

**BOARD OF
SELECTMEN
MEETING
MINUTES**

October 7, 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**

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6 ***Motion #1:*** Motion made by Selectman Picard to approve the September 25, 2014 Meeting
7 Minutes as submitted.

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9 Second: Selectman Brochu, Unanimous Chairman Fleming.

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

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14 Second: Selectman Picard, Unanimous Chairman Fleming.

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16 ***Motion #3:*** Motion made by Selectman Brochu to approve the September 22, 2014 Executive
17 Session Meeting Minutes as submitted.

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19 Second: Selectman Picard, Unanimous Chairman Fleming.

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21 **MANAGER'S REPORT**

22
23 The move back to Town Hall has gone well. Most offices are unpacked and staff is conducting
24 business as usual. The separate contractor responsible for the electronic door access, security
25 system for the Treasurer's Office and the security cameras has been delayed for various reasons,
26 all that are waiting to receive their electronic door fobs will receive them shortly.

27
28 The draft MS4 Massachusetts storm water permit came out this week. DPW along with the
29 coalition of 30 towns working together on storm water will be reviewing it and providing
30 comments back to the EPA on concerns on how it affects our community.

31
32 Another step forward toward becoming fully licensed his week to start paramedic level (ALS)
33 ambulance service was accomplished. Inspections by State officials of the ambulances at the Fire
34 station passed all the requirements. Approval is expected shortly.

35
36 Charter TV subscribers have received a mailing from the company regarding the major change
37 from analog to digital television channels that will affect all Charter cable TV subscribers. On
38 October 14th, Charter will be closing out its analog TV channels and switching to all digital.
39 Subscribers that have been watching television using a cable hookup but without a cable box,
40 will no longer be able to watch television. Charter, by license, is required to notify all
41 subscribers 30 days before this happens, so that residents can obtain additional boxes to service

42 the televisions that don't have them. Charter will be providing one additional box for 1 year with
43 no rental fee; all others will be subject to the monthly charge.

44
45 DPW paving work continued this week. Glen Ave (between Route 140 and Hartford Avenue
46 South) was completed except for touch up work, and River Street may be completed, rainy
47 weather permitting.

48
49 The organizers of First Night Upton reached out to the Town this week to update their annual
50 event. Their intent is to hold it in the area around the Town Common from the Rose Garden to
51 the Library/Town Hall.

52
53 The COA is planning a health and wellness fair for October 27th at the Upton Center. They'll be
54 offering flu shots, as well as programs and information.

55
56 The contractor for the exterior work to the Police Station will be out next week to complete the
57 replacement of the concrete walkways, handicap ramp and railings. That project will be finished
58 once these are done.

59
60 The recruitment process continues for the Recreation Director's position and PT Van driver in the
61 COA.

62
63 The Town Manager and BoS Chair attended a legislative breakfast last week hosted by MMA
64 and discussed holding it at Town Hall on a future date.

65
66 **INVITED GUESTS**
67 Conservation Commission

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69 The Commission had asked to attend the meeting to discuss the management of the North Street
70 open space parcels. Marcella Stasa from the Land Stewardship Committee under the direction of
71 the Conservation Commission requested that the Selectmen place two town owned parcels under
72 the care of the Land Stewardship Committee. Both landlocked parcels have significant
73 conservation value and abut conservation areas already under the care and custody of the
74 Commission. The Commission would like to include these parcels in a forest stewardship plan
75 in the fall of 2014. The plan will also encompass the Warren Brook Watershed, Howarth Glen,
76 and Whitney (west) conservation areas and be paid largely by a forest stewardship grant received
77 from the MA Department of Conservation and Recreation.

78
79 **Motion #4:** Motion made by Selectman Picard to place two town owned parcels (Tax Map and
80 parcel 5-5 and 4-12) under the care of the Land Stewardship Committee.

81
82 Second: Selectman Brochu, Unanimous Chairman Fleming.

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84 Chairman Fleming asked that prior to a kiosk going up at Goss Pond the Selectmen have a
85 opportunity to review it.

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87 **DISCUSSION ITEMS**

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Green Community Designation Committee

Applications are due from communities seeking designation as a Green Community by October 17th. In order to complete Upton’s application, the Board of Selectmen adopted an Energy Reduction Plan which Chairman Bill Taylor presented to the Board. The plan outlines how the Town plans to reduce energy usage by 20% over a five year period.

In phone conference with the State to review the draft application the State pointed out that the vehicle policy was not the most up to date with what they require. A newer version of that was reviewed as well. The major changes are that no longer included is specific MPG for vehicles, and that leased vehicles may be considered.

Motion #5: Motion made by Selectman Picard to approve the Energy Reduction Plan/Criteria 3.

Second: Selectman Brochu, Unanimous Chairman Fleming.

Motion #6: Motion made by Selectman Brochu to approve the revised version of the Fuel Efficient Vehicles Policy revised dated October 7, 2014.

Second: Selectman Picard, Unanimous Chairman Fleming.

Town Hall

At the time the meeting operations in Town Hall are just over a week. The move overall has gone very well and day by day is being worked through. The Selectmen asked for the most recent punch list for review.

Private Ways

At the last meeting the policy on this topic was adopted. Thus the next step is to approve the listing of streets that is in the Board’s packet. The Board reviewed a newer version of the street listing that is intended to have two uses. First, it lists all of the ways and whether or not they will be plowed. This is dependent upon the criterion in the state law (named by the Selectmen and open for public use), and the criteria in the policy (width, clear of vegetation, good condition). Also added was some information about the length of each street and its plow route. The intent is that once the initial list is adopted, it will be used as a template each year for inspection by DPW on the condition of each existing road and whether it meets the policy criteria to be plowed in the next winter. The Board will disseminate this information to the affected residents through the Town’s website, and perhaps by email distribution if we can gather that information. The list of streets will only change as any new private ways are created (the new street that will serve Rockwood Meadow as an example).

The Selectmen also reviewed the right of entry agreements needed for properties on Breton Road and Bouthiette Lane. Town Counsel advised that these ought to be either executed by the Board of Selectmen, or the Board should vote to authorize the Town Manager to execute them on the Town’s behalf.

133 **Motion #7:** Motion made by Selectman Picard to plow and treat the following private ways in
134 the winter 2014-2015; Bouthiette Lane, Breton Road, Depot Street, Shore Drive, and Wagon
135 Wheel/Sheffield and to review this policy annually.

136
137 Second: Selectman Brochu, Unanimous Chairman Fleming.

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139 **Motion #8:** Motion made by Selectman Brochu to authorize the Town Manager to execute the
140 right of entry agreements as identified on Breton Road and Bouthiette Lane.

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142 Second: Selectman Picard, Unanimous Chairman Fleming.

143
144 **Motion to Transfer Historical Commission Donations to a Gift Account**

145 The Commission's request to transfer the remaining balance of \$3,749.11 in the revolving
146 account to a gift account was discussed. It appears that most of the deposits have in fact been
147 donations for various activities of the Commission, primarily focused on Heritage Park. The
148 Town Manager has reviewed this with the Town Accountant and he is in agreement so long as
149 the Board votes to do so. Just prior to that last meeting some question arose as to one of the
150 donations and whether the funds would actually be used as the donor intended. Subject to that
151 matter being resolved to all parties' satisfaction, Ms. Robinson recommended that this transfer be
152 approved.

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154 **Motion #9:** Motion made by Selectman Picard to authorize the Town Accountant to transfer
155 \$3749.11 to a new Historical Commission gift account.

156
157 Second: Selectman Brochu, Unanimous Chairman Fleming.

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159 **Review Draft Town Meeting Warrant**

160 Ms. Robinson presented the first draft of the warrant for the Special Town Meeting to be held on
161 November 18th. The warrant includes 14 articles, none of which were submitted by petition. A
162 final version needs to be executed by the end of this month.

163
164 **Review Annual Budget Calendar**

165 The Town Manager reviewed the budget calendar leading up to the 2015 Annual Town Meeting
166 that will be held on May 7th. The only real change to the calendar is an adjustment of the timing
167 to submit items for the capital improvement plan.

168
169 **Review November Meeting Schedule**

170 The first meeting in November is scheduled for the 4th, which is also the date of the fall election
171 and the second meeting of the month coincides with the Special Town Meeting. Thus in keeping
172 with the Board's process the Board will meet on November 3rd and 17th.

173
174 **Motion to Approve Road Race for November 2nd**

175 A request from Anna Young who is organizing a military run at Nipmuc High School on
176 November 2nd was reviewed. The Selectmen voted to approve the Military Run however, they
177 did not approve of the use of any powder paint, based upon complaints received by the police
178 department last year by both motorists and residents.

179
180 **Motion #10:** Motion made by Selectman Picard to approve the Military Run on November
181 2nd excluding the use of any powder paint.

182
183 Second: Selectman Brochu, Unanimous Chairman Fleming.

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185 **OTHER TOPICS NOT REASONABLY ANTICIPATED**
186 The Selectmen will consider employee development and the paperless initiatives in their
187 upcoming meetings as well as the Warren Street closure.

188
189 Ms. Robinson is meeting with Bob Carnegie this week to discuss training supervisors' on
190 conducting performance appraisals.

191
192 Selectman Picard and Selectman Brochu will discuss with the Town Manager facility
193 management initiatives.

194
195 **RECOGNITION**
196 Selectman Brochu thanked all those that participated in Heritage Day making it a proud and
197 successful day in the Town.

198
199 Chairman Fleming would like to invite the Bloomer girls and the Men's Club to a future meeting
200 to thank them for their contributions to the community.

201
202 **MEETING LOOK AHEAD TOPICS**
203 Street light replacement program
204 Paperless initiatives
205 149 Main Street
206 Warren Street Closing

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208 **ADJOURN MEETING**

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210 **Motion #11:** At 7:45pm motion was made by Selectman Brochu to adjourn the regular meeting.

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212 Second: Chairman Fleming, Unanimous: Selectman Picard.

213
214 Respectfully submitted,

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217 Sandra Hakala
218 Executive Assistant

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