



## TOWN OF HOPEDALE

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**Board of Selectmen**  
Robert P. Burns, Chm.  
Janet Orff Jacaruso  
Sandra Biagetti

**Town Coordinator**  
Steven A. Sette

### **Board of Selectmen Minutes May 19, 2014**

Chairman Burns opened the Regular Meeting of the Board and Selectmen at 7:00 p.m. in the Draper Room of Town Hall and moved into the agenda. Present: Chairman Robert Burns; Selectwoman Janet Orff Jacaruso; Selectwoman Sandra Biagetti; Town Coordinator Steven Sette, Executive Assistant Susan Brouwer, members of Park Commission, Tree Warden Walter Swift, members of the public, and Videographer Marcia Matthews.

#### **Reorganization of Board**

A motion was made by Bob Burns seconded by Sandra Biagetti to appoint Janet Jacaruso as Board of Selectmen Chair

**MSDV to appoint Janet Jacaruso as Board of Selectmen Chair**

Chairman Burns; Selectwoman Jacaruso-Aye; Selectwoman Biagetti-Aye

#### **Chairwoman Jacaruso moved to consent items on the agenda**

**Regular Minutes March 31, 2014**

**Regular Minutes April 7, 2014**

**Executive Session Minutes April 7, 2014**

**Regular Minutes April 11, 2014**

**Regular Minutes April 22, 2014**

**Executive Session Minutes April 22, 2014**

**MSDV to approve the regular minutes March 31, 2014, regular minutes April 7, 2014, executive session minutes April 7, 2014, regular minutes April 11, 2014, regular minutes April 22, 2014, and executive session minutes April 22, 2014**

Chairwoman Jacaruso-Aye; Selectman Burns-Aye; Selectwoman Biagetti-Aye

#### **Chairwoman Jacaruso moved to correspondence on the agenda**

None

#### **Chairwoman Jacaruso moved to appointments and resignations on the agenda**

None

#### **Chairwoman Jacaruso moved to new business on the agenda.**

**1. Hopedale Country Club, Inc. – Lisa Caldeira, New Manager**

Chair Jacaruso asked if anyone was present to speak on the Change of Manager Application, Michael Demarinis stated he was on the Hopedale Country Club Board of Directors and there to answer any questions the Board had regarding the change of manager application. Ms. Jacaruso asked if the Board had any questions regarding the application as presented. The board had no questions.

**MSDV to approve Lisa Caldeira, Manager Hopedale Country Club, Inc. The application will be forwarded to the ABCC for approval and once approved the license certificate will be mailed to the Hopedale Country Club**

Chairwoman Jacaruso-Aye; Selectman Burns-Aye; Selectwoman Biagetti-Aye

**2. Open Warrant for Special Town Meeting – June 24, 2014 (Date changed from June 17, 2014)  
MSDV to change the date of the Special Town Meeting from June 17, 2014 to Tuesday June 24, 2014**

Chairwoman Jacaruso-Aye; Selectman Burns-Aye; Selectwoman Biagetti-Aye

**Hopedale Pond Invasive Brush Discussion with Conservation Commission, Park Commission, and Tree Warden**

The BOS met with members of the Park Commission and Tree Warden; the Conservation Commission did not send a representative to discuss the invasive brush and weeds along the banks of the Hopedale Pond. Tree Warden Walter Swift said he spoke with American Realty and received permission to clear the invasive trees, brush and weeds along the waterfront, which is owned by Draper Mill. There was discussion on the process and it was determined that a plan would be created, DEP notified and resident volunteers sought from various groups in Town. Walter Swift will submit the plan to DEP and if approved plan, resident volunteers will be sought and a schedule created to clear brush along banks of the Hopedale Pond.

Walter then asked if he could speak about the Parklands. The Chair gave Mr. Swift the floor. Walter advised that he has walked the Parklands and identified many types of invasive brush, trees and weeds along the trails and has been working on a Parkland Master Plan with the Park Commission. The plan is to remove various types of invasive brush, weeds and tree species along the trail paths. Walter and the Park Commission have planted native seedlings in the parks to help over take the invasive species. Walter created a large scaled colored map showing trail paths and water bodies within the Parklands. He said the plan is to have the large trail maps placed along the trail paths on kiosks which will be installed by Park Commission there will also be smaller handheld maps created.

Walter stated vandalism within the parks is ruining the beauty of the outdoor space and urged the BOS to come up with a bylaw with fines and prosecution of anyone found damaging Parkland property. Chair Jacaruso thanked Mr. Swift and stated the Board is planning on reviewing various bylaws over the summer months and will add this one to the list for review. Ms. Jacaruso thanked Mr. Swift for his efforts and volunteering to keep Hopedale Parklands pleasing so they may be enjoyed by all who visit.

**MSDV to approve clearing brush and invasive weeds along the Hopedale Pond**

Chairwoman Jacaruso-Aye; Selectman Burns-Aye; Selectwoman Biagetti-Aye

**3. Employee Evaluation Tool Discussion**

Coordinator Sette stated he has been working with Finance Committee on creating an evaluation tool as part of the Compensation Plan for non-union employees. Steve said he will seek input from Department Heads, Boards and other Committees to create an evaluation tool which will have a goal setting component. Steve said an important component in creating goals is to ensure they are measurable. At this time, the plan is to do the compensation similar to this year and one year to have part of the compensation plan have a COLA, salary pool, the rest of the pool would be merit based. The idea would be for the employee's and their supervisor to create stretch goals. Coordinator Sette believes this will move the Town forward and create noticeable changes in the workplace. The process would begin this fall with a check in over the winter and follow-up in the spring. Selectman Burns stated the town underwent a compensation and benefits study and is wondering how employees with no contract and limited scope of duties are going to be able to have goals. Karla Hopkins, Finance Committee Chair stated the first year, a goal could be to learn the evaluation tool and set goals with check in intervals several times during the year. Karla also recommended keeping this item on the agenda so it is revisited every couple of meetings. Chair Jacaruso stated she would like to see the recommended evaluation tool and the item will be placed on a future agenda.

Chair Jacaruso then moved onto the evaluation tool for Town Coordinator Sette. She provided board members with a sample evaluation form that was used for a prior Town Coordinator. Janet said she would like members to meet one-on-one with Coordinator Sette and send their completed evaluations to Janet by June 16, so she may do the compilation. Coordinator Sette's evaluation will be done at the June 23 meeting.

**Chairwoman Jacaruso moved to old business on the agenda**

None

**Chairwoman Jacaruso then moved to other topics not reasonably anticipated by Chair 48 hours before meeting**

None

**Chairwoman Jacaruso then moved to Coordinator News**

Coordinator Sette wants to remind the community of the following events;


1. Annual Town Meeting tomorrow in the Jr. Sr. High School Auditorium at 7:00 p.m. Board of Selectmen to meet at 6:30 p.m. in school cafeteria
2. Memorial Day Parade on Monday, May 26, 2014 beginning at 8:30 a.m., High School – Bob Burns will speak on behalf of the Board of Selectmen
3. Joint meeting with the Board of Health on June 9, 2014
4. Special Town Meeting Warrant closes on June 9, 2014
5. Special Town Meeting Warrant posts on June 10, 2014
6. June 13, 2014 Selectwoman Biagetti and Selectman Burns will have met with Coordinator Sette and complete and send evaluation to Chair Jacaruso by June 16, 2014
7. Flag Day Celebration on June 14, 2014 5 p.m. Red Shop RSVP to Tom McGovern [tm@twmsystems.com](mailto:tm@twmsystems.com)
8. Hopedale Friends of Elders renaming the Council on Aging/Friends of Elders Shop to Curiosity Shoppe of Hopedale still located on 2 Depot Street
9. June 24 – Special Town Meeting, 7pm, HS Auditorium

With no further business before them at 8:18 pm. the board adjourned.

MSDV Chairwoman Jacaruso-Aye; Selectman Burns-Aye; Selectwoman-Aye

  
Janet Orff Jacaruso, Chair

  
Robert P. Burns

  
Sandra Biagetti

**Hopedale Board of Selectmen**

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