

**BOARD OF
SELECTMEN
MEETING
MINUTES**

August 4, 2015

Town Hall

Chairman Kenneth Picard; Selectman James Brochu; Selectman Robert J. Fleming; Town Manager, Blythe C. Robinson Executive Assistant, Sandra Hakala

1 The meeting was called to order at 6:00pm. Chairman Picard opened the meeting and after the
2 pledge of allegiance reviewed the agenda.

3
4 **MINUTES**

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6 **Motion #1:** Motion made by Selectman Brochu to approve the July 21, 2015 Regular Session
7 Meeting Minutes as submitted.

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

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11 **INVITED GUESTS**

12 6:05 PM - Chief Goodale discussed the details of the Federal FEMA Assistance to Firefighters
13 Grant (AFG) that has been awarded to the Town in the amount of \$173,334. Chief Goodale
14 wrote a grant for this program to replace 28 self-contained breathing apparatus (SCBA) four
15 years ago, and when he wasn't successful proceeded to reapply each of the next three years. The
16 grant will require a small financial match from the Town which was included in a warrant article
17 at Town Meeting. The Selectmen joined the Town Manager in commending Chief Goodale for
18 his well-deserved accomplishment.

19
20 6:10 PM – Brianna Croteau – Ms. Croteau presented to give the Board an overview of her
21 project for which she is seeking a Girl Scout Gold Award. Ms. Croteau has proposed
22 constructing a Kiosk for Peppercorn Trail for people who are new to the trail and don't know
23 anything about the trail. It will include a trail map, level of difficulty, emergency contacts and
24 trail use concerns.

25
26 **RECOGNITION**

27 Chairman Picard commended all department heads for their diligence and continual efforts in
28 seeking grants that benefit the Town.

29
30 **MANAGERS REPORT**

31 The DPW and Town Manager had a meeting with Spectra Energy this week. They are working
32 to modify and expand the Algonquin Gas pipeline to increase the amount of natural gas coming
33 into New England. That project will include installation of a spur from the pipeline which now
34 runs from New Jersey to Boston to be called the West Boylston Lateral Spur. It will be 27 miles
35 long, of which four will be in Upton. The path of the pipeline is planned to be along that of the
36 high tension wires managed by National Grid. The company will be sending a sample of the
37 letter that will be going out to all property owners along this stretch. The process to get this
38 permitted will likely take several years, beginning with a draft permit submitted this fall.

39
40 Update on summer paving: Both Cross Street and Railroad Avenue have been completed, with
41 minor adjustments for driveway connections to be done soon. Maple Avenue, Southborough
42 Road and a section of Mendon Street will be milled and that begins August 4th. Paving of these

43 streets may take place a week or so later, so residents are warned to take care driving on rough
44 surfaces during that time. It is important to note that when Maple Avenue is paved (likely the
45 week of August 10th) we will close it for the day. Appropriate signage will be put out, police
46 details will be in place to reroute traffic, and updates will also be posted to the website. The
47 railroad crossing upgrades at Williams Street, Hartford Avenue South, Maple Avenue and
48 Pleasant Street, will now be delayed until a date this fall because federal funds have not been
49 released according to the Grafton & Upton railroad.

50
51 The Town Manager has filed an application with Code Enforcement for demolition of the
52 building at 2 Grove Street as directed by the Board. The process requires this be forwarded to the
53 Historical Commission for review, given that the building is more than 75 years old.

54
55 A vacancy for a laborer position in the cemeteries division of the DPW will be advertised next
56 week closing on August 21st. Eight applications for the Mechanic position were received and
57 will be reviewed by the Personnel Board on August 10th.

58
59 CMRPC has published the final document for the 2016-2019 TIP program and as expected 2/3 of
60 the project is included for 2019. The State Secretary of Transportation to sign off on the 25%
61 design so that the public hearing can be held is still pending due to staffing changes in the State
62 offices. The project is at about 70% design due to the work needed to arrive at a design for the
63 Pratt Pond intersection that the DOT District #3 office was satisfied with. The Town will
64 continue to push for the design public hearing on the 25% design, and be ready to move forward
65 quickly on then reaching the 75% design phase, which is the next step.

66
67 **DISCUSSION ITEMS**

68
69 Declare August 29th Upton State Forest Day
70 The Friends of the Upton State Forest and State Department of Conservation and Recreation are
71 hosting an event on August 29th to recognize the 80th anniversary of the opening of the CCC
72 Camp and to unveil a plaque commemorating the listing of this resource on the National Register
73 of Historic Places.

74
75 **Motion #2:** Motion made by Selectman Brochu to declare August 29, 2015 as Upton State Forest
76 Day.

77
78 Second: Chairman Picard, Majority Action of the Board.

79
80 Motion to accept the recommendation of the Library/COA Feasibility Study Project to appoint
81 architect

82 The feasibility committee has completed their process to receive proposals from qualified firms
83 to provide architectural designer services. A recommendation was made by the Committee to
84 retain Tecton Architects, subject to a successful contract negotiation. The Committee asks that
85 both the Selectmen and Board of Library Trustees vote to authorize the Town Manager to
86 negotiate that contract within the budget available for the project. The Town Manager
87 recommended that the Selectmen vote as they have requested.

88

89 **Motion #3:** Motion made by Selectman Brochu to accept the recommendation of the
90 Library/COA Feasibility Study Project and authorize the Town Manager to request a proposal
91 and negotiate a contract in the order ranked in the Library/COA Feasibility Study Project (1)
92 Tecton Architects, (2) LLB Architects, and (3) Abacus Architects and Planners.

93

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

95

96 Motion to Approve Conservation Restriction – Cross Winds

97

98 **Motion #4:** Motion made by Selectman Brochu to accept the Conservation Restriction at the
99 property known as Cross Winds as presented.

100

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

102

103 Discuss Donation of Land for Conservation Purposes – Meadow Drive

104 The Conservation Commission was approached about a land donation for a parcel on Meadow
105 Drive. Bill Taylor and Mike Penko, members of the Commission were present to discuss this.

106

107 The Selectmen agreed that the Board typically does not accept land but the size, location
108 buildability and low tax implications were taken into consideration.

109

110 **Motion #5:** Motion made by Selectman Brochu to accept the gift Meadow Lane lot 4.3 with care
111 and maintenance by the Conservation Commission.

112

113 Second: Selectmen Fleming, Majority Action of the Board.

114

115 Discuss Development Options – 53 Acre Parcel on Hartford Avenue South

116 On July 8th a meeting was held with Pulte Homes who is in the process of acquiring a 53-acre
117 parcel of land on the upper portion of Hartford Avenue South for development. That parcel
118 currently has a comprehensive permit on it to build a 120-unit development that was to be called
119 “Noble Vista” of townhouse style housing, of which 25% would be affordable units. The
120 Selectmen discussed the topics of the meeting, and an option Pulte requested feedback on to
121 build a different scheme presented by the Town Manager. Ms. Robinson stated the Planning
122 Board discussed this on July 14th and likes the new option proposed by Pulte, and suggests that
123 the Selectmen and the Affordable Housing Trust provide direction to the developer.

124

125 The Board asked Ms. Robinson to let Pulte know that they are favorable about a 55+
126 development but would like to see some affordable units. They also have a priority that the
127 development have Town provided water and sewer and the Hartford Avenue South roadway be
128 upgraded.

129

130 Motion to Make Various Appointments

131 Mr. Richard Whitehouse attended a recent Trustees meeting would like to be appointed to the
132 Affordable Housing Trust. He is a new resident to Town, and has very relevant skills as he is a
133 licensed engineer. He would like to be appointed for a two year term.

134

135 **Motion #6:** Motion made by Selectman Brochu to appoint Richard Whitehouse to the Affordable
136 Housing Trust for a two year term.

137

138 Second: Selectmen Fleming, Chairman Picard, Unanimous Action of the Board.

139

140 Review Board of Selectmen's Action Plan

141 The Board chose areas of focus for themselves and staff and will continue discussions and
142 progress at subsequent meetings.

143

144 Motion to Approve Conservation Restriction - Rockwood Meadows

145 The Rockwood Meadows development under construction located on East Street consists of 62
146 units of age restricted housing, and includes a conservation restriction for part of the property.

147 The restriction needs to be acted on by the Board of Selectmen and Conservation Commission
148 before any closings on the units can take place starting later this month. A draft of the restriction

149 is still being reviewed by Town Counsel. Bill Taylor and Mike Penko from the Conservation
150 Commission and Steven Greenwald representing the developer were present to answer questions.

151

152 At issue with the Conservation Commission was the access to the trails, added parking area and
153 who was responsible for plowing, replenishing the gravel, weed control. The bulk of the parking
154 area is in Hopkinton and Hopkinton has clearly stated they will not maintain this. The developer
155 will not assume responsibility and believes neither will the condo association. The Selectmen
156 agreed this was not unreasonable and concurred this was not the Town of Upton's responsibility
157 either. They suggest reaching out to different general community agencies that may wish to
158 provide volunteers.

159

160 The Selectmen will be prepared to sign the conservation restriction once Town Counsel
161 completes the review.

162

163 MEETING LOOK AHEAD TOPICS

164

165 Meet with Hopedale Board of Selectmen on September 22nd

166

167 NEW BUSINESS

168

169 EXECUTIVE SESSION

170

171 ADJOURN MEETING

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173 **Motion #7:** At 7:21pm motion was made by Selectman Brochu to adjourn the regular meeting.

174

175 Second: Selectmen Fleming, Chairman Picard, Unanimous Action of the Board.

176

177 Respectfully submitted,

178

179

180 Sandra Hakala

