

**BOARD OF
SELECTMEN
MEETING
MINUTES**

October 21, 2014

Town Hall

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

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

3
4 **MINUTES**

5
6 **Motion #1:** Motion made by Selectman Brochu to rescind the September 22, 2014 Meeting
7 Minutes as submitted.

8
9 Second: Selectman Picard, Unanimous Chairman Fleming.

10
11 **Motion #2:** Motion made by Selectman Brochu to approve the resubmitted September 22, 2014
12 Regular Session Meeting Minutes.

13
14 Second: Selectman Picard, Unanimous Chairman Fleming.

15
16 **Motion #3:** Motion made by Selectman Brochu to approve the October 7, 2014 Regular Session
17 Meeting Minutes as submitted.

18
19 Second: Selectman Picard, Unanimous Chairman Fleming.

20
21 **INVITED GUESTS**

22 Superintendent Joe Maruszczak discussed the MURSD District's interest in exploring the
23 development of a "turf" athletic field. The study would examine where such a field would be
24 placed in the district and the costs associated. He had recently been meeting with various groups
25 in the district's two towns in an effort to measure support for the effort.

26
27 The Upton Community Preservation Committee voted unanimously to contribute \$1,000 toward
28 the feasibility study he stated. He will be presenting to the Mendon Community Preservation
29 Committee and hoped that they would contribute \$1,000 as well.

30
31 **MANAGER'S REPORT**

32 Free Cash has been certified by the State for this year. The General Fund was set at just over
33 \$349,000, the Water Enterprise fund at just over \$239,000 and the Wastewater fund at
34 approximately \$139,000.

35
36 As of October 1st Blackstone Valley Tech's enrollment at BVT by Upton students has increased
37 by three. This is a minimal change from the prior year when Upton enrollment had increased by
38 25 students. This will have impact on the budget next year, but not to the extent of the prior year.

39
40 Both servers at Town Hall and the Police Station were impacted by a cryptovirus which required
41 the IT consultants to dispatch all of their technicians to check every computer, and restore files in
42 all locations. Employees were reminded that they need to be very aware of not opening emails

43 that are not from sources they recognize, and most especially the attachments that come with
44 them.

45
46 At the May 2013 town meeting the Town voted to allow participation in an energy aggregation
47 program, specifically to join the Hampshire Council of Governments joint purchase of electricity.
48 This has been an intensely involved process, and it is still winding its way through the State
49 DPUC. The hearings are expected to be finalized in November and then this process can move
50 forward to bidding.

51
52 October 14th Charter TV changed to all digital channels therefore the channel lineup has
53 changed and finding stations may take some re-education.

54
55 The Personnel Board met and qualified five candidates for the Recreation Director's position.
56 Interviews have not yet been scheduled. Also advertised is the position for the COA Van Driver
57 and applications for those are due by October 28th.

58
59 **DISCUSSION ITEMS**

60
61 Review Special Town Meeting Warrant – November 18th

62 The Town Manager reviewed the latest version of the warrant with the Selectmen. Omitted was
63 the article to put funds in a stabilization account, and in its place inserted an article to allow an
64 adjustment the current year's budget. New growth came in lower than anticipated, and action
65 may need to be taken to "balance" the budget in order to set a tax rate.

66
67 The amount of funds needed for the Kiwanis Beach Courts is still being finalized. A spreadsheet
68 from the architect shows his estimate of the cost of all components to the project to which we
69 anticipate a need to add a 5 – 10% contingency.

70
71 The Planning Board met at which they had a public hearing on the zoning by-law change to do
72 away with the language that prohibits self-serve gas stations. No residents attended that meeting,
73 although the Fire/EMS Chief and Town Manager were present for the discussion and the board
74 voted to recommend the change at Town Meeting.

75
76 A meeting date was set for October 29th to vote to approve the warrant and execute it.

77
78 The Selectmen asked that Article 4 be deferred until the ATM in May.

79
80 Discuss Reallocation of Risteen Building Office Space

81 Due to the re-opening of Town Hall, the offices of the Board of Health and Code Enforcement
82 have been moved from the Risteen building, and those offices are now vacant. The Town
83 Manager has been approached by several groups looking for additional space and met with
84 representatives of the Library, Historical Commission, UCTV and the Historical Society. Ms.
85 Robinson drafted a plan that meets the needs of each user and asked for the Selectmen's
86 approval.

87
88 The following allocation of space was agreed upon:

89			
90	<u>Floor</u>	<u>Previous Use</u>	<u>Proposed Use</u>
91			
92	First Floor	Board of Health Library	
93	Second Floor	Conservation Office	Historical Society
94		Code Enforcement	"Front Office" – UCTV for Filming Events
95		Code Enforcement	"Mtg Room" – Historical Commission
96		Historical Commission/ Society	Library Meeting Space
97			
98			

99 Some of the furniture that was not taken to Town Hall will be reallocated to these offices as best
100 fits their needs. There will also be some minor work from DPW to take out some items (code
101 enforcement transaction counter, etc) so that these spaces can be used as the new tenants would
102 like.

103
104 Motion to Approve Request for Risteen "B" Welfare Funds

105 The Selectmen reviewed several requests for funds from the Risteen "B" welfare fund.

106
107 The COA asked for a transfer of \$7,000 into the account they have set up with Superior Oil to
108 assist residents in need when other options such as Fuel Assistance has been depleted or not
109 available. This would bring the balance back up to \$10,000.

110
111 **Motion #4:** Motion made by Selectman Picard to transfer \$7000.00 from the Risteen "B" welfare
112 fund into the account they have set up with Superior Oil to assist residents in need.

113
114 Second: Selectman Brochu, Unanimous Chairman Fleming.

115
116 Two separate requests to assist individuals were reviewed. COA Director Nowicki and Social
117 Services Coordinator Jessica D'Amato have done an extensive amount of work to confirm the
118 individuals financial situation, work status, whether they have sought funds from other town
119 groups, and other programs that might be able to meet this need other than this request.

120
121 **Motion #4:** Motion made by Selectman Picard to provide \$2801.48 from the Risteen "B" welfare
122 fund for Resident "A" to the landlord and utilities as requested.

123
124 Second: Selectman Brochu, Unanimous Chairman Fleming.

125
126 **Motion #5:** Motion made by Selectman Picard to provide \$844.79 from the Risteen "B" welfare
127 fund for Resident "B" for the utilities as requested.

128
129 Second: Selectman Brochu, Unanimous Chairman Fleming.

130
131 Discuss Joint Meeting with Finance Committee – Budget Preparation

132 All four of the Town's collective bargaining agreements are up for renegotiation as they expire
133 on June 30, 2015. The Town Manager would like set up a meeting with the Finance Committee
134 to discuss the upcoming budget process, and have a conversation about the financial situation
135 and what the Town may be able to afford with regard to the financial aspects of a settlement.

136
137 The Selectmen agreed and asked that the Finance Committee be invited to their December 2nd
138 meeting.

139
140 Thompson right of entry agreement

141 Mr. Thompson has graciously offered to allow Town Hall employees to park their vehicles on
142 the gravel lot of his property which is across the street from Risteen building. A right of entry
143 agreement to indemnify the owner was executed by both parties. Public works will provide
144 signage and repair any potholes.

145
146 **Motion #6:** Motion made by Selectman Picard to authorize a right of entry agreement with Mr.
147 Thompson.

148
149 Second: Selectman Brochu, Unanimous Chairman Fleming.

150
151 2nd Annual First Night Upton

152 Ms. Robinson was contacted by Beth Alletto who is organizing the 2nd Annual First Night
153 Upton with Sharon Bliss. They told Ms. Robinson that the event would be scaled back a bit
154 based on feedback/attendance from last year's 2014 event. This year it would center activities at
155 venues near Upton Common: United Parish of Upton, A Little Common Sense, Colonial
156 Liquors, Library, Town Hall, and Rose Garden.

157
158 They requested 1 uniformed officer to assist with street crossing, and the use of the electric signs
159 both at no cost to them. Additionally the have asked that town hall be open and available for
160 hosting musicians and/or an event during First Night from 4:30 – 9:00pm.

161
162 Ms. Robinson and the Selectmen agreed that the Town could assist with the police officer as was
163 done last year and provided there is not an emergency for which signs need to be deployed
164 elsewhere they could be utilized.

165
166 In response to the use of Town Hall Ms. Robinson sent a copy of the new policy on the use of
167 Town Hall. The church would qualify as a non-profit user and would incur the costs associated
168 in that category. It was unclear from the organizers what the specific use would be and what
169 additional costs might be incurred and if there were staff available to provide their services.

170
171 Ms. Alletto responded that they were not looking to rent the Town Hall but asking the use be
172 donated. Both Ms. Robinson and the Selectmen were reluctant to donate the use of the Town
173 Hall; the policy was recently enacted to protect the assets of the citizenry and to disregard the
174 policy and its intent could set an unfavorable precedent. Ms. Robinson will contact Ms. Alletto
175 before the Selectmen discuss this further.

176
177 Discuss Selectmen's Initiatives

178 At the last meeting several initiatives were discussed; an employee development program,
179 facilities management and paperless initiatives which included the Selectmen switching from
180 paper agenda books to tablets.

181

182 The Selectmen agreed to schedule a seminar in January to further educate employees and
183 committee members on the Open Meeting Law which includes record keeping so that everyone
184 is in compliance.

185
186 The Town Manager and Selectmen agree that there is a need to outsource the facility
187 management of the Town Hall, Police and Fire Stations. The management would include
188 coordination of inspections and the scheduling of work required. They will continue to gather
189 information and define the scope of work.

190
191 The Selectmen will continue to contemplate ways in which to move toward paperless meetings.
192 Their preference is to slowly move in that direction and will include this in the budget process.

193
194 **OTHER TOPICS NOT REASONABLY ANTICIPATED**

195 The Selectmen will consider employee development and the paperless initiatives in their
196 upcoming meetings as well as the Warren Street closure.

197
198 Ms. Robinson is meeting with Bob Carnegie this week to discuss training supervisors' on
199 conducting performance appraisals.

200
201 Selectman Picard and Selectman Brochu will discuss with the Town Manager facility
202 management initiatives.

203
204 **RECOGNITION**

205 Selectman Picard recognized the Board of Selectmen and their joint meeting with the Hopedale
206 Board of Selectmen the previous night. They hope to continue this initiative and meet with
207 additional neighboring Boards.

208
209 **MEETING LOOK AHEAD TOPICS**

210 Street light replacement program
211 Paperless initiatives
212 149 Main Street
213 Warren Street Closing
214 Recognition – Men's Club, Bloomer Girls

215
216
217 **ADJOURN MEETING**

218
219 **Motion #7:** At 7:40pm motion was made by Selectman Brochu to adjourn the regular meeting.

220
221 Second: Selectman Picard, Unanimous: Chairman Fleming

222
223 Respectfully submitted,

224
225
226 Sandra Hakala
227 Executive Assistant

