

# Board of Selectmen Minutes 01/07/2013

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## Board of Selectmen Minutes January 7, 2013

Chairman Carroll convened the meeting at 7:01 p.m. in the Draper room of the Town Hall and moved into the agenda. Present: Chairman James Carroll; Selectman Robert Burns; Selectwoman Janet Jacaruso; Town Coordinator Eugene Phillips; Executive Assistant Patricia Goodwin, and Jeff Ellis, Videographer.

MSDV to approve the regular and executive session minutes of December 17, 2012. Chairman Carroll – Aye; Selectman Burns – Aye, and Selectwoman Jacaruso – Aye.

Chairman Carroll moved to correspondence on the agenda.

Chairman Carroll acknowledged the receipt of an invitation to the annual Worcester Regional Retirement System meeting on January 16<sup>th</sup> and said he will plan to attend.

The Hopedale Country Club submitted their annual statement of the corporation's good standing as a non-profit corporation with the State of Massachusetts, proof of their current status as a non-profit corporation and a certificate of insurance showing required coverage.

Chairman Carroll moved to appointments and resignations on the agenda.  
There were no appointments or resignations submitted.

Chairman Carroll moved to new business on the agenda.

A petition was submitted from the non-union, non-contract employees requesting amendments and an addition to the Personnel bylaws addressing vacation and holiday leave and longevity pay. In the absence of a Personnel Committee, the employees have requested to the Board that the amendments be placed on the warrant for the Special Town Meeting of February 5, 2013, at which time they could propose the amendment at the Town Meeting. Selectman Carroll said changes to bylaws are significant, and he felt there would be a better representation at the Annual Town Meeting on May 21<sup>st</sup>. Selectwoman Jacaruso commented that as the petition was submitted before December 15<sup>th</sup>, as required by the Personnel Amendment Procedures bylaw, Chapter 137-6, the amendment could be acted upon at the annual town meeting. Chairman Carroll stated that at best, if changes were approved at the town meeting, it would be July 1<sup>st</sup> before any amendment to benefits could take place.

A discussion ensued regarding the lack of a Personnel Committee to address Personnel benefits and evaluations. Council on Aging Director Carole Mullen said she had written a letter January 18, 2005 regarding personnel policy concerns and commented that the non-union, non-contract employees do not have a mechanism for addressing issues. Chairman Carroll suggested that consideration be given to receiving the guidance of a consultant, as the last personnel survey was conducted in 2005.

Chairman Carroll agreed to meet with representatives from the non-union, non-contract employees to discuss the matter further. A petition to amend the Personnel by-law as discussed will need to be completed and submitted by March 15, 2013 to allow 60 days prior to the Annual Town Meeting in May.

Coordinator Phillips reviewed the warrant articles and motions for the Special Town Meeting of February 5, 2013 with the Board and will present the warrant for the signatures of the Board members at a special Board meeting to be held Thursday, January 17, 2013.

MSDV to close the warrant for the Special Town Meeting of February 5, 2013. Chairman Carroll – Aye; Selectman Burns – Aye, and Selectwoman Jacaruso – Aye.

Paula Stuart and Peter Sanborn, representatives of the Community Opportunities Group, held a community development strategy hearing with regard to the joint filing with the Town of Bellingham for a community block grant from the State. It is a state requirement to hold a meeting to discuss community needs.

A survey questionnaire was mailed today to several residents to ascertain community support for the project and to determine need. Ms. Stuart said they will be meeting with the Council on Aging Director and the senior's group, and have been driving through Hopedale streets to catalogue and identify areas within town as part of the program. Qualification for the program will include income thresholds and emergency needs. Up to 20% of the funds granted can be used for emergencies outside of a contiguous area. Any grant funds awarded are drawn down over an 18 month period.

The Community Opportunities Group will prepare all documentation for submission to the State, which will need to be completed by February 15, 2013. The Bellingham Board of Selectmen will hold a public hearing on January 22<sup>nd</sup> at which time the Board will officially ask the Town of Hopedale to be part of the program and to sign a joint authorization at the Hopedale Board of Selectmen meeting on February 4<sup>th</sup>.

Chairman Carroll asked residents to please fill out the survey, which will help those in need of rehab.

Fire Chief Thomas Daige submitted a request to the Board asking that he be authorized to request a list of civil service employees and approve selective service forms electronically from the Massachusetts Human Resources Civil Service Division on behalf of the town.

MSDV to authorize Fire Chief Thomas Daige to request Civil Service documentation electronically on behalf of the Board of Selectmen as discussed. Chairman Carroll – Aye; Selectman Burns – Aye, and Selectwoman Jacaruso – Aye.

The Road Commissioners submitted a Chapter 90 funds reimbursement request in the amount of \$181,898 for approval by the Board regarding work completed on Hope, Prospect and Draper Streets.

MSDV to approve the application for Chapter 90 funds reimbursement from the Massachusetts Department of Transportation Highway Division as discussed. Chairman Carroll – Aye; Selectman Burns – Aye, and Selectwoman Jacaruso – Aye.

A discussion was held regarding the Other Past Employment Benefits (OPEB) Trust, which mainly deals with retirement and health insurance for retirees. Acting Treasurer Barbara Walls had a consultant look into the town's unfunded liability benefits. According to Governor Patrick, the town must begin funding the benefits in the future. Finance Committee Chair, Karla Hopkins, has suggested that the town apply \$100K this year and increase the amount annually going forward through 2040.

Chairman Carroll moved to old business on the agenda.

The Dispatch ring-down system went live on Wednesday, January 2<sup>nd</sup>, which was relatively flawless. One call received from a cell phone indicates a hang up, and the State 911 department will be coming to the Police station tomorrow morning to review the tape.

Coordinator Phillips commented that at a previous meeting of the Board held November 5, 2012, a discussion was held with regard to the building permit fees for the proposed ice skating rink within the Hopedale Industrial Park. The owner had requested a reduction in the fee. Chairman Carroll said the loss of fees collected could result in an increase to the taxpayers, as the town relies on the receipt of building department fees, and further commented that the ice skating rink would not be a large economic gain to the town. Chairman Carroll suggested the owner ask his landlord to lower the rental rate and said that reducing or waiving building permit fees would not be fair to others applying for permits. Selectman Burns and Selectwoman Jacaruso agreed.

MSDV to not lower or waive the building permit fees for the proposed ice skating rink within the Hopedale Industrial Park. Chairman Carroll – Aye; Selectman Burns – Aye, and Selectwoman Jacaruso – Aye.

Chairman Carroll continued a discussion regarding the Town Coordinator Search Committee. The Board suggested providing the Search Committee with the characteristics necessary for the position. The following aspects were discussed as being important:

- Experience with Union negotiations. (Negotiations will begin within 6 months.)
- Candidate to become a Certified Procurement Officer within 2 years.
- Supervisory/Personnel experience.
- Municipal experience.
- Grant writing experience helpful.
- Communication skills (verbal and written) and problem-solving skills
- Must be willing to attend several meetings during the evening hours, weekends, etc. The candidate needs to understand that concept and is basically on call 24/7.
- Financial background/budget experience. A proven track record.
- Knowledge of municipal law.
- Relevant Educational background. College Degree, i.e. Business, Public Administration, helpful.

The committee will conduct initial interviews. The Board would like to have someone on board by May, with advertising to begin by mid to late January so as to receive résumés during February for scheduling interviews to take place in March. Coordinator Phillips said he will prepare an ad for review by the Board by the end of the week. The deadline for the receipt of résumés will be March 1<sup>st</sup>.

Selectman Burns agreed to be the liaison between the Board and the Coordinator Search Committee. The committee will be provided with criteria for the position, benefits information, and the pay range.

Chairman Carroll moved to other topics not previously anticipated at the meeting.  
There were no topics for discussion.

Chairman Carroll moved to Coordinator News on the agenda.  
There were no topics for discussion.

With no further business before them at 9:20 p.m. a motion was made by Selectman Burns, seconded by Selectwoman Jacaruso and agreed to by Chairman Carroll to adjourn the open meeting and to enter into executive session, not to reconvene in regular session, under G.L. c.30A, §21(a) (3) & (6), to discuss potential real estate transactions because the Chair has declared that discussing these matters in an open meeting may have a detrimental effect on the bargaining position of the Board of Selectmen; and I as Chairman so declare; not to reconvene but to adjourn directly upon conclusion of the closed discussion.

MSDV to enter into executive session, not to return to open session meeting, and not to reconvene. RCV\*\*: James Carroll, Chm. – Aye and Selectman Burns – Aye.

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James F. Carroll, Chairman

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Robert P. Burns

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Janet Orff Jacaruso

## Hopedale Board of Selectmen

\*Moved, Seconded, Discussed and Voted \*\*Roll Call Vote