

Board of Selectmen
Regular Minutes
December 28, 2020

Present: Chair Brian R. Keyes, Louis J. Arcudi, III, Glenda Hazard, Town Administrator Diana Schindler

Chair Keyes convened the meeting at 7:00PM

Pledge of Allegiance

Consent Items

Approval of December 21, 2020 Regular Minutes

Chair Keyes and Selectman Arcudi stated that they have read the December 21, 2020 Regular Minutes.

Selectman Arcudi made a motion to approve the December 21, 2020 Regular Minutes. Selectman Hazard seconded the motion.

Arcudi – Aye, Hazard – Aye, Keyes – Aye

Appointments and Resignations

Resignation of Leo Lyons as Tree Warden, effective December 22, 2020

Chair Keyes read Leo Lyons resignation letter. Chair Keyes thanked Leo for his service and time with the Town of Hopedale. Selectman Hazard asked Town Administrator Schindler who is the new contact person until the Tree Warden position is filled? Town Administrator Schindler stated that Chris Nadeau, Highway Superintendent is covering for the Tree Warden until the position is filled. She urged residents to contact him via the website contact page, unless there is an emergency then call 911 or Dispatch. Chair Keyes stated that if any residents are having trouble contacting to please reach out to the Town Administrator or himself. Town Administrator Schindler explained that this is an elected position and will be voted on at the next Town Meeting.

Selectman Arcudi made a motion to accept the resignation of Leo Lyons as Tree Warden effective December 22, 2020. Selectman Hazard seconded the motion.

Arcudi – Aye, Hazard – Aye, Keyes – Aye

New Business*

Approval of the grant through the Community Compact Cabinet's (CCC) Information Technology Grant, \$46,900 for electronic permitting – Letter Attached (Vote)

Town Administrator Schindler explained the grant and the grant process. Town Administrator Schindler stated that every year the Town is eligible because the Town has a community compact with the state that started several years ago. The Fire Department, Building Commissioner and the Board of Health requested electronic permitting, so we have applied for electronic permitting and received an award. The award totals \$46,900.00, this will allow the Town to implement the electronic permitting for at least 3 Departments. We are considering the Fire Department, Building Department and Board of Health. However, if the Board of Health is not ready at this time then we can change that to the Board of Selectmen's Office. The constituents will be able to get forms signed online instead of having to come into Town Hall and get signed in person. Selectman Arcudi asked Town Administrator Schindler how we will receive the award of \$46,900 (all at once, per section or is it given after the fact). Town Administrator Schindler responded that the Town would receive a certain amount at first to get started, put together the project and then receive the remaining funds. She stated that she has worked with the company "OpenGov". Together, they were able to come up with the estimate for this grant. Selectman Arcudi thanked everyone involved in obtaining this grant.

Selectman Hazard made a motion to accept the Community Compact Cabinet's (CCC) Information Technology Grant of \$46,900. Selectman Arcudi seconded the motion.

Hazard – Aye, Arcudi – Aye, Keyes – Aye

2021 Annual License Renewals (Vote)

Chair Keyes stated that the Board will approve the license renewals by class, common victualler and non-Sunday entertainment.

Selectman Arcudi made a motion to grant D. C. Bates Equipment Co. Inc. their 2021 Class I License effective January 1, 2021 thru December 31, 2021. Selectman Hazard seconded the motion.

Arcudi – Aye, Hazard – Aye, Keyes – Aye

Selectman Hazard moved to approve the Class II License Renewals effective January 1, 2021 thru December 31, 2021 to Milford Auto Sales, Arthur Peigeon dba A&S Detailing & Auto Sales, Costa Auto Group, Duest Motors, Lord & Sons Auto Body & Paint, Off Lease Auto, Patriots Custom Auto, Inc. Selectman Arcudi seconded the motion.

Hazard – Aye, Arcudi – Aye, Keyes – Aye

Selectman Arcudi made a motion to grant Common Victualler license renewals effective January 1, 2021 thru December 31, 2021 to Maria's Pizza, Hong Kong House, Hopedale Donuts, Inc (Dunkin Donuts), Hopedale Country Club, Beyond Full, Christiano Pizza, (Passing Over Cumberland Farms). Selectman Hazard seconded the motion.

Arcudi – Aye, Hazard – Aye, Keyes – Aye

Chair Keyes stated that Cupcake Girl will be missed in the Town of Hopedale and it is sorry to see that the Town has lost one of its vendors.

Chair Keyes opened the meeting up for questions or comments regarding the Common Victualler License Renewals. Selectman Arcudi asked if the Town has not received their license renewal packet? Executive Assistant, Lindsay Mercier stated that we have not received Cumberland Farms renewal packet at this time, a late fee will be applied to their renewal fee. Selectman Arcudi asked if Cumberland Farms will be able to sell/serve food products that they make after December 31, 2021 without a renewed license for the year 2021? Town Administrator Schindler explained that a common victualler license authorizes companies to have seating areas where they can eat food. This does not extend to companies preparing food without seating. There are Board of Health permits that cover companies serving food. Chair Keyes asked if Cumberland Farms gets approved on January 4, 2021, will this put the Town of Hopedale in any sort of liability, if Cumberland Farms is operating in a fashion where they are serving food (hotdogs, pizza, etc.). Town Administrator Schindler stated that the Town will not be liable, it is the Board of Health's jurisdiction regarding food permits for Cumberland Farms to serve food (without seating). The common victualler license indicates that there is a seating area in establishments, where customers can consume food but because of COVID-19, establishments are not permitted to allow customers to eat at seating areas. Selectman Arcudi asked what the is the total for the late fee? Executive Assistant Mercier stated that the late fee is \$100.

Selectman Arcudi made a motion to grant the Non-Sunday Entertainment License to the Hopedale Country Club. Selectman Hazard seconded the motion.

Arcudi – Aye, Hazard – Aye, Keyes – Aye

Chair Keyes asked Town Administrator Schindler what is the difference between the non-Sunday entertainment license and the common victualler license? Town Administrator Schindler responded that non-Sunday entertainment is either live or amplified entertainment, i.e., jukebox, live band. Town Administrator Schindler stated that the Hopedale Country Club is aware that this is not allowed in establishments because of COVID-19.

Old Business

COVID Town Hall Updates

Town Administrator Schindler stated that the same policies are in place at Town Hall as at their previous meeting on Monday, December 21, 2020. She recommends leaving these policies in place and revisit at the next meeting on Monday, January 4, 2020 to see if there are any changes. Town Administrator Schindler stated that Department Heads are still available by appointment and if residents need to schedule an appointment to call the main number for Town Hall. There are no "open hours" currently. The Town Clerk is also available by appointment to get documents notarized. The Town does have zoom available for residents to meet by appointment with Departmental Employees.

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

Selectman Arcudi, Selectman Hazard and Chair Keyes wished everyone a happy and healthy New Year.

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

Town Administrator Schindler asked if the Board would like to be made aware of the numerous records request and freedom of information act requests that have been received over the past several weeks. Chair Keyes stated that the Board would like to be made aware of any information requests sent into the Town. Chair Keyes stated that the Board does not need to be made aware of every request, but if it is an item that could turn into an issue that needs to be resolved then notify the Board via an agenda item or discussed in open session.

Requests for Future Agenda Items:

Town Administrator Schindler stated that in an October or November meeting, the Road Commissioners reviewed the complete streets draft policy. This policy must formally be adopted by the Board of Selectmen. She would like to add this as a future agenda item on January 4, 2020 so there can be a first reading and make it public, so the residents can review it as well. Chair Keyes agreed to put it on the January 4, 2020 meeting. Town Administrator Schindler stated that the Finance Committee is aware of the request for a joint meeting in the month of January with the Board of Selectmen to discuss cycles and objectives regarding the FY22 budget.

Administrator Updates

- a. CARES Act Coronavirus Relief Fund – Municipal Program (CvRF-MP) Reconciliation Period, 12/17-1/29/2021
- b. Open Space Planning & Zoning Bylaw Codification; MOU w/ CMRPC: Funded by the EEA
- c. Streetlight Acquisition/LED Conversion

Town Administrator Schindler stated that the Open Space Planning & Zoning MOU is not yet finalized and will be put on a future agenda. The Streetlight audit has been completed and we are working with National Grid to get the acquisition paperwork finalized. We are also working with RealTerm Energy to do the purchasing for the new equipment. Regarding the CARES Act reconciliation, the Town originally had an allotment of \$500,000, so far, the Town has used about \$350,000. We are in the last week of spending for this and we are going to give some additional funding to the Salmon VNA Group which has been doing all our public health, nursing. Salmon VNA Group is going to assist us with getting the vaccine out.

Executive Session: None

Selectman Hazard made a motion to adjourn. Selectman Arcudi seconded the motion.

Hazard – Aye, Arcudi – Aye, Keyes – Aye

Chair Keyes dissolved the meeting at 7:34PM

Submitted by:

Lindsay Mercier, Executive Assistant

Adopted: _____

