

**YEAR-END LINE TRANSFER REQUEST**

TOWN OF: Hopedale

TO THE OFFICE OF THE ACCOUNTANT:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Transfer From Account Name	Transfer From Account #	Transfer To Account Name	Transfer To Account #	Amount	
01-123-5200- Snow Removal		Repair & Maintenance	01-693-5200-5240	\$ 98.00	Eco-systems Pest Management
5291 Contract Service		ENERGY	01-693-5200-5210	\$ 29.65	Everource 5/30/2023 Invoice (pay't 11)
"	"	Energy	01-693-5200-5210	\$ 29.00	Everource estimate for 6/30/2023 Invoice (pay't 12)
"	"	Other Expenses	01-693-5700-5780	\$ 91.90	Comcast 5/10/2023 Invoice (pay't 11)
"	"	Other Expenses	01-693-5700-5780	\$ 91.90	Comcast 6/10/2023 Invoice (pay't 12)
"	"	Water & Sewer	01-693-5200-5230	\$ 146.76	PYW & S
"	"	Water & Sewer	01-693-5200-5230	\$ 152.00	CH W&S estimate (pay't 4)
"	"	Energy	01-693-5200-5210	\$ 96.05	National Grid 6/9/2023 Invoice (for 5/9 - 6/8) (pay't 11)
"	"	Energy	01-693-5200-5210	\$ 100.00	National Grid 7/9/2023 Invoice estimate for 6/9 - 7/8) (pay't 12)
"	"	Preservation Activities	01-691-5400-5580	\$ 220.00	MHA Conf. Registration for S. Ciaramicoli + P. Gilles
		Total requested		\$ 1,055.26	

**Reason for Transfer:**

- Unforeseen FY2021 Encumbrance reversed - \$900 website build expense Mt CY Historic Commission operating budget (59% of total Historical Commission budget)
- Unforeseen repairs + maintenance - electrical (lighting) and heating system repairs - \$633.81 + \$950.00 (27% of total LRSM operating budget)
- Insufficient operating budget for energy, water + sewer, and internet service for Little Red Shop Museum

*Suzanne Ciaramicoli*  
 Signature of Department Head

6-22-2023  
 Date

*Heather White*  
 Signature Interim Town Administrator

6/22/23  
 Date

Signature of Board of Selectmen

Date

Signature of Finance Committee

Date



**ERIC A KINSHERE, CPA**

Certified Public Accountants

116 State Road #8, P. O. Box 791  
Sagamore Beach, MA 02562  
Phone: (508) 833-8508 Fax: (877) 262-0416

**YEAR-END LINE TRANSFER REQUEST**

TOWN OF: Hopedale

**TO THE OFFICE OF THE ACCOUNTANT:**

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Transfer From Account Name	Transfer From Account #	Transfer To Account Name	Transfer To Account #	Amount
<u>Elect Prof &amp; Tech</u>	<u>01-162-5200-5300</u>	<u>Elect Salaries</u>	<u>01-162-5100-5110</u>	<u>220.80</u>

Reason for Transfer: not enough money in acct - extra election in May

Suzie M. Pedraza  
Signature of Department Head

June 21, 2023  
Date

\_\_\_\_\_  
Signature of Board of Selectmen

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Finance Committee

\_\_\_\_\_  
Date



**ERIC A KINSHERF, CPA**

116 State Road #8, P. O. Box 791  
Sagamore Beach, MA 02562  
Phone: (508) 833-8508 Fax: (877) 262-0416

### YEAR-END LINE TRANSFER REQUEST

**TOWN OF: WILE, MA COUNCIL ON AGING**

TO THE OFFICE OF THE ACCOUNTANT:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Transfer From Account Name	Transfer From Account #	Transfer To Account Name	Transfer To Account #	Amount
Transportation	01-541-5200-5380	Salaries & Wages Part Time	01-541-51005120	\$2,500.00

Reason for Transfer: Shortage of Wages in Part Time Salaried account to enable Formula Grant Reclassification of Salary.

  
Signature of Department Head

6/13/2023

Date

\_\_\_\_\_  
Signature of Board of Selectmen

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Finance Committee

\_\_\_\_\_  
Date

**Select Board  
Regular Meeting Minutes  
December 20, 2021, 6:30p.m.**

Present: Chair Keyes, Selectman Arcudi, Selectwoman Hazard, Town Administrator Schindler

Chair Keyes called the meeting to Order at 6:30 p.m. Chair Keyes began the meeting with the Pledge of Allegiance.

**Executive Session:** In accordance with G.L. c. 30A, §21(a)(3) (Purpose #3), to discuss strategy with respect to litigation in that an open meeting may have a detrimental effect on the litigation position of the public body and the Chair so declares, which he does. Reilly, et al. v. Town of Hopedale, Grafton & Upton Railroad, and One Hundred Forty Realty Trust, et al., Worcester Superior Court, C.A. No. 2185CV00238D. Attorneys Brian Riley and Peter Durning present.

The Select Board will not return to Open Session.

Chair Keyes read the executive session purpose above.

Selectwoman Hazard motioned to enter executive session per the purpose read by Chair Keyes, not to return to open session. Selectman Arcudi seconded the motion.

Arcudi – Aye, Hazard – Aye, Keyes – Aye

The Select Board entered executive session at 6:37 p.m.

Chair Keyes dissolved the Open Session at 6:37 p.m.

Submitted by:  
Lindsay Peterman

Board Approved: \_\_\_\_\_

Select Board  
Regular Meeting Minutes  
June 12, 2023, 6:30PM

Present: Chair Hazard, Selectman Stock, Selectman Savage, Interim Executive Assistant Martha White

Chair Hazard called the meeting to order at 6:30PM.

**Correspondence and Select Board Information Items**

**Announcement regarding Hopedale residents use of Milford Compost Facility**

Chair Hazard read the announcement that was in the meeting packet.

**Consent Items**

**Congratulatory Proclamation for the Community House**

Selectman Stock read the Proclamation and encouraged all to attend the 100<sup>th</sup> anniversary event for the Community House on June 24. Selectman Stock motioned to approve the Proclamation. Selectman Savage seconded the motion.

Selectman Stock – Aye, Selectman Savage – Aye, Chair Hazard – Aye

**Review/Approve Inter-Fund Transfer – Council on Aging**

White explained the request and noted that the Board will likely have several such requests on their June 26 agenda. Selectman Stock motioned to approve the Council on Aging inter-fund request to transfer \$525.00 from account 01-541-5200-5306 to account 01-541-5100-5120. Selectman Savage seconded the motion.

Selectman Stock – Aye, Selectman Savage – Aye, Chair Hazard – Aye

**Review/Approve Meeting Minutes: April 26, 2021 and November 19, 2021**

Chair Hazard noted that, for the April 26 minutes, none of the current members were on the Select Board and, for the November 19 minutes, she was a Board member but was not present. Selectman Stock noted that the person preparing meeting minutes does so by viewing a video tape of the meetings. Selectman Stock motioned to approve the minutes of April 26, 2021 and November 19, 2021. Selectman Savage seconded the motion.

Selectman Stock – Aye, Selectman Savage – Aye, Chair Hazard – Aye

**Appointments & Resignations**

**Consider appointment of Martha White as Acting Town Administrator effective 6/13/2023, expiring 6/26/2023**

Selectman Stock cited White's experience in municipal government and motioned to appoint Martha White as Acting Town Administrator effective 6/13/2023, expiring 6/26/2023. Selectman Savage seconded the motion.

Selectman Stock – Aye, Selectman Savage – Aye, Chair Hazard – Aye

**Consider appointment of Robert Minichiello as Call Firefighter Candidate effective 6/13/2023**

Fire Chief Tom Daige and Board members spoke of Mr. Minichiello's personal and family history with the Hopedale Fire Department and welcomed him to the department. Selectman Stock motioned to appoint Robert Minichiello as Call Firefighter Candidate effective 6/13/2023. Selectman Savage seconded the motion.

Selectman Stock – Aye, Selectman Savage – Aye, Chair Hazard – Aye

Consider Re-Appointment of KP Law, P.C. as Town Counsel, effective 7/1/23 (1-year term)

After a brief discussion, Selectman Stock motioned to appoint KP Law, P.C. as Town Counsel, effective 7/1/2023 for a 1-year term. Selectman Savage seconded the motion.

Selectman Stock – Aye, Selectman Savage – Aye, Chair Hazard – Aye

Accept resignation of James O'Malley from Historical Commission effective 6/13/2023

Sue Ciaramicoli, Co-Chair of the Historical Commission, noted that Mr. O'Malley served on the Commission for 8 years and his service was much appreciated. Selectman Stock motioned to accept Mr. O'Malley's resignation effective 6/13/2023. Selectman Savage seconded the motion.

Selectman Stock – Aye, Selectman Savage – Aye, Chair Hazard – Aye

Consider appointment of Beverly Carver as member of Historical Commission effective 6/13/2023, expiring 6/30/2025

Ms. Ciaramicoli spoke of Ms. Carver's experience and volunteerism, noting that she has attended many recent Commission meetings. Selectman Stock motioned to appoint Beverly Carver as a member of the Historical Commission effective 6/13/2023, expiring 6/30/2025. Selectman Savage seconded the motion.

Selectman Stock – Aye, Selectman Savage – Aye, Chair Hazard – Aye

Consider appointment of Heather Dupuis as Alternate member of Historical Commission effective 6/13/2023 expiring 6/30/2026

Ms. Ciaramicoli noted that Ms. Dupuis' has been an active volunteer at the Little Red Shop and has many years of community service. She explained that, if appointed, Ms. Dupuis will be the first Alternate member of the Commission. She further explained that Town Counsel has advised that Alternate members may be appointed to the Historical Commission in the same manner as principal members, and that up to 7 Alternate members may be appointed (the same number as that of principal members). Selectman Stock motioned to appoint Heather Dupuis as an Alternate member of the Historical Commission effective 6/13/2023, expiring 6/30/2026. Selectman Savage seconded the motion.

Selectman Stock – Aye, Selectman Savage – Aye, Chair Hazard – Aye

Annual Re-Appointments

Selectman Savage motioned to appoint the following individuals to the positions and terms listed below:

- Stephen Johnson, Assistant Building Inspector (1-year term)
- Ellen Murphy, Board of Assessors (3-year term)
- Matthew Dailey, Board of Assessors (3-year term)
- Lisa Pedroli, Board of Registrars (3-year term)
- Timothy Aicardi, Building Commissioner & Zoning Enforcement Officer (1-year term)
- Lisa Pedroli, Burial Agent (1-year term)
- David Guglielmi, Conservation Commission (3-year term)
- Becca Solomon, Conservation Commission (3-year term)

- Mark Giovanella, Constable (3-year term)
- Donald Martin, Constable (3-year term)
- Craig Landry, Constable (3-year term)
- Arlene Williams, Council on Aging (3-year term)
- David Guglielmi, Council on Aging (3-year term)
- Sally Decelles, Cultural Council (3-year term)
- Jeffrey Ross, Deputy Wiring Inspector (1-year term)
- Tom Daige, Emergency Management Director (1-year term)
- Colleen Strapponi, Finance Committee (3-year term)
- Donald Comastra, Finance Committee (3-year term)
- Chris Hodgens, Finance Committee (3-year term)
- Joseph Zacchilli, Gas and Plumbing Assistant Inspector (1-year term)
- John Fontana, Gas and Plumbing Inspector (1-year term)
- Daniel Soares, On-Call Asst. Wiring Inspector (1-year term)
- Donna Lamphere, Parking Fines Clerk (1-year term)
- Lisa Pedroli, Public Records Access Officer (1-year term)
- Patrick Morris, Veterans' Agent (1-year term)
- Joseph Scanzaroli, Wiring Inspector (1-year term)

Selectman Stock seconded the motion.

Selectman Stock – Aye, Selectman Savage – Aye, Chair Hazard – Aye

### **New Business**

#### **Review/Approve contract with Marcum LLP for accounting services (\$100,000)**

Tanya Campbell, Partner with Marcum LLP, reviewed her experience and that of the firm, noting their work with many Massachusetts municipalities. Selectman Stock suggested that the Board should arrange for representatives to attend their meetings once each quarter to provide updates. Selectman Stock motioned to approve the contract with Marcum LLP for accounting services in the amount of \$100,000. Selectman Savage seconded the motion.

Selectman Stock – Aye, Selectman Savage – Aye, Chair Hazard – Aye

#### **Tree Warden request for ARPA funds (\$25,000)**

Chris Larson, newly elected Tree Warden, was in attendance. He explained that there were a number of Town trees that had been neglected due to lack of funding, some of which posed hazards. He has obtained favorable bids for tree work with a crane and also work with a bucket truck, and does not expect to expend the full \$25,000 initially; remaining funds would be spent as needs arise. Selectman Stock motioned to authorize use of ARPA funds in the amount of \$25,000 for tree work. Selectman Savage seconded the motion.

Selectman Stock – Aye, Selectman Savage – Aye, Chair Hazard – Aye

#### **Set summer Select Board meeting schedule**

After discussion, Selectman Stock motioned that the Board meet on June 26, July 24, and August 14 and that the Board would not meet on the regularly scheduled meeting dates of July 10 and August 28. Selectman Savage seconded the motion.

Selectman Stock – Aye, Selectman Savage – Aye, Chair Hazard – Aye

The Board's regular meeting schedule will resume in September.

**Old Business**

**Consider and Vote on Proposed Order of Taking for Land at 364 West Street Pursuant to Article 1 of the July 11, 2022 Special Town Meeting**

Selectman Stock motioned to approve the Order of Taking. Selectman Savage seconded the motion.

Selectman Stock – Aye, Selectman Savage – Aye, Chair Hazard – Aye

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

Resident Lou Guertin asked about the cost of the contract with Marcum LLP for accounting services, noting that it was \$30,000 more than the current contract. Executive Assistant White stated that information was not readily available at this time, but she will determine the funding source for this contract and report back to the Board.

Selectman Stock noted the sizable attendance at the recent Fairy Walk and what a great event it was, complimenting the organizers.

Selectman Stock asked about the effort to reduce the length of meeting minutes. Executive Assistant White stated that she will reiterate that point to those who prepare the minutes.

Members noted that they should discuss the possibility of establishing a Department of Public Works (DPW), perhaps in September or so. Chair Hazard suggested that with the impending departure of the Highway Superintendent, the Board should meet with the Road Commissioners at the June 26 or July 24 meeting to discuss filling this important position, noting that the Road Commissioners are the appointing authority.

At 7:40 p.m., Selectman Stock motioned to adjourn. Selectman Savage seconded the motion.

Selectman Stock – Aye, Selectman Savage – Aye, Chair Hazard – Aye

Respectfully submitted: Martha White

Adopted by Select Board:



## Martha White

---

**From:** Lindsay Peterman  
**Sent:** Wednesday, June 21, 2023 11:20 AM  
**To:** Martha White  
**Subject:** FW: Resigned from Conservation Commission

FYI

**From:** Marcia Matthews <marciakmatthews@gmail.com>  
**Sent:** Tuesday, June 20, 2023 7:05 PM  
**To:** Lindsay Peterman <lpeterman@hopedale-ma.gov>  
**Subject:** Resigned from Conservation Commission

Hi Lindsay,  
How are you?

Could you please pass the message along to Martha to advise the Select Board that I resigned from Conservation?

Thank you,  
Marcia

—  
Marcia K. Matthews  
[www.marciakmatthews.com](http://www.marciakmatthews.com)

Christopher Leduc  
26 Dana Park  
Hopedale, MA 01747  
6/15/2023

Hello,

It is with much regret that I tender my resignation from the Hopedale Road Commission effective July 1, 2023.

I am grateful for the opportunity to have served on this board and wish you all the best for its continued success.

Sincerely,

Chris

Christopher Leduc  
Member of the Hopedale Road Commission



## **TOWN OF HOPEDALE**

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**Select Board**  
Glenda A. Hazard, Chair  
Bernard J. Stock  
Scott M. Savage

**Town Administrator**  
Mitchell Ruscitti

June 22, 2023

**TO:** Road Commissioners  
**FROM:** Martha White, Acting Town Administrator  
**RE:** Hiring of Highway Superintendent  
**COPY:** Select Board  
Gerry Lambert, Assistant Highway Superintendent

Attached is the revised Highway Superintendent job description and the advertisement that I have placed on the Massachusetts Municipal Association website as well as the Town's website.

I took the liberty of having applications sent to my attention as I'm in the office on a regular basis. I'll forward them promptly to the Assistant Highway Superintendent.

**Town of Hopedale  
Highway Superintendent**

The Highway Superintendent, under the direction of the Road Commissioners, is responsible for all technical, administrative, and supervisory work in managing the operations of the Town's Highway Department. Plans and supervises repair and maintenance of Town roads and bridges, stormwater management system, and highway department facilities and equipment.

Responsible for the preparation and administration of procurement, contracts, processing of invoices and payroll and other administrative responsibilities. Develops and advocates for annual operating and capital budgets and administers department's budget.

Requirements: Bachelor's degree in civil engineering or a related field equivalent to a master craftsman level of trade knowledge; 7-10 years related work experience in the field of road maintenance and repair operations; hands-on experience in snow removal operations; minimum of 2-3 years in a supervisory capacity; or an equivalent combination of education, training and experience which provides the required knowledge, skills and abilities.

Salary range: \$95,000-\$115,000. Resume and cover letter by July 20 to Martha White, Executive Assistant, 78 Hopedale Street, Hopedale, MA 01747 or [mwhite@hopedale-ma.gov](mailto:mwhite@hopedale-ma.gov). Complete job description at [www.hopedale-ma.gov](http://www.hopedale-ma.gov) (click on Jobs & Volunteer from home page).

**Position Title: Highway Superintendent**  
**Statement of Duties**

Technical, administrative, and supervisory work in managing the operations of the Town's Highway Department in accordance with applicable federal, state and local laws and regulations, including but not limited to MA Department of Environmental Protection, Department of Transportation, and State Procurement Laws; OSHA; and Town of Hopedale By-Laws and Regulations.

Responsible for repair and maintenance of Town roads and bridges, stormwater management system, as well as the maintenance of highway department facilities and equipment. Supervises and participates in snow removal and sanding/salting operations; ensures sufficient number of private plows are available to supplement Town crews. Work operations are subject to substantial changes in work procedures, activities, and volume; employees work at different locations.

Responsible for the preparation and administration of procurement, contracts, processing of invoices and payroll, Annual Report, and other administrative responsibilities of the department.

Responsible for identifying grant opportunities in furtherance of Highway Department and Town goals, preparing and submitting required applications and supporting documentation, and submission of periodic reports as may be required by grant programs.

Stays current regarding recommended practices, trends, and innovations regarding Highway operations and storm water management and, as applicable, recommends implementation of new methods of work or other operational changes to the Road Commissioners

Position performs administrative and supervisory work in directing and managing the effective operations of the Highway Department. In carrying out these responsibilities, collaborates with other Town departments, state officials and others as appropriate. Performs all other related work as directed. Participates in collective bargaining negotiations with Highway Department union personnel; identifies management priorities regarding the negotiations.

**Supervision**

Works under the general direction of the Road Commissioners. The employee plans and carries out daily work with a high degree of independence in accordance with standard practices of the department and state and federal regulations, knowledge of activities required and previous training. Problematic matters or concerns are presented to the Road Commissioners for discussion and resolution.

Position supervises the Highway Department's six full-time laborers and part-time administrative staff.

## **Job Environment**

Administrative work is performed in typical office setting. Work involves frequent contact with public, local, and state officials, contractors and engineers. Contact is made in person, in writing and on the telephone.

Most work is performed under field conditions, with frequent exposure to various weather conditions and the hazardous conditions associated with construction sites. Employee' duties require that he be available beyond normal business hours in case of emergency or other pressing matters unless he is on vacation or otherwise available to respond.

The nature of work, including operation of heavy equipment requires that safety regulations and appropriate precautions are taken to minimize safety risks and/or damage to equipment or property. The work requires examining, analyzing and evaluating facts and circumstances surrounding individual situations and determining the appropriate action to be taken within the limits of standard or accepted practices.

Operates all types of equipment including computers, hand and power tools, light trucks, heavy equipment and standard office machines.

Makes frequent contact with other town departments and the public; has ongoing contact with contractors, engineers and property owners. Resolves customer concerns in person, by telephone, or in writing; investigates customer complaints.

Employee has regular access to department confidential information and personnel files, the disclosure of which could result in legal or financial repercussions for the Town.

Errors in the application of applicable procedures, or in the interpretation of data, design plans, regulations or other requirements, could result in lower standards of service, or damage to equipment, and could adversely affect project outcomes, resulting in financial and legal repercussions for the Town. Errors in judgment could endanger the health and safety of employees and the public.

## **Essential Functions**

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Develops and advocates for annual operating and capital budgets adequate to support the department's needs and administers department's budget.

Ensures that all Local, State, and Federal reporting is completed and filed in a timely manner.

Oversees and supervises the Highway Department staff; oversees the completion of ongoing operations, assigned projects, snow removal and associated road and sidewalk safety operations,

maintenance and repair of equipment and department facilities, and the repair and maintenance of Town roads, bridges and stormwater management system.

Ensures that operations are carried out in accordance with applicable town, state and federal regulations; assigns duties so as to ensure the effective fulfillment of projects and department operations.

Deploys resources to various locations and works with crews to assure that projects are completed in a timely and cost-effective manner; answers all public inquiries pertaining to the duties, work, laws, regulations and policies of the Highway Department. Follows up on progress of work; inspects; submits reports to Road Commissioners as warranted regarding work to be done, status of work in progress, projects completed, and estimated costs involved.

Establishes and directs a general preventive maintenance program for Highway facilities and equipment; oversees contracted jobs; provides for security of buildings, grounds, and equipment throughout area of responsibility.

Performs field inspections of municipal and privately owned stormwater systems to ensure compliance with applicable local, state and federal regulations, statutes, codes and permits. Responds to complaints and reports of stormwater violations such as illicit discharges, work without permits and work in critical areas. Provides information and technical assistance to property owners, contractors and property management firms regarding stormwater systems and related regulations, statutes, codes and permit requirements.

Oversees the GIS and Information Management programs.

Responsible for the preparation, maintenance, and filing of various records, including reports on the Town's Storm Water Management Permit.

Coordinates employee training and ensures employees have proper licenses as required.

Suggests new department programs and procedures and implements if approved by Road Commissioners and updates operating procedures as required, and all other work required in the operations and maintenance of Highway operations.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Bachelor's degree in civil engineering or a related field equivalent to a master craftsman level of trade knowledge; seven to ten (7-10) years related work experience in the field of road maintenance and repair operations; hands on experience in snow removal operations; minimum of two - three years in a supervisory capacity; or an equivalent combination of education training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

### **Special Requirements**

Possession of CDL Class A or B license

Possession of Hoisting Engineers License 2A

Required to participate in the Town's Drug and Alcohol Testing Program and complete a physical examination as a condition of employment.

### **Knowledge, Ability and Skill**

**Knowledge:** Knowledge of the local, state and federal Stormwater regulations. Knowledge of state procurement laws, budget management, grant application procedures and the management of grant funds, General knowledge of municipal services provided by other Town Departments. Knowledge of collective bargaining laws and practices. Must have a strong knowledge of municipal financing and budgeting, including Enterprise Account Funding.

**Ability:** Ability to effectively manage employees and to maintain good public relations. Ability to read and interpret blueprints, drawings, and plans. Ability to enforce regulations firmly, tactfully, and impartially. Ability to communicate effectively orally and in writing. Ability to organize and supervise activities of various work crews performing construction and maintenance work. Ability to manage multiple projects in a safe, cost-effective manner in accordance with applicable regulations.

**Skills:** Budgetary, planning and organizational skills. Excellent customer service skills. Skill in anticipating operational problems, and to develop long-range plans or innovations to continuously improve service to the community. Takes corrective actions to avoid malfunctioning of equipment.

### **Physical Requirements**

Moderate to heavy physical effort required in carrying out the duties of Highway Superintendent. Employee may be required to occasionally lift up to (100) pounds. Must be able to access all areas of a construction sites and difficult terrain and be able to walk, talk, listen stand, and crouch for extended periods. The position has normal vision requirements.

### **Technical Requirements**

Must be proficient in Microsoft Office and ArcGIS programs.





## **TOWN OF HOPEDALE**

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[www.hopedale-ma.gov](http://www.hopedale-ma.gov)

**Select Board**  
Glenda A. Hazard, Chair  
Bernard J. Stock  
Scott M. Savage

**Town Administrator**  
Mitchell Ruscitti

June 21, 2023

**TO:** Select Board  
**FROM:** Martha White, Acting Town Administrator  
**RE:** Resignation of Cristopher Leduc from Road Commission  
**COPY TO:** Road Commission

This memo will outline the procedure for filling vacancies on elected boards and committees.

MGL Chapter 41, section 11 stipulates that in the event of a vacancy in an (elected) board consisting of two or more members, the remaining members and the Select Board shall, after one week's notice, jointly fill the vacancy by roll call vote.

I've clarified with Town Counsel that the phrase "after one week's notice" simply means that a notice of the intent to fill the vacancy must be posted, in a manner similar to the posting of an agenda, at least one week prior to the meeting at which a vote to fill the vacancy is scheduled to occur.

Sample language provided by Town Counsel:

"The Select Board and Road Commission will hold a joint meeting on July \_\_, 2023 at [location] for discussion and potential vote to fill the vacancy on the Road Commission, pursuant to General Laws Chapter 41, Section 11, until the 2024 Annual Town Election. Any registered voter interested in filling this temporary vacancy on the Road Commission may contact the \_\_\_\_\_ office for more information."

Both the Select Board and the Road Commission must also post their meetings in the usual manner.

There is not a time limit within which this vacancy must be filled. To the best of my knowledge no one has yet expressed an interest in being appointed, although I don't think it's widely known that a vacancy exists.



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**Select Board**  
Glenda A. Hazard, Chair  
Bernard J. Stock  
Scott M. Savage

June 15, 2023

**TO:** Select Board  
**FROM:** Martha White, Acting Town Administrator  
**RE:** Proposed expansion of OGeez Brands marijuana manufacturing facility  
**COPY TO:** Brian Riley, Town Counsel  
Bran Noonan, OGeez Brands

The Select Board executed a Host Community Agreement (HCA) with OGeez Brands MA, LLC on September 23, 2022 regarding their cannabis manufacturing operation at 6 Charlesview Road. At that time, OGeez had a lease for the first floor of the premises; they now have the opportunity to lease the second floor of the premises.

In response to an inquiry from Bran Noonan of OGeez Brands as to whether the HCA needed to be amended to include reference to the second floor, Town Counsel Brian Riley has advised that such amendment is not legally necessary. However, given that the HCA does specify that the facility is 3,700 square feet on the 1<sup>st</sup> floor, it would be appropriate for the Board to vote to approve the expanded area of the business, such as:

"I move to approve the expansion of OGeez Brands MA, LLC, to its 6 Charlesview marijuana manufacturing facility to occupy approximately 7,400 square feet on the first and second floors."

A copy of this vote would then be kept as an attachment to the 2022 HCA.



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**Select Board**  
Glenda A. Hazard, Chair  
Bernard J. Stock  
Scott M. Savage

# **DRAFT**

## **CERTIFICATE OF VOTE**

This is to certify that, at their meeting of June 26, 2023, on a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, said motion having passed unanimously, the Hopedale Select Board voted to approve the expansion of OGeez Brands MA, LLC marijuana manufacturing facility to occupy a total of approximately 7,400 square feet on the first and second floors at its 6 Charlesview location.

This Certificate of Vote will be attached to the 2022 Host Community Agreement between the Town of Hopedale, MA and OGeez Brands MA, LLC.

\_\_\_\_\_  
Glenda A. Hazard, Chair  
Hopedale Select Board

\_\_\_\_\_  
Date

## **ORDER OF TAKING**

WHEREAS, the Town of Hopedale, a municipal corporation, *acting by and through its Select Board*, with an address of 78 Hopedale Street, Hopedale, Massachusetts 01747 (the "Town") hereby certifies that the Town did vote to acquire by purchase, eminent domain or otherwise, the fee interest in the land known as a portion of 364 West Street, Hopedale, Worcester County, Massachusetts, containing 130.18 acres, more or less, which is classified as Forest Land under Chapter 61 of the General Laws, and shown on the plan attached hereto as Exhibit A (the "Plan") as "Map 2, Block 5, One Hundred Forty Realty Trust, Chapter 61 Forest Land Parcel-130.18 Acres" (the "Property"), which Property excludes the areas shown on the Plan as "Railroad Right of Way" and "Map 2, Block 5, One Hundred Forty Realty Trust, Excluded Wetlands – 25.06 Acres";

WHEREAS, the Select Board has deemed that public necessity and convenience require that it should take charge of and take by eminent domain a fee interest in the Property to maintain and preserve the Property and the forest, water, air, and other natural resources thereon for the use of the public and for conservation and recreation purposes to be managed under the control of the Hopedale Parks Commission;

WHEREAS, the taking was authorized by a two-thirds vote at the 2022 Special Town Meeting held on July 11, 2022, pursuant to Article 1, a certified copy of which vote is recorded herewith; and

WHEREAS, the Property is currently owned by Michael R. Milanoski and Jon Delli Priscoli, Trustees of the One Hundred Forty Realty Trust, u/d/t dated September 16, 1981 and recorded in the Worcester South County Registry of Deeds (the "Registry") in Book 7322, Page 177, by virtue of a deed recorded with the Registry on June 11, 2021 in Book 65363, Page 65.

NOW, THEREFORE, we, the undersigned Select Board of the Town of Hopedale, acting herein under the authority conferred on us by Chapters 40 and 79 of the General Laws, do hereby adopt this Order of Taking to take, on behalf of the Town, a fee simple interest in all of the Property.

AND FURTHER ORDERED that included in this taking and without limiting the provisions of the foregoing, said taking includes all trees, bushes, vegetation, roadway improvements and all structures located thereon, including but not limited to structures for the collection of storm drainage and sewerage, but not including wires, cables, poles, towers, pipes, conduits and other appurtenances for the conveyance of gas, electricity, cable television or telephone communication located in or upon the Property, and not including railroad tracks or appurtenant loading structures currently in place on the Property.

AND FURTHER ORDERED that no betterments are to be assessed under this Taking.

AND FURTHER ORDERED that in accordance with the provisions of M.G.L. Chapter 79, as amended, an award of Four Million Four Hundred Thousand Dollars (\$4,400,000.00) is made.

AND FURTHER ORDERED that a representative of the Town shall record this Order of Taking in the Registry within thirty (30) days from its final passage, shall notify the Treasurer and Collector of Taxes in the Town of Hopedale of this taking in accordance with M.G.L. Chapter 79, and shall cause notice of the taking to be given to all persons entitled thereto and do all things necessary for the validity of this Order of Taking.

[Signatures to appear on next page.]

IN WITNESS WHEREOF, we, the Select Board, have executed this Order of Taking this 26<sup>th</sup> day of June, 2023.

TOWN OF HOPEDALE  
SELECT BOARD

\_\_\_\_\_  
Glenda A. Hazard, Chair

\_\_\_\_\_  
Scott M. Savage

\_\_\_\_\_  
Bernard J. Stock

COMMONWEALTH OF MASSACHUSETTS  
COUNTY OF WORCESTER

On this 27<sup>th</sup> day of June, 2023, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_

\_\_\_\_\_, members of the Select Board for the Town of Hopedale, proved to me through satisfactory evidence of identification, which was personal knowledge, to be the persons whose names are signed on the preceding or attached document and acknowledged to me that they signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public  
My Commission Expires:



## TOWN OF HOPEDALE

78 Hopedale Street - P.O. Box 7  
Hopedale, Massachusetts 01747

Tel: 508-634-2203 Fax: 508-634-2200  
www.hopedale-ma.gov

**Select Board**  
Glenda A. Hazard, Chair  
Bernard J. Stock  
Scott M. Savage

**Town Administrator**

June 13, 2023

TO: Select Board  
FROM: Martha White, Acting Town Administrator  
RE: Citizen Inquiry regarding funding for Town Accountant contract  
CC: Len Guertin

To follow up on a question that arose at the Select Board's June 12 meeting, the information below represents the FY 24 Accountant budget that was approved by the May 16, 2023 Annual Town Meeting.

### 135 - ACCOUNTANT

<b>Subtotal - Wages</b>	<b>\$0</b>
PROFESSIONAL & TECHNICAL	\$100,000
ANNUAL TOWN AUDIT	\$34,000
IN STATE TRAVEL/DUES/SEMINARS	\$1,000
<b>Subtotal - Expense</b>	<b>\$135,000</b>
<b>Total</b>	<b>\$135,000</b>

As you will note, the full cost of the contract with the new accounting firm (\$100,000) was appropriated by Town Meeting.

Dear Members of the Select Board -

Thank you so much for your endorsement of and support of the Hopedale Boosters 5K. We raised over \$9,500 for the students and athletes of Hopedale High School. We had a great day and were reminded of what an amazing community Hopedale is!

Thank you - Sincerely -  
Jess Allen



## Martha White

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**From:** Bernie Stock <bstock@hopedalecommunityhouse.org>  
**Sent:** Tuesday, June 13, 2023 1:58 PM  
**To:** Martha White  
**Subject:** FW: Hopedale Post Office

Bernie Stock  
Maintenance Director  
Hopedale Community House  
[bstock@hopedalecommunityhouse.org](mailto:bstock@hopedalecommunityhouse.org)  
508-473-0820 ext 14

**From:** Bernie Stock  
**Sent:** Tuesday, June 13, 2023 1:56 PM  
**To:** 'Dana.Hanson@Mail.House.Gov' <Dana.Hanson@Mail.House.Gov>  
**Subject:** Hopedale Post Office

We would appreciate the Congressman being made aware of a recent activity at the Hopedale Post Office. Our Postmaster took it upon himself to take responsibility for the exterior appearance of the Hopedale Post Office which is located to the immediate left of our town hall and in the center of town. His actions have resulted in a vastly improved look and it has brought an abundance of positive comments from local and area residents. The Hopedale Select Board officially recognized his efforts at last night's meeting and I was instructed by the board to communicate with the congressman's office. It's our understanding that this building is most likely leased by the federal government so this action is more than deserving of our recognition.

Bernie Stock  
Maintenance Director  
Hopedale Community House  
[bstock@hopedalecommunityhouse.org](mailto:bstock@hopedalecommunityhouse.org)  
508-473-0820 ext 14



**Bancroft Memorial Library  
50 Hopedale Street  
Hopedale, MA 01747**

22 May 2023

**Heifer International  
Attn: Donor Services  
PO Box 8058  
Little Rock, AR 72293**

**Re: Donation to finance solar-powered wells**

**Dear Colleagues:**

This past year, the Bancroft Memorial Library and Friends of the Hopedale Library partnered with the Hopedale schools and community on a “One Book, One Town” community reading event that highlighted the book, *A Long Walk to Water*, written by Linda Sue Park. Companion books were also selected for younger readers, including “*Nya’s Long Walk*, *The Water Princess*, *My Great-Grandmother’s Gourd*, and *The Boy Who Harnessed the Wind*.”



The goal was to raise awareness about the scarcity of water resources on a global level; with the hope that community contributions might be sufficient to finance (through Heifer International) a solar-powered well which would provide access to clean, life-sustaining water for families and communities.

From November through March, donations were collected from a number of different groups in Hopedale, including the community businesses, Friends of the Hopedale Library, and students and staff from Bright Beginnings Preschool, Memorial Elementary School, and Hopedale Junior/Senior. High School.

**I am pleased to enclose a check in the amount of \$1920.00** which represents the total monies collected by the community for this initiative. It is our hope that Heifer International will use these funds to supply solar-powered wells for families and communities in need.

Yours sincerely,

Tricia Perry  
Library Director



**Bancroft Memorial Library**  
**50 Hopedale St.**  
**Hopedale, MA 01747**

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31 May 2023

Dr. David A. Jordan  
Seven Hills Foundation  
81 Hope Avenue  
Worcester, MA 01603

Dear Dr. Jordan and members of the Seven Hills Foundation:

On behalf of the Library Trustees, staff, and patrons, I would like to extend our most sincere thanks to the Seven Hills Foundation for the generous donation given to the Bancroft Memorial Library in celebration of literacy! At the May 8<sup>th</sup> Meeting of the Hopedale Select Board, Mr. Bernie Stock shared that the donation of \$5,000 from Seven Hills Foundation was made in honor of the Library Director's recent "Celebrate Literacy" award from the Massachusetts Reading Association.

Since January 2023, library staff have committed to increasing our early literacy efforts and outreach which have focused on raising awareness of the importance of reading with and reading to young children. We have partnered with several community groups and organizations with our "**1000 Books Before Kindergarten**" program, and it is inspiring to see so many families are participating, with nearly 70 active readers; and several who have already read more than 500 books!

The Seven Hills Foundation donation will allow us to explore new technologies and formats to continue our mission to truly celebrate literacy and inspire early readers. As part of our continued enhancement of this program, we plan to introduce a new special collection of children's books this summer that feature an audio narration along with the text. This VOX collection enables children to read and listen simultaneously and independently. The collections also include multi-lingual options as well as early reader and chapter book selections.

We are very grateful to the Seven Hills Foundation for your generous support and celebration of literacy for readers of all ages.

Yours sincerely,

Tricia Perry  
Library Director

cc: Town of Hopedale Select Board