

**BOARD OF  
SELECTMEN  
MEETING  
MINUTES**

**November 3, 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 **INVITED GUESTS**

5 Upton Men’s Club – Members of the club were in attendance to receive a proclamation from the  
6 Selectmen which recognized the numerous contributions the Upton Men’s Club have made since  
7 their inception in 1997. The Selectmen proclaimed November 3<sup>rd</sup>, 2014 as Upton Men’s Club  
8 Day.

9  
10 The Men’s Club informed the Selectmen that the “Welcome to Upton” signs are starting to show  
11 their age and requested funds to make repairs and keep them in good shape. The Selectmen  
12 agreed to support the restoration of the signs. The Club will gather more information and come  
13 back to the Board for a specific request.

14  
15 **MINUTES**

16  
17 ***Motion #1:*** Motion made by Selectman Brochu to approve the October 20, 2014 Meeting  
18 Minutes as submitted.

19  
20 Second: Selectman Picard, Unanimous Chairman Fleming.

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22 ***Motion #2:*** Motion made by Selectman Brochu to approve the October 21, 2014 Regular Session  
23 Meeting Minutes as submitted.

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25 Second: Selectman Picard, Unanimous Chairman Fleming.

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27 ***Motion #3:*** Motion made by Selectman Brochu to approve the October 29, 2014 Regular Session  
28 Meeting Minutes as submitted.

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30 Second: Selectman Picard, Unanimous Chairman Fleming.

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32 **INVITED GUESTS**

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34 **CIP Presentation – Fire/EMS Department**

35 Chief Goodale discussed the FY 16 – 21 CIP, and identified the items that are requested this next  
36 fiscal year.

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38 The Chief also mentioned that the results of the Public Protection Classification Survey  
39 completed by ISO was favorable to Upton and was pleased by the ratings which should improve  
40 Upton residents’ insurance rates.

42 The Town Manager also commended the Fire Department for the successful ongoing can drive  
43 that is supporting the purchase of new extrication equipment (Jaws of Life).

44 Library Board of Trustees

45 The Library Trustees attended the meeting to discuss the topic of a new Library facility and to  
46 ask the Selectmen if they wished to explore whether or not to consider just a Library, or the  
47 possibility of a Library combined with some other Town facility. The Town Manager had a  
48 preliminary conversation with the Library Director and COA Director Janice Nowicki about  
49 sharing a facility with the COA which was positive. Ms. Nowicki also plans to attend the  
50 meeting. The Library Trustees have formed a feasibility study and hired a consultant to develop  
51 the building program.

52  
53 The Selectmen will hold a joint workshop with the Library Trustees next week to develop ideas  
54 for the project.

55  
56 **DISCUSSION ITEMS**

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58 Motion to Approve Road Race – Tri-Valley Front Runners

59 The Tri-Valley Front Runners have made their annual request to hold their race next spring.  
60 They have made arrangements with the Police Department, reached out to Fire/EMS about  
61 ambulance availability, and confirmed that they will not use any paint on the streets to mark the  
62 race course. The Town Manager recommends approval of their request.

63  
64 **Motion #4:** Motion made by Selectman Picard to approve the Frank Nealon Boston Tune-up 15K  
65 on April 4, 2015.

66  
67 Second: Selectman Brochu, Unanimous Chairman Fleming.

68  
69 Review Motions for the Special Town Meeting

70 The Town Manager prepared a draft of the motions for the Selectmen’s review. Discussion on  
71 what decision will be made before the STM to balance the budget to ensure that the tax rate  
72 process with the state goes smoothly. At this point it is anticipated the budget be adjusted by  
73 \$50,000.

74  
75 Execute 2015 Liquor License Renewal Applications

76 The Selectmen reviewed the renewal applications for liquor licenses for 2015.

77  
78 Discuss Selectmen’s Initiatives

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

82  
83 The Town Manager is scheduling a seminar in January to further educate employees and  
84 committee members on the Open Meeting Law which will be mandatory attendance for  
85 employees and highly encouraged for board and committee members. Furthermore, Bob  
86 Carnegie will be conducting 3 training sessions with supervisors’ on conducting performance  
87 appraisals.

88 The Town Manager received some contact information on facility management outsourcing and  
89 will continue to pursue this as well as exploring ways to move to paperless meetings.  
90

91 **MANAGER'S REPORT**

92  
93 The COA held their health fair on Monday which was a well-attended event. Seniors were able  
94 to get their flu shots; an interesting group of vendors were on hand on topics such as Medicare,  
95 hearing aids, assisted living and such. Town Hall will be considered as a new venue for the  
96 event so that more vendors may be able to attend next year.  
97

98 The Town Manager attended a Labor Relations seminar put on by the Massachusetts Municipal  
99 Personnel Association. Among the discussions were the tax implications to employers regarding  
100 health care benefits.  
101

102 With regards to Town Hall, training for the snow melt system on the handicap ramp and the  
103 security camera system was completed. The contractor continues work on the punch list indoors;  
104 the site contractor will return to complete installation of drainage which is holding up the  
105 reopening of Warren Street. A meeting with the church regarding the closeout of Town use of  
106 their space was held; utilities will be changed over this week, and all of the remaining furniture  
107 and equipment will be out shortly.  
108

109 Four applications for the COA Van Driver position were received.  
110

111 **RECOGNITION**

112 Selectman Picard applauded those departments and boards that are customer orientated and  
113 recognize the Town's obligation to its citizenry to provide the best service and the most  
114 accessible service at Town Hall in hopes that all would follow suit.  
115

116 **MEETING LOOK AHEAD TOPICS**

117 Street light replacement program  
118 Warren Street Closing  
119

120 **ADJOURN MEETING**

121  
122 **Motion #5:** At 7:21pm motion was made by Selectman Brochu to adjourn the regular meeting.  
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124 Second: Selectman Picard, Unanimous: Chairman Fleming  
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126 Respectfully submitted,  
127  
128

129 Sandra Hakala  
130 Executive Assistant