

**Hardwick Board of Selectmen
Myron E. Richardson Municipal Building
307 Main Street
Hardwick, MA 01031**

Meeting Minutes July 11, 2022

Location of Meeting: Myron E. Richardson Municipal Building, 307 Main St, Hardwick, MA 01031

In Attendance: Kelly Kemp, Chair, H. Robert Ruggles, Vice Chair, Julie Quink, Clerk, Nicole Parker, Town Administrator

Other Attendees: See Attendee List

Chair Motioned to open Meeting at 6:00pm

Pledge of Allegiance

New Business

Year End Transfers

- Motion made and seconded by Fincom to approve End of Year Transfers as printed in the list attached. (JQ) Moved (KK) seconded to approve transfers.
- Fincom members left meeting.
- (RR) entered meeting at 6:08pm.

Comcast Cable Renewal

- Eileen Leahy presented Comcast binder of initial franchise agreement.
- Ms. Leahy stated that there were seven areas not serviced and to connect would be a cost of \$24,000. (KK) against the Town paying.
- Ms. Leahy stated the courtesy accounts had been removed from the agreement, but these would be put back, these fees were a benefit of \$3,700 to the Town and counted towards the franchise fee. (NP) stated not all these were being utilized.
- Town needs to sign agreement by October 30, 2022 and will meet again in September to review.
- Ms. Leahy reviewed that they needed to agree on the following:

1. Decreasing franchise fee
 2. PEG (Public, Educational and Governmental Access Channels) studio language
 3. Review courtesy services
 4. Bill out to be voted on
- (KK) BOS responsible for signing contract, can see if Broadband Committee would like to review agreement before signing.
 - Ms. Leahy will make updates, leave out franchise fee and provide digital copy, to enable BOS to send to Town Counsel for initial review.

Public Comments

- Question was asked whether there was any news on Zen Acres. (NP) stated applicant would like HCA and removed outdoor growing and retail. Applicants has stated that they have no intentions to sell property for any other use.
- Question was asked what the repercussions would be if the Town did not sign. (NP) stated that they could walk away from the agreement or ask to go before another board.
- (KK) felt that there were still unanswered questions from the applicant, and it was up to the applicant to come forward to the Board.
- (NP) Town Counsel stated if the Board had concerns, the applicant would need to provide remedies before approval. Host agreement approval is at the Town level.

Town House Oil Tank Contract

- Motion (JQ) all in favor to sign agreement for above ground oil storage tanks, for \$7,351 for removal and installation, all in favor.

Appointments

- (NP) Appointments not reviewed for some time and some people have not been reappointed since 2017. Town Clerk provided a list and asked that I stagger the appointment dates. Non-board officials given a 3-year terms.
- BOS were okay with the Police Department appointments but had several questions regarding the other appointments and asked that the list be reviewed by the Town Clerk and he present at the next meeting if available.
- Motion (JQ) to appoint the Police Department at the recommendation of Chief Ayotte (list attached)

| | |
|------------------------------|------|
| Chief James Ayotte | 2025 |
| Kevin M. Landine | 2025 |
| Sergeant Robert Toupin | 2024 |
| Officer Ryan Gentile | 2023 |
| Detective Kyle Lareau | 2025 |
| Officer Patrick Almstrom | 2024 |
| Officer Stephen Houle | 2023 |
| Officer Michael Sweet | 2023 |
| Officer Peter Ribaudo | 2023 |
| Officer Andrew Ronnau | 2023 |
| Intermittent Officers 1 Year | 2023 |
| Lori Hoffman, Clerk | 2023 |
| Police Chaplin Father | 2023 |
| New Braintree Dispatch | 2023 |
| Designated Assigned Officers | 2023 |
| Special Officers 1 Year | 2023 |

All in favor.

ARPA Funding

- (NP) No requests other than for Water.
- (KK) If we have requests from departments and quotes let's consider a separate meeting to discuss. Departments to be informed to have all requests in by August 12, 2022.

Town Administrator's Review

- Brief discussion regarding the best method to review the Town Administrator. (NP) will complete self-evaluation by July 20, 2022, including accomplishments and what she would like to achieve, and provide to Board in time for a meeting on July 26, 2022

Town Administrator's Update

- Confidential discussions with the USDA continuing.
- Audit Management Letter almost complete.
- YouTube up and running.
- Marta, started as Assistant Treasurer.
- Retirement health insurance passed at ATM, working on a policy.
- Proclamation signed for 100 years young resident Phyllis Locomoto.

- Attended STAM meeting. Subject employee retention.
- Requesting 2 weeks' vacation commencing the week of October 10, 2022.
- DLS Financial Review has been delayed due to staffing shortages, looking at the end of July 2022.
- Water out of EPA compliance due to PFAS, East National Water and (NP) will meet with EPA to work through this. Have a quote for remote water meter readers of \$35,000 including labor.
- Need to update the Open Space and Recreation Plan, looking for volunteers to join the OSRP committee to work with CMRPC.
- Carol Riches, Executive Assistant will start July 18, 2022.

Correspondence

- Letter from Quabbin School Superintendent informing the Board that the school will be on a one and one twelfth budget until their budget passed.
- (JQ) School Committee will need to either submit an increased budget, remain the same or reduce the budget. If they are unable to work under the one and one twelfth budget, cuts will be needed.
- The Town will need to vote on the budget at a Fall Special Town Meeting.
- Received a notice from DCR regarding their land, which will be posted on the website

Selectmen Round Table

- (JQ) Knows of a struggling local business and asked (NP) if there were any grants etc. that could assist. (NP) informed the Board that there were and asked the business information be sent along to her so that she may contact them.

Reorganization of the Board of Selectmen

- (KK) Believed that all members should have an opportunity to be the chair.
- Motion (RR) seconded (KK) to appoint (JQ) as Chair, All in favor.
- Motion (KK) seconded (JQ) to appoint (RR) as Vice Chair, All in favor.
- Motion (RR) seconded (KK) to appoint (KK) as Clerk, All in favor.

Motion (RR) seconded (KK) to adjourn meeting at 7:46pm, All in Favor.

Respectfully submitted,

Carol L. Riches
Executive Assistant

Documents from the Meeting filed in Town Administrator's office:

Agenda

Town Administrators update

Oil Tank Contract

DCR Letter

Call to Order 2. Pledge of Allegiance 3. Visitor's Comments 4. Appointments/Reappointments 5. Old Business a.) Other Old Business 6. New Business a) Eileen Leahy; Comcast cable renewal b) Year End Transfers with Finance Committee c) Execute Town House oil tank contract d) Other New Business 7. Discussion and/or Vote: ARPA funding 8. Town Administrator review document distribution for next meeting 9. Committee Reports 10. Town Administrator Report 11. Signatures and Approvals 12. Selectmen Roundtable 13. Selectmen Reorganization 14. Adjournment The items which may be discussed at the meeting are those reasonably anticipated by the Chair. Not all items listed may be discussed and items not listed may be brought up for discussion to the extent permitted by law