



# HOPKINTON RHODE ISLAND

## PLANNING DEPARTMENT

Talia Jalette, Town Planner  
482 Main Street, 2<sup>nd</sup> Floor  
Hopkinton, Rhode Island 02833  
401-377-7770

TO: Meredith E. Brady, Associate Director, Division of Statewide Planning

FROM: Talia Jalette, Town Planner

DATE: March 30, 2023

RE: 5-Year Implementation Report for Comprehensive Plan

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Community: Hopkinton

Date of Approval: March 27, 2018

I have compiled responses from: Mary Sawyer (Recreation Director), Tiana Zartman (Tax Assessor), Brian Rosso (Town Manager), Ron McDonald (EMA), Chief David Palmer (Police), Sarah Windsor (Land Trust), and Jeff Frenette (IT). They are attached. I am the Town Lead for the Hazard Mitigation Plan Committee, as well as the Town Planner, so I will provide responses for items under my purview.

I ran a workshop for the Planning Board in mid-March, so that they could review and discuss the items that they were tasked with in an open forum. It was open to the public, but only one resident attended.

I solicited comments from Dave Caswell (Department of Public Works), Tony Santilli (Building and Zoning), and Michael Geary (Town Council President) on multiple occasions via phone and e-mail, but did not receive any comments from them. I also solicited comments from Jon Ure (Zoning Board Chairman) via e-mail, and did not receive any comments from him.

The following Boards, Commissions, and Partnerships identified as responsible parties in our Comprehensive Plan, but are either defunct or inactive are: the Conservation Commission, the Economic Development Commission, the Historic District Commission, the Committee on Aging, the Wastewater Management District Commission, and the Affordable Housing Partnership.

### **Recreation, Conservation, and Open Space:**

Recommendation 9: Completed.

Recommendation 10: Ongoing. I noted that our District Use Table, as well as our Groundwater & Wellhead Protection Ordinance, play a large role in controlling “potentially polluting land uses”. Planning Board member Emily Shumchenia said that she thought that this recommendation was too vague, as the Planning Board, and Planning Department, engages in this activity “as part of our day-to-day work”.

Recommendation 13: The Board agreed that there has been “piecemeal implementation on specific projects”, but that, to their knowledge, a specific greenway network plan has not been devised.

### **Natural and Cultural Resources:**

Recommendation 3: Ms. Shumchenia said that the Planning Board “deliberates on” the protection of important forest resources “for every project”, at every meeting, as part of their review. I said that I did not think that this recommendation was appropriately assigned, as I do not think that I, as the Town Planner, should be “directly involved in the acquisition of property”, but, as I review applications, there are elements of our application checklists that require applicants to demarcate forested areas on their properties. Ms. Shumchenia said that she would “clarify that the progress that has been made” by “the Town Planner, in collaboration with the Planning Board, at the level of individual projects”, and reiterated that this kind of review has been done for “pretty much every project”. She said that she thinks that the Board conducts their reviews with an eye towards “protecting as much of the important forest resources involved in an application” as they can. Planning Board Solicitor Maggie Hogan asked if there was a transfer of development rights (TDR) program. I said that, while that was something that was included in the implementation schedule, I knew that, in 2006, that concept had been discussed, but was ultimately tabled. I do not know if the Council would be interested in taking up that mantle once again. Attorney Hogan asked if there was a party within Town government who sought out DEM funding for property acquisition. Planning Board Chairman Ron Prellwitz asked if there was any coordination between the Town and local tribes in relation to this issue. I said that that was not something that I thought we had in our Regulations at this present time, but that it was something that could be pursued when we revise them in the future.

Recommendation 7: I will query the Town Council to find out if they still want me to pursue this. No forward motion was made by the previous Town Planner in relation to this recommendation since the adoption of the Comprehensive Plan. As such, I do not know if it has been a priority for the Councils who have served in the intervening years after this iteration of the Comprehensive Plan was adopted.

Recommendation 8: I will query the Town Council to find out if they still want me to pursue this. No forward motion was made by the previous Town Planner in relation to this recommendation since the adoption of the Comprehensive Plan. As such, I do not know if it has been a priority for the Councils who have served in the intervening years after this iteration of the Comprehensive Plan was adopted.

Recommendation 9: I will query the Town Council to find out if they still want me to pursue this. No forward motion was made by the previous Town Planner in relation to this recommendation since the adoption of the Comprehensive Plan. As such, I do not know if it has been a priority for

the Councils who have served in the intervening years after this iteration of the Comprehensive Plan was adopted.

Recommendation 10: I will query the Town Council to find out if they still want me to pursue this. No forward motion was made by the previous Town Planner in relation to this recommendation since the adoption of the Comprehensive Plan. As such, I do not know if it has been a priority for the Councils who have served in the intervening years after this iteration of the Comprehensive Plan was adopted.

Recommendation 11: I will query the Town Council to find out if they still want me to pursue this. No forward motion was made by the previous Town Planner in relation to this recommendation since the adoption of the Comprehensive Plan. As such, I do not know if it has been a priority for the Councils who have served in the intervening years after this iteration of the Comprehensive Plan was adopted.

Recommendation 14: I will query the Town Council to find out if they still want me to pursue this. No forward motion was made by the previous Town Planner in relation to this recommendation since the adoption of the Comprehensive Plan. As such, I do not know if it has been a priority for the Councils who have served in the intervening years after this iteration of the Comprehensive Plan was adopted.

Recommendation 15: I will query the Town Council to find out if they still want me to pursue this. No forward motion was made by the previous Town Planner in relation to this recommendation since the adoption of the Comprehensive Plan. As such, I do not know if it has been a priority for the Councils who have served in the intervening years after this iteration of the Comprehensive Plan was adopted.

Recommendation 16: I noted that this process already exists – it's called the Minor Subdivision process. Attorney Hogan noted that we have had some Minor Subdivision applicants seek waivers from the Class I Survey requirements for very large pieces of land, and that we could potentially change our regulations in the future to allow such Minor Subdivisions to take place without the waiver component.

### **Public Services and Facilities:**

Recommendation 9: I will query the Town Council to find out if they still want me to pursue this. No forward motion was made by the previous Town Planner in relation to this recommendation since the adoption of the Comprehensive Plan. As such, I do not know if it has been a priority for the Councils who have served in the intervening years after this iteration of the Comprehensive Plan was adopted.

Recommendation 12: This is something that the Town is actively pursuing.

Recommendation 15: This can be incorporated into our new municipal website.

Recommendation 16: The Board agreed that this would be better handled by the Town Council and State agencies, like Rhode Island Energy.

Recommendation 17: Complete. Our Solar Ordinance has been revised many times.

Recommendation 18: Complete. The Planning Board considered this, though they did not support it.

Recommendation 19: This was stricken from our Comprehensive Plan in years past.

### **Circulation:**

Recommendation 2: This is something that has been implemented on a project-by-project basis, but would be something that the Planning Board would be interested in reviewing.

Recommendation 3: Attorney Hogan suggested that this would be something that the Board should review in the future.

### **Economic Development:**

None.

### **Housing:**

Recommendation 1: I explained that we have not seen many “large-scale residential projects”. Some Board members were not familiar with the concept of a Planned Unit Development (PUD), as we have not seen a PUD proposal in many years. Attorney Hogan noted that the Town has not adopted “minimum environmental performance criteria”, and that it might be something the Board would want to consider moving forward. I noted that the Planning Board has the ability to request an environmental impact statement at the Master Plan stage for Major Land Development projects, but that I did not know if there was such a component under the PUD Ordinance.

Recommendation 2: This concept is under review by the Planning Board.

Recommendation 3: This concept is under review by the Planning Board.

Recommendation 4: This is an ongoing effort, which is employed when applicable.

Recommendation 5: We engage in this activity.

Recommendation 9: I have been in conversation with Church Group, who administers CDBG for communities in Eastern Rhode Island. I believe that retaining their services is something that the Town Manager is discussing with the Town Council.

Recommendation 10: Ongoing. My Senior Planning Clerk is an experienced grant writer.

Recommendation 11: I will query the Town Council to find out if they still want me to pursue this. No forward motion was made by the previous Town Planner in relation to this recommendation since the adoption of the Comprehensive Plan. As such, I do not know if it has been a priority for the Councils who have served in the intervening years after this iteration of the Comprehensive Plan was adopted.

Recommendation 12: Completed.

Recommendation 13: Pending, based upon whether or not the Town Council agrees to have Church Group administer the CDBG program.

Recommendation 16: I will query the Town Council to find out if they still want me to pursue this. No forward motion was made by the previous Town Planner in relation to this recommendation since the adoption of the Comprehensive Plan. As such, I do not know if it has been a priority for the Councils who have served in the intervening years after this iteration of the Comprehensive Plan was adopted.

Recommendation 17: We are awaiting further guidance from the State, as there are many land use bills that are being discussed at this time that would have implications for this.

Recommendation 18: I will query the Town Council to find out if they still want me to pursue this. No forward motion was made by the previous Town Planner in relation to this recommendation since the adoption of the Comprehensive Plan. As such, I do not know if it has

been a priority for the Councils who have served in the intervening years after this iteration of the Comprehensive Plan was adopted.

Recommendation 19: We are awaiting further guidance from the State, as there are many land use bills that are being discussed at this time that would have implications for this.

Recommendation 20: There are not any surplus Town buildings. The Town Manager writes RFPs.

Recommendation 21: Ongoing, but we are awaiting further guidance from the State, as there are many land use bills that are being discussed at this time that would have implications for this.

Recommendation 22: Ongoing, but we are awaiting further guidance from the State, as there are many land use bills that are being discussed at this time that would have implications for this.

Recommendation 23: Ongoing, but we are awaiting further guidance from the State, as there are many land use bills that are being discussed at this time that would have implications for this.

Recommendation 24: Ongoing, but we are awaiting further guidance from the State, as there are many land use bills that are being discussed at this time that would have implications for this.

Recommendation 25: Ongoing, but we are awaiting further guidance from the State, as there are many land use bills that are being discussed at this time that would have implications for this.

### **Land Use:**

Recommendation 1: I need to review the context of this recommendation.

Recommendation 2: Ongoing. The Board is interested in making progress in relation to this issue, and would like to investigate it further.

Recommendation 7: This is more appropriately under the purview of the Land Trust.

Recommendation 8: Ongoing. The Town is working to complete the Hazard Mitigation Plan at this time.

Recommendation 9: Ongoing. The Town is working to complete the Hazard Mitigation Plan at this time.

Recommendation 11: Ongoing. The Town is working to complete the Hazard Mitigation Plan at this time.

Recommendation 12: This would be influenced by the Hazard Mitigation Plan, which is taking shape at this time.

Recommendation 13: Ongoing. We are always looking for funding to deal with these issues.

Recommendation 16: Ongoing. The Town is working to complete the Hazard Mitigation Plan at this time.

## **Comprehensive Plan: Town Managers Report**

### **Recreation, Conservation and Open Space pg 119**

<b>Recommendation 1</b>	Investigate the possible use of land presently owned by the town for future development of ball fields and develop appropriate site.	In progress: Town manager is set to meet with recreation committee to determine the need for ball fields
<b>Recommendation 3</b>	Identify town properties that are unusable and underutilized and develop a plan for their sale with the proceeds from all sales earmarked for local recreation acquisition and development.	In progress: Town manager is working with Town Tax assessor to identify properties that are unusable and underutilized to develop a plan for possible acquisition.
<b>Recommendation 9</b>	Continue to implement the Master Plan for Langworthy Field that was developed by the Recreation Commission in conjunction with consultant Fuss & O'Neill and that was approved by the Hopkinton Town Council on May 4, 2015	Complete

### **Natural and Cultural Resources pg 121**

<b>Recommendation 17</b>	Examine the current school curriculum and recommend areas where resources can enhance programs and be implemented.	Not applicable; this does not fall under the job description of the Town Manager or their responsibilities. This would fall under the responsibility of the School Committee.
<b>Recommendation 18</b>	Recommend areas where a good match between program and resources would benefit the School programs	Town Manager is open to schools looking into services with the Town and will help were needed, but is not proactively seeking programs on behalf of the school.

### **Public Services and Facilities pg 122**

<b>Recommendation 1</b>	Evaluate local population trends to ensure that police, fire and municipal employees meet future requirements.	Monitored through annual budget, student enrollment, and land development are key indicators along subdivisions.
<b>Recommendation 2</b>	Develop additional municipal building space that is sensitive to the existing location and historical setting of the existing Town Hall and the adjacent Thayer house	In progress: estimated completion is set for early 2025

<b>Recommendation 3</b>	Consult with town departments in planning for additional municipal office space to relieve overcrowding and address special requirements.	Completed: Design phase of Town Hall construction process.
<b>Recommendation 5</b>	Establish a senior service advocate or provider that coordinates efforts with the towns of Hopkinton, Charlestown, and Richmond	Town recently appointed an active Public Welfare Director and will work to reestablish a committee on Aging.
<b>Recommendation 11</b>	Conduct a full audit of all public buildings and implement recommended changes.	On going: Town has conducted energy audit on all facilities for the improvement to make each building more energy efficient through updating their HVAC and air conditioner systems.
<b>Recommendation 12</b>	Evaluate the feasibility and cost of installing photovoltaic and/or wind-powered electricity generating technologies on municipally owned lands and facilities, particularly building rooftops and the capped landfill on Stubtown Road.	Currently in progress: 3 phase project- In the process of installing rooftop solar on 3 Department buildings; Police Department, Public Works, and Town Hall. Town awarded bid on solar for Subtown road, Town is currently seeking new contract for development of solar due to contract not being reached with original developer.
<b>Recommendation 14</b>	Incorporate energy efficiency and sustainability in design of Town Hall renovations	In progress: Working on the design plans phase and incorporating roof mounted solar along with updating the cooling and heating systems.

#### Land Use pg 128

<b>Recommendation 13</b>	Develop a strategy to implement the stormwater management projects, dam, culvert, and bridge improvements, sediment removal projects, and green infrastructure opportunities identified by the Pawcatuck Watershed Management Plan.	Currently seeking funding to repair culverts and improve stormwater on town roads through grant funding. Working with Pawcatuck Watershed Management to proactively identify problematic dams, culverts, and bridges. Currently working with State Representative and RIDOT to improve bridges and drainage on state roads in town.
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**Recreation, Conservation and Open Space (pg. 119)**

- Recommendation 1      On-going  
*Comments: Langworthy Field is completed, Crandall Field has a new playground and resurfacing tennis and basketball courts are in the CIP/DEM Grant application for FY2023-24. Briggs Park is currently being rehabilitated for passive recreational activities.*
- Recommendation 2      On-going
- Recommendation 4      1-2 years  
*Comments: Discussions with Town Manager and DPW Director are ongoing*
- Recommendation 6      NA  
*Comments: There are no plans to organize a regional swim program due to lack of facilities.*
- Recommendation 7      5+ years  
*Comments: Regional projects should be discussed in conjunction with neighboring towns, DEM and statewide recreational planning (SCORP) Land Trust, Conservation Commission and have not been coordinated to date.*
- Recommendation 8      On-going
- Recommendation 9      Completed in 2020

**Public Services and Facilities (pg. 122)**

- Recommendation 6      1-2 years  
*Comments: Currently in discussion on purchasing a van for transportation.*

**Circulation (pg. 124)**

- Recommendation 5      5+ years  
*Comments: Regional projects should be discussed in conjunction with neighboring towns, DEM and statewide recreational planning (SCORP) Land Trust, Conservation Commission and have not been coordinated to date*

<b>Natural and Cultural Resources</b>			
<b>Recommendation Number</b>	<b>Recommendation Description</b>	<b>Responsibility of GIS/IT</b>	<b>Response</b>
Recommendation 9	Formulate and implement a Town Wide Stormwater Management Ordinance	The GIS Technician will provide GIS information as requested by Town Resources.	The GIS Technician will provide GIS information as requested by Town Resources.
<b>Public Services and Facilities</b>			
<b>Recommendation Number</b>	<b>Recommendation Description</b>	<b>Responsibility</b>	<b>Response</b>
Recommendation 15	Create an energy conservation webpage on the Town website with educational material about energy-efficient home improvement, such as weatherization, light bulbs, and replacing HVAC systems.	IT Director	The IT Director has posted available resource information, on the Public Welfare page. If information/content is provided it can be published and made available to residents.
<b>Land Use</b>			
<b>Recommendation Number</b>	<b>Recommendation Description</b>	<b>Responsibility</b>	<b>Response</b>
Recommendation 10	Develop GIS Storm Drain Database Map and use it to identify and assess causes of flooding and prioritize improvements	GIS / IT Director	The GIS Technician will work with and, provide the GIS information as requested by Town Resources.
Recommendation 11	Conduct a vulnerability assessment of the town, and create a natural hazards vulnerability map, identifying areas most at risk of natural hazard-related issues, crucial roadways and infrastructure, and facilities with highest consequence	GIS / IT Director	The GIS Technician will work with and provide the GIS information as requested by Town Resources.

	populations. This should be included in the updated Hazard Mitigation Plan.		
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3/10/23, 3:31 PM

Mail - Talia Jalette - Outlook

## Police Comprehensive Plan 5-Year Informational Report Workshop

Chief David Palmer <chief@hopkintonpolice.org>

Fri 3/10/2023 1:05 PM

To: Talia Jalette <talia.jalette@hopkintonri.gov>

Warning: The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.

Talia,

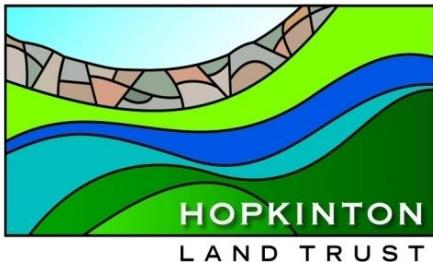
Only one topic directly references the police. Public Services and Facilities: Recommendation 13: Replacing vehicles with fuel efficient vehicle.

We average replacing one front line cruiser every year. Every year the manufacturer produces better fuel efficient vehicles. I would like to replace older vehicles with newer vehicles at an accelerated pace. I have spoken to the Town Manager about replacing our Admin Cars with newer vehicles which have not been replaced for several years and hope to do so next year. I spoke the Chief Lee of HVFD who is in the process of purchasing a Ford Explorer hybrid; I would certainly consider this if there was money to expend. The most realistic chance of this is if we receive seizure money which I am optimistic in the future. I do not believe electric vehicles would be conducive to police vehicles at this time.

Public Service and Facilities Recommendation 1 asks the Town Manager to comment on trends for fire and police. I commented on the Bushy Brook Development Plan that as the phases progressed, the town should consider adding another police officer to the compliment to accommodate the raise in population and police services needed.

Thank you.

David S. Palmer  
Hopkinton Police Chief  
Phone: 401-377-7751  
Fax: 401-377-7755  
e-mail: chief@hopkintonpolice.org



2 March 2023

[One Town House Road, Hopkinton, RI 02833](#)

To: Talia Jalette, Hopkinton Town Planner  
CC: Brian Rosso, Hopkinton Town Manager

Subj: Addressing Comprehensive Plan 5-Year Recommendations

The Hopkinton Land Trust has been listed as a responsible party for the following items:

#### **Recreation, Conservation & Open Space**

**Recommendation #2** – Research zoning revisions and policy strategies to meet the goals and objectives of the comprehensive plan pertaining to the conservation of natural resources and preservation of rural character, including revisions to the Cluster Subdivision Ordinance, development of a TDR program, and other similar strategies.

Action: Part of HLT's mission is to maintain a balance between conservation & development, however, we have not met with other departments to take a broader view.

**Recommendation #13** – Develop a greenway network plan with implementation strategy.

Action: This continues to be on our radar, however informal in implementation.

#### **Natural & Cultural Resources**

**Recommendation #15** – Develop a Transfer of Development Rights (TDR) program that prioritizes & identifies areas able to receive additional growth and density to preserve existing farmlands & other natural resources.

Action: Part of HLT's mission is to maintain a balance between conservation & development, however, we have not met with other departments to take a broader view.

#### **Economic Development**

**Recommendation #8** – Develop signage program directing tourists to town attractions.

Action: The HLT strives to maintain current signage on our properties, walking trails, kiosks and notice boards.

Please contact the Hopkinton Land Trust for further information.

Sarah Windsor, Chairperson, Hopkinton Land Trust

3/10/23, 3:28 PM

Mail - Talia Jalette - Outlook

## Re: Comprehensive Plan 5-Year Informational Report Workshop

Ron MacDonald III <ema@hopkintonri.gov>

Fri 3/10/2023 3:11 PM

To: Talia Jalette <talia.jalette@hopkintonri.gov>

Cc: Brian M. Rosso <brian.rosso@hopkintonri.gov>;Leianne Spears <leianne.spears@hopkintonri.gov>

I wasn't involved in the last Comp Plan so I am not sure if these were carried over from previous versions. I've been here since 2012.

### Public Facilities Rec 4:

We currently have ESF 10 that describes Haz-Mat responsibilities and we have an annex for Radiological and Terrorism/WMD. I am not sure what was originally being looked at or what the intention was. Haz-Mats are covered by the fire departments and DEM.

### Land Use Rec 14-15-16

We can roll 14 and 16 into the new web page once its developed. Shouldn't be an issue.

15

I am not aware of any wildfire campaigns but this falls under the FDs and we can see what comes out of the Haz Mit update. We can also add educational material to the web site once developed.

2016 Comprehensive Plan  
Implementation Schedule

REFERENCE	RECOMMENDATION DESCRIPTION	RESPONSIBILITY	Time Frame				On-Going
			1-2 Years	3-4 Years	5+ Years		
Recommendation 5	Use land use controls, such as PUD and cluster development, to encourage creative land planning concepts that reduce development costs while preserving open space and environmentally sensitive areas not otherwise protected by local, state, and federal law.	Town Planner / Planning Board / Zoning Board / Town Council					
Recommendation 6	Expand the current modernization programs which direct Federal and state funding to interior, access, and safety improvements for residential units occupied by tenants and owners.	Tax Assessor / Building Inspector / Town Council / Affordable Housing Partnership	N/A				
Recommendation 7	Continue the property tax exemption for the elderly and other special needs populations of Hopkinton to prevent high property turnover and significant shifts in the occupancy of the Town's housing stock as well as to share the fiscal burden of the property tax through direct deductions to the elderly homeowner.	Tax Assessor / Town Council	<i>Current on-going</i>				
Recommendation 8	Extend eligibility for elderly and special needs property tax relief to include qualified landlords who provide rental units that are occupied by elderly and special needs tenants and that are certified as meeting the unique physical and lifestyle needs of those tenant groups.	Tax Assessor / Building Inspector / Town Council	<i>Proposed required</i>				
Recommendation 9	In conjunction with an independent housing coordinator, research and maintain current files on Federal, state and local housing subsidy programs in order to effectively refer residents and potential developers to the appropriate agencies for assistance.	Town Planner / Affordable Housing Partnership					
Recommendation 10	Enhance the Town's grant writing capabilities to develop and expand local housing subsidy programs for low income and elderly individuals that would support assistance to residences with retaining ownership of their property or with paying residential rents.	Town Planner / Town Council / Affordable Housing Partnership					
Recommendation 11	Consider residential incentive zone overlays or adopt a policy of Conditional Zoning to allow larger mixed-use development projects in targeted areas of Town.	Town Planner / Planning Board / Zoning Board / Town Council / Affordable Housing Partnership					