

**BOARD OF SELECTMEN
HOPEDALE TOWN HALL – DRAPER ROOM
APRIL 27, 2020
REGULAR MINUTES**

Call to order 7:00 p.m. – Town Hall Draper Room

Present: Chairman Brian Keyes, members Louis Arcudi, and Thomas Wesley. Also, present Town Administrator Diana Schindler.

Chair Keyes convened the meeting at 7:02 PM.

A. Consent Items

1. Approval of April 17, 2020 regular minutes.

Selectman Arcudi made a motion to approve the joint committee meeting with the finance committee minutes. Selectman Wesley seconded motion to approve the regular minutes.

Arcudi - Aye, Wesley - Aye, Keyes - Aye.

2. Approval of April 17, 2020 executive minutes - Selectman Arcudi made a motion to approve the executive minutes, Selectman Wesley seconded the motion,

Arcudi - Aye, Wesley - Aye, Keyes - Aye.

3. Approval of warrant 20-42 signed by Selectmen Arcudi and Chairman Keyes. Selectman Wesley made a motion to approve the warrants as stated. Selectman Arcudi seconded the motion.

Arcudi - Aye, Wesley - Aye, Keyes - Aye.

4. Approval of warrant 20-43 signed by Selectman Wesley. Selectman Wesley made a motion to approve the warrant. Selectman Arcudi seconded the motion.

Wesley - Aye, Arcudi - Aye, Keyes - Aye.

5. Approval of warrant 20-43P signed by Selectmen Wesley and Chairman Keyes. Selectman Wesley made a motion to approve the warrant. Selectman Arcudi seconded the motion.

Wesley - Aye, Arcudi - Aye, Keyes - Aye.

B. Appointments and Resignations

1. Resignation of Career Firefighter Edward Moussouris effective April 26, 2020.

Chair Keyes spoke of Career Firefighter Edward Moussouris' resignation. Chair Keyes stated that Ed has given a tremendous amount of service to the Town of Hopedale and will be missed. The resignation letter from Moussouris was given to the Fire Chief on April 10, 2020. Fire Chief forwarded the letter to the Board on April 13, 2020. Selectman Wesley made a motion to accept the resignation of Edward Moussouris effective April 26, 2020. Selectman Arcudi seconded the motion.

Arcudi - Aye, Wesley -Aye, Keyes - Aye

C. New Business

1. Authorize Chair to sign Central Massachusetts Regional Planning Commission MOU (Memorandum of Understanding) for Technical Assistance for Green Communities Designation (vote)

- Town Administrator Schindler provided information regarding CMRPC. Administration is working to accept/adopt a stretch code which will be done at an upcoming town meeting. Administration is also working on a reduction plan as part of the designation, CMRPC will assist town with the activities. This program will be at no cost to the town, CMRPC received a grant from the state to assist communities. Towns can voluntarily sign up for this program. Selectman Wesley stated that this program could provide great opportunities for grants in the future and a cost savings opportunity for the town.
- Chair Keyes welcomed a motion for authorizing the chair to sign the Central Massachusetts Regional Planning Commission MOU for Technical Assistance for Green Communities Designation. Selectman Arcudi authorized the chair to sign, Selectman Wesley seconded the motion.

Wesley - Aye, Arcudi - Aye, Keyes - Aye.

2. Discuss Goals and Objective setting process regarding Town Administrator Contract

- Town Administrator Schindler discussed current and future goals/objectives (i.e. operational initiatives, grant opportunities, budgeting, financing, open contracts, union contracts, services initiatives: trash, MS4 permitting). Town Administrator Schindler requested clarification from the Board regarding what the desired outcomes are collectively. Chair Keyes asked colleagues to review metrics/objectives and let Chair Keyes know what their thought process is so that Chair Keyes can share the information with Town Administrator Schindler. Chair Keyes wants to set Town Administrator Schindler and the Town up for success and intends to get clarification from the Board on what their opinion is regarding the outcomes of scheduled goals/objectives.
- Selectman Arcudi suggested that the goals/objectives outcomes should be set no later than September 2020. Every year the goals/objectives should be set prior to contract/negotiations or a part of the review process.
- Selectman Wesley suggested that there should be a review process throughout the contract period, the Board should be looking at short term and long-term goals. Certain goals/objectives take longer than 1 year or take multiple years to see through. The Board and Town Administrator should collectively assess the goals/objectives every year.

D. Old Business

1. FY21 Budget Discussion

- Town Administrator Schindler has not changed any timing for the town meeting on June 23, 2020 or the election that is scheduled for June 16, 2020. There has been discussion of an override, an override vote would also require a ballot vote and would likely occur after the town meeting. During the pandemic it is difficult to know what it will look like for the town to have town meetings/elections.
- Chair Keyes inquired if have we made progress since the Friday meeting to the Finance Committee meeting? Chair Keyes also expressed concern for what the state of the Town if this override does not go through.
- Administrator Schindler provided the Board with the Finance Committees FY21 Narrative Summary. The Finance Committee did not give an official vote regarding the budget. They did vote to make this recommendation as their starting point for a proposal.

- Selectman Arcudi feels that this is a straightforward budget cut, 2% across all departments/department expenditures. This proposal is a step in the right direction.
- Selectman Wesley feels that any plan that puts us into an override today makes him uncomfortable. Selectman Wesley stated that taking a 2% decrease across many departments does make some sense but would like to avoid cutting trash for the residents.

2. COVID-19 preparations

- Chair Keyes commended all departments regarding how they have handled themselves, their departments and with assisting the community during the Covid-19 pandemic.
- Town Administrator Schindler stated that she has been meeting with the Board of Health every Monday. Next week, the Board of Health will be coming up with resources and ideas for the next step of operations. They will also be providing recommendations for how departments/businesses will come back to work/reopen the buildings while staying COVID compliant. A face mask advisory was announced to the community last Friday. This is an advisory, it is not mandatory. The town is reaching the end of grant from CMRPC money for COVID operations.

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

- Town Administrator Schindler stated that a public comment from Don Howes regarding Jack Barra passed away on April 4, 2020. Jack was the Road Commissioner for 25 years. Jack's family wants to donate a memorial bench in honor of Jack. The bench they chose would be located between town hall and post office or in Adin Ballou Park. The Highway department agreed to construct the path that the bench will sit on, the town does not plan to accept any money from the family regarding the construction of the path the bench will sit on. The town will accept the donation of the bench. Chair Keyes commented that in the last meeting the town has created a collection for Jack and there are still donations coming in. The town will be purchasing a "memory tree" with the donations from the collection for Jack's family. The intention is so that the family can plant the tree as a living memory. The tree has not been purchased yet.
- Board Comments - Selectman Wesley is looking for some guidance/suggestions from the town's constituents regarding an alternative option to the Memorial Day Parade since Covid-19 regulations will not allow a gathering of that size. Selectman Wesley suggested a small gathering at the cemetery to honor veterans or post American Flags around the town and possibly get the school and the town involved in scheduling an activity. Selectman Wesley suggested that this could possibly be a future agenda item. Selectman Wesley also suggested adding a Hopedale Veteran from the Civil War, Frederick W. Austin's name to the Wall of Honor Monument. The town would need to get an estimate regarding the cost to put Fredericks name on the monument.
- Chair Keyes wanted to acknowledge Susan Brouwer, the former Executive Assistant to the Town Administrator for the Board of Selectmen. Susan spent 7 years in this position and her last day was Friday. Chair Keyes wanted to thank Susan for her help and hard work during her time in this position. Chair Keyes stated that Susan did an outstanding job.

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

1. Warrant 20-41 and 20-41P as signed by Selectmen Wesley, Arcudi and Keyes
2. Xfinity Notice dated April 13, 2020 regarding programming changes to CLEO and Sports Entertainment

3. Letter from TEC Associates Engineering dated April 17, 2020, regarding GURR 2020 Vegetation Control Program

G. Requests for Future Agenda Items

1. Selectman Wesley - Memorial Day Parade Suggestions/Objectives

2. Selectman Arcudi - FY21 Budget

H. Town Administrator Report

1. Contracting - Contracts need to be available for all services secured under MGL Chapter 30B or otherwise. The town is paying for a health agent, cable access and technology through contracted services. There is no documentation of what services are provided from these contracts or what the amount owed is.
2. Management Report - The Auditor for the Town of Hopedale has not provided a management report. This audit report is needed when making monetary decisions.
3. Town Administration has met with Department Heads and Departments (Water and Sewer, Highway, Town Clerk, Town Collector, Police Chief, Fire Chief and the Town Accountant), Administration was able to get a better understanding of what each department faces regarding challenges and how the departments operate.
4. Economic Development - Administration is working with CMRPC regarding several initiatives.
5. The Town has signed a support letter for an environmental assessment for Draper Mills property. The owner of Draper Mills will be working with CMRPC. CMRPC offers a Brownfield Revolving Loan Fund, which can be accessed by the owner of Draper Mills in conjunction with Worcester County CDC to do a more detailed environmental assessment to determine conditions of next steps. Brownfields revolving loans fund is a federal fund. The town does not have a role in the process, the support letter is to state that the town supports the Brownfield Revolving Loan Fund to do this assessment.

I. Adjournment

Selectman Wesley moved to adjourn the meeting, Selectman Arcudi seconded the motion.

Wesley - Aye, Arcudi - Aye, Keyes - Aye

Chair Keyes: I am requesting a motion to allow this board to now enter into Executive Session and not to reconvene in regular session, under M.G.L. c.30A, § 21(a) Reasons (2): To conduct strategy sessions in preparation for negotiations with union and nonunion personnel and Reason (3): to discuss strategy with respect to possible litigation, because I as chair declare that an open meeting may have a detrimental effect on the negotiating position of the Town. Roll Call Vote

Next regular scheduled meetings May 11, 2020 and Tuesday, May 26, 2020 at 7:00 PM

Submitted by:

Lindsay Mercier, Executive Assistant

Adopted: _____