

**BOARD OF  
SELECTMEN  
MEETING  
MINUTES**

**December 1, 2015**

Town Hall

Chairman Kenneth Picard; Selectman James Brochu; Selectman Robert J. Fleming; Executive Assistant, Sandra Hakala

1 Chairman Picard called the meeting called to order at 5:30pm.

2

3 **INVITED GUESTS**

4 *CIP Review – Fire/EMS*

5 Chief Goodale presented the Fire/EMS department’s capital improvement plan.

6

7 Chairman Picard requested a recess until 6pm.

8

9 James Brochu, aye Robert Fleming aye, Ken Picard, aye.

10

11 Chairman Picard re- opened the meeting and after the pledge of allegiance reviewed the agenda.

12

13 **MINUTES**

14

15 **Motion #1:** Motion made by Selectman Brochu to approve the October 28, 2015 Regular Session  
16 Meeting Minutes as submitted.

17

18 Second: Selectman Fleming, Majority Action of the Board.

19

20 **Motion #2:** Motion made by Selectman Brochu to approve the November 3, 2015 Regular  
21 Session Meeting Minutes as submitted.

22

23 Second: Chairman Picard, Majority Action of the Board.

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25 **Motion #3:** Motion made by Selectman Brochu to approve the November 17, 2015 Regular  
26 Session Meeting Minutes as submitted.

27

28 Second: Selectman Fleming, Unanimous Chairman Picard.

29

30 **INVITED GUESTS**

31 *Board of Assessors*

32 The Assessor’s discussed a single tax rate versus setting a separate rate for commercial and  
33 residential property.

34

35 Based on its evaluations of a single versus dual tax rate, the Board of Assessors recommended a  
36 single tax rate for all four classes of property: residential, commercial, industrial and personal.

37

38 The assessors evaluated the impact of a dual tax rate, which would increase the taxes on  
39 commercial, industrial and personal properties to alleviate the tax burden on residents. But  
40 because Upton property is 94 percent residential - as opposed to 6 percent commercial, industrial  
41 and personal - decreasing the tax rate only 60 cents for residents would increase the rate \$10 per

42 \$1,000 of assessed value for all other properties, according to Board of Assessors Chairman  
43 James Earl. The Selectmen opted to stick with a single tax rate.

44  
45 The preliminary FY16 tax rate is expected to be \$18.56 per \$1,000 of assessed value which will  
46 need approval by the Department of Revenue. The total assessed value in all four classes in  
47 Upton for FY16 is \$1,003,499,218.

48  
49 **DISCUSSION ITEMS**

50  
51 Review Board of Selectmen's Action Plan

52 The Board updated their progress on the overall plan.

53  
54 Review/renew Liquor, Entertainment, Class II and Common Vic licenses  
55 The Selectmen reviewed a spreadsheet showing the status of all of the various licenses that are  
56 up for renewal and were advised of those needing conditional approval until certain items are  
57 resolved before the license is issued.

58  
59 **Motion #5:** Motion made by Selectman Fleming to approve the applicants for licenses under  
60 Class I, II or III as submitted on the renewal checklist with the specification that all conditions  
61 are met before any licenses or renewals are released; holding 4,7,17,2, 8.

62  
63 Second: Selectman Brochu, Unanimous Chairman Picard.

64  
65 **Motion #6:** Motion made by Selectman Fleming to approve the applicants for licenses under  
66 Liquor Licenses as submitted on the renewal checklist with the specification that all conditions  
67 are met before any licenses or renewals are released.

68  
69 Second: Selectman Brochu, Unanimous Chairman Picard.

70  
71 **Motion #7:** Motion made by Selectman Fleming to approve the applicants for licenses under  
72 Common Victualler as submitted on the renewal checklist with the specification that all  
73 conditions are met before any licenses or renewals are released.

74  
75 Second: Selectman Brochu, Unanimous Chairman Picard.

76  
77 Motion to Approve Heritage Park Conservation Restriction  
78 An updated version of the conservation restriction, which included comments from the two  
79 relevant state agencies, as well as the grantee, the Metacomet Land Trust has been tabled until  
80 the next meeting.

81  
82 Discuss setting regulations for issuing taxi and livery licenses

83 A request from an Upton resident for the Town to sign off on a Massport form indicating that the  
84 Town does not have private/livery requirements was considered. At this time the Town has no  
85 regulations, and the Board has chosen not to adopt regulations but is requesting a satisfactory  
86 SORI/CORI background check be conducted in order to have no objection to operating a  
87 private/livery service through the Town's boundaries.

88

89 Review FY 2016/2017 Budget Calendar

90 The Board reviewed a proposed schedule of the steps necessary to prepare for the annual town  
91 meeting to be held on Thursday, May 5<sup>th</sup>.

92

93 Motion to Appoint COA member

94 Judith Pitts has applied for appointment to the Council on Aging. Ms. Pitts is a home care  
95 provider and has been a very active volunteer at the Center. She comes highly recommended by  
96 the Center’s director, Janice Nowicki and has been unanimously endorsed for your consideration  
97 by the COA Board.

98

99 **Motion #8:** Motion made by Selectman Fleming to appoint Judith Pitts to the COA.

100

101 Second: Selectman Brochu, Unanimous Chairman Picard.

102

103 Discuss Funding Requests Town Common

104 Chief Goodale is requesting funding from the Risteen Beautification Fund to purchase 6-8  
105 holiday trees to be placed in the Town Common at a cost of approximately \$100 each as was  
106 done last year. The DPW director has agreed to care for the trees and plant at the Wastewater  
107 treatment plant to be utilized as a buffer where town property abuts the railroad.

108

109 **Motion #9:** Motion made by Selectman Fleming to approve \$1000 from the Risteen  
110 Beautification Fund to purchase 6-8 holiday trees to be placed in the Town Common

111

112 Second: Selectman Brochu, Majority Action of the Board.

113

114 Discuss Order by Worcester Housing Court

115 The Board of Health is requesting emergency funding in the amount of \$1187.90 to cover the  
116 cost of temporary housing for Yvonne Kadlik and her pets for a two week period as ordered by  
117 the Worcester Housing Court.

118

119 **Motion #10:** Motion made by Selectman Fleming to approve \$1200 from the Risteen Welfare  
120 Fund to cover the expenses incurred by the BOH to comply with the Order by the Worcester  
121 Housing court.

122

123 Second: Selectman Brochu, Unanimous Chairman Picard.

124

125 **MEETING LOOK AHEAD TOPICS**

126

127 **NEW BUSINESS**

128

129 Selectmen Fleming a member of the Joint Library/COA Feasibility Committee updated the  
130 Selectmen on the progress of the Library/ COA concept plan and the committee’s direction.

131

132 Committee members are currently working with an architect to examine sites, design layouts and  
133 evaluate if there’s an attractive process whereby the resources are combined for both facilities.

134 A draft floorplan showed a single-floor of an approximately 20,000-square-foot facility with  
135 about two-thirds of the space designated for the library and one-third for the COA.

136  
137 This biggest setback is designing a combined facility that would be eligible for state funding is  
138 the restriction that the library must be freestanding or independent of any other building.

139  
140 Chairman Picard requested that the committee also evaluate a building that does not necessarily  
141 meet the requirements for state funding emphasizing on the future needs of the community on  
142 both sides. This would eliminate incurring an additional cost than normal so it's would be a wash  
143 on the grant money he stated.

144  
145 Chairman Picard asked that Selectman Fleming bring their comments and concerns back to the  
146 feasibility committee.

147  
148 Selectman Fleming challenged Chairman Picard and Selectman Brochu to participate in the  
149 wounded warrior fundraiser hosted by Red Rock in August. Chairman Picard has already  
150 committed to participate with family members and Selectman Brochu will consider the  
151 challenge.

152

153 **ADJOURN MEETING**

154

155 ***Motion #11:*** At 7:03pm motion was made by Selectman Brochu to adjourn the regular meeting.

156

157 Second: Selectmen Fleming, Unanimous Chairman Picard.

158

159

160 Respectfully submitted,

161

162

163 Sandra Hakala

164 Executive Assistant