



## **TOWN OF HOPEDALE**

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

**Town Coordinator**  
Steven A. Sette

### **Board of Selectmen Minutes October 6, 2014**

The regular Meeting of the Board and Selectmen was called to order at 7:00 p.m. by Selectwoman Biagetti in the Draper Room of Town Hall. A motion was made by Selectmen Bob Burns, seconded by Sandra Biagetti to appoint Sandra Biagetti as Acting Pro Tem Chair during Chair Jacaruso's absence. The vote was unanimous.

Present: Acting Chair Sandra Biagetti, Selectman Burns, Town Coordinator Steven Sette, Executive Assistant Susan Brouwer, Finance Chair Karla Hopkins, members of the Finance Committee, members of the public, and Videographer Jeffrey Ellis.

#### **Acting Chair Biagetti moved to consent items on the agenda**

**1. Approval of Regular Session Minutes September 5, 2014**

**MSDV to approve the Regular Session Minutes September 5, 2014.**

Selectwoman Biagetti-Aye; Selectman Burns – Aye

**2. Approval of Regular Session Minutes September 15, 2014**

**MSDV to approve the Regular Session Minutes September 15, 2014.**

Selectwoman Biagetti-Aye; Selectman Burns – Aye

**3. Approval to sign the November 4, 2014 State Election Warrant**

**MSDV to approve the November 4, 2014 State Election Warrant**

Selectwoman Biagetti-Aye; Selectman Burns – Aye

#### **Acting Chair Biagetti moved to appointments and resignations on the agenda**

**1. Rebecca Wild Wesley – Appointment to Council on Aging ending  
June 30, 2017**

Acting Chair Biagetti reported that Ms. Wild-Wesley submitted a Talent Bank Form requesting appointment to the Council on Aging. Ms. Biagetti stated that Ms. Wild-Wesley has an extensive background in nursing and geriatrics which makes her an excellent choice for the position. The Council on Aging board agrees that Ms. Wild Wesley would be a great asset on the board and Ms. Biagetti thanked Rebecca for coming forward.

**MSDV to approve Rebecca Wild-Wesley's appointment to Council on Aging term ending June 30, 2017**

Selectwoman Biagetti-Aye; Selectman Burns – Aye

**Acting Chair Biagetti moved New Business**

- 1. Vote to open November 18, 2014 Special Town Meeting Warrant October 7, 2014 and to close warrant on October 20, 2014**

**MSDV to open November 18, 2014 Special Town Meeting Warrant on October 7, 2014 and to close warrant on October 20, 2014**

Selectwoman Biagetti-Aye; Selectman Burns – Aye

- 2. Board of Selectmen Review of Licensing Fees**

Acting Chair Biagetti said the Board of Selectmen is looking at increasing licensing fees, however, Sandra stated she would like the Town to stay in line with other surrounding communities, in order to remain business friendly. She asked that Ms. Brouwer continue to gather information of other surrounding communities. Mr. Burns stated he would like to table this to the next meeting when more information is available.

**MSDV to table Board of Selectmen Review Licensing Fees to October 20 meeting**

Selectwoman Biagetti-Aye; Selectman Burns – Aye

- 3. Finance Committee – Approval of Reserve Fund Transfers**

Finance Committee Chair Karla Hopkins stated the Finance Committee posted a meeting to discuss Reserve Fund Transfers. Ms. Hopkins stated she filed a Reserve Fund Transfer Report with the Town Accountants office today. Ms. Hopkins said the Fire Station is in need of computer system repairs and the Police Department recently was awarded a grant to upgrade their radio system. Karla advised that additional funds may be needed to complete the system and the finance committee recommends the balance come from the reserve fund. Coordinator Sette reported in certain sections of town the current radio system experiences a blackout signal causing the police radios to not work properly which can be cause for concern especially in an emergency situation.

- 4. Hopedale Country Club – Manager Application Status**

Acting Chair Biagetti ask Hopedale Country Club President Erik Luce what the status is on the Change of Manager application that was returned by the ABCC. Mr. Luce said the ABCC returned the application because there is a new Chairman at the ABCC who is now enforcing rules that he never knew about in all the years he has been on the Board of Directors. Erik advised the application was returned by the ABCC with a status of RNA (return no action) for the following reasons;

- 1) Licensee needs to submit to the Local Licensing Authority (LLLA) an application for change of officers or directors.
- 2) Licensee must file with Secretary of state the change of officers/directors and annual reports every year.
- 3) Submitted documentation for a change of manager must be voted and approved by officers/director.
- 4) Personal information form must be signed by proposed manager.

Mr. Luce stated that all board of directors must submit notarized CORI forms and individual financial statements. Mr. Luce advised that he should have all of the board members information by Monday, October 13 and will forward it on to the Local Licensing Authority (Board of Selectmen) within the week.

A motion was made by Selectman Burns to continue this to the meeting of October 20.

**MSDV to continue Hopedale Country Club – Manager Application status to October 20**  
Selectwoman Biagetti-Aye; Selectman Burns – Aye

**Acting Chair Biagetti moved to old business on the agenda**

None

**Acting Chair Biagetti then moved to other topics not reasonably anticipated by Chair 48 hours before meeting**

None

**Acting Chair Biagetti then moved to Coordinator News**

**1. Annual Report Update**

Coordinator Sette stated per Town Bylaw annual reports are to be ready for resident distribution by December 31 each year. Steve said the request for annual reports was sent on July 9<sup>th</sup> with a submittal date of August 28. Coordinator Sette advised we are still waiting on a couple of departments to turn in their Annual Reports. Steve reported the goal is to still have the reports to the residents of the Town by December 31.

**2. Update Department Head Performance Evaluation Tool Forms**

Coordinator Sette stated the Department Head Performance Evaluation Tool is almost complete. Steve commented the tool will be used to evaluate non-union employee's performance in FY15 but will not be fully implemented until FY 16. In FY16 Mr. Sette a portion of employee merit increases will be measured using the Performance Evaluation Tool based on job description, performance and goals and objectives achieved.


**Adjournment**

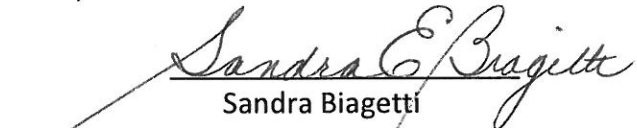
Acting Chair Biagetti said the executive session set for this evening will not take place per Mass Cop Local 164 Union request. Coordinator Sette he provided the requested information to the union regarding payment for work done at a property on Dutcher Street.

**With no further business before them at 7:32 p.m. the board adjourned.**

Selectwoman Biagetti-Aye; Selectman Burns – Aye

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Janet Orff Jacaruso, Chair

  
\_\_\_\_\_  
Robert P. Burns

  
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Sandra Biagetti

Hopedale Board of Selectmen  
\*Moved, Seconded, Discussed and Voted \*\* Roll Call Vote