

**BOARD OF SELECTMEN
Hopedale Town Hall-Draper Room
October 7, 2019
Regular Minutes**

Present: Selectman Brian Keyes, Selectman Thomas Wesley, Selectman Louis Arcudi
Also, present, Town Administrator Steven Sette, Executive Assistant Susan Brouwer and Videographer Rafael.

Meeting called to order at 7:00 p.m. by Selectman Keyes. The Pledge of Allegiance was recited by those present. A moment of silence was offered for the Hollis family for the loss of their son Daniel.

Pledge of Allegiance

A. Appointments and Resignations

1. Resignation of Steven A. Sette as Town Administrator effective October 25, 2019
MSDV to accept the resignation of Steven A. Sette as Town Administrator with great regret effective October 25, 2019.
RCV Selectman Keyes- Aye; Selectman Wesley – Aye; Selectman Arcudi – Aye

Board members gave accolades to Administrator Sette his job performance and thanked him for his service to the Town. Administrator Sette appreciates the time he spent in Hopedale thanking the BOS, staff, boards and residents. Mr. Sette said as he moves on the Town is in good shape going forward and that the next few years a lot of good things will be happening in this Town. Thanked the Board for their guidance and support over the years

Police Sgt. and Union President Rick Lima thanked Steve for his professionalism in working with the police department and police union noting that Steve will be sorely missed.

B. New Business

1. Interim Coverage Model for Town Administrator

Chairman Keyes noted that he met with Administrator Sette to discuss an interim plan for his departure. Chair Keyes asked Mr. Sette to share the thoughts of their discussion so Mr. Wesley and Mr. Arcudi can weigh in. Mr. Sette directed the Board's attention to the packet materials on Recruitment Guidelines for Hiring Local Government Administrator advising there is some very good information on what to do on an interim basis. Mr. Sette recommends the Board appoint co-interim within the Town Department Heads, having one person handle the financials and the other handle other duties. Selectman Arcudi said as the Board will not be making a decision tonight and as he has been through hiring two other Administrators, he would like to see if there are any retired Administrators around in the MA, RI, CT area to fill in on an interim basis, so department heads are not overburdened and it gives the Board the luxury of interviewing as many candidates as they want and keeping the process open as long as they want, without burdening other departments. Mr. Arcudi would entertain more of a hybrid approach with using staff and a part-time interim manager as there are many things going on and he doesn't want to see things slip through the cracks.

Mr. Wesley concurs with a hybrid model including bringing in an interim administrator, allowing the Board time to reflect and possibly rewrite the job description as it has not been reviewed in 6+ years.

The Board charged Mr. Sette with reviewing the budget for financing an interim and with finding funding sources for hiring a firm to oversee the hiring process. Mr. Sette advised he will meet with the Town Accountant to see about funding.

2. Discussion on Hiring Firms to assist with the Search of New Town Administrator
The Board reviewed options for hiring a search firm to select the permanent Town Administrator. Selectman Wesley has no qualms about entertaining discussions with search firms. Selectman Arcudi commented, the discussion with search firms does need to be public and recommends Brian reach out to firms and if the Board has questions, they can reach out to the firms and ask the firms directly. Selectmen Keyes said he is willing to take charge noting the goal will be to have a firm selected by the second meeting in October.

3. Discussion on Ad Hoc Screening Committee
Board members discussed the makeup of the screening committee requesting a notice be placed on the website requesting anyone interested in participating on the committee fill out a Talent Bank form. The Board would like a cross section of stakeholders from Boards and Committees and a couple of at large people to narrow down the pool of applicants.

MSDV to have Chairman Brian Keyes take the lead on recommending an interim administrator and recommend professional hiring firm.

RCV Selectman Keyes- Aye; Selectman Wesley – Aye; Selectman Arcudi – Aye

C. Old Business

D. Public and Board Member Comments (votes will not be taken)

1. Resident Dan Iacovelli said that Hopedale Youth Baseball is looking to install new dugouts but want to be sure they can be taken down and reused if new fields were to be installed. Mr. Iacovelli is wondering if the Town will be doing a more enhanced field study. The Board recommended Mr. Iacovelli come up with a comprehensive plan and present it to the Field Ad Hoc Committee.
2. Len Guertin inquired as to whether a fee is charged for all public record requests. Town Administrator Sette advised public records requests that involve the use of Town Counsel are reviewed by Town Counsel for redaction of any confidential information and a fee for the time and documents are charged to the requestor.

E. Correspondence and Selectmen Informational Items (votes will not be taken)

F. Requests for Future Agenda Items

G. Administrator News

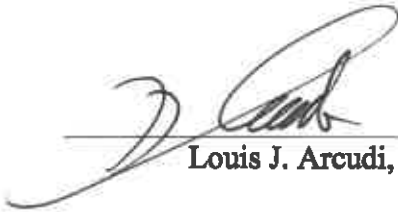
H. Executive Session

Chair Keyes requested a motion to enter into executive session to discuss strategy in preparation for negotiations with non-union personnel, i.e. Town Administrator, pursuant to G.L. c. 30A, Section 21(a)(2) not to return to open session.
Motion made by Selectman Wesley, seconded by Selectman Arcudi
RCV Selectman Keyes – Aye, Selectman Arcudi– Absent, Selectman Arcudi- Aye

I. Adjournment

At 8:40 p.m. the Board MSDV to adjourn the Board of Selectmen


Thomas A. Wesley


Louis J. Arcudi, III


Brian R. Keyes

Hopedale Board of Selectmen

*MSDV – Moved, Seconded, Discussed and Voted

**RCV- Roll Call Vote