SYSTEM

**§171-1. Purpose.**

**§171-2. Definitions.**

**§171-3. Responsibility for Administration.**

**§171-4. Prohibition.**

**§171-5. Notification of Releases.**

**§ 171-6. Enforcement.**

**[HISTORY: Adopted by the Annual Town Meeting of the Town of Hopkinton 5-1-2017, Art. 48]**

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#### **§ 171-1. Purpose.**

Non-stormwater discharges into the municipal storm drain system can harm water quality and create public health hazards. The purpose of Chapter 171 is to provide for the health, safety, and welfare of the citizens of the Town of Hopkinton through the regulation of non-stormwater discharges into the municipal storm drain system.

The provisions of Chapter 171 shall be administered so as to:

- Prevent pollutants from entering the municipal storm drain system;
- Prohibit illicit connections and illicit discharges into the municipal storm drain system;
- Comply with the requirements of the Town's National Pollutant Discharge Elimination System (NPDES) permit for discharges from the municipal storm drain system; and
- Ensure compliance through inspection, monitoring, and enforcement.

#### **§ 171-2. Definitions.**

Unless the context clearly indicates otherwise, the following words and terms, as used in Chapter 171, shall have the following meanings:

DPW – The Hopkinton Department of Public Works.

**HAZARDOUS MATERIAL** -- Any solid or liquid substance or combination of substances, including any liquid petroleum product, that, because of quantity, concentration or physical, chemical or infectious characteristics, poses a significant present or potential hazard to water supplies or to human health if disposed of into or on any land or water. Any substance deemed to be a "hazardous waste" pursuant to M.G.L. Chapter 21C, or deemed to be a toxic or hazardous substance pursuant to M.G.L. Chapter 94B, shall be deemed to be a hazardous material.

**ILLICIT CONNECTION** -- Any drain or conveyance, whether on the surface or subsurface, that allows an illicit discharge to enter the municipal storm drain system, regardless of whether the drain or connection was previously allowed, permitted or approved before the effective date of Chapter 171. An illicit connection shall include:

- Any conveyance that allows sewage, process wastewater, wash water or other non-stormwater discharge into the municipal storm drain system; and
- Any connection to the municipal storm drain system from indoor drains and sinks.

## TOWN OF HOPKINTON

**ILLICIT DISCHARGE** -- Any direct or indirect non-stormwater discharge, including dumping, into the municipal storm drain system, except that the following non-stormwater discharges shall not be considered illicit discharges:

- Water line flushing; landscape irrigation; diverted stream flows; rising ground waters; uncontaminated groundwater infiltration (as defined by 40 CFR 35.2005(20)); uncontaminated pumped groundwater; discharges from potable water sources; foundation drains; air conditioning condensation; irrigation water; springs; water from crawl space pumps; footing drains; lawn watering; individual resident car washing; flows from riparian habitats and wetlands; dechlorinated swimming pool discharges; street wash water; residential building wash waters without detergents; and discharges or flow from firefighting; unless the DPW or the Planning Board determines that the discharge is a significant contributor of pollutants to the municipal storm drain system;
- Discharges associated with dye testing; provided, however, that the discharger shall notify the DPW before any such test; and
- Discharges permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger under the authority of the U.S. Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and that written approval has been granted by the DPW for any discharge to the municipal storm drain system.

**MUNICIPAL STORM DRAIN SYSTEM (OR STORM DRAIN SYSTEM)** -- The system of conveyances owned by the Town (including roads, catch basins, curbs, gutters, ditches, man-made channels, pipes, and outfalls) by which stormwater is collected or conveyed.

**POLLUTANT** -- Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials (except those regulated under the Atomic Energy Act of 1954, as amended (42 U.S.C. §§2011 et seq.)), heat, wrecked or discarded equipment, rock, sand, cellar dirt, industrial, municipal, and agricultural waste, and any other material that may cause or contribute to exceedance of water quality standards in the waters to which the storm drain system discharges.

**STORMWATER** -- Any surface flow, runoff or drainage resulting entirely from any form of natural precipitation.

### **§ 171-3. Responsibility for Administration.**

The DPW and Planning Board shall administer, implement, and enforce the provisions of Chapter 171. Any powers granted to the DPW or the Planning Board by this Chapter, except the power to hear appeals, may be delegated in writing by (respectively) the DPW Director or the Planning Board to other employees or agents of the Town.

### **§ 171-4. Prohibitions.**

#### **A. Prohibition of Illicit Discharges.**

No person shall commence, allow, conduct or continue any illicit discharge.

#### **B. Prohibition of Illicit Connections.**

## **TOWN OF HOPKINTON**

No person shall construct, use, allow, maintain or continue any illicit connection, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.

### **C. Prohibition of Obstruction of Municipal Storm Drain System.**

No person shall obstruct or interfere with the normal flow of stormwater into or out of the municipal storm drain system without prior written approval from the DPW.

### **§ 171-5. Notification of Releases.**

Any person responsible for a facility or operation, or responsible for emergency response for a facility or operation, who has information of any known or suspected release of materials at that facility or operation that are resulting or may result in illicit discharges shall take all necessary steps to ensure the discovery, containment and cleanup of such release. In the event of a release of hazardous material, that person shall immediately notify the Hopkinton Fire Department and shall notify the DPW within two hours. In the event of a release not involving hazardous material, that person shall notify the DPW no later than the next business day. For all releases, the initial notification shall be confirmed by written notice addressed and mailed, or hand-delivered, to the DPW within two business days.

### **§ 171-6. Enforcement.**

#### **A. Enforcement Orders.**

If any person violates or fails to comply with any of the requirements of Chapter 171, the DPW may order compliance by written notice to the responsible person via certified mail or hand delivery. The order shall include the name and address of the alleged violator, the address at which the violation is occurring or has occurred, a statement specifying the nature of the violation, a description of the actions needed to resolve the violation and come into compliance, the deadline within which such actions must be completed, and a statement that, if the violator fails to come into compliance by the specified deadline, the Town may do the work necessary to resolve the violation at the expense of the violator. In addition, said order may require:

- Elimination of illicit connections or illicit discharges;
- Performance of monitoring, analyses and reporting;
- Remediation of contamination caused by the illicit connection or illicit discharge; and
- The implementation of source control or treatment measures.

#### **B. Appeals.**

Any person aggrieved by an enforcement order issued pursuant to Section 171-6.A may request a hearing before the Planning Board by submitting to the DPW and Planning Board, within 30 days of such order, a letter explaining why the order was not justified. The Planning Board shall thereupon schedule and hold a hearing regarding such request and, upon the close of such hearing, may uphold, modify or rescind the order as the facts and applicable law may require. The Planning Board's decision shall be deemed its final action with respect to the matters determined, and any further appeal shall be to a court of competent jurisdiction.

#### **C. Action by the Town to Remedy a Violation.**

## **TOWN OF HOPKINTON**

If a violator fails to come into compliance by the deadline specified in an enforcement order, the DPW may do the work necessary to resolve the violation at the joint and several expense of the violator and property owner. For situations involving an immediate threat, the DPW may remove an illicit connection immediately and take such other action as is necessary to protect public health, safety or the environment. Written notice of any remediation action undertaken by the DPW shall be provided to the property owner by hand within 48 hours of the commencement thereof or by certified mail postmarked no later than the next business day.

### **D. Recovery of Costs.**

If the DPW undertakes remediation work pursuant to Section 171-6.C, it shall, within 30 days after completing the work, notify the violator and the property owner in writing of the costs incurred by the Town, including administrative costs, associated with that work. The violator and the property owner shall be jointly and severally liable to repay the Town for those costs within 30 days of receipt of that notice; provided, however, that the violator or the property owner may file a written protest objecting to the amount or basis of costs with the DPW and Planning Board within such 30 days. The Planning Board shall schedule and hold a hearing regarding such protest and, upon the close of such hearing, may uphold, modify or rescind the costs required to be repaid, as the facts and applicable law may require.

If the amount due is not received by the Town by the expiration of the time in which to file such a protest, or within 60 days after the final decision of the Planning Board or (if appealed to court) a court of competent jurisdiction resolving that protest, the amount of the Town's costs shall constitute a lien on the property pursuant to M.G.L. Chapter 40, Section 58. Interest shall accrue on any unpaid costs at the statutory rate, as provided in M.G.L. Chapter 59, Section 57.

### **E. Civil Relief.**

If a person violates any provision of Chapter 171 or an order issued thereunder, the Town may seek injunctive relief in a court of competent jurisdiction restraining the person from activities that would create further violations or compelling the person to abate or remedy the violation.

### **F. Criminal Penalty.**

Any person who violates any provision of Chapter 171 or any order issued thereunder may be punished by a fine of not more than \$300.00. Each day or part thereof that such violation occurs or continues shall constitute a separate offense. A criminal complaint may be filed by the DPW or Planning Board, with the authorization of the Board of Selectmen.

### **G. Non-Criminal Disposition (Ticketing).**

As an alternative to criminal prosecution, the DPW or Planning Board may elect to utilize the non-criminal disposition procedure set forth in Chapter 1, Section 1-4 of these Bylaws. The penalty for the first violation shall be \$100.00. The penalty for each subsequent violation shall be \$300.00. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

### **H. Entry to Perform Duties Under this Bylaw.**

To the extent permitted by law, or if authorized by the owner or other party in control of the property, the Town and its agents, officers and employees may enter privately owned property for the purpose of

## **TOWN OF HOPKINTON**

performing their duties under Chapter 171 and may make or cause to be made such examinations, surveys, sampling, or remedial activities as the Town deems reasonably necessary.

### **I. Remedies Not Exclusive.**

The remedies listed in Chapter 171 are not exclusive of any other remedies available under any applicable federal, state or local law.

## **TOWN OF HOPKINTON**

# TOWN OF HOPKINTON

## CHAPTER 172

### STORMWATER MANAGEMENT AND EROSION CONTROL

**§172-1. Purpose.**

**§172-2. Applicability.**

**§ 172-3. Administration.**

**§172-4. Enforcement.**

**§172-5. Severability.**

**[HISTORY: Adopted by the Annual Town Meeting of the Town of Hopkinton 5-5-2008, Art. 30]**

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**§ 172-1. Purpose. [Amended 12-14-2009, STM Art. 7]**

- A. The purposes of this Chapter are to: 1) protect, maintain and enhance the public health, safety, environment and general welfare by establishing minimum requirements and procedures to control the adverse effects of increased post-development stormwater runoff and nonpoint source pollution associated with new development and redevelopment; and 2) protect, maintain, and enhance the public safety, environment and general welfare by establishing minimum standards and procedures to control runoff and prevent soil erosion and sedimentation resulting from construction/alteration and development.

**§ 172-2. Applicability.**

- A. This Chapter shall apply to all construction activity unless exempt pursuant to § 172-2.C of this Chapter.
- B. A Stormwater Management Permit (SMP) shall be required from the Planning Board for the following:
- (1) Construction activities that will result in land disturbance of one acre in area or more, or which is part of a common plan for development that will disturb one acre or more;
  - (2) Construction activities that will disturb land with 15% or greater slope, and where the land disturbance is greater than or equal to 10,000 square feet within the sloped area;
  - (3) Any construction activity that will increase the amount of impervious surface to more than 50% of the area of a lot.
- C. Exemptions. A Stormwater Management Permit shall not be required for the following activities, whether or not such activity results in disturbance or alteration that meets or exceeds the SMP requirements of Section 172-3.B:
- (1) Additions or modifications to single family structures;
  - (2) Additions or modifications to structures which are not for single family use, provided that such addition or modification does not increase the footprint of the structure by more than 100%.
  - (3) Normal maintenance of Town owned public land, ways and appurtenances;

## **TOWN OF HOPKINTON**

- (4) Normal maintenance and improvement of land in agricultural use as defined by the Wetlands Protection Act regulation 310 CMR 10.04 and MGL Chapter 40A Section 3;
- (5) Activities conducted in accordance with a Forest Stewardship Plan approved by the Massachusetts Department of Conservation and Recreation;
- (6) Normal maintenance of landscaping, gardens, lawn areas, driveways and the like;
- (7) Construction of patios, decks, walkways, swimming pools, sheds, fences, or replacement of wells;
- (8) Repair or replacement of an existing roof;
- (9) Construction of utilities (gas, water, sewer, electric, telephone, etc.) other than drainage, which will not alter terrain, ground cover, or drainage patterns; the reconstruction, maintenance or resurfacing of any way maintained by the Hopkinton Department of Public Works;
- (10) Emergency repairs to any utilities (gas, water, sewer, electric, telephone, etc.), stormwater management facility or practice that poses a threat to public health or safety, or as deemed necessary by the DPW Director;
- (11) Repair or replacement of sewage disposal systems;
- (12) Any work or projects for which all necessary approvals and permits have been issued before the effective date of this Chapter, including Orders of Conditions issued by the Conservation Commission;
- (13) Any construction activity or project wholly within the jurisdiction of the Conservation Commission provided that an Order of Conditions has been issued by the Conservation Commission;
- (14) Any construction activity or project requiring approval under the Subdivision Control Law where the Planning Board has approved an application for definitive subdivision approval and any construction activity or project requiring Site Plan Review, provided that the plans include stormwater management provisions for the site;
- (15) Any construction activity or project requiring approval under Zoning Bylaw Articles XIII, Garden Apartments in Residential Districts, XIII A, Village Housing in Residential Districts, and XVI A, Senior Housing Development, provided that the Planning Board has granted all required approvals, and that the plans include stormwater management provisions for the site.

### **§ 172-3. Administration.**

- A. The Planning Board shall be the permit granting authority for the issuance of Stormwater Management Permits and shall administer, implement and enforce this Chapter. Any powers granted to or duties imposed upon the Planning Board may be delegated to its employees or agents or other municipal employees as appropriate. Permit applications shall be submitted, considered



## **TOWN OF HOPKINTON**

and issued only in accordance with the provisions of this Chapter and the Regulations adopted pursuant to this Chapter.

- B. Stormwater Regulations. The Planning Board shall adopt, and may periodically amend, rules and regulations relating to the terms, conditions, definitions, enforcement, fees (including application, inspection and/or consultant fees), procedures and administration of this Chapter. The Regulations shall be adopted by majority vote after conducting a public hearing. Such hearing date shall be advertised once in a newspaper of general local circulation, at least fourteen (14) days prior to the hearing date. Failure of the Planning Board to adopt such Regulations or a legal declaration of their invalidity by a court shall not act to suspend or invalidate the effect of this Chapter.

Stormwater Management Permit procedures and submission requirements shall be defined and included as part of the Stormwater Regulations. Such Regulations shall include, but shall not be limited to:

- (1) A requirement that Stormwater Management Permits be issued within 60 days of the date of filing a complete application, unless an extension of time has been granted.
  - (2) A procedure for distribution to and review of permit applications by the Town of Hopkinton Conservation Administrator, Public Health Administrator, Director of Municipal Inspections, and Director of Public Works.
  - (3) A requirement for applicants to submit an Operation and Maintenance Plan for the stormwater management system.
  - (4) Performance standards which require that projects must meet the Stormwater Management Standards of the Massachusetts Stormwater Management Policy. The Planning Board will utilize the policy, criteria and information, including specifications and standards, of the latest edition of the Massachusetts Stormwater Management Policy for execution of the provisions of this Chapter. This Policy includes a list of acceptable stormwater treatment practices, including the specific design criteria for each stormwater practice. The Policy may be updated and expanded periodically, based on improvements in engineering, science, monitoring, and local maintenance experience. Unless specifically altered in the Stormwater Regulations, stormwater management practices that are designed, constructed, and maintained in accordance with these design and sizing criteria will be presumed to be protective of Massachusetts water quality standards.
- C. Waivers. Strict compliance with this Chapter or the Stormwater Regulations may be waived by the Planning Board when, in the judgment of the Board, such action is not inconsistent with the purposes of this Chapter or the Regulations.
- D. Actions by the Planning Board. The Planning Board may take any of the following actions on an application for a Stormwater Management Permit: Approval, Approval with Conditions, or Disapproval. A Permit may be disapproved if the Planning Board determines that the requirements of this Chapter or the Regulations are not met.
- E. Appeals. A decision of the Planning Board shall be final. Further relief of a decision by the Planning Board made under this Chapter shall be reviewable in the Superior Court in an action filed within 60 days thereof, in accordance with M.G.L. Ch 249 § 4.

## **TOWN OF HOPKINTON**

### **§172-4. Enforcement.**

- A. When the Planning Board or its agent determines that an activity is not being carried out in accordance with the requirements of this Chapter, Stormwater Regulations or SMP, it shall issue a written notice of violation to the owner of the property. Persons receiving a notice of violation may be required to:
- (1) Halt all construction activities until there is compliance. A “stop work order” will be in effect until the Planning Board or its agent confirms that the activity is in compliance and the violation has been satisfactorily addressed.
  - (2) Maintain, install or perform additional erosion and sedimentation control measures;
  - (3) Monitor, analyze and report to the Planning Board;
  - (4) Remediate erosion and sedimentation resulting directly or indirectly from the activity.

Failure to address a notice of violation in the time specified therein may result in penalties in accordance with the enforcement measures authorized in this Chapter.

- B. **Penalty.** Any person who violates any provision of this Chapter, Regulations, or SMP’s issued thereunder, may be punished by a fine of not more than \$300.00. Each day or part thereof that such violation occurs or continues shall constitute a separate offense, and each provision of the Chapter, Regulations or SMP violated, shall constitute a separate offense.
- C. **Non-Criminal Disposition.** As an alternative to the penalty in § 172-4.B, the Town of Hopkinton may elect to utilize the non-criminal disposition procedure set forth in Article II of the Bylaws of the Town of Hopkinton. Each day or part thereof that such violation occurs or continues shall constitute a separate offense, and each provision of this Chapter, Regulation or permit violated shall constitute a separate offense.

### **§172-5. Severability.**

The invalidity of any section, provision, paragraph, sentence, or clause of this Chapter shall not invalidate any section, provision, paragraph, sentence or clause thereof, nor shall it invalidate any permit or determination that previously has been issued.

# **TOWN OF HOPKINTON**

## **Chapter 174**

### **STREETS AND SIDEWALKS**

#### **ARTICLE I**

##### **Street Acceptance Petitions**

**§174-1. Presentation to Board of Selectmen.**

#### **ARTICLE II**

##### **Street Names**

**§174-2. Submission of names to Board of Selectmen.**

#### **ARTICLE III**

##### **Acceptance of Private Ways.**

**§174-3. Plan required; conditions for Acceptance.**

#### **ARTICLE IV**

##### **Laying Out of Streets**

**§174-4. Betterments assessments.**  
**§174-5. Apportionment of assessments in installments**  
**§174-6. Relationship with other laws.**

#### **ARTICLE V**

##### **Depositing Snow**

**§174-7. Obstruction of streets and Sidewalks prohibited.**  
**§174-8. Exceptions.**  
**§174-9. Violations and penalties.**

#### **ARTICLE VI**

##### **Temporary Repairs on Private Ways**

**§174-10. Authorization to make repairs.**  
**§174-11. Type and extent of repairs.**  
**§174-12. Drainage improvements.**  
**§174-13. Abutters.**  
**§174-14. Easements.**  
**§174-15. Approval and method of payment.**  
**§174-16. Board of Selectmen action.**  
**§174-17. Liability of town.**  
**§174-18. Ways to be open to public use.**  
**§174-19. Standard of work.**  
**§174-20. Basis for assessment of betterments.**  
**§174-21. Town Meeting appropriation of funds.**  
**§174-22. Minor repairs.**  
**§174-23. Definitions.**  
**§174-24. Severability.**

#### **ARTICLE VII**

##### **Driveways**

**§174-25. Construction of Driveways**  
**§174-26. Permits**  
**§174-27. Regulations**  
**§174-28. Enforcement**

#### **ARTICLE VIII**

##### **Discharge of Water Onto a Public Way**

**§174-29. Discharge of water onto a public Way prohibited.**  
**§174-30. Violations and penalties**  
**§174-31. Corrective action required within 30 days.**

**[HISTORY: Adopted by the Town Meeting of the Town of Hopkinton as indicated in article histories. Amendments noted where applicable.]**

#### **General References**

Noncriminal disposition – See Ch. 1, Art. II.

Betterment assessments and sewer privilege fees – See Ch. 163, Art II.

# **TOWN OF HOPKINTON**

## **ARTICLE I**

### **Street Acceptance Petitions**

**[Adopted 3-6-1952 ATM, Art. 21]**

#### **§ 174-1. Presentation to Board of Selectmen.**

No article or petition calling for the acceptance of any new street shall be acted upon at a Special Town Meeting unless said article or petition has been signed by 100, or 10%, of the registered voters of the Town prior to its presentment to the Board of Selectmen for insertion in the Town Warrant.

## **ARTICLE II**

### **Street Names**

**[Adopted 3-3-1953 ATM, Art. 16]**

#### **§ 174-2. Submission of names to Board of Selectmen.**

For the purpose of avoiding duplication of names of streets, the names of all new streets shall be submitted to the Board of Selectmen for approval before becoming official.

## **ARTICLE III**

### **Acceptance of Private Ways**

**[Adopted 6-7-1963 STM, Art. 7]**

#### **§ 174-3. Plan required; conditions for acceptance.**

Any private way in existence in the Town of Hopkinton at the time of the adoption of the Subdivision Control Law, so-called, shall not hereinafter be considered for acceptance as a public way unless the petitioners shall present to the Board of Selectmen a plan suitable for recording in the Registry of Deeds and unless the abutting landowners shall agree to convey to the Town the land necessary to complete the laying out of said way and further agree to pay to the Town 50% of the cost of laying out said way, including water, drainage surfacing and all other necessary construction.

## **ARTICLE IV**

### **Laying Out of Streets**

**[Adopted 3-3-1965 ATM, Art. 52]**

#### **§ 174-4. Betterments assessments.**

The Board of Selectmen is authorized to lay out, relocate and/or alter, as public ways, private ways which were in existence at the time of the adoption by the Town of the Subdivision Control Law, so-called, and providing for assessment of the cost or part of the cost to the abutters of said ways under the Betterment Acts, so-called, based on the special benefits and advantages derived therefrom by the abutters other than the general advantages to all of the community; said betterment assessments to be not less the 60% of the cost of said betterment, provided that the assessment shall not be in excess of the special benefits or advantages derived therefrom by the abutters other than the general advantages to all of the community as authorized by MGL c. 80 and c. 82; provided, further, that action under this article shall not in any way be interpreted as authorizing the establishment of public ways in any manner other than as now provided by law, which requires the layout of proposed public ways and recommendations to Town Meeting by the Board of Selectmen and a separate affirmative vote of the Town Meeting on each street recommended; nor shall any action taken under this article be interpreted as infringing upon the exclusive right of the Board

## **TOWN OF HOPKINTON**

of Selectmen to determine what streets they shall lay out and recommend to Town Meeting for acceptance as public ways.

### **§ 174-5. Apportionment of assessments in installments.**

Betterment assessments to be apportioned in equal annual installments over a ten-year period.

### **§ 174-6. Relationship with other laws.**

No action taken under this article shall be interpreted as an amendment of Chapter 210, Zoning, or as in any way qualifying or in conflict with the rules and requirements of the Planning Board relating to the subdivision of land and the requirements of said rules and regulations relating to the construction of ways within subdivisions under the jurisdiction of the Planning Board.

## **ARTICLE V**

### **Depositing Snow**

**[Adopted 11-10-1983 STM, Art. 3]**

### **§ 174-7. Obstruction of streets and sidewalks prohibited.**

No person shall pile, push, throw, shovel, plow or by any other method or means cause snow to be deposited or placed on any public roadway or sidewalk of the Town so as to impede, obstruct or interrupt or otherwise adversely affect the unrestricted flow of traffic or the safe travel of any pedestrian on such roadway or sidewalk.

### **§ 174-8. Exceptions.**

Section 174-7 shall not apply to any person in the employ of the Town or in the employ of an independent contractor which has been hired by the Town for the purpose of snow removal.

### **§ 174-9. Violations and penalties.**

Whoever violates this article shall be liable to a penalty not exceeding \$25 for each such violation. Each instance of such conduct shall constitute a separate violation of this article.

## **ARTICLE VI**

### **Temporary Repairs on Private Ways**

**[Adopted 10-3-2001 STM, Art. 23]**

### **§ 174-10. Authorization to make repairs.**

The Town of Hopkinton may make temporary repairs on private ways when such repairs are deemed necessary or appropriate by the Director of the Department of Public Works (the Director) and are approved by the Board of Selectmen. The Director shall make such determination based on the public convenience and necessity, the protection of the health and safety of the general public using such ways, and the protection of the environment adjacent to the way and in the surrounding area.

### **§ 174-11. Type and extent of repairs.**

The repairs may include the patching and filling of holes; oiling and treatment of road surfaces; the repair of specific portions of the way; cleaning of catch basins and drainage structures; installation of guardrails

## **TOWN OF HOPKINTON**

or other infrastructure; and the reconstruction of a way, including the removal of roadway surface and the regrading and installation of fill and roadway surface materials, including asphalt and concrete.

### **§ 174-12. Drainage improvements.**

As part of the repair of any private way, the Town may make such drainage repairs and improvements to the private way as are deemed necessary or appropriate by the Director. The Town shall not perform any such drainage repairs or improvements on a private way unless the Director has indicated that such repairs or improvements are required by public necessity or for the protection of the environment.

### **§ 174-13. Abutters.**

The Town may only perform such repairs, reconstruction, or improvements on a private way upon the occurrence of any of the following events: the request of the Planning Board to the Board of Selectmen; the request of the Director to the Board of Selectmen; or at least 80% of the owners of properties which abut the way to be repaired have signed a petition to the Board of Selectmen requesting that such repairs to the way be performed. Such petition must state that the public convenience and necessity require such repairs, reconstruction and improvements and shall request that the Director make an investigation of the condition of the way and report the findings to the Board of Selectmen.

### **§ 174-14. Easements.**

If any easements are necessary for the completion of such repairs, reconstruction or improvements, the owners of the properties abutting the way and the owners of any land or interest in land upon which such easement would be required, shall be responsible for the cost of the preparation and the grant of such easements to the Town. Such easement shall include the grant of the right to the Town, its agents, contractors and employees, to enter upon the way for the performance of the work.

### **§ 174-15. Approval and method of payment.**

Upon receipt of a request from the Director, or from the Planning Board, or upon receipt of a petition from the owners of abutting properties, the Board of Selectmen shall review the report of the Director, and determine whether such repairs, reconstruction or improvements are required for the public health or safety, the protection of the environment, and the public convenience and necessity, and, if it so determines, the Board of Selectmen may approve the project and determine whether such repairs, reconstruction or improvements shall be paid by the abutters by a cash deposit; shall be paid by the abutters by betterment charges which shall be assessed to the abutters; shall be paid partly by the abutters and partly by the Town by the assessment of betterment charges for a portion of the work; or shall be paid by the Town. In the event the Board of Selectmen determines that the project should be funded in whole or in part by the assessment of betterments or by a cash deposit from the abutters, the Board of Selectmen shall hold a public hearing on such determination within 30 days thereof. The Board of Selectmen shall notify the owners of the properties abutting the way by regular mail at least seven days prior to the date of the hearing, and shall cause notice of such hearing to be published in a newspaper of general circulation in the Town at least seven days prior to the date of the hearing. Such notices shall indicate that the Board of Selectmen is considering the assessment of betterments or a cash deposit to fund the project. The Board of Selectmen shall make the decision on the request and the method of payment therefor, within 60 days of the close of the public hearing. If the appropriation of funds or the assessment of betterments is necessary, the Selectmen shall thereupon submit an article to the next ensuing Town Meeting for approval by the Town of the repairs, reconstruction or improvements to the way and the method of payment therefor.

# **TOWN OF HOPKINTON**

## **§ 174-16. Board of Selectmen action.**

If the appropriation of funds, the assessment of betterments or a cash deposit is not to be required in conjunction with the project, the Board of Selectmen shall review the request at a public meeting within 21 days of receipt of the request, and shall make a decision on the request within 45 days of its receipt.

## **§ 174-17. Liability of town.**

To the fullest extent permitted by law, the Town shall not be liable for any claim, damage, loss, cost, liability, or expense, of any name, nature or description, including attorney's fees and costs, arising out of or as a result of the repairs, reconstruction or improvements performed on any private way by the Town or any damage resulting therefrom, including that to third parties. The Board of Selectmen may in relation to any such project as it deems appropriate, require the owners of the properties abutting the way to execute an agreement pursuant to which all such owners agree to save, indemnify and hold harmless the Town from any and all such claims, damages, losses, costs, liabilities or expenses, including attorney's fees, arising out of or as a result of such repairs, reconstruction or improvements.

## **§ 174-18. Ways to be open to public use.**

The ways upon which the Town may perform any such repair, reconstruction or improvement, must have been open to public use for no less than one year prior to the date of the vote of the Board of Selectmen which approves such project or which authorizes the submission of the article relating thereto to the Town Meeting.

## **§ 174-19. Standard of work.**

All work to be performed by the Town on any such way pursuant hereto must be to the standards established by the Department of Public Works of the Town.

## **§ 174-20. Basis for assessment of betterments.**

In the event the Town Meeting authorizes such repair, reconstruction or improvement to such way, and authorizes the assessment of betterments for all or a portion of the cost of such work, it shall determine the percentage of project cost to be assessed, and such assessments shall be made based upon either the fixed uniform rate method using the linear frontage of each lot on the street as the standard for computation, or the uniform unit method, pursuant to which each existing or potential lot abutting the way shall constitute a unit.

## **§ 174-21. Town Meeting appropriation of funds.**

No repair, reconstruction or improvement requiring an appropriation of funds shall be made to any way pursuant hereto unless and until the Town Meeting has appropriated any funds necessary for the project.

## **§ 174-22. Minor repairs.**

Upon the request of the Director, the Planning Board or the owners of properties abutting a way, the Board of Selectmen, based on the recommendation and report and the certification of the Director that the funds necessary for the project are available, may authorize the Town to make minor repairs to private ways to a sum not to exceed \$1,000 in total on any way in any one fiscal year.

# **TOWN OF HOPKINTON**

## **§ 174-23. Definitions.**

As used in this article, the following terms shall have the meanings indicated:

PRIVATE WAY -- Shall not include driveways, common driveways, roadways and driveways within condominium projects, private access roads, and ways to which the public does not have access.

## **§ 174-24. Severability.**

The invalidity of any provision of this chapter shall not invalidate any other section or provision thereof, which shall remain in full force and effect.

## **ARTICLE VII**

### **Driveways**

**[Added 5-2-2005 ATM, Art. 33]**

## **§ 174-25. Construction of Driveways.**

This Article shall apply to all driveway permits issued after the adoption of this Article. No driveway permit shall be issued unless the requirements of this Article shall have been complied with. The provisions of this Article shall not apply to roadways or driveways in Garden Apartment or Village Housing developments. **[Amended 5-1-2017 ATM, Article 49]**

## **§ 174-26. Permits.**

Any person, organization, public agency or other entity proposing the construction of a driveway shall first obtain a driveway permit from the Department of Public Works. The Department may require the submission of an application, fee, and other materials containing such information which it determines to be necessary prior to issuing a permit.

## **§ 174-27. Regulations**

- A. The slope of a driveway within 20 feet of the edge of the pavement of a public or private way shall not exceed 10%.
- B. No driveway which has been permitted under this Article shall discharge stormwater runoff into a public or private way so as to cause flooding, icing, erosion or sedimentation, accumulation of debris, or other negative effects which impair the use and function of the way for the general public. If, in the opinion of the Director of Public Works (the "Director"), the use and function of a way has been so impaired, the property owner shall be responsible for mitigating the condition by implementing such measures as are necessary to prevent the discharge into the way. Prior to the implementation of mitigation measures, the owner may consult the Director to review those measures which would be implemented outside the way. The Director must approve any measures which would be implemented within the layout of the way.
- C. As part of its driveway permit review process, the Department of Public Works (DPW) will ensure that the roadway opening at the public or private way is adequate for proper public safety emergency vehicle access. The DPW will consult with the Fire Department for its input as it deems necessary. After issuance of the driveway permit and a Building Permit, the Director of Municipal Inspections will conduct a site visit to review the layout of the driveway once it is roughed in and



## **TOWN OF HOPKINTON**

before project completion, to ensure that it is adequate for proper public safety emergency vehicle access. The Director of Municipal Inspections shall consult with the Fire Department if it appears that public safety emergency vehicle access may be impaired. In those instances where the Fire Department has been consulted and determines that a public safety emergency vehicle cannot adequately access the property, the driveway permit holder shall prepare a plan for accommodating safety vehicles that is acceptable to the Fire Department and the Director of Municipal Inspections, and shall be responsible for implementing the plan prior to issuance of an occupancy permit. **[Added 5-5-2008 ATM, Art. 28]**

- D. No driveway permit shall be issued without the written approval of the Fire Department, which may be subject to such conditions as the Fire Department may deem necessary for the protection of the public health and safety. The Fire Department shall prepare publicly available driveway permit guidelines and parameters that it shall consider in its review of every driveway permit application. **[Added 5-1-2017 ATM, Article 49]**

### **§ 174-28. Enforcement**

The Director and the Public Works Highway Manager (the “Manager”) shall have the authority to enforce this Article. Any person who violates any provision of this Article shall be notified as soon as practicable by the Director or Manager. Such notice shall advise such person that if the violation is not corrected and impacts mitigated within a specified period of time, such person shall be punished by a fine of not more than \$100.00. Each day or portion thereof during which a violation continues after the expiration of the specified time period contained in the notice shall constitute a separate offense. As an alternative to criminal prosecution in a specific case, the Director or Manager may issue a citation under the noncriminal disposition procedure set forth in Chapter 1, Article II of the Town of Hopkinton Bylaws.

## **ARTICLE VIII**

### **Discharge of Water onto a Public Way**

**[Adopted 5-5-2008 ATM, Art. 20]**

### **§ 174-29. Discharge of water onto a public way prohibited.**

No person shall alter existing conditions so as to allow, or cause, the man-made diversion of water onto a public roadway or sidewalk of the Town, by pump, down spout, swale, grading of land, or any other method, so as to create a hazard to vehicle or pedestrian travel on such roadway or sidewalk.

### **§ 174-30. Violations and penalties.**

Whoever violates this article shall be subject to a penalty not exceeding \$25 for each such violation. Each instance of such conduct shall constitute a separate violation of this article.

### **§ 174-31. Corrective action required within 30 days.**

Whoever violates this article shall, within 30 days of receiving a notice of violation, take any and all corrective actions necessary to prevent future violations of this article, or submit to the Department of Public Works a plan of action to prevent future violations of this article.

## **TOWN OF HOPKINTON**

# **TOWN OF HOPKINTON**

## **CHAPTER 186**

### **TREES**

**§186-1. Purpose. Notification to Tree Warden of trees to be cut.**

**§186-3. Enforcement.**

**§186-2. Notification of board with jurisdiction over tree; hearing.**

[HISTORY: Adopted by the Annual Town Meeting of the Town of Hopkinton 5-5-2003, Art. 32. (This article also repealed former Ch. 186, Trees, adopted by the Special Town 4-11-1979, Art. 8.) Amendments noted where applicable.]

GENERAL REFERENCES: Earth removal -- See Ch. 96., Scenic roads -- See Ch. 160., Wetlands protection -- See Ch. 206.

#### **§ 186-1. Notification to Tree Warden of trees to be cut.**

No live tree over three inches in diameter, measured at a height of four and one half feet from the ground (dbh), mechanically sound and not diseased and which is located on Town of Hopkinton park or conservation lands, or within any public street right-of-way, shall be cut down or removed by anyone unless notice in writing is given to the Tree Warden of such intention, which notice must specify in detail sufficient for identification, the tree or trees to be so cut down or removed and the name and address of the person, firm or governmental agency submitting such notice, and a public hearing is held.

#### **§ 186-2. Notification of board with jurisdiction over tree; hearing.**

Upon receipt of such notice of intention, the Tree Warden shall notify the town board or commission which has jurisdiction over the property upon which the tree or trees are located, and such board or commission shall arrange for a public hearing to be held before it within 30 days of receipt of such written notice. Notice of the hearing shall be posted in two or more public places in the town and upon said tree or trees no less than seven days before the date set for such hearing.

#### **§ 186-3. Enforcement.**

The Tree Warden is responsible for enforcement of this chapter. Whoever violates any provision of this chapter shall be liable for a fine of not more than the maximum permitted by law for each citation for any violation and shall be required to restore any damage. The Tree Warden may order that trees removed in violation of this chapter be replaced. Removal of each individual tree shall be considered a separate violation.

## **TOWN OF HOPKINTON**

# **TOWN OF HOPKINTON**

## **CHAPTER 188**

### **UNREGISTERED MOTOR VEHICLES**

- |   |  |
|---|--|
| <b>§188-1. Storage of parts of motor vehicles and trailers.</b>     | <b>§188-4. Enforcement</b>               |
| <b>§188-2. Storage of unregistered motor Vehicles and trailers.</b> | <b>§188-5. Applicability.</b>            |
| <b>§188-3. Hearing; notice; conditions.</b>                         | <b>§188-6. Violations and penalties.</b> |
|   | <b>§188-7. Noncriminal disposition.</b>  |

**[HISTORY: Replaces General Bylaw Chapter 130 by the Annual Town Meeting of the Town of Hopkinton 05-07-2012, Art. 43.]**

#### **§188-1. Storage of parts of motor vehicles and trailers.**

No person in charge or control of any property within the town, whether as owner, tenant, occupant, lessee or otherwise, shall allow any part or component of any motor vehicle or trailer that is visible from a public or private way or from an abutting property to remain on such property.

#### **§188-2. Storage of unregistered motor vehicles and trailers.**

No person in charge or control of any property within the town, whether as owner, tenant, occupant, lessee or otherwise, shall allow more than one unregistered motor vehicle or trailer to remain on such property, except as provided in §188-3.

#### **§188-3. Hearing; notice; conditions.**

- A. The Board of Selectmen may issue a permit to keep, store or allow more than one unregistered motor vehicle or trailer to remain on a property after the Board has held a public hearing thereon, first causing at least 14 days' notice of the time, place and subject matter of such hearing to be given at the expense of the applicant by:
- (1) Publication in a newspaper of general circulation in the town; and
  - (2) Certified mail to each of the persons appearing upon the Assessors' most recent valuation list as the owners of property abutting the property in question.
- B. Said Board shall not issue a permit unless it finds that the presence of more than one unregistered motor vehicle or trailer on the property:
- (1) Will not nullify or substantially derogate from the intent or purpose of this Chapter; and
  - (2) Will not constitute a hazard to the safety and welfare of the inhabitants of the town; and
  - (3) Will not adversely affect the neighborhood in which such property is situated.

## TOWN OF HOPKINTON

- C. Each such permit shall specify the maximum number of unregistered motor vehicles or trailers that may be kept, stored or allowed to remain on the property, shall be limited to a reasonable period of time not exceeding two years and shall be a personal privilege of the applicant and not a grant attached to and running with the land.

### **§188-4. Enforcement**

The Director of Municipal Inspections or a designee thereof shall have the authority to enforce the provisions of this Chapter.

### **§188-5. Applicability.**

This Chapter shall not apply to:

- A. A motor vehicle in an enclosed building;
- B. A motor vehicle on the property of a holder of a class license under section 58 of Chapter 140 of the *Massachusetts General Laws*;
- C. A motor vehicle on the property of a farming or business enterprise operated in a lawful place and manner when necessary or appropriate to the operation of such enterprise; or
- D. A motor vehicle in an appropriate storage place or depository maintained in a lawful place and manner by the town.

### **§188-6. Violations and penalties.**

Any person who continues to violate any provision of §188-1 of this Chapter after thirty (30) days following receipt by him of written notice of such violation from the Police Department shall be liable for a penalty not exceeding twenty dollars (\$20) for each offense. Each day that any violation continues after said thirty-day period shall constitute a separate offense.

### **§188-7. Noncriminal disposition.**

Any person who violates any provision of this Chapter shall be subject to a noncriminal penalty. Each continuing day of such violation may be considered a separate offense. Such violation may be addressed by the procedure for noncriminal disposition provided in section 21D of Chapter 40 of the *Massachusetts General Laws* and section 1-4 of these B

# **TOWN OF HOPKINTON**

## **CHAPTER 190**

### **VEHICLES AND TRAFFIC**

#### **ARTICLE I**

##### **Removal of Cars for Snow Plowing**

- §190-1.** Authority of Highway Superintendent
- §190-2.** Liability for removal costs and storage charges
- §190-3.** Police Department assistance in enforcement

#### **ARTICLE II**

##### **Handicapped Parking**

- §190-4.** Number of spaces required

#### **ARTICLE II (Cont.)**

- §190-5.** Identification and location of spaces; size
- §190-6.** Unauthorized use and obstruction of spaces.
- §190-7.** Violations and penalties

#### **ARTICLE III**

##### **Temporary Road Closures**

- §190-8.** Authority of Police Chief
- §190-9.** Temporary Parking Restrictions.
- §190-10.** Temporary Traffic Plans.

[HISTORY: Adopted by the Town Meeting of the Town of Hopkinton as indicated in article histories. Amendments noted where applicable.]

**GENERAL REFERENCES:** Depositing snow on streets – See Ch. 174, Art. V.

#### **ARTICLE I**

##### **Removal of Cars for Snow Plowing**

**[Adopted 3-5-1959 ATM, Art. 13; amended 3-17-1997 STM, Art. 13]**

##### **§ 190-1. Authority of Highway Superintendent.**

The Highway Superintendent, for the purpose of removing or plowing snow or removing ice from any way, shall hereby be authorized to remove or cause to be removed to some convenient place, including in such term of a public garage, any vehicle interfering with such work.

##### **§ 190-2. Liability for removal costs and storage charges.**

The owner of any vehicle so removed shall be liable for the cost of such removal and for the storage charges, if any, resulting therefrom.

##### **§ 190-3. Police Department assistance in enforcement.**

The Highway Superintendent, whenever any vehicle is so removed, shall notify the Police Department, and said Department shall render all necessary assistance to the Highway Superintendent in enforcing this article.

# **TOWN OF HOPKINTON**

## **ARTICLE II**

### **Handicapped Parking**

**[Adopted 5-2-1994 ATM, Art. 41]**

#### **§ 190-4. Number of spaces required.**

Any person or body that has lawful control of a public or private way or of improved or enclosed property used as off-street parking areas for businesses, shopping malls, theaters, auditoriums, sporting or recreational facilities, cultural centers, residential dwellings, or for any other place where the public has a right of access as invitees or licensees, shall be required to reserve parking spaces in said off-street parking areas for any vehicle owned and operated by a disabled veteran or handicapped person whose vehicle bears the distinguishing license or permit authorized by MGL c. 90, § 2, according to the following formula: if the number of parking spaces is:

- A. Fifteen or more but not more than 25: one parking space.
- B. More than 25 but not more than 40: 5% of such spaces but not less than two.
- C. More than 40 but not more than 100: 4% of such spaces but not less than three.
- D. More than 100 but not more than 200: 3% of such spaces but not less than four.
- E. More than 200 but not more than 500: 2% of such spaces but not less than six.
- F. More than 500 but not more than 1,000: 1 1/2% of such spaces but not less than 10.
- G. More than 1,000 but not more than 2,000: 1% of such spaces but not less than 15.
- H. More than 2,000 but not more than 5,000: 3/4 of 1% such spaces but not less than 20.
- I. More than 5,000: 1/2 of 1% of such spaces but not less than 30.

#### **§ 190-5. Identification and location of spaces; size.**

Parking spaces designated as reserved under the provisions of § 190-4 shall be identified by the use of above-grade signs at each space or pair of spaces. Such signs shall have white lettering against blue background and shall bear the words "Handicapped Parking: Special Plate Required. Unauthorized Vehicles May Be Removed At Owner's Expense." These signs shall be as near as possible to a building entrance or walkway and shall be adjacent to curb ramps or other unobstructed methods permitting sidewalk access to a handicapped person. The spaces shall be 12 feet wide or two eight-foot wide areas with four feet of crosshatch between them.

#### **§ 190-6. Unauthorized use and obstruction of spaces.**

The leaving of unauthorized vehicles within parking spaces designated for use by disabled veterans or handicapped persons as authorized by §§ 190-4 and 190-5 above or in such a manner as to obstruct a curb ramp designed for use by handicapped persons as a means of egress to a street or public way shall be prohibited.



# **TOWN OF HOPKINTON**

## **§ 190-7. Violations and penalties. [Amended 5-7-2001 ATM, Art. 25]**

The penalty for a violation of this article shall be \$100, and the vehicle may be removed according to the provisions of MGL c. 266, § 120D.

### **Article III Temporary Road Closures [Adopted 5-4-2009 ATM, Art. 21]**

## **§ 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.

## **§ 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 anyway; 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.

## **§ 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.

## **TOWN OF HOPKINTON**

# **TOWN OF HOPKINTON**

## **CHAPTER 195**

### **WASTEWATER COLLECTION SYSTEM**

#### **ARTICLE I**

##### **General Provisions**

- §195-1. Authority.**
- §195-2. Control of inflow/infiltration.**
- §195-3. User compliance**
- §195-4. Severability.**
- §195-5. Glossary of terms**
- §195-6. Passage and Approval**

#### **ARTICLE II**

##### **Prohibited Wastewater Discharges**

- §195-7. Restrictions on wastewater discharges.**
- §195-8. Conditional prohibitions for wastewater discharges.**
- §195-9. Prohibitions on extraneous water discharges**
- §195-10. State requirements.**
- §195-11. Town's right of revision.**
- §195-12. Dilution prohibited in absence of treatment.**
- §195-13. National Categorical Pretreatment Standards.**
- §195-14. Maximum restrictions.**

#### **ARTICLE III**

##### **Control of Prohibited Wastes**

- §195-15. Regulation actions.**
- §195-16. Submission of plans.**
- §195-17. Pretreatment facilities operations.**
- §195-18. Admission to property.**
- §195-19. Protection from accidental discharge**
- §195-20. Reporting of accidental discharge.**

#### **ARTICLE IV**

##### **Use of System for Discharge of Industrial Waste**

- §195-21. Wastewater discharge permit.**
- §195-22. Indemnification.**
- §195-23. Equalization basin.**
- §195-24. Control manhole.**
- §195-25. Measuring device.**
- §195-26. Grease, oil and sand interceptors**
- §195-27. Plan approval required prior to construction of certain facilities.**
- §195-28. Special agreement.**
- §195-29. Surcharge.**
- §195-30. Surcharge billing.**
- §195-31. Determination of character and concentration of waste.**
- §195-32. Monitoring and testing procedures.**
- §195-33. Binding nature of determination by town.**
- §195-34. Cost.**
- §195-35. Alteration of normal industrial operations**
- §195-36. Bypassing of pretreatment facilities**

#### **ARTICLE V**

##### **Permit System for Industrial Discharge**

- §195-37. Required wastewater discharge permits.**
- §195-38. Permit application**
- §195-39. Permit conditions.**
- §195-40. Self-monitoring report.**
- §195-41. Records and monitoring.**
- §195-42. Duration of permits.**
- §195-43. Transfer of a permit.**
- §195-44. Revocation of permit.**
- §195-45. Confidential information.**

# **TOWN OF HOPKINTON**

## **ARTICLE VI**

### **Septage Waste Disposal**

- §195-46. Disposal fee.**
- §195-47. Minimum charge.**
- §195-48. Billing increment.**
- §195-49. Payments.**
- §195-50. Returned checks.**
- §195-51. Haulers without liquid-level Indication.**
- §195-52. Disposal hours.**
- §195-53. Required septage disposal permits.**
- §195-54. Septage disposal policy.**
- §195-55. Acceptance of septage.**
- §195-56. Sample of septage for testing.**
- §195-57. Industrial on-site waste disposal.**
- §195-58. Responsibility for damage.**
- §195-59. Revocation of discharge privileges.**
- §195-60. Insurance.**
- §195-61. Septage receiving procedures.**

## **ARTICLE VII**

### **Penalties and Enforcement procedures For Industrial Users and Septage Hauler**

- §195-62. Violations.**
- §195-63. Notification of violation.**
- §195-64. Compliance order.**
- §195-65. Order to show cause**
- §195-66. Show-cause hearing**
- §195-67. Remedies.**
- §195-68. Disconnection of service.**
- §195-69. Damage to town property.**
- §195-70. Legal action by the Town of Hopkinton**
- §195-71. Falsifying information.**

## **ARTICLE VIII**

### **Appeals from Fees and Charges**

- §195-72. Appeal by aggrieved users Authorized.**
- §195-73. Filing of complaint; review by town**
- §195-74. Notification of decision; payment of disputed bill.**
- §195-75. Negative finding; objection to Decision.**

## **ARTICLE IX**

### **Intermunicipal Agreements**

- §195-76. Westborough Treatment not exclusive**
- §195-77. References**
- §195-78. Construal of Provisions.**

## **ARTICLE X**

### **Rules and Regulations**

- §195-79. Authority.**
- §195-80. Violations and penalties.**

[HISTORY: Adopted by the special Town Meeting of the Town of Hopkinton 9-26-1988 STM, Art. 6.  
Amendments noted where applicable.]

# TOWN OF HOPKINTON

## ARTICLE I

### General Provisions

#### **§ 195-1. Authority.**

Hopkinton will connect their sewers with the Town of Westborough's sewers for transporting wastewater to the Westborough treatment plant. Hopkinton's use of the plant is subject to the direction, control and regulation of the Westborough Treatment Plant Board. Any person or governmental agency may connect building sewers with such sewers according to regulations of the town and the Board and to such terms, conditions and regulations as prescribed by each municipality.

#### **§ 195-2. Control of inflow/infiltration.**

All new systems of sewers and extensions of existing systems shall be so constructed as to prevent any and all inflow/infiltration in amounts considered excessive by federal standards. All existing sewerage systems shall be maintained to eliminate any and all inflow/infiltration considered excessive by DEQE.

#### **§ 195-3. User compliance.**

Users shall make wastewater acceptable in accordance with these regulations before discharging to the Hopkinton wastewater collection system. Users required to pretreat wastewater shall do so in accordance with the procedures described in Articles IV, V and VI of these rules and regulations. Users subject to applicable federal or state pretreatment standards shall be in compliance with such standards within the time required by those standards. In addition, the town may deny or place conditions on new or increased

#### **§ 195-4. Severability.**

If any provision, paragraph, word, section or article of these rules and regulations is invalidated by any court of competent jurisdiction, the remaining provisions, paragraphs, words, sections and chapters shall not be affected and shall continue in full force and effect.

#### **§ 195-5. Glossary of terms.<sup>1</sup>**

Unless the context specifically indicates otherwise, the meaning of terms used in these rules and regulations shall be as follows:

**ACT** – Refers to the Federal Water Pollution Control Act Amendments of 1972, PL 92500 and amendments thereto; commonly referred to as the “Clean Water Act.”

**AMMONIA NITROGEN (NH<sup>3</sup>)** – The initial product in the decomposition of nitrogens organic matter as measured by using standard laboratory methods. Expressed in milligrams per liter (mg/l).

**AUTHORIZED REPRESENTATIVE** – Refers to:

- (1) A principal executive officer at least the level of Vice President if the user is a corporation;
- (2) A general partner or proprietor if the user is a partnership or proprietorship; or
- (3) A duly authorized representative of either (1) or (2) if such representative is responsible for the overall operation of the facilities from which the indirect discharge originates.

**BIOCHEMICAL OXYGEN DEMAND (BOD)** – The quantity of oxygen utilized in the biochemical oxidation or organic matter under standard laboratory procedure in five days at 20° C, expressed in mg/l.

## TOWN OF HOPKINTON

<sup>1</sup> Note: Terms not otherwise defined herein shall be as adopted in the latest edition of Standard Methods for the Examination of Water and Wastewater (Standard Methods), published by the American Public Health Association, the American Water Works Association and the Water Pollution Control Federation.

**BOARD** – Refers to the Westborough Treatment Plant Board or its authorized representatives, which is responsible for the control and management of the Westborough treatment plant.

**BOARD OF HEALTH** – The duly appointed members of the Board of Health of the Town of Hopkinton or their authorized agent or representative.

**BOARD OF SELECTMEN** – The duly elected members of the Board of Selectmen of the Town of Hopkinton.

**CHEMICAL OXYGEN DEMAND (COD)** -The quantity of equivalent oxygen utilized in the chemical oxidation of organic matter as measured by standard laboratory methods, expressed in mg/l.

**COMPATIBLE POLLUTANT** – **BOD** suspended solids (TSS, pH and fecal coliform bacteria) and such additional pollutants as are now or may be in the future specified and controlled in Westborough's NPDES permit for its wastewater treatment plant where said system has been designed and used to reduce or remove such pollutants.

**CONSISTENT REMOVAL** – Reduction in the amount of a pollutant or alteration of the nature of a pollutant by the wastewater treatment system to a less toxic or harmless state in the effluent which is achieved by the system in 95% of the samples taken when measured according to the procedures described in 40 CFR 403.7(c)(2).

**COOLING WATER** – The water discharged from any use, such as air conditioning, cooling or refrigeration, to which the only pollutant added is heat.

**DOMESTIC WASTES** – Liquid wastes derived from the noncommercial preparation, cooking and handling of food or from human excrement and similar matter from the sanitary conveniences of dwellings, commercial buildings, industrial facilities and institutions.

**GARBAGE** – The solid wastes from the domestic and commercial activities related to preparation, cooking and dispensing of food and/or from the handling, storage and sale of food.

**GRAB SAMPLE** – A sample that is taken from a waste stream on a one-time basis.

**IMMEDIATE DISSOLVED OXYGEN DEMAND (IDOD)** – The quantity of oxygen utilized by an industrial waste in excess of that normally attributable to sewage as measured by using standard laboratory methods, expressed in mg/l.

**INCOMPATIBLE POLLUTANT** – Any pollutant that is not a compatible pollutant (as defined above).

**INDIRECT USER OR USERS** – The discharge or the introduction into the WWTP of pollutants, from any source, other than a domestic source, regulated under Section 307(b), (c) or (d) of the Act.

**INDUSTRIAL DISCHARGE** – A source of an indirect discharge.

**INDUSTRIAL WASTEWATER** – The liquid wastes resulting from the processes employed in industrial, manufacturing, trade or business establishments as distinct from domestic wastes.

# **TOWN OF HOPKINTON**

**INDUSTRIAL WASTEWATER DOCUMENT** – Any permit, contract or legally enforceable control mechanism for the introduction of industrial wastewater.

**INFILTRATION** – The water entering a sanitary sewer (including sewer service connections) from the ground, through such means as, but not limited to, defective pipes, pipe joints, connections or manhole walls. Infiltration does not include, and is distinguished from, inflow.

**INFLOW** – The water discharged into a sanitary sewer (including service connections) from such sources as, but not limited to, roof leaders, cellar, yard and area drains, foundation drains, cooling water discharges, drains from springs and swampy areas, manhole covers, cross-connections from the storm sewers and combined sewers, catch basins, stormwater, surface runoff, street wash waters or drainage. Inflow does not include, and is distinguished from, infiltration.

**NATIONAL CATEGORICAL PRETREATMENT STANDARDS or PRETREATMENT STANDARD** – Any regulation containing pollutant discharge limits promulgated by the Environmental Protection Agency (EPA) in accordance with Section 307(b) and (c) of the Act (33 U.S.C. § 1347) which applies to a specific category of industrial users.

**NATIONAL PROHIBITIVE DISCHARGE STANDARD or PROHIBITIVE DISCHARGE STANDARD** – Any regulation developed under the authority of 307(b) of the Act and 40 CFR, Section 403.5.

**NEW SOURCE** – Any building, structure, facility or installation from which there is or may be discharge of pollutants, the construction of which commenced after the publication of proposed pretreatment standards under Section 307(c) of the Act which will be applicable to such source if such standards are thereafter promulgated in accordance with the section.

**PERSON** – Any individual, firm, company, partnership, corporation, association, group or society; includes the State of Massachusetts and agencies, districts, commissions and political subdivisions created by or pursuant to state law.

**pH** – The logarithm (base 10) of the reciprocal of the hydrogen ion concentration, and indicates the degree of acidity or alkalinity of a substance. A pH of 7.0 is neutral, above 7.0 is alkaline and below 7.0 is acid.

**PRETREATMENT** – The application of physical, chemical and/or biological processes to reduce the amount of pollutants in (or to alter the nature of the pollutant properties in) a wastewater prior to discharging such wastewater into the publicly owned wastewater treatment plant.

**PRETREATMENT STANDARDS** – All applicable federal rules and regulations implementing Section 307 of PL 92-500, as well as any non-conflicting state or local standards. In cases of conflicting standards or regulations the more stringent thereof shall be applied.

**SANITARY SEWER** – a sewer intended to receive domestic sewage and industrial waste, except that of the type expressly prohibited by these regulations, without the admixture of surface and storm water.

**SEPTAGE** – the liquid and solid wastes of sanitary sewage origin that are removed from a cesspool, septic tank or similar receptacle.

**SHALL** – A mandatory term; while “may” indicates permissiveness.

# TOWN OF HOPKINTON

**SIGNIFICANT INDUSTRIAL USER** – any industrial user who meets one or more of the following five criteria:

Has a wastewater flow greater than 25,000 gallons per day (gpd).

Discharges wastewater from a primary categorical industry.

Discharges excessive compatible pollutants as defined herein.

Discharges incompatible pollutants as defined herein.

Has an existing or planned pretreatment facility.

**SLUDGE** – Water containing varying amounts of solid contaminants removed from water, sanitary sewage, wastewater or industrial wastes by physical, chemical and biological treatment.

**SLUG** – Any excessive discharge of wastewater whereby the concentration of any given constituent or the quantity of flow exceeds for 15 minutes or more five times the average twenty-four-hour concentration of flows during normal operation and which may adversely affect the sewerage system.

**STANDARD INDUSTRIAL CLASSIFICATION (SIC)** – Classification pursuant to the Standard Industrial Classification Manual issued by the Executive Office of the President, Office of Management and budget, 1972, as amended from time to time.

**STANDARD METHODS** – Methods of laboratory analysis as described in the most current editions of:

- (1) Standard Methods for the Examination of Water and Wastewater, American Public Health Association;
- (2) Methods for Chemical Analysis of Water and Wastes, United States Environmental Protection Agency;
- (3) Annual Book of Standards, American Society of Testing and Materials; or
- (4) Any other published methods of laboratory analyses which have the approval of the state or federal regulatory agencies.

**STORM SEWER or STORM DRAIN** – A sewer which carries storm or surface waters and drainage, but excludes sewage and industrial wastes.

**STORMWATER** – Any flow occurring during or immediately following any form of natural precipitation and resulting therefrom.

**TOTAL FIXED SOLIDS** – The nonvolatile filterable and nonfilterable solids in a wastewater sample as determined by standard laboratory procedures.

**TOTAL PHOSPHORUS (P)** – All of the phosphorus present, regardless of form, as measured by standard laboratory methods, expressed in mg/l or lb/day.

**TOTAL SUSPENDED SOLIDS (TSS)** – The total suspended matter that floats on the surface of, or in suspended in, water wastewater or other liquids, and which is removable by laboratory filtering.

**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.” [Amended 5-3-2010 ATM, Art. 34]



## **TOWN OF HOPKINTON**

**TOXIC POLLUTANT** – Any pollutant or combination of pollutants listed as toxic in regulations promulgated by the Administrator of the Environmental Protection Agency under Section 307(a) of the Act, or other Acts; or in regulations promulgated under MGL c.21, including but not limited to 314 CMR 3.00, 7.00 and 12.00.

**UNPOLLUTED WATER** – Water not containing any pollutants limited or prohibited by the effluent standards in effect or water whose discharge will not cause any violation of receiving water quality standards.

**USER** – Any person as heretofore defined who discharges, causes or permits the discharge of wastewater either directly or indirectly into the wastewater collection system.

**USER CHARGE SYSTEM** – The system adopted by the Town of Hopkinton for the assessment of costs of the use of the Hopkinton wastewater collection system and the Westborough wastewater treatment facility as approved by the United States EPA.

**USER CLASSIFICATION** – A classification of user based on the 1972 (or subsequent) edition of the Standard Industrial Classification (SIC) Manual prepared by the United States Office of Management and Budget.

**WASTEWATER** – The liquid and water that carries industrial or domestic waste from dwellings, commercial buildings, industrial facilities and institutions, together with any groundwater, surface water and stormwater that may be present, whether treated or untreated, which is discharged into or permitted to enter Hopkinton's wastewater collection system.

**WASTEWATER DISCHARGE SITE** – An authorized sewer tap joining a user's system to the wastewater collection system.

**WASTEWATER TREATMENT PLANT** – Any devices, facilities, structures, equipment or work under the control and management of the Westborough Treatment Plant Board and used for the storage, treatment, recycling and reclamation of industrial and domestic wastewater and including site acquisition of the land that will be an integral part of the treatment process or is used for ultimate disposal of residues resulting from such treatment.

**WESTBOROUGH WASTEWATER TREATMENT FACILITY (WWTF)** – The works as defined by Section 412 of the Acts of 1979, known as the "Westborough wastewater treatment facility," which is owned by the Town of Westborough. This includes any devices and systems used in the storage, treatment, recycling and reclamation of municipal sewage of industrial wastes of a liquid nature.

### **§ 195-6. Passage and approval.**

These rules and regulations shall be in full force and effect from and after their passage, approval, recording and publication as provided by law; passed and adopted by the Town of Hopkinton, Massachusetts on the 26<sup>TH</sup> day of September 1988.

# **TOWN OF HOPKINTON**

## **ARTICLE II**

### **Prohibited Wastewater Discharges**

#### **§ 195-7. Restrictions on wastewater discharges.**

No person shall discharge, deposit, cause or permit the discharge or deposit of any waste into the wastewater collection system or any wastewater which contains the following unless authorized in the industrial wastewater document:

- A. Oils and grease: total fat, wax, grease or oil (exclusive of petroleum substances) of concentrations of more than 100 mg/l, whether emulsified or not, or containing substances that may solidify or become viscous at temperatures between 0°C. and 65°C. at the point of discharge into the system.
- B. Petroleum substances: viscous, hydrocarbon mixtures, such as gasoline, asphalt waste, lubricating oil and/ or grease in any concentration.
- C. Explosive mixtures: liquids, solids or gases which by reason of their nature or quantity are, or may be, sufficient either alone or by interaction with other substances to cause fire or explosion or be injurious in any other way to the sewerage facilities. At no time shall two successive readings on an explosion hazard meter, at the point of discharge, be more than 5% or any single reading over 10% of the lower explosive limit (LEL) of the explosive substance as defined in Standard Methods. Prohibited materials include, but are not limited to, gasoline, kerosene, naphtha, benzene, toluene, perchlorates', bromates, carbides, hydrides and sulfides.
- D. Improperly shredded garbage: garbage that has not been ground or comminuted to such a degree that all particles will be carried freely in suspension under flow conditions normally prevailing in the sanitary sewers, with no particle greater than ½ inch in any dimension.
- E. Noxious material: noxious or malodorous solids, liquids or gases, which, either singly or by interaction with other wastes, are capable of creating a public nuisance or hazard to life or are or may be sufficient to prevent entry into a sewer for its maintenance and repair.
- F. Radioactive wastes: radioactive wastes or isotopes of such half-life or concentration that they do not comply with regulations or orders issued by the appropriate authority having control over their use and which will or may cause damage or hazards to the wastewater collection system or to personnel operating the system.
- G. Solid or viscous wastes: solid or viscous wastes which will or may cause obstruction of the flow in the sewers, or may otherwise interfere with the proper operation of the pumping stations. Prohibited materials include, but are not limited to, grease, uncommuted garbage, animal guts or tissues, paunch, manure, bones, hair, hides of fleshing, entrails, whole blood, feathers, ashes, cinders, sand, egg shells, spent lime, stone or marble dust, metal, glass, straw, shavings, grass clippings, rags, spent grains, spent hops, wastepaper, wood, plastic, tars, asphalt residues, residues from refining or processing of fuel or lubricating oil, coagulants, flocculants, polymerized liquid materials and similar substances.

## **TOWN OF HOPKINTON**

- H. Excessive discharge rate: any wastewater whose flow exceeds, for any time period longer than 15 minutes, more than 1.5 times the average twenty-four-hour flow, and any wastewater, whose concentration or quantity of pollutants exceeds, for any time period longer than 15 minutes, more than five times the average twenty-four-hour concentration or quantity of pollutants, and that could cause a treatment process upset and/or subsequent loss of treatment efficiency at the Westborough treatment facility.
- I. Toxic substances: any toxic substances as defined herein, including but not limited to chemical elements or compounds, phenols or other taste- or odor-producing substances, or any other substances that are not susceptible to treatment or that may interfere with the biological processes or efficiency of the Westborough wastewater treatment plant, or that will pass through the system to the receiving stream untreated, except as regulated in items Subsections N through T below and permitted in the user's industrial discharge document.
- J. Unpolluted waters: Any unpolluted water, not requiring treatment before discharge to the stream, which will increase the hydraulic load on the wastewater collection system, including cooling water and roof and yard drainage.
- K. Corrosive wastes: any waste that will cause corrosion or deterioration of the wastewater collection system or wastewater treatment plants. All wastes discharged to Hopkinton's collection system must have a pH value in the range of 6.0 to 9.0 standard units. Prohibited materials include but are not limited to acids, sulfides, concentrated chloride and fluoride compounds and substances that will react with water to form acids and/or alkaline products.
- L. Colors: any wastewater with objectionable color, either real or apparent, not removed in the treatment process, such as but not limited to dye, wastes and vegetable tanning solutions.
- M. Fibers: any clothing, rags, textile remnants or waste, cloth, scraps or fibers, except fibers or scrap that will pass through a one-fourth-inch screen or its equivalent in screening ability. When necessary to protect the collection system, additional screening may be required.
- N. TSS: any wastes or waters in which the TSS exceeds 300 mg/l.
- O. BOD: any waters or wastes in which the BOD exceeds 300 mg/l.
- P. COD: any waters or wastes in which the COD exceeds 750 mg/l.
- Q. IDOD: any waters or wastes in which the IDOD exceeds 5.0 mg/l.
- R. P: any waters or wastes in which the P exceeds 15 mg/l.
- S. NH<sup>3</sup>: any waters or wastes in which the NH<sup>3</sup> exceeds 15 mg/l.
- T. Temperature: any liquid or vapor having a temperature higher than 60° C. (140°F.)

## TOWN OF HOPKINTON

- U. Total fixed solids: any water or wastes in which the total fixed residue exceeds 1,500 mg/l.
- V. Excessive substances: any materials that form excessive amounts of scum or foam which may interfere with the operation of the collection system or any substances that may cause undue additional labor in connection with its operation.
- W. Sludges: deposited solids or residuals resulting from an industrial or pretreatment process.
- X. Heavy metals: any waters or wastes containing amounts of cadmium, chromium, copper, mercury, nickel, zinc or other heavy metals that are in an ionic or chemically active state and that may interfere with the biological treatment of the wastewater or the use or disposal of sludge.
- Y. Chemical discharges: the discharge of cadmium (Cd), Silver (Ag), Molybdenum (Mo) and/or Mercury (Hg) is prohibited except for those industrial users who obtain approval of their discharge by the town. Such discharge limitations will be specified in the applicable industrial wastewater discharge permit and will be determined by the town in a case-by-case basis to protect the final use or disposal of sludge.
- Z. Other discharges: the discharge of polychlorinated biphenyls (pcb's) and dioxin will not be permitted in excess of federal or state regulated quantities.

### **§ 195-8. Conditional prohibitions for wastewater discharges.**

No person shall discharge or convey, or permit or allow to be discharges or conveyed, to the collection system any wastewater containing pollutants of such character or quantity that:

- A. Interferes with the process or efficiency of the Westborough treatment plant or that is not susceptible to treatment.
- B. Constitutes a hazard to human or animal life or to the stream or to the watercourse receiving the Westborough treatment plant effluent.
- C. Violates pretreatment standards, as promulgated by the State of Massachusetts or the United States EPA in 40 CFR, Part 403, and subsequent provisions related thereunto.
- D. Causes the Westborough treatment plant to violate its NPDES permit or applicable receiving water standards or applicable sludge management criteria, guidelines or regulations.
- E. Constitutes a nuisance.

### **§ 195-9. Prohibitions on extraneous water discharges.**

No person shall discharge or cause to be discharged any stormwater, surface water, groundwater, roof runoff or subsurface drainage into the collection system. No person shall connect, or cause to be connected, any pipe or conduit which will allow the discharge of the aforelisted source of inflow into the collection system.

# **TOWN OF HOPKINTON**

## **§ 195-10. State requirements.**

Requirements and limitations on discharges set by the DEQE shall apply in any case where they are more stringent than federal requirements and limitations or than those contained in these rules and regulations.

## **§ 195-11. Town's right of revision.**

The town reserves the right to establish, by amendment to these rules and regulations, limitations or requirements on discharges to the collection system if deemed necessary to comply with the objectives presented in Article II of these rules and regulations.

## **§ 195-12. Dilution prohibited in absence of treatment.**

Except where expressly authorized to do so by an applicable National Categorical Pretreatment Standard, no user shall ever increase the use of process water or in any way attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with the limitations contained in any National Categorical Pretreatment Standards or in any other pollutant-specific discharge limitation developed by the town.

## **§ 195-13. National Categorical Pretreatment Standards.**

Upon the promulgation of National Categorical Pretreatment Standards for a particular industrial subcategory, the pretreatment standard, if more stringent than limitations imposed under these rules and regulations, shall immediately supersede, for users in that subcategory, the limitations imposed under these rules and regulations. The town shall notify all affected users of the applicable reporting requirements under 40 CFR 403.12 and 314 CMR 2.00, 7.00 and 12.00.

## **§ 195-14. Maximum restrictions.**

In the event the effluent standards and limitations adopted in these regulations are more restrictive than those most applicable to state or federal effluent standards and limitations, then the most stringent thereof shall be applied.

## **ARTICLE III**

### **Control of Prohibited Wastes**

## **§ 195-15. Regulation actions.**

If wastewaters containing any prohibited substance (described in Article II) are discharged or proposed to be discharged into the collection system, the town may take any action necessary to:

- A. Prohibit the discharge of such wastewater.
- B. Require a user to demonstrate that in-plant modification will reduce or eliminate the discharge of such substances in conformity with these rules and regulations.
- C. Require pretreatment, including storage facilities, and/or flow equalization necessary to reduce or eliminate the objectionable characteristics and/or substances so that the discharge will not violate these rules and regulations.

## **TOWN OF HOPKINTON**

- D. Require that user who is making, causing or allowing the discharge to pay any additional cost or expense incurred by the town for handling and treating excess loads and/or conditions imposed on the Westborough treatment plant.
- E. Take such other remedial action as may be deemed to be desirable or necessary to achieve the purpose of these rules and regulations.

### **§ 195-16 Submission of plans.**

Where treatment or equalization of wastewater flows prior to discharge into the collection system is required, plans, specifications and other pertinent data or information relating to such pretreatment or flow control facilities shall be submitted to the town for review and approval before construction begins. Such approval shall not exempt the discharge of such facilities from compliance with any applicable code, ordinance, rule, regulation or order of any governmental authority. Any subsequent alterations or additions to such pretreatment or flow control facilities shall not be made without due notice to and prior approval of the town.

### **§ 195-17. Pretreatment facilities operations.**

If pretreatment or control of wastewater flows is required, such facilities shall be maintained in good working order and shall be operated by the user at his own cost and expense, subject to the requirements of these rules and regulations and of all other applicable codes, ordinances and laws, whether municipal, state or federal.

### **§ 195-18. Admission to property.**

Whenever it is necessary for the enforcement of the provisions of these rules and regulations, the town, upon the presentation of credentials, may enter upon any property or premises at reasonable times to copy any records required to be kept under the provisions of these regulations, inspect any monitoring equipment or method and sample any discharge of wastewater to the collection system. The town may enter the property at any hour under emergency circumstances. If such request is denied, it will be considered grounds for discontinuing services.

### **§ 195-19. Protection from accidental discharge.**

Each user shall provide protection from accidental discharge of prohibited materials or other wastes regulated by these regulations. Facilities needed to prevent accidental discharge of prohibited materials shall be provided and maintained at the user's own expense. Plans showing facilities and operating procedures for this protection shall be submitted to the town for review and shall be approved by the town before construction of the facility. Review and approval of such plans and operating procedures shall not relieve the user from the responsibility of modifying his facility, as necessary, to meet the requirements of these rules and regulations.

### **§ 195-20. Reporting of accidental discharge.**

If, for any reason, a user does not comply with or is unable to comply with any prohibition or limitation of these regulations, the user responsible for such discharge shall immediately notify the town so that corrective action may be taken to protect the collection system and Westborough's wastewater treatment system. In addition a written report shall be sent to the town by the responsible user within 30 days of the occurrence of the noncomplying discharge. This report shall detail the date, time and cause of the accidental

# **TOWN OF HOPKINTON**

discharge; the quantity and characteristics of the discharge; and the corrective action taken to prevent future noncomplying discharges.

## **ARTICLE IV**

### **Use of System for Discharge of Industrial Waste**

#### **§ 195-21. Wastewater discharge permit (permit).**

Any major industrial user who shall hereafter discharge any industrial wastes into the collection system shall make application to the town for a permit to discharge wastewater into the collection system. Approval will be granted such applicants and a permit issued for a period not to exceed two years when evidence is submitted by the applicant that the discharge of wastes will comply with these regulations and with applicable state and federal lawful requirements, subject to any special agreements allowed by the town as stated in the permit. When an industrial user has operated within the terms and conditions of the permit and where no changes in the discharge are planned, extension of the permit for another two-year period shall be granted upon written request by a letter. The permit holder must reapply for permit reissuance at least 90 days prior to the permit expiration date.

#### **§ 195-22. Indemnification.**

Industrial users agree to indemnify and save harmless the town from any and all liability, loss or damage the town may suffer as a result of claims, demands, costs or judgments against it arising as a result of the discharge of industrial wastewater by the industrial user in violation of the Comprehensive Environmental Response Compensation Act, 42 U.S.C. § 9601 et seq., as amended from time to time, the Solid Waste Disposal Act, 42 U.S.C. § 6901 et seq., as amended from time to time, and/or MGL c. 21E, as amended from time to time, and regulations promulgated by the United States Environmental Protection Agency and/or the Massachusetts Department of Environmental Quality Engineering pursuant to the foregoing statutes.

#### **§ 195-23. Equalization basin.**

In order to equalize flows over a twenty-four-hour period, each user discharging a waste to the collection system in sufficient volume to interfere with the normal operation of the town's collection system and with the proper treatment and disposal of sewage at the Westborough wastewater treatment plant shall construct and maintain at his own expense a suitable equalization basin. Said basin shall have a capacity adequate to control the flow rate in accordance with § 195-7H and an outlet to the sewer controlled by a waterworks-type rate controller, or other approved device, the setting of which shall be approved by the town.

#### **§ 195-24. Control manhole.**

Any person discharging industrial wastes to the collection system shall construct and maintain a suitable control manhole to facilitate observation, measurements and sampling of all wastes, including domestic sewage from the user. The manhole shall be installed by the user discharging the wastes at his own expense and shall be maintained by the user so as to be safe, accessible and in proper operating condition at all times.

# **TOWN OF HOPKINTON**

## **§ 195-25. Measuring device.**

Where an equalization basin is not required, the control manhole shall be equipped with a permanent-type volume measuring device and/or flow meter approved by the town. The measuring device shall be installed by the user discharging the wastes at his own expense and shall be maintained by the user so as to be safe, accessible and in proper operating condition at all times.

## **§ 195-26. Grease, oil and sand interceptors.**

Grease, oil and sand interceptors shall be required when, in the opinion of the town, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand or other harmful ingredients, except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be maintained by the user at his expense, in continuously efficient operation at all times.

## **§ 195-27. Plan approval required prior to construction of certain facilities.**

Plans for the construction of equalization basins, control manholes and measuring devices and grease, oil and sand interceptors shall be approved by the town prior to the beginning of construction.

## **§ 195-28. Special agreement.**

Any waters or wastes discharged by any major industrial user, which have characteristics prohibited in Article II, may be admitted to the collection system when such discharge is approved by the town within the wastewater discharge permit as a special agreement. Such discharges will be subject to a surcharge as defined in § 195-29.

## **§ 195-29. Surcharge.**

When the concentration of BOD, COD, TSS or NH<sub>3</sub> in the industrial waste discharged into the collection system exceeds the limits prescribed in Article II, a surcharge shall be imposed. Charges will be made for poundage in excess of the allowable poundage of TSS, NH and either BOD or COD, whichever yields the greater charge.

## **§ 195-30. Surcharge billing.**

The surcharge of each parameter shall be applied in addition to the regular user charge, as determined by the user charge system, and shall be billed separately by the town.

## **§ 195-31. Determination of character and concentration of waste.**

The industrial waste of each user discharging such wastes into the collection system shall be subject to periodic inspection, and a determination of character and concentration of such wastes shall be made as often as may be deemed necessary by the town. Such inspection and tests shall also be made immediately after any process change which may affect the quantity or quality of the wastes discharged.



# **TOWN OF HOPKINTON**

## **§ 195-32. Monitoring and testing procedures.**

Samples shall be collected in such a manner as to be representative of the actual quality of the waste. Laboratory methods used in the examination of such waste shall be those set forth in Standard Methods those set forth by the EPA in 40 CFR, Part 136.

## **§ 195-33. Binding nature of determination by town.**

The determination of the character and concentration of the industrial wastewater by the town shall be binding as a basis for charges.

## **§ 195-34. Cost.**

For any user required to meet pretreatment standards as promulgated by the state or federal government for these rules and regulations, costs incident to the supervision, inspection, sampling and analyzing of wastes shall be billed to the user in addition to any other charges for use of the collection system. The town will set a schedule of fees which may be revised annually for this purpose

## **§ 195-35. Alteration of normal industrial operations.**

Notice shall be given the town when normal industrial operation will not be available for discharge, or when a change of process is contemplated, or malfunction of the pretreatment facility occurs or is anticipated, which will alter demands on the Westborough wastewater treatment plant. Normal operations shall include allowance for legal holidays and other announced plan shutdowns.

## **§ 195-36. Bypassing of pretreatment facilities.**

Where preliminary treatment or holding facilities are required for any purpose, they shall be maintained continuously in satisfactory and effective operation by the user at his expense. There shall be no direct discharge of wastes requiring pretreatment to the collection system without first notifying and obtaining approval from the town for the bypassing of the pretreatment facility.

## **ARTICLE V Permit System for Industrial Discharge**

## **§ 195-37. Required wastewater discharge permits.**

All major industrial users, proposing to connect to or discharge into any part of the collection system, must first obtain a permit. All existing major industrial users, connected to or discharging to any part of the collection system, must obtain a permit within 90 days following the effective date of these regulations. No major industrial user shall discharge without a valid permit or without the express written permission of the town.

## **§ 195-38. Permit application.**

A. Users seeking a wastewater discharge permit shall complete and file with the town an application on the prescribed form; the complete form shall be accompanied by the applicable fee. In support of this application, the user shall submit the following information:

- (1) Name, address, and standard industrial classification number of applicant.

## **TOWN OF HOPKINTON**

- (2) Volume of wastewater to be discharged.
- (3) Wastewater constituents and characteristics, including but not limited to those set forth in Article II of these rules and regulations as determined by a reliable and certified analytical laboratory.
- (4) Time and duration of discharge.
- (5) Average and sixty-minute peak wastewater flow rates, including daily, monthly and seasonal variations, if any.
- (6) Site plans, floor plans and plumbing plans to show location of water- and sewer lines, location of wet and dry processes and location of chemical storage facilities.
- (7) Description of activities, facilities and plant processes on the premises, including all chemicals, materials and types of materials which are, or could be, discharged.
- (8) Number of employees and hours of operation of facilities.
- (9) Where known, the nature and daily maximum and average concentration of any pollutants in the discharge that are limited by any board or state discharge standard or by any applicable National Categorical Pretreatment Standards. Also required is a statement regarding whether or not any applicable pretreatment requirement or standard is being met on a consistent basis and, if not, whether O&M and/or additional pretreatment is required for the user to meet the applicable pretreatment standard or requirement.
- (10) If additional pretreatment and/or O&M is required to meet the above-described standards or requirements, it shall be according to the shortest schedule by which the user will provide such additional pretreatment or O&M, which shall not be later than the compliance date established for the applicable pretreatment standard or requirement. The following conditions shall apply to this schedule:
  - (a) The schedule shall contain increments of progress in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standard or requirement (e.g. hiring an engineer, completing preliminary plans, completing final plans, executing contract for major components, commencing construction, completing construction, etc.).
  - (b) No increment [referred to in Subsection A(10)(1)] shall exceed nine months.
  - (c) No later than 14 days following each date in the schedule and the final date for compliance, the user shall submit a progress report to the town, including, as a minimum, whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it expects to comply with this increment of progress, the reason for delay and the steps being taken by the user to return the construction to the schedule established. In no event shall more than nine months elapse between such progress reports to the town.

## TOWN OF HOPKINTON

- (11) Any other information as may be deemed by the town to be necessary to evaluate the permit application.

B. The town will evaluate the data furnished by the user and may require additional information. After evaluation and acceptance of the data furnished, the town may issue a wastewater discharge permit subject to terms and conditions provided herein.

### **§ 195-39. Permit conditions.**

Permits shall be expressly subject to all provisions of these regulations and to all other regulations, user charges and fees established by the town. The conditions of permits shall be uniformly enforced in accordance with these regulations and with applicable state and federal regulations. Permit conditions shall include the following:

- A. The unit charge or schedule of user charges and fees for the wastewater to be discharged to the town's collection system and to the Westborough wastewater treatment plant.
- B. The average and maximum wastewater constituents and characteristics and parameters monitoring frequency.
- C. Limits of rate and time of discharge and/or requirements for the flow regulation and equalization.
- D. Requirements for installations of inspection and sampling facilities.
- E. Requirements for maintaining and submitting self-monitoring reports and plant records relating to wastewater discharges.
- F. Daily average and daily maximum discharge rates or other appropriate conditions when pollutants subject to limitations and prohibitions are proposed or present in the user's wastewater discharge.
- G. Compliance schedules and parameter-monitoring frequency.
- H. Requirements for notification to the town of slug discharges.
- I. Other conditions to ensure compliance with these regulations.

### **§ 195-40. Self-monitoring report.**

Every major industrial user shall file a self-monitoring report at such intervals as are designated on the user's permit. The discharge report shall be filed on forms supplied by the town.

### **§ 195-41. Records and monitoring.**

- A. All significant industrial users who discharge or propose to discharge wastewaters to the collection system shall maintain such records of production, effluent flows and pollutant amounts or concentrations as are necessary to demonstrate compliance with the requirements of these regulations and with any applicable state or federal pretreatment standards or requirements.
- B. Such records shall be made available upon request by the town. All such records relating to compliance with pretreatment standards shall be made available to officials of the regulating authorities upon demand.

## **TOWN OF HOPKINTON**

- C. All significant industrial users shall be required to provide the town with yearly, updated, chemical inventory listings, plant process descriptions and plumbing diagrams.
- D. A significant industrial user, subject to the reporting requirements, shall maintain records of all information resulting from any monitoring activities required thereunder. Such records shall include for all samples:
  - (1) The date, exact place, method and time of sampling and the names of the person or persons taking the samples.
  - (2) The dates when the analyses were performed.
  - (3) Who performed the analyses.
  - (4) The analytical techniques/methods used.
  - (5) The results of such analyses.
- E. The user shall keep copies of all such records and reports of monitoring activities and their results for a minimum of three years and shall make such records available for inspection and copying by EPA, DEQE and the town. This period of retention shall be extended during the course of any unresolved litigation regarding the discharge of pollutants by the user or the operation of the WWTF pretreatment program, or when requested by DEQE or EPA.
- F. The user of any premises or facility discharging industrial wastes into the system shall install, at his own cost and expense, suitable monitoring equipment to facilitate the accurate observation, sampling and measurement of wastewater. Such equipment shall be maintained in proper working order and shall be kept safe and accessible at all times.
- G. Necessary monitoring equipment shall be located and maintained on the industrial user's premises at a location approved by the town.
- H. Whether constructed on public or private property, the monitoring facilities shall be constructed in accordance with the town's requirements and with all applicable construction standards and specifications.
- I. When more than one user can discharge into a common sewer, the town may require installation of separate monitoring equipment for each user. When there is a significant difference in wastewater constituents and characteristics produced by different operations of a single user, the town may require that separate monitoring facilities be installed for each separate operation.

### **§ 195-42. Duration of permits.**

Permits shall be issued for a specified time period, not to exceed two years. The terms and conditions of the permit may be subject to modification and change by the town during the life of the permit, as limitations or requirements identified in Article II are modified and changed or if there is new and significant information pertaining to this industrial user's discharge. The user shall be informed of any proposed changes in his permit at least 30 days prior to the effective date of change. Any changes or new conditions in the permit shall include a reasonable time schedule for compliance.

## **TOWN OF HOPKINTON**

### **§ 195-43. Transfer of a permit.**

Permits are issued to a specific user for a specific operation. A wastewater discharge permit shall not be reassigned or transferred or sold to a new owner, to a new user, to different premises or to a new or changed operation. The town shall be notified, in writing, 30 days prior to a change of ownership or operation by any user, and a new wastewater discharge permit application must be submitted to the town.

### **§ 195-44. Revocation of permit.**

Any user who violates the conditions of this permit or of these regulations or of applicable state and federal regulations may have his permit revoked. Upon revocation of the wastewater discharge permit, the user shall cease any discharge into the wastewater collection system and shall reapply to the town for issuance of a new, valid permit. Violations subjecting a user to possible revocation of his permit include but are not limited to the following:

- A. Failure of a user to accurately report the wastewater constituents and characteristics of his discharge.
- B. Failure of the user to report significant changes in operations or in wastewater constituents and characteristics.
- C. Refusal of reasonable access to the user's premises for the purpose of inspection or monitoring.
- D. Violation of conditions of the permit.

### **§ 195-45. Confidential information.**

- A. Information and data on a user that is obtained from reports, questionnaires, permit applications, permits, monitoring programs and from inspections shall be available to the public or other governmental agency without restriction unless the user specifically requests and is able to demonstrate to the satisfaction of the town that the release of such information would divulge information, processes or methods of production.
- B. When requested by the person furnishing a report, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public but shall be made available, upon written request, to governmental agencies for uses related to these rules and regulations, to the NPDES permit, to the state disposal system permit and/or related to any local, state or federal pretreatment program; provided, however, that such portions of a report shall be available for use by the state or any state agency in judicial review of enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics will not be recognized as confidential information.
- C. Information accepted by the town as confidential shall not be transmitted to any governmental agency or to the general public by the town until and unless a ten-day prior notification is given to the user.

# **TOWN OF HOPKINTON**

## **ARTICLE VI**

### **Septage Waste Disposal**

#### **§ 195-46. Disposal fee.**

The septage disposal fee is \$30 per 1,000 gallons.

#### **§ 195-47. Minimum charge.**

The minimum charge is \$30.

#### **§ 195-48. Billing increment.**

The billing increment is 500 gallons.

#### **§ 195-49. Payments.**

All payments must be made, prior to unloading, by a company business check.

#### **§ 195-50. Returned checks.**

Should any check be returned for nonpayment, an administrative charge of \$15 shall be assessed. If three checks are returned for nonpayment in any one year, payment will be accepted only by a bank or certified check.

#### **§ 195-51. Haulers without liquid-level indication.**

Haulers will be charged for full tank capacity if the tank does not have liquid-level indication.

#### **§ 195-52. Disposal hours.**

Septage wastes will be accepted at the Westborough wastewater treatment plant during designated hours to be established by the manager and posted at the WWTF.

#### **§ 195-53. Required septage disposal permits.**

All haulers of septage waste, wishing to discharge in the wastewater treatment plant, must first obtain a septage pumping and transportation permit from the Westborough Board of Health in accordance with MGL c. 111, § 31A, and Title 5 of the State Environmental Code, 310 CMR 15.00 Regulation 15.19.

#### **§ 195-54. Septage disposal policy.**

The septage disposal policy only allows disposal of septage from towns that legally discharge into the Westborough treatment plant. No septage will be allowed from towns outside the WWTF service area unless a legally binding treatment agreement has been negotiated between the municipality willing to discharge septage and the town.

## **TOWN OF HOPKINTON**

### **§ 195-55. Acceptance of septage.**

Septage, discharged by permitted haulers, shall be accepted into the wastewater treatment plant at a designated receiving site during hours to be specified by the plant manager, provided that:

- A. Such discharge does not contain waste of unusual strength or character.
- B. Such discharge is in compliance with all applicable rules and regulations and policies promulgated by the town and the Board.
- C. Such discharge will not create a hazard to or interfere with operation of the wastewater treatment plant, including that it takes place under the supervision of the operator in responsible charge and that there is written verification as to the origin of the septage on the septage discharge permit.
- D. All applicable fees shall be paid.

### **§ 195-56. Sample of septage for testing.**

A representative sample of the septage to be discharged will be provided prior to discharge for the purpose of testing such waste for compliance with all applicable rules and regulations. The actual discharge of the septage will be prohibited until such time as the sample is shown to be in compliance.

### **§ 195-57. Industrial on-site waste disposal.**

Industries that wish to dispose of waste from on-site disposal systems for process wastewater shall make a written request of the Board for permission to dispose of such waste. Such requests will only be granted at the Board's discretion when it has been determined that the process wastewater will not pose a hazard to the wastewater treatment plant or its personnel. When and if such permission is granted, the Board reserves the right to issue an order of conditions on the disposal and to levy any fees it deems appropriate.

### **§ 195-58. Responsibility for damage.**

The hauler shall save harmless the Town of Westborough from any responsibility for damage done to, or done by, property or participating personnel stemming from activities related to occupying the treatment plant for the purpose of disposing of septage.

### **§ 195-59. Revocation of discharge privileges.**

Any violation of these regulations may be cause of revocation of the hauler's discharge privileges.

### **§ 195-60. Insurance.**

Each hauler must carry the following amount of insurance and provide a certificate of insurance to the town:

- A. Bodily injury: \$100,000 - \$300,000.
- B. Property damage: \$20,000.

## **TOWN OF HOPKINTON**

### **§ 195-61. Septage receiving procedures.**

- A. Haulers must stop at the electric gate and contact the secretary to be admitted.
- B. The secretary will notify an operator of the septage deliver, then allow hauler to enter the facility, and log in the entry.
- C. The hauler will fill out the discharge form and provide a sample of the discharge load for the operator.
- D. The operator will date, label and test the pH of the sample for initial discharge acceptability.
- E. The operator will accept payment for the load by company business check, made out to the Town of Westborough, and attach the check to the discharge form.
- F. The operator will inspect the unloading hookup and authorize the hauler to empty the tank of his vehicle.
- G. The operator will take the completed form and sample to the Administration Building for processing.
- H. A copy of the completed form will be sent to the appropriate Board of Health.

## **ARTICLE VII**

### **Penalties and Enforcement Procedures for Industrial Users and Septage Haulers**

#### **§ 195-62. Violations.**

It shall be unlawful for any person to violate any provision of these rules and regulations relating to the pretreatment, disposition or discharge of wastes. Each violation thereof, and each day on which there is a failure to comply with the terms of said provision, shall be distinct and separate offense and punishable as such.

#### **§ 195-63. Notification of violation.**

Whenever the town finds that any user has violated or is violating these regulations, or any prohibition, limitation or requirement contained herein, he may serve upon such user a written notice stating the nature of the violation and providing a reasonable time, not to exceed 30 days, for the satisfactory correction thereof.

#### **§ 195-64. Compliance order.**

The town may issue a compliance order directing the person to take specified action to comply with these rules and regulations or to the provisions of any applicable industrial wastewater discharge permit within a time schedule set forth by the town. Said compliance order may provide for the assessment of penalties and may provide that the person's wastewater disposal service and/or industrial wastewater discharge permit shall be suspended pending submission of proof satisfactory to the town that specified violations of these rules and regulations or the industrial discharge permit have been abated or corrected.



## **TOWN OF HOPKINTON**

### **§ 195-65. Order to show cause.**

The town may order any person who has caused a discharge of pollutants, in violation of these rules and regulations or their industrial wastewater discharge permit, to show cause as to why the proposed enforcement action should not be taken. Any such Show Cause Hearing shall be noticed and conducted in accordance with the provisions in paragraph 7.5.

### **§ 195-66. Show-cause hearing.**

- A. If the violation is not corrected by timely compliance, the town may order any user who causes or allows an unauthorized discharge to show cause, before the town, why service should not be terminated or penalties assessed. A notice shall be served on the offending party, specifying the time and place of a hearing to be held by the town regarding the violations. It shall also direct the offending party to show cause before the town why an order should not be made directing the termination of service or the assessment of penalties. The notice of the hearing shall be served personally or by registered or certified mail (return receipt requested) at least 10 days before the hearing. This notice may be made on any agent or officer of a corporation or business establishment.
- B. Conduct of the hearing. The town may conduct the hearing and shall:
  - (1) Issue notices of hearings, requesting the attendance and testimony of the witnesses and the production of evidence relevant to any matter involved in such hearings.
  - (2) Take the evidence.
  - (3) Generate a report of the evidence and hearing, including transcripts and other evidence, together with recommendations of the town for action thereon.
  - (4) Take any further necessary action as permitted by these rules and regulations.
- C. Testimony recorded under oath. At any hearing held pursuant to these rules and regulations, testimony taken must be under oath and recorded stenographically. The transcript, so recorded, will be made available to any member of the public or to any party to the hearing upon payment of the usual charges thereof.

### **§ 195-67. Remedies.**

After the town has reviewed the evidence presented at the show-cause hearing, it may issue an order directing that in a specified period of time anyone or combination of the following actions are to be taken:

- A. The user's permit will be revoked.
- B. All discharge into the town's collection system by the user must cease.
- C. The user shall be subject to the imposition by the town of a civil penalty not to exceed \$5,000 for each violation.
- D. The use shall reimburse the Town of Hopkinton upon demand for any expense, loss or damage to the collection system, the wastewater treatment plant, the treatment processes or the receiving waters as a result of such violation and for the amount of any fine or penalty imposed upon the towns by any state or federal regulatory agency as a result of such violation.

## **TOWN OF HOPKINTON**

- E. The user shall take specified actions to comply with these rules and regulations or the provisions of any applicable industrial wastewater discharge permit within a time schedule set forth by the town.

### **§ 195-68. Disconnection of service.**

- A. If any user shall disregard the town's order following a show-cause hearing, the town may order termination of such user's connection with the town's collection system. The connection shall be resumed thereafter only at such user's expense and only with the approval of the town, based upon a satisfactory rectification of all past violations of these regulations and an assurance that no future violations will take place.
- B. In the case of any user discharging a waste which place the collection system and/or wastewater treatment plant in imminent danger, the town may exercise its authority to immediately sever the user's connection to the collection system. Such connection shall be resumed only under the conditions outlined above (in Subsection A), and the town shall order the user to show cause before the town why penalties (outlined in § 195-67) should not be assessed.
- C. In any case of disconnection of service, the user shall receive prior notification in writing.

### **§ 195-69. Damage to town property.**

It shall be unlawful for any person willfully to damage, destroy, uncover, deface or tamper with any equipment or materials belonging to the town and used, or intended to be used, for the purpose of taking samples or making measurements, tests, examination or repairs to the collection system. Violators shall be guilty of a misdemeanor and shall be punished as provided by law.

### **§ 195-70. Legal action by the Town of Hopkinton.**

- A. If any person discharges sewage, industrial waste or other waste into the collection system contrary to the provisions of these rules and regulations; any applicable federal, state or local pretreatment requirements; the conditions and requirements of any industrial wastewater discharge permit issued hereunder; or any order of the town, the Town of Hopkinton may commence an action for appropriate legal and/or equitable relief in either state or federal court.
- B. In addition to any penalties provided by these rules and regulations, the town shall be entitled to recover reasonable attorneys' fees, court costs, court reporters' fees and other expenses or litigation from any user found to have violated these rules and regulations, any order issued hereunder or any permit condition.

### **§ 195-71. Falsifying information.**

Any person who knowingly makes any false statement, false representation or certification in any application, record, report, plan or other document filed or required to be maintained pursuant to these rules and regulations or to an industrial wastewater discharge permit, or who falsifies, tampers with or knowingly renders inaccurate any monitoring device or method required under these rules and regulations shall, upon conviction, be punished by a fine not to exceed the maximum amount allowed under the Bylaws of the Town of Hopkinton and the laws of the Commonwealth of Massachusetts or by imprisonment for not more than six months, or by both.

# **TOWN OF HOPKINTON**

## **ARTICLE VIII**

### **Appeals From Fees and Charges**

#### **§ 195-72. Appeal by aggrieved users authorized.**

Users aggrieved by charges, fees or surcharges assessed for use of the treatment facility, or by a decision of the town, may appeal as provided for in the next section.

#### **§ 195-73. Filing of complaint; review by town.**

A sewer user may file a written complaint with the town within 30 days of receipt of the disputed decision, user charge, fees or surcharge assessment. Once the complaint is received, it shall be reviewed by the town to verify information supplied in the complaint.

#### **§ 195-74. Notification of decision; payment of disputed bill.**

The complainant shall be notified in writing of the town's decision within 30 days of the complaint. If the town cannot issue a decision within that time frame, the complainant shall be notified in writing that the matter is still under review and a decision is pending. Since nonpayment of water and/or sewer charges may result in a lien on the individual's property, the complainant must pay any disputed bill. Any abatement which may be due will be forwarded to the complainant at the time of a finding in favor of the complainant.

#### **§ 195-75. Negative finding; objection to decision.**

If a negative finding is made by the town, the complainant shall be notified as to the grounds upon which the complaint was defined. Should the complainant wish to object to the decision, the complainant may exercise his right, if any, under the law.

## **ARTICLE IX**

### **Intermunicipal Agreements**

**[Adopted 5-3-2010 ATM, Art. 34]**

#### **§ 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 wastewater 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."

# **TOWN OF HOPKINTON**

## **§ 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**

**[Adopted 5-3-2010 ATM, Art. 34]**

## **§ 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 requirements 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."

# **TOWN OF HOPKINTON**

## **CHAPTER 199**

### **WATER**

#### **ARTICLE I**

##### **Water Extension Petitions**

**§199-1. Petition requirements.**

#### **ARTICLE II (Cont.)**

**§199-9. Violation of restrictions and conditions.**

**§199-10. Violations and penalties.**

**§199-11. Severability.**

#### **ARTICLE II**

##### **Water Use Restrictions**

**§199-2. Authority.**

**§199-3. Purpose.**

**§199-4. Definitions.**

**§199-5. Declaration of a state of water supply conservation.**

**§199-6. Restricted water uses.**

**§199-7. Public notification of a state of water supply conservation; notification of Department.**

**§199-8. Termination of a state of water supply conservation; notice**

#### **ARTICLE III**

##### **Rules and Regulations of the Hopkinton Municipal Water Distribution System**

**§199-12. Assessments.**

**§199-13. Statutory Authority.**

**§199-14. Severability.**

**§199-15. Method of Assessing betterments; order of assessments.**

**§199-16. Time of Assessment**

**§199-17. Water unit designation.**

**§199-18. Betterment payment.**

**§199-19. Water privilege fee.**

#### **ARTICLE I**

##### **Water Extension Petitions**

**[Adopted 3-6-1952 ATM, Art. 22; amended 5-3-2000 ATM, Art. 55; 5-6-2002 ATM, Art. 16]**

**§ 199-1. Petition requirements.**

No article or petition calling for a new water extension shall be acted upon at a Special Town Meeting unless said article or petition has been signed by 100, or 10%, of the registered voters of the Town prior to its presentment to the Board of Selectmen for insertion in the Town Warrant.

#### **ARTICLE II**

##### **Water Use Restrictions**

**[Adopted 5-1-1995 ATM, Art. 22; amended 5-3-2000 ATM, Art. 55; 5-6-2002 ATM, Art. 16; , 5-7-2007 ATM, Art. 22]**

**§ 199-2. Authority.**

This article is adopted by the Town under its police powers to protect the public health and welfare and implements the Town's authority to regulate water use and also implements the Town's authority under MGL c. 40, § 41A, conditioned upon a declaration of water supply emergency issued by the Massachusetts

# TOWN OF HOPKINTON

Department of Environmental Protection (hereinafter the "Department").

## **§ 199-3. Purpose.**

The purpose of this article is to protect, preserve and maintain the public health, safety and welfare whenever there is in force a state of water supply conservation or state of water supply emergency by providing for enforcement of any duly imposed restrictions, requirements, provisions or conditions imposed by the Town or by the Department.

## **§ 199-4. Definitions.**

As used in this article, the following terms shall have the meanings indicated:

PERSON -- Any individual, corporation, trust, partnership, association or other entity.

STATE OF WATER SUPPLY CONSERVATION -- A state of water supply conservation declared by the Town pursuant to § 199-5 of this article.

STATE OF WATER SUPPLY EMERGENCY -- A state of water supply emergency declared by the Department under MGL c. 21G, §§ 15 through 17.

WATER USERS or WATER CONSUMERS -- All public and private users of the Town's public water system, irrespective of any person's responsibility for billing purposes for water used at any particular facility.

## **§ 199-5. Declaration of a state of water supply conservation. [Amended 5-3-2000 ATM, Art. 55, 5-7-2007 ATM, Art. 22]**

The Town, through its Director of the Department of Public Works, may declare a state of water supply conservation upon a determination by the Director that a shortage of water exists and conservation measures are appropriate or if restrictions are required to be implemented by the Department of Environmental Protection or other state agencies to ensure an adequate supply of water to all water consumers. Public notice of a state of water conservation shall be given under § 199-7 of this article before it may be enforced.

## **§ 199-6. Restricted water uses. [Amended 5-7-2007 ATM, Art. 22]**

A declaration of a state of water supply conservation shall include one or more of the following restrictions, conditions or requirements limiting the use of water as necessary to protect the water supply or required to meet state regulations. The applicable restrictions, conditions or requirements shall be included in the public notice required under § 199-7.

- A. Odd/even day outdoor watering. Outdoor watering by water users with odd-numbered addresses is restricted to odd-numbered days. Outdoor watering by water users with even-numbered addresses is restricted to even-numbered days.
- B. Outdoor watering ban. Outdoor watering is prohibited.
- C. Outdoor watering hours. Outdoor watering is permitted only during daily periods of low demand, to be specified in the declaration of a state of water supply conservation and public notice thereof.
- D. Filling swimming pools. Filling of swimming pools is prohibited.
- E. The use of outdoor automatic sprinkler systems is prohibited. **[Amended 5-6-1998 ATM, Art. 27]**

## **TOWN OF HOPKINTON**

- F. Watering by Precinct – One or two days per week dependent upon current Department of Environmental Protection Regulations. The designation of the precinct and the days of the week during which water is permitted in each precinct shall be as specified in the declaration of a state of water supply conservation and public notice thereof. [Amended 5-7-2007 ATM, Art. 22]

### **§ 199-7. Public notification of a state of water supply conservation; notification of Department.**

Notification of any provision, restriction, requirement or condition imposed by the Town as part of a state of water supply conservation shall be published in a newspaper of general circulation within the Town, or by such other means reasonably calculated to reach and inform all users of water of the state of water supply conservation. Any restriction imposed under § 199-6 shall not be effective until such notification is provided. Notification of the state of water supply conservation shall also be simultaneously provided to the Department.

### **§ 199-8. Termination of a state of water supply conservation; notice. [Amended 5-3-2000 ATM, Art. 55, Amended 5-7-2007 ATM, Art. 22]**

A state of water supply conservation may be terminated by the Director of the Department of Public Works, upon a determination that the water supply shortage no longer exists or Department of Environmental Protection Regulations allow. Public notification of the termination of a state of water supply conservation shall be given in the same manner as required in § 199-7.

### **§ 199-9. Violation of restrictions and conditions.**

Upon notification to the public that a declaration of a state of water supply emergency has been issued by the Department, no person shall violate any provision, restriction, requirement or condition of any order approved or issued by the Department intended to bring about an end to the state of emergency.

### **§ 199-10. Violations and penalties. [Amended 5-3-2000 ATM, Art. 55]**

Any person violating this article shall be given a written warning for the first offense. For subsequent violations, the person shall be liable to the Town in the amount of \$100 which shall inure to the Town for such uses as the Director of the Department of Public Works may direct. Fines shall be recovered by noncriminal disposition in accordance with MGL c. 40, § 21D. Each day of violation shall constitute a separate offense. In addition to the above fines, for violations beyond the second offense, the Town shall have the right to suspend water service. Fines may be recovered by the inclusion of the amount of the fine as a charge on the next scheduled water bill.

### **§ 199-11. Severability.**

The invalidity of any portion or provision of this article shall not invalidate any other portion or provision thereof.

# **TOWN OF HOPKINTON**

## **ARTICLE III**

### **Rules and Regulations of the Hopkinton Municipal Water Distribution System [Added 5-3-04 ATM, Art. 18]**

#### **§199-12 Assessments.**

The Town of Hopkinton, acting through its Board of Selectmen, shall assess the owners of land abutting a public water line installed by the Town by a rate based upon any or a combination of the methods set forth in MGL c. 40, §§ 42G, 42H, 42I or 42K. Water assessments shall be determined by the Board of Selectmen and approved by the Town Meeting and shall be levied as betterment assessments and/or water privilege fees as described herein.

#### **§199-13 Statutory Authority.**

The authority to assess betterments, as well as the permitted methodologies for doing so, are described in MGL c. 40, §§ 42G, 42H, 42I and 42K.

#### **§199-14 Severability.**

If any provision of these regulations or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of these regulations which can be given effect without such invalid provisions or applications.

#### **§199-15 Method of Assessing Betterments; Order of Assessments.**

- A. The Town of Hopkinton shall assess water betterments based upon any or a combination of the methods referred to in MGL c. 40, §§ 42G, 42H, 42I and 42K. Those properties abutting a street which is served by the town water distribution system and which are assessed based upon the uniform unit method, shall be assessed by a rate proportional to the value assigned to the water unit at the time of the assessment. Said rate shall be determined by user class and shall apply to all lands developed or undeveloped abutting the street. Those properties abutting a street which is served by the town water distribution system and which are assessed based upon the fixed uniform rate method shall be assessed according to the frontage of such land on any way in which a water main is constructed, or according to the area of such land within a fixed depth from such way, or according to a combination of both such frontage and area. Said rate shall apply to all lands developed or undeveloped abutting the street. The total assessments shall not exceed the local share of the total water project cost which shall include total costs of engineering survey and design, construction, land acquisition, construction engineering services, legal services, interest, and all related contingencies less all state and federal aid received.
- B. The Board shall levy, by preparing an order of assessment, assessments against those properties abutting a street which is served by the town water distribution system as it deems appropriate. In the order of assessment, the Board shall designate the owner of each parcel, as of the preceding January 1, as liable to the assessment as stipulated under the provisions of the General Laws.

#### **§199-16 Time of Assessment.**

- A. Betterments – The equivalent monetary value of one water unit shall be established for the water main extension construction project based upon the local share of the cost of the project as indicated



## TOWN OF HOPKINTON

in §199-15A of this Chapter. Appropriations for the construction cost of water projects may establish a differing equivalent monetary value of one water unit to be used for the construction costs of the appropriation. The time of assessment for lands abutting the street in which the water main has been installed shall be that date upon which the water system with appurtenances is approved for use. In the case where the construction of that portion of the water system partially funded by betterments is completed prior to the date upon which the water system is approved for use, it shall be within the powers of the Board to establish an earlier date of assessment.

### B. Water Privilege Fees

- (1) For those properties not abutting the water line but tying into the system at a future date, the time of assessment shall be the date upon which that property connects into the water system.
- (2) For those properties serviced by the water system but subdivided at a future date, the time of assessment for the portions of the subdivision which receive water in the future shall be the date upon which those subdivisions connect to the water system.

### C. The water main extension water assessments shall be based upon 100% of the cost of the design and construction of the water facilities, less any grants, gifts, or other funds received by the town which reduces such amount, but including interest costs incurred by the town with respect to any short-term borrowing for the project, and shall be assessed as betterments to all properties benefited by this project.

## §199-17 Water Unit Designation.

### A. General. Water units shall be designated based upon the user class of those properties to be assessed a betterment. Said classes shall include residential and nonresidential. The nonresidential class shall include commercial, industrial, municipal and any or all other nonresidential properties.

### B. Water Unit Determinations. Properties receiving direct benefit from the public water system, whether developed or undeveloped, shall be designated a number of water units in accordance with the following:

- (1) Residential, Developed.
  - (a) Single-family dwellings shall comprise one water unit.
  - (b) Duplex dwellings shall comprise two water units.
  - (c) Three-family dwellings shall comprise three water units.
  - (d) Four-family dwellings shall comprise four water units.
  - (e) Multiple family dwellings (in excess of four dwelling units) shall comprise a number of water units based on the following methodology:
    - [1] Rental properties (apartments) shall be assessed one water unit for each apartment with more than one bedroom. Rental properties shall be assessed one half of one water unit for each one bedroom or studio

## TOWN OF HOPKINTON

apartment.

- [2] Condominium complexes shall be assessed one water unit for each dwelling unit.

### (2) Nonresidential, Developed

- (a) Nonresidential property shall include all industrial, commercial and municipal properties.
- (b) Nonresidential buildings which are metered for water use shall comprise a number of water units based upon the average water consumption for the 12 months most recently preceding the date of the establishment of the assessment using the following formula:

$$\frac{\text{Nonresidential Water in gallons per day (gpd)}}{300 \text{ gpd}} = \text{Equivalent number of water units}$$

(All decimals shall be rounded up to the next whole highest number).

- (3) Residential Undeveloped – Undeveloped lots shall be assigned one water unit and be assessed accordingly. Future subdivisions of the assessed lot shall be subject to the assessment of water privilege fees.
- (4) Nonresidential, Undeveloped – Undeveloped lots shall be assigned one water unit and be assessed accordingly. The lot shall be subject to the assessment of water privilege fees. Future use of the land shall govern the assessment of water privilege fees.

### §199-18 Betterment Payment.

- A. General – Except as herein provided, the provisions of the General Laws relative to the assessment, apportionment, division, reassessment, abatement and collection of water assessments, to liens therefore and to interest thereon, shall apply to assessments made under this article, and the Tax Assessor of the town shall have all of the powers conveyed by the General Laws.
- B. Lump-sum Betterment – The lump-sum betterment payment for an assessed property shall be equivalent to the product of the total number of water units designated upon said property and the appropriate value for one water unit at the time of assessment. Said values shall be determined as described herein.
- C. Apportionment of Betterment Payment – Property owners shall have the option to finance betterment payments through apportionment. The interest rate charged by the town shall be 2% greater than the project bond rate being paid by the town for the water construction project.
- D. Betterment Deferral – The provisions of MGL c. 80, § 13B, with regard to deferral of betterment assessments when adopted by Town Meeting would apply.

# **TOWN OF HOPKINTON**

## **§199-19 Water Privilege Fee**

### **A. Private Water Extension**

- (1) If a developer or a person other than the Town of Hopkinton, or duly authorized representative of same, constructs an extension to the public water system in a phase of the water construction project which has been assessed a water betterment based upon the uniform unit method, the town shall assess a water privilege fee in lieu of betterment assessment against each property tying into said water extension. The water privilege fee shall be equivalent to 90% of the calculated betterment assessment value pertinent to each property as determined following the procedure outlined in § 199-17 of these regulations. Water privilege fees shall be levied at the time of connection to the public water system. Property owner options for payment of said fees shall reflect those related to payment of betterment assessments as described in § 199-18B and 18C of these regulations.
- (2) In addition, the developer and/or property owners connecting the private water extension shall bear the burden of all costs, including costs of legal services, related to the following:
  - (a) Review of design plans and specifications for the private water extensions to be accepted as part of the public water system conducted by a registered professional engineer as authorized by the Board.
  - (b) Inspection fees of the Board related to the installation of the private water extension tying into the public water system.
  - (c) Application fees for a building water installation permit, which shall include all reasonable costs related to installation inspection performed by an inspector for the Town of Hopkinton.
- (3) Costs associated with the design and construction of a private water extension shall be considered separate to the water privilege fee. Payments or method of payment related to these costs shall not be reflected within the water privilege fee.

B. For those properties which are located within areas included in phases of the water construction project which have been assessed a water betterment based upon the uniform unit method, if a property abuts a private or unaccepted way within which a public water main has been installed, the town shall assess the betterment assessment as described in §199-18 of this article against said property. All rules and regulations governing the payment and the method of payment relating to betterment assessments as described in §199-18B and 18C of these regulations shall apply.

### **C. Compensatory Water Privilege Fee**

- (1) Undeveloped Property – In the situation where a betterment has been assessed to an undeveloped property based upon the number of water units required by these regulations and said property is ultimately developed to accommodate a number of water units in excess of the number used for determining the betterment assessment, the Town shall assess a compensatory water privilege fee.

## **TOWN OF HOPKINTON**

- (2) In the situation where a betterment has been assessed to a developed nonresidential property based upon the number of water units required by these regulations and usage of said property is changed or increased which results in a number of water units in excess of the number used for determining the betterment assessment, the Town shall assess a compensatory water privilege fee.
- (3) The compensatory water privilege fee shall be equivalent to that sum of money that would have been charged as a betterment assessment upon the property at the time of the original assessment, under the conditions to which they have changed or increased, less the amount of the original assessment. The compensatory water privilege fee shall be the product of the number of water units applicable to a property as ultimately developed multiplied by the water privilege fee amount for the applicable phase of the water construction project.
- (4) All rules and regulations governing the payment and method of payment related to betterment assessments as designated in §199-18B and 18C of these regulations shall apply.
- (5) No water privilege fee shall be assessed upon properties which have been assessed a betterment assessment based upon the fixed uniform rate method.
- (6) The Board of Selectmen is authorized to take any other action necessary or appropriate to accomplish the establishment and recovery of such betterment assessments.

# TOWN OF HOPKINTON

## CHAPTER 206

### WETLANDS PROTECTION

§206-1.	<b>Purpose.</b>	§206-8.1.	<b>Tentative Decisions; Requests for Reconsideration.</b>
§206-2.	<b>Definitions</b>	§206-9.	<b>Written Conditions.</b>
§206-3.	<b>Jurisdiction.</b>	§206-10.	<b>Regulations.</b>
§206-4.	<b>Exceptions.</b>	§206-11.	<b>Fees.</b>
§206-5.	<b>Applications for Permits and Requests for Determination.</b>	§206-12.	<b>Security.</b>
§206-6.	<b>Public Hearings and Notifications.</b>	§206-13.	<b>Enforcement.</b>
§206-7.	<b>Coordination with Other Boards</b>	§206-14.	<b>Burden of Proof.</b>
§206-8.	<b>Determinations, Permits and Conditions</b>	§206-15.	<b>Appeals.</b>
		§206-16.	<b>Relation to the Wetlands Protection Act.</b>
		§206-17.	

[HISTORY: Adopted by the Hopkinton Annual Town Meeting (ATM) 5-2-1995, Art. 42. Amendments noted where applicable.]

**GENERAL REFERENCES:** Trees – See Ch. 186      Zoning – See Ch. 210      Wastewater collection system – See Ch. 1953

#### § 206-1. Purpose.

The purpose of this Chapter is to protect the wetlands, related water resources and adjoining land areas in the Town of Hopkinton by controlling activities deemed by the Conservation Commission likely to have a significant adverse effect, immediate or cumulative, upon wetland values, including but not limited to the following: protection of public or private water supply, protection of groundwater, flood control, erosion and sediment control, storm damage prevention, prevention of water pollution, fisheries, wildlife, wildlife habitat, rare species habitat, including rare plant species, and recreational values. These values are to be known collectively as the "wetlands values protected by this chapter."

#### § 206-2. Definitions.

A. The following definitions shall apply in the interpretation and implementation of this Chapter:

**AGRICULTURE** -- The term "agriculture" shall refer to the definition as provided by G.L. Ch. 128 § 1A. [Added 5-4-2009 ATM, Art. 17]

**ALTER** -- Includes, without limitation, the following activities when undertaken upon, within or affecting resource areas protected by this Chapter:

- (1) Removal, excavation or dredging of soil, sand, gravel, clay, minerals or aggregate materials of any kind.
- (2) Changing of preexisting drainage characteristics, flushing characteristics, salinity distribution, sedimentation patterns, flow patterns or flood-retention characteristics.
- (3) Drainage or other disturbance of water level or water table.
- (4) Dumping, discharging or filling with any material which may degrade water quality.
- (5) Placing of fill or removal of material which would alter elevation.

## TOWN OF HOPKINTON

- (6) Driving of piles, erection or repair of buildings, or structures of any kind.
- (7) Placing of obstructions or objects in water.
- (8) Destruction of plant life, including cutting of trees.<sup>1</sup>
- (9) Changing of water temperature, biochemical oxygen demand or other physical, chemical or biological characteristics of surface or ground water.
- (10) Any activities, changes or work which may cause or tend to contribute to pollution of any body of water or groundwater.
- (11) Incremental activities which have, or may have, a cumulative adverse impact on the resource areas protected by this Chapter.

**BANK** -- Includes any land area that normally abuts and confines a water body, the lower boundary being the mean annual low-flow level, and the upper boundary being the first observable break in the slope or the mean annual flood level, whichever is higher.

**BUFFER ZONE** -- That area of land extending 100 feet horizontally outward from the boundary of any resource area specified in §206-3. [Amended 5-7-2012 ATM, Art. 42]

**HYDRIC SOIL** -- Any soil that is saturated, flooded or ponded long enough during the growing season to develop anaerobic conditions in the upper part.

**INTERMITTENT STREAM** -- A body of running water, including brooks and creeks, which moves in a defined channel that may cease to flow from time to time throughout the area including portions up-gradient of all bogs, swamps, wet meadows, marshes and vernal pools. [Amended 5-7-2012 ATM, Art. 42]

**PERSON** -- Includes any individual, group of individuals, association, partnership, corporation, company, business organization, trust, estate, the commonwealth or political subdivision thereof to the extent subject to Town bylaws, administrative agency, public or quasi-public corporation or body, this municipality and any other legal entity, its legal representatives, agents or assigns.

**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. [Added 5-4-2009 ATM, Art. 17]

**RARE SPECIES** -- Includes, without limitation, all vertebrate and invertebrate animal and plant species listed as endangered, threatened or of special concern by the Massachusetts Division of Wildlife and Fisheries, regardless of whether the site in which they occur has been previously identified by the Division.

**SUFFICIENT INFORMATION** -- The compliance with all Commission requirements for submission of information, material and fees as set forth in §206-5 and the Regulations. [Amended 5-7-2012 ATM, Art. 42]

**VERNAL POOL** -- Includes a confined basin depression which, at least in most years, holds water for a minimum of two continuous months during the spring and/or summer and which is free of adult fish populations, as well as the area within 125 feet of the mean annual boundary of such depression, regardless of whether the site has been certified by the Massachusetts Division of Wildlife and Fisheries, provided, however, the site can be so certified by the Commission based upon generally accepted scientific principles and methods. [Amended 5-5-2003 ATM, Art. 41]

## TOWN OF HOPKINTON

- B. Except as otherwise provided in this Chapter or in regulations of the Commission, the definitions of terms in this Chapter shall be as set forth in the Wetlands Protection Act, MGL c. 131, § 40, and Regulations, 310 CMR 10.00.

### § 206-3. Jurisdiction.

Except as permitted by the Conservation Commission or as provided in this Chapter, no person shall commence

to remove, fill, dredge, build upon, degrade, discharge into or otherwise alter the following resource areas: any freshwater wetlands, marshes, wet meadows, bogs, swamps, vernal pools, springs, banks, reservoirs, lakes, ponds of any size, 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"). Said resource areas shall be protected whether or not they border surface waters. **[Amended 5-4-2009 ATM, Art. 17]**

### § 206-4. Exceptions.

- A. The application and permit required by this Chapter shall not be required for maintaining, repairing or replacing, but not substantially changing or enlarging, an existing or lawfully located structure or facility used in the service of the public to provide electric, gas, water, telephone, telegraph or other telecommunications services, sanitary sewers and storm sewers, provided that written notice has been given to the Commission at least 48 hours prior to the commencement of work and provided that the work conforms to the performance standards and design specifications in regulations adopted by the Commission.
- B. The application and permit required by this Chapter shall not be required for emergency projects necessary for the protection of the health and safety of the public, provided that the work is to be performed by or has been ordered to be performed by an agency of the commonwealth or a political subdivision thereof; provided that advance notice, oral or written, has been given to the Commission prior to the commencement of the work or within 24 hours after commencement; provided that the Commission or its agent certifies the work as an emergency project; provided that the work is performed only for the time and place certified by the Commission for the limited purposes necessary to abate the emergency; and provided that within 21 days of commencement of an emergency project a permit application shall be filed with the Commission for review as provided by this Chapter. Upon failure to meet these and other requirements of the Commission, the Commission may, after notice and a public hearing, revoke or modify an emergency project approval and order restoration and mitigation measures.
- C. Other than as stated in this section, the exceptions provided in the Wetlands Protection Act, MGL c. 131, § 40, and Regulations, 310 CMR 10.00, shall not apply under this Chapter.
- D. This Chapter shall not apply to any activity performed for the normal maintenance or improvement of land activity devoted to agricultural use at the time of application. **[Added 5-6-1996 ATM, Art. 47]**
- E. Discretion of Commission. **[Added 5-3-2000 ATM, Art. 57]**

## TOWN OF HOPKINTON

- (1) Notwithstanding the provisions of the Hopkinton Wetlands Protection Bylaw, the Commission may, in its discretion, issue an Order of Conditions and impose such conditions as will contribute to the interests identified in the Chapter permitting those limited projects identified in the Massachusetts Wetlands Protection Regulations, 310 CMR 10.53(3). No such project may be permitted which will have any adverse effect on specified habitat sites of rare vertebrate or invertebrate species.
  - (2) In the exercise of this discretion, the Commission shall consider the magnitude of the alteration and the significance of the project site to the interests identified in the Chapter, the availability of reasonable or practical alternatives to the proposed activity, the extent to which adverse impacts are minimized and the extent to which mitigation measures, including replication or restoration, are provided to contribute to the protection of the interests identified in the Chapter. The Commission shall also consider if it is particularly important to avoid alteration of a resource area in order to protect the interests protected by the Chapter. For example when the wetland lies adjacent to or above a public water supply, particularly in an area that is the primary cone of influence to a well; is in an area of critical environmental concern (ACEC); contains rare species habitat; is a Class A designated water body by the Division of Water Pollution Control; is an anadromous fish run or has some other special environmental attribute, the Commission may deny the proposal. **[Amended 5-4-2009 ATM, Art. 17]**
  - (3) The Commission shall consider as reasonable or practical alternatives those options that were available to the applicant but appear to be precluded due to self-imposed hardships or constraints (e.g., lot, roadway and drainage layouts engineered without prior regard to impact on bylaw resources). In making the determination regarding reasonable or practical alternatives, the Commission may require the applicant to evaluate the reasonableness of any previously or currently available alternatives, including the realignment or reconfiguration of the project, to conform with the requirements of the Chapter, or to minimize to the greatest extent possible disruption of resource areas. The Commission may require the applicant to utilize an adjacent parcel of land owned by the applicant, or which the applicant has a beneficial ownership of through a realty trust, to avoid disruption of resource areas. The Commission may also consider whether adjacent property has been sold off or built on, thereby creating a self-imposed hard-ship.
- F. The application and permit required by this Chapter shall not be required for emergency projects necessary to effectuate temporary repairs to preexisting structures, provided notice, oral or written, is given to the Commission prior to the commencement of work or within 24 hours after commencement; provided the Commission or its agent certifies the work as an emergency repair; provided the work is performed only for the time and place certified by the Commission or its agent for the limited purpose necessary to abate the emergency; and provided that within 21 days of commencement of the work a permit application shall be filed with the Commission for review as set forth under this Chapter. Upon failure to meet these or other requirements of the Commission, the Commission may, after notice and a public hearing, revoke or modify an emergency project approval and order restoration and mitigation measures. **[Added 5-5-2003 ATM, Art. 41]**
- G. The application and permit required by this Chapter shall not be required for maintaining, repairing and replacing, but not substantially enlarging, an existing lawfully located structure, facility, yard or landscaping on any pre-existing lot of record as of the time this Wetlands Protection Bylaw was first adopted by the Town. **[Added 5-5-2003 ATM, Art. 41]**



## TOWN OF HOPKINTON

H. Minor Projects Exemption. The application and permit required by this Chapter shall not be required for Minor Projects that occur within the buffer zone but not within any resource area, provided they meet the requirements outlined herein. Minor Projects are defined as those that occur: **[Added 5-5-2004 ATM, Art. 48]**

- (1) Within the outer or second 50 feet from a resource area but in all cases completely outside all Vernal Pool buffer zones; or
- (2) Within the outer riparian zone (outer or second 100 feet) from a river; or
- (3) Within pre-existing lawn areas where the work meets the following criteria:
  - a. Lies within and/or outside the buffer zone
  - b. Will not go beyond the pre-existing lawn edge
- (4) In all cases, where erosion and sedimentation controls shall be implemented during any construction that exposes bare soil.

Minor activities include, but are not limited to

- (1) Unpaved pedestrian walkways for private use;
- (2) Plantings of native, non-invasive species of trees, shrubs, or groundcover, but excluding turf lawns;
- (3) The conversion of impervious to vegetated surfaces;
- (4) Fencing, stonewalls, and stacks of cordwood provided they will not constitute a barrier to wildlife movement, and where fences to contain livestock are located more than 100 feet from the mean annual high water line within a riverfront area or 50 feet from other resource areas, whichever is farther;
- (5) Mowing of pre-existing lawns and pruning of pre-existing landscaped areas but not including disposal of lawn clippings or other yard debris;
- (6) Vista pruning for branches less than 1 inch in diameter, provided the activity is located more than 100 feet from the mean annual high water line within a riverfront area or 50 feet from other resource areas, whichever is farther;
- (7) Conversion of lawn to uses accessory to existing single family houses such as decks, patios, and gardens, and other accessory uses as may be authorized in the Regulations provided the activity is located more than 100 feet from the mean annual high water line within a riverfront area or 50 feet from other resource areas, whichever is farther;
- (8) Removal of dead or dying trees or pruning of live trees that pose a hazard to structures or public safety;
- (9) Repair of existing structures provided the footprint of the structure does not change; and
- (10) Activities that are temporary in nature, have no permanent impacts, and are necessary for planning and design purposes (including installation of monitoring wells, exploratory

## TOWN OF HOPKINTON

borings, sediment sampling, surveying and other uses as may be authorized in the Regulations). [Amended 5-5-2008 ATM, Art. 56]

Property owners who desire to have confirmation of Exempt status for their proposed work should submit an Exemption Request and a sketch plan to the Commission office at least seven (7) business days prior to the commencement of a minor project, for the sole purpose of determining whether the proposed work falls within its parameters. The Exemption Request is not mandatory under this section of the Bylaw; however, if no Exemption Request is submitted the Property Owner is solely responsible for ensuring that the proposed work is in compliance with all provisions of the Hopkinton Wetlands Protection Bylaw and that all required permit applications have been submitted.

### **§ 206-5. Applications for Permits and Requests for Determination. [Amend 5-4-2009 ATM, Art. 17]**

- A. A written application shall be filed with the Commission to perform activities affecting resource areas protected by this Chapter. The permit application shall include such information and plans as set forth in the Hopkinton Wetlands Protection Regulations authorized under §206-10 of this Chapter and as may be deemed necessary by the Commission to describe the proposed activities and their effects on the resource areas protected by this Chapter. No activities shall commence without receiving and complying with a permit issued pursuant to this Chapter.
- B. The Commission, in appropriate cases, may accept as the permit application and plans under this Chapter the Notice of Intent (NOI) or Abbreviated Notice of Resource Area Delineation (ANRAD) and plans filed under the Wetlands Protection Act, G.L. Ch. 131, Sec. 40, and Regulations, 310 CMR 10.00.
- C. Any person desiring to know whether or not a proposed activity or an area is subject to this Chapter may in writing request a determination from the Commission. Such a Request for Determination of Applicability (RDA) shall include the information and plans as set forth in the Hopkinton Wetlands Protection Regulations and as may be deemed necessary by the Commission.
- D. At the time of filing a permit or other application, or RDA, Certificate of Compliance (COC) or other request, the applicant shall pay a filing fee specified in regulations of the Commission. This fee is called the "Filing Fee". The filing fee is in addition to that required by the Wetlands Protection Act, MGL c. 131, § 40, and Regulations, 310 CMR 10.00.
- E. Upon receipt of a permit or other application, RDA, COC or other request, the Commission is authorized to require an applicant to pay a consultant fee, pursuant to § 206-11 of this Chapter, for the reasonable costs and expenses borne by the Commission for specific expert engineering and other consultant services deemed necessary by the Commission to make a final decision on the application and for enforcement services. This fee is called the "Consultant Fee". The specific consultant services may include but are not limited to resource area survey and delineation and analysis of resource area values, including wildlife habitat evaluations, hydrological and drainage analysis, hydric soil analysis and environmental or land use law.
- F. The Commission may waive the filing fee, for a permit or other application, RDA or other request, when such application is made by a government agency.

## **TOWN OF HOPKINTON**

- G. Fees may be established by the Commission, and may be amended. No such fee schedule shall be implemented unless a public hearing is held to discuss the fee.
- H. 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 RDA or other application requests.
- I. 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.

### **§ 206-6. Public Hearings and Notifications. [Amended 5-4-2009 ATM, Art. 17]**

- A. Any person filing a permit or other application, RDA, ANRAD or other request with the Commission shall, at the same time, give written notice thereof, by certified mail (return receipt requested), certificate of mailing, or hand delivery, to all abutters at their mailing addresses shown on 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 Determination is other than the owner, the notice of hearing and the Determination itself shall be sent by the Commission to the owner as well as to the person making the request.
- B. The Commission shall conduct a public hearing on any permit application, RDA or ANRAD. Written notice of such hearing shall be given at the expense of the applicant, at least five business days prior to the hearing, by publishing notice of same in a newspaper of general circulation in the municipality.
- C. The Commission shall commence the public hearing within 21 days from the receipt of a completed permit application, RDA or ANRAD unless an extension is authorized in writing by the applicant.
- D. The Commission shall issue its permit, other order or Determination in writing within 21 days from the date of completion of the hearing held after receipt of a completed permit application or RDA unless an extension is authorized in writing by the applicant.
- E. The Commission in appropriate cases may combine its hearing under this Chapter with the hearing conducted under the Wetlands Protection Act, MGL c. 131, § 40, and Regulations, 310 CMR 10.00.
- F. The Commission shall have the authority to continue the hearing to a certain date announced at the hearing, for reasons stated at the hearing, which may include receipt of additional information from the applicant or others deemed necessary by the Commission in its discretion, or comments and recommendations of the boards and officials listed in § 206-7.

### **§ 206-7. Coordination with Other Boards. [Amended 5-5-2008 ATM, Art. 58, 5-4-2009 ATM, Art. 17]**

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

## TOWN OF HOPKINTON

Commission of the adjoining municipality, if the application or RDA pertains to property within 300 feet of that municipality.

The Commission shall not take final action until such boards and officials have had 14 days from receipt of notice to file written comments and recommendations with the Commission, which the Commission shall take into account but which shall not be binding on the Commission. The applicant shall have the right to receive copies of any such comments and recommendations, and to respond to them at the hearing of the Commission, prior to final action.

### **§ 206-8. Determinations, Permits and Conditions. [Amended 5-4-2009 ATM, Art. 17]**

- A. The Commission shall have the authority after a public hearing to determine whether a specific parcel of land contains or does not contain a resource area protected by this Chapter. If the Commission finds that no such resource areas are present, it shall issue a negative Determination.
- B. If the Commission, after a public hearing on the permit application or other request, determines that the activities which are the subject of the application are likely to have a significant individual or cumulative adverse effect upon the resource area values protected by this Chapter, the Commission, within 21 days of the close of the hearing, shall, subject to the provisions of § 206-8.1 of this Chapter, issue or deny a permit for the activities requested. If it issues a permit, the Commission shall impose such conditions that it deems necessary or desirable to protect those values, and all activities shall be completed in accordance with those conditions. **[Amended 5-3-2000 ATM, Art. 57]**
- C. The Commission is empowered to deny a permit for failure to meet the requirements of this Chapter; for failure to submit necessary information and plans requested by the Commission; for failure to meet design specifications, performance standards; and other requirements in the regulations of the Commission; for failure to avoid, minimize, mitigate, or prevent significant or cumulative detrimental effects upon the resource area values protected by this Chapter; for failure to provide sufficient information; and where no conditions would be adequate to protect the resource area values set forth herein.
- D. 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.
- E. A permit shall expire three years from the date of issuance. Notwithstanding the above, the Commission in its discretion may issue a permit expiring five years from the date of issuance for recurring or continuing maintenance work, provided that annual notification of the time and location of work is given to the Commission. Any permit may be renewed for up to three additional years at the discretion of the Commission.
- F. The Commission may revoke or amend a permit issued under this Chapter after notice to the holder, public, abutters and Town Boards and a public hearing and notice in writing to the holder of the permit.

## TOWN OF HOPKINTON

- G. The Commission in appropriate cases may combine the permit or other action on an application issued under this Chapter with the Order of Conditions or other action issued or taken under the Wetlands Protection Act, MGL c. 131, § 40, and Regulations, 310 CMR 10.00.
- H. No work proposed in any permit application shall be undertaken until the permit issued by the Commission with respect to such work has been recorded in the Registry of Deeds or in the Land Registration section of said Registry as may be appropriate for the district wherein the land lies and until the holder of the permit provides a certified copy of the recording activity to the Commission.

### **§ 206-8.1. Tentative Decisions; Requests for Reconsideration. [Added 5-3-2000 ATM, Art. 57]**

- A. Notwithstanding any other provision of this Chapter, all decisions of the Commission issued under § 206-8B shall be deemed tentative decisions subject to the procedure for reconsideration and review set forth in this section.
- B. Any applicant aggrieved by the denial of a permit, or by conditions of approval contained in any permit, issued under this Chapter may request reconsideration and review by written notice to the Commission. Such notice shall be hand delivered or sent by certified mail to the Commission within 10 business days of the delivery or mailing of the tentative decision, shall include a statement of the grounds for the request and shall specify the changes to the decision requested. A request for reconsideration under the bylaw must be submitted to the Commission as specified herein separate from any Request for a Superseding Order of Conditions filed with the Department of Environmental Protection. **[Amended 5-5-2003 ATM, Art. 40]**
- C. Within 21 days following the receipt of a request for reconsideration, the Commission shall either issue a final decision incorporating the changes to the tentative decision requested by the applicant, or vote to reopen the hearing. If the applicant has also filed a request for Superseding Order of Conditions under the Wetlands Protection Act, the applicant may request that the reopened hearing be scheduled after the issuance of such Superseding Order; otherwise, the reopened hearing shall be convened within 30 days of the request for reconsideration. Such reopened hearing shall be subject to the notice requirements in § 206-6 of this Chapter.
- D. Following the conclusion of the reopened hearing, the Commission shall issue a final decision in which it may reaffirm its tentative decision or modify the tentative decision as requested by the applicant in whole or in part, provided that if the Commission includes conditions of approval stricter than those imposed under the Wetlands Protection Act, or if the Commission denies a permit for a project approved under the Wetlands Protection Act, it shall include in its final decision a statement specifying each relevant respect in which this Chapter, or regulations promulgated thereunder, are stricter than the requirements of the Wetlands Protection Act as applied to the project. In the event of any appeal to the Superior Court under MGL c. 249, the tentative decision, the request for reconsideration, the Superseding Order of Conditions (if any) and the Commission's final decision shall be included in the record.
- E. If the applicant does not request reconsideration as provided herein, the tentative decision shall be deemed final as of the date of issuance. If the applicant files a written statement waiving the right to reconsideration or withdrawing a request for reconsideration previously filed, the tentative decision shall be deemed final as of the date such notice is received by the Commission.
- F. It is the policy of the Town of Hopkinton to encourage the resolution of disputes arising under this Chapter by settlement wherever possible. Consistent with this policy, in the event of an appeal to

## **TOWN OF HOPKINTON**

the Superior Court under MGL c. 249 from a final decision by the Commission, the Commission shall, subject to the availability of any funds required therefore, participate in good faith in mediation if the party appealing the decision makes a request to the Commission for it to do so, provided that all other parties to the appeal so agree.

### **§ 206-9. Written Conditions. [Amended 5-4-2009 ATM, Art. 17]**

Permits or approved requests issued with conditions shall be written on the same Order of Conditions as that issued pursuant to the Wetlands Protection Act. Conditions authorized solely by the provisions of this Chapter shall be in a separate section under the heading "Additional conditions pursuant to the Town of Hopkinton Wetlands Protection Bylaw."

### **§ 206-10. Regulations.**

- A. After public notice and public hearing, the Commission may promulgate rules and regulations to effectuate the purposes of this Chapter. These regulations shall be consistent with the terms of this Chapter. The Commission may amend the rules and regulations after public notice and public hearing.
- B. Failure by the Commission to promulgate such rules and regulations or a legal declaration of their invalidity by a court of law shall not act to suspend or invalidate the effect of this Chapter.
- C. Unless otherwise stated in this Chapter or in the rules and regulations promulgated under this Chapter, the definitions, procedures and performance standards of the Wetlands Protection Act, MGL c. 131, § 40, and associated Regulations, 310 CMR 10.00, most recently promulgated shall apply.

### **§ 206-11. Fees. [Amended 5-4-2009 ATM, Art. 17]**

- A. The Commission in its discretion is authorized to require an applicant to pay a filing and/or consultant fee for the reasonable costs and expenses borne by the Commission in its consideration of the application.
- B. The Commission is authorized to utilize the filing and/or consultant fees to obtain consultant services and/or to provide enforcement services which may include but are not limited to resource area survey and delineation, analysis of resource area values, including wildlife habitats' evaluations, hydrogeological and drainage analysis, hydric soil testing and environmental land use law.
- C. The exercise of discretion by the Commission in making its determination to require the payment of the filing/consultant fees shall be based upon its reasonable finding that the additional information acquirable only through outside consultants or to provide enforcement services is necessary for the rendering of an objective decision.
- D. At the time of a permit application, RDA, ANRAD, or other request, the applicant shall pay the filing/consultant fees 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

## **TOWN OF HOPKINTON**

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. **[Amended 5-3-2000 ATM, Art. 57, 5-4-2009 ATM, Art. 17]**

- E. The applicant shall pay the filing/consultant fees to the Town of Hopkinton to be put into an account established pursuant to MGL c. 44, § 53E1/2, which account may be drawn upon by the Commission as necessary to carry out the provisions of this Chapter.
- F. Any applicant aggrieved by the imposition of or the amount of the fee, or any act related thereto, may appeal according to the provisions of the Massachusetts General Laws.
- G. No project shall be segmented to avoid being subject to the filing and/or consultant fees referred to herein.
- H. In the event that the applicant has not paid the filing and/or consultant fees as required herein, the Commission may deny the requested permit for lack of sufficient information.

### **§ 206-12. Security. [Amended 5-4-2009 ATM, Art. 17]**

As part of a permit issued under this Chapter, in addition to any security required by any other municipal or state board, agency or official, the Commission may require that the performance and observance of the conditions imposed hereunder (including conditions requiring mitigation work) be secured wholly or in part by one or more of the methods described below:

- A. By proper bond or deposit of money or negotiable securities under a third-party escrow agreement or other undertaking of financial responsibility sufficient, in the opinion of the Commission, to be released in whole or in part upon the issuance of a Certificate of Compliance for work performed pursuant to the permit.
- B. By accepting a conservation restriction, easement or other covenant enforceable in a court of law, executed and duly recorded by the owner of record, running with the land to the benefit of this municipality whereby the permit condition shall be performed and observed before any lot may be conveyed other than by mortgage deed. This method shall be used only with the consent of the applicant.

### **§ 206-13. Enforcement.**

- A. No person shall remove, fill, dredge, build upon, degrade or otherwise alter resource areas protected by this Chapter, or cause, suffer or allow such activity, or leave in place unauthorized fill, or otherwise fail to restore illegally altered land to its original condition, or fail to comply with a permit or Enforcement Order issued pursuant to this Chapter.
- B. The Commission shall have the authority to enforce this Chapter, its regulations and permits issued thereunder by violation notices, administrative orders and civil and criminal court actions. Any person who violates any provision of this Chapter may be ordered to restore the property to its original condition and to take other action deemed necessary to remedy such violation, or may be fined, or both.

## **TOWN OF HOPKINTON**

- C. Upon request of the Commission, the Board of Selectmen, the Town Counsel or special counsel shall take legal action for enforcement of this Chapter under civil law. Upon the request of the Commission, the Chief of Police shall take legal action for enforcement under criminal law.
- D. Municipal boards and officers, including any police officer or other officer having police powers, shall have the authority to assist the Commission in enforcement.
- E. Any person who violates any provision of this Chapter, or regulations, permits or administrative orders issued thereunder, shall be punished by a fine as set forth in the Hopkinton Wetland Protection Regulations. 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.
- F. As an alternative to criminal prosecution in a specific case, the Commission may issue a citation under the noncriminal disposition procedure set forth in MGL c. 40, § 21D, if adopted by the Town as a general bylaw.

### **§ 206-14. Burden of Proof.**

The applicant for a permit shall have the burden of providing by a preponderance of the credible evidence that the work proposed in the permit application will not have unacceptable significant or cumulative effect upon the resource area values protected by this Chapter. Failure to provide adequate evidence to the Commission supporting this burden shall be sufficient cause for the Commission to deny a permit or grant a permit with conditions.

### **§ 206-15. Appeals.**

A decision of the Commission shall be reviewable in the Superior Court in accordance with MGL c. 249, § 4.

### **§ 206-16. Relation to the Wetlands Protection Act.**

This Chapter is adopted under the Home Rule Amendment of the Massachusetts Constitution and the Home Rule Statutes, independent of the Wetlands Protection Act, MGL c. 131, § 40, and Regulations, 310 CMR 10.00, thereunder.

### **§ 206-17. Severability.**

The invalidity of any provision of this Chapter shall not invalidate any other section or provision thereof, nor shall it invalidate any permit or Determination that previously has been issued.