

**BOARD OF  
SELECTMEN  
MEETING  
MINUTES**

**September 22, 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 5:00pm. The Upton Selectmen toured the Town Hall with the  
2 Hopedale Board of Selectmen and ended in the Little Town meeting room. Chairman Picard  
3 proceeded with the pledge of allegiance and reviewed the agenda.

4  
5 **INVITED GUESTS**

6 The Hopedale Board of Selectmen and the Town Administrator were invited to tour Town Hall  
7 and to continue the discussion about potential regional opportunities.

8  
9 Several ideas were introduced by both boards, with topics centering on possible sharing of staff  
10 and resources. The ideas proposed by selectmen were board of assessors' services, health  
11 agents, affordable housing, weed control, and capital equipment including tools such as street  
12 sweepers. Selectmen from both towns speculate that they may be able get a better deal on weed  
13 removal services if they collaborate.

14  
15 The boards have not yet agreed to pursue any specific opportunity, but will meet again and  
16 continue the discussions.

17  
18 Janet Pierce the newly appointed CMRPC Executive Director introduced herself to the Board  
19 and reviewed the services offered by the Council that can be provided to the Town.

20  
21 **MINUTES**

22  
23 ***Motion #1:*** Motion made by Selectman Brochu to approve the September 8, 2015 Regular  
24 Session Meeting Minutes as submitted.

25  
26 Second: Selectman Fleming, Unanimous Chairman Picard.

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28 ***Motion #2:*** Motion made by Selectman Brochu to approve the September 8, 2015 Executive  
29 Session Meeting Minutes as submitted.

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31 Second: Selectman Fleming, Unanimous Chairman Picard.

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33 **MANAGERS REPORT**

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35 Thanks to the efforts of Emergency Management Director Brian Kemp the final amount of  
36 reimbursement from last winter's January snow storm will be \$63,094.32 which is about \$4,000  
37 more than anticipated.

38  
39 The Hampshire County Electricity Aggregation plan was rejected by the State Department of  
40 Utilities late last week. The attorneys for the Hampshire COG will be reviewing the decision.

41

42 Chris Ryan from CMRPC attended the Planning Board meeting to discuss the 2nd Phase of the  
43 Village District Bylaw project. After a review was done of the “downtown” business corridor,  
44 CMRPC has been researching other bylaws that may be models the Town wishes to consider to  
45 either alter the zoning; create an overlay that would encourage appropriate economic  
46 development; spur upgrades to existing structures; and perhaps housing.

47  
48 On October 3rd, Heritage Day there will be a number of activities in Town, on the Town  
49 Common; the VFW road race; Library book sale; and the festival.

50  
51 Ms. Robinson participated in a meeting with DPW and BETA Engineering to review the update  
52 they have been performing to the pavement management plan. The first plan was developed in  
53 2009 and the pavement condition of all roads has been inspected and unfortunately the road  
54 surface rating (RSR) has dropped six points from 74 to 68 in those six years. This is due in large  
55 part to having limited resources and road conditions declining faster than repairs can take place.  
56 A course of action in the draft capital improvement plan will be recommended.

57  
58 The architect and OPM for the renovation of Town hall have performed a walk through to  
59 document items to be corrected during the warranty period. A review and purging of all records  
60 in storage before that must keep was sent out to be “cleaned” before being brought back to the  
61 high density storage room on the ground floor of Town Hall.

62  
63 **DISCUSSION ITEMS**

64  
65 **Motion to Approve Administrative Policy – Class II Licenses**

66 The Selectmen reviewed the proposed policy on Class II licenses. A letter was sent out to all  
67 current license holders asking for their feedback, and a few were in attendance. Mr. Motuza  
68 reminded the Board that stickers are required to be affixed to all used cars for sale per Mass state  
69 law and asked that flags and banners be allowed during the four traditional high volume holiday  
70 day sales. Mr. Schwehr asked the Selectmen to consider allowing some vehicles that are  
71 drivable to be left outside if they were being sold as is. Mr. Matellian requested that some work  
72 be allowed to be conducted outside i.e. tire changing and batteries. A final version will be  
73 discussed at the October 6th meeting.

74  
75 **Motion to Appoint DPW Laborer**

76 The Selectmen considered a memo from DPW Director Roy recommending that Cody Schmitt  
77 be hired as a laborer in the DPW Parks/Forestry/Cemetery Division. Cody had applied last year  
78 when this position was open, and this year was the leading candidate among 37 applicants. The  
79 Town Manager concurs with the recommendation. There is no need to waive the 15 day waiting  
80 period as he would not begin his duties until October 13th.

81  
82 **Motion #3:** Motion made by Selectman Fleming to appoint Cody Schmitt to the position of  
83 laborer in the DPW Parks/Forestry/Cemetery Division

84  
85 Second: Selectman Brochu, Unanimous Chairman Picard.

86  
87 **Review Special Town Meeting List of Warrant Articles**

88 A preliminary list of articles for the special town meeting to be held on November 17th, along  
89 with a background memo summarizing the details on each item prepared by the Town Manager  
90 was discussed. The warrant closes September 25<sup>th</sup>.

91  
92 Review Draft Capital Improvement Program  
93 A review of the proposed capital improvement program was initiated. Discussions will be  
94 scheduled with various departments who will give a presentation on their areas of responsibility  
95 at future meetings.

96  
97 Discuss Sale or Surplus of Fire Department Willis Jeep  
98 A memo from the Fire & EMS Association asking that the 1952 Willis Jeep that has belonged to  
99 the Town for a number of years be sold to the Association for a dollar was reviewed. A memo  
100 also provided by Chief Goodale stated the Jeep has gone unused for a number of years and no  
101 longer has a use in the department. Ms. Robinson concurred with his recommendation.

102  
103 **Motion #4:** Motion made by Selectman Fleming to transfer to the Fire and EMS Association  
104 the 1952 Willis Jeep for one dollar.

105  
106 Second: Selectman Brochu, Unanimous Chairman Picard.

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108 **MEETING LOOK AHEAD TOPICS**

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110 Consider Affordable Housing Coordinator options  
111 Executive Session Contract negotiations

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113 **NEW BUSINESS**

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115 **EXECUTIVE SESSION**

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117 **ADJOURN MEETING**

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119 **Motion #10:** At 7:06pm motion was made by Selectman Brochu to adjourn the regular meeting.

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

122  
123 Respectfully submitted,

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125  
126 Sandra Hakala  
127 Executive Assistant