

**BOARD OF
SELECTMEN
MEETING
MINUTES**

November 17, 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 approve the November 3, 2014 Meeting
7 Minutes as submitted.

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9 Second: Selectman Picard, Unanimous Chairman Fleming.

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11 **Motion #2:** Motion made by Selectman Brochu to approve the November 10, 2014 Regular
12 Session Meeting Minutes as submitted.

13
14 Majority Action of the Board: Chairman Fleming.

15
16 **MANAGERS REPORT**

17
18 Ms. Robinson notified the Board about the recently reported \$325 million dollar shortfall in the
19 State's budget due to a legally required reduction in the Massachusetts state income tax rate, a
20 decline in non-tax revenues like fees, and unmet economic projections in the most recent
21 economic development bill to see what effect it may pose for cities and towns.

22
23 The Town received its license to begin operating at the paramedic level for ambulance service.
24 This has been the culmination of a lot of hard work by Chief Goodale and his staff. The approach
25 of hiring experienced paramedics the State has also not imposed all of the restrictions that are
26 normally placed on a service provider at this level. This higher level of service will be provided
27 to residents later next week once the required drug license from the State is received.

28
29 The fire alarm went off twice in the last week at Town Hall having the Fire Department
30 responding expeditiously each time at 6:30 in the morning. The system has been checked to
31 make sure nothing is out of order and it will be continually monitored. Public Works has
32 removed all of the remaining furniture that is metal and can be recycled from the Risteen
33 building and the church. The process to address the condition of the paper records still in storage
34 at DPW so they can be returned to Town Hall is in progress.

35
36 Bob Carnegie of the Personnel Board did a great job leading two training sessions on how to
37 conduct a performance evaluation last week and will conduct another on the 20th at 6:00 PM.

38
39 Public Works completed Road striping was this week and located a 1987 OshKosh to replace a
40 thirty year old one currently in the fleet. It will be ready for use next year.

41
42

43 **INVITED GUESTS**

44
45 **CIP Presentation – Recreation**

46 Recreation Chairman Rich Gazorian was in attendance to review the status of the Kiwanis
47 Beach upper parking lot in the FY 16 – 21 CIP.

48
49 The lot would cost approximately 100K and provide a second gated entrance to the field. There
50 is no parking available on the upper portion of the complex where the basketball and tennis
51 courts are, as well as the soccer field. When there are activities scheduled at each area the
52 parking is woefully inadequate to meet the demand. The Recreation Commission recommended
53 that a parking lot with a permeable surface be built adjacent to the upper soccer field. It is
54 recommended that Community Preservation Act funds be used for the project. It would
55 accommodate 30 cars with the front row (12) spaces reserved for handicap parking.

56
57 **DISCUSSION ITEMS**

58
59 *Discuss Closure of lower Warren Street*

60 Site work is completed on Warren Street adjacent to the Town Hall, and the street has been
61 reopened to through traffic. The Board proceeded with further discussion as to whether to keep
62 it open or to close it.

63
64 **Motion #3:** Motion made by Selectman Brochu to keep Warren Street open.

65
66 Second: Chairman Fleming, Majority Action of the Board

67
68 Poll taken: Chairman Fleming aye, James Brochu aye, Ken Picard nay.

69
70 **INVITED GUESTS**

71
72 **CIP Presentation – Town Hall**

73 The Town Manager reviewed the FY 16 – 21 CIP items listed for the Town Hall; server and
74 vehicle. Ms. Robinson told the Board that in 2011 the Town purchased a server to house and run
75 most of the Town's electronic data. It is virtualized and houses our email, Vadar financial
76 system, Patriot assessing system, GEOTMS electronic permitting system, software for our
77 electronic door access at Town Hall, and all of our electronic files. All Town email and files are
78 stored here with the exception of the Police Department which has a separate server, and some
79 fire department functions. In the past year disc space was added to accommodate our growing
80 number of files, and the IT consultants have advised that it is not of sufficient size to
81 accommodate any additional software applications. Furthermore, although all data is backed up
82 nightly and off site for redundancy, it is imperative that it be reliable. The Town Manager
83 strongly recommended that a server of this capacity and use be replaced on a five year cycle,
84 thus requested funding to do so in FY 2015/2016.

85
86 The existing vehicle assigned to the Town Manager is a 2005 Crown Victoria with 85,500 miles
87 on it. It was previously assigned to the Police Department as an unmarked police car.

88 It has been well maintained and the ongoing repair costs have been historically low although in
89 the past year it required replacement of the fuel tank and it has begun to show its age with body
90 rust. Ms. Robinson recommended it to be replaced in FY 2015/2016 with a smaller all-wheel
91 drive vehicle which is in line with the green designation.

92
93 **Board of Assessor’s – Tax Classification Hearing**

94 The Board of Assessor’s Charlie Marsden, Teresa Ambrosino, and Glenn Fowler were all
95 present. Chairman Fleming opened the hearing and Mr. Marsden reviewed the recap sheet with
96 the Board of Selectmen. The Assessors recommended the Town maintain a single tax rate
97 (16.95) for all residential, commercial, industrial and personal classifications. It was the
98 consensus of the BOA to remain at single tax rate; with 94% residential and 6% commercial it
99 does not make sense to split the tax rate and hurt the limited commercial base when most small
100 businesses in Upton service the community. The previous tax rate had been set at \$16.95 per
101 \$1,000 of assessed value.

102
103 **Motion #4:** Motion made by Selectman Picard to approve a single tax rate of \$16.95 per \$1,000
104 of assessed value for the Town of Upton.

105
106 Second: Selectman Brochu, Unanimous: Chairman Fleming

107
108 **Representative Peterson**

109 Rep. Peterson presented a proclamation to the Town and the Fire & EMS Association in
110 recognition of the Association’s 175th Anniversary. Members of the Association and Chief
111 Goodale were in attendance.

112
113 Heidi Schultz at the Fire/EMS Association requested money to purchase 6-8 holiday trees to be
114 placed in the Town Common at a cost of approximately \$100 each. The DPW has agreed to plant
115 and care for the trees in Heritage Park after the holidays.

116
117 **Motion #5:** Motion made by Selectman Brochu to support the request of the Fire/EMS
118 Association request to purchase 6-8 holiday trees to be placed in the Town Common at a cost of
119 approximately \$100 each from the beautification fund.

120
121 Second: Selectman Picard, Unanimous: Chairman Fleming

122
123 **DISCUSSION ITEMS**

124
125 **Review Motions for the Special Town Meeting**

126 The Selectmen reviewed the final version of the motions for the meeting that will be held on the
127 18th and decided which article each Selectman will take point on to either read the motion or
128 handle any questions that arise that night. The Moderator requested that all of Article 6 and 7 be
129 read.

130
131 **Review Applications for Volunteer Services**

132 The Selectmen held the two applications from residents interested in serving on the Fire and
133 EMS Advisory Committee and made an appointment to the COA.

134
135 **Motion #6:** Motion made by Selectman Brochu to appoint Annette Castanguay to the Council
136 on Aging.

137
138 Second: Selectman Picard, Unanimous: Chairman Fleming

139
140 Discuss Requirements for Class II License Holders

141 The Selectmen requested that the Police Department visit all of the Class II license holders prior
142 to renewal to ensure that they are in compliance with the terms of their permits to sell used cars.
143 In doing so, the Chief has made the Town Manager aware that there is a fair amount of variation
144 between each one and the requirements of their licenses. There are also instances where there
145 are more than one unregistered vehicle (besides what is licensed for sale) that may be a violation
146 of the general bylaws. In some cases, license holders are also operating an automobile repair
147 facility, and there do not seem to be any restrictions in the number of cars that may be on site for
148 that. All of this has made assessing each property somewhat challenging stated Ms. Robinson.

149
150 The Selectmen compared all of the Class II licenses, the address, and requirements of each
151 license and review the correspondence with Town Counsel that details the issue of unregistered
152 vehicles, and touches on the zoning aspects of the locations that are repair facilities.

153
154 Resolution to the original question posed by the Selectmen about how many vehicles can be on a
155 lot will take some discussion, as the solution may require action not only by this Board, but also
156 by the Zoning Board of Appeals with regard to the repair facilities. The Town Manager will
157 continue this discussion with the ZBA and get their input on this matter.

158
159 Discuss Proposed Road Race Policy

160 Ms. Robinson discussed the informal process to approve road races that organizations wish to
161 hold in Town. Issues have arisen with regard to public awareness of the events, use of paint on
162 roads and coordination of public safety services. She has drafted the attached policy and
163 application that she would like the Board to consider. The Board asked for a few minor
164 inclusions and will consider the final draft at the next meeting.

165
166 Discuss Selectmen's Initiatives

167 At the last few meetings discussions are ongoing with several initiatives of the board, including
168 an employee development program, facilities management and paperless initiatives.

169
170 The Town Manager has contacted Town Counsel to hold a seminar on the open meeting law and
171 is working on dates. The Selectmen will require all their committee appointments to attend and
172 all employees involved in public meetings as part of their job function to attend. They will
173 strongly encourage all elected officials to attend.

174
175 The Town Manager is working on a draft RFP for facilities management. She met with Chief
176 Bradley and Chief Goodale and the concept was well received. The goal is to have a contract in
177 place July 1.

178
179

180 **RECOGNITION**

181 Selectman Brochu thanked Director Nowicki and her staff for a great job in recognizing Veterans
182 with a breakfast celebration at the Senior Center.

183

184 **MEETING LOOK AHEAD TOPICS**

185 Purple Heart community designation

186 Street light replacement program

187

188 **ADJOURN MEETING**

189

190 **Motion #5:** At 7:43pm motion was made by Selectman Brochu to adjourn the regular meeting.

191

192 Second: Selectman Picard, Unanimous: Chairman Fleming

193

194 Respectfully submitted,

195

196

197 Sandra Hakala

198 Executive Assistant