

**BOARD OF
SELECTMEN
MEETING
MINUTES**

January 7, 2014

Temporary Town Hall, 3 Milford Street

Fire & EMS Headquarters, 20 Church Street , Training Room

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

1 The meeting was called to order at 5:00pm. Selectman Fleming opened the meeting and
2 reviewed the agenda.

3
4 **DISCUSSION ITEMS:**

5 **Leadership Strategic Plan**

6 The discussion on the Leadership Strategic Plan focused on ensuring that the document is reader
7 friendly and be ready to put the draft on the website and emailed to all boards, commissions and
8 schools next week. Selectman Fleming thanked Selectmen Picard for producing a complete and
9 comprehensive plan that will aid communicating the town's goals moving forward.

10
11 **Town Manager's Performance Appraisal**

12 The Selectmen discussed the Town Manger's performance review and all echoed that one of her
13 strongest strengths is her ability to seize and create opportunities which have resulted in
14 improved operations and procedures for the town. They stated this initiative drives the Town in
15 the right direction. The Selectmen view themselves as policy makers without a need to
16 micromanage. Ms. Robinson leads effectively by example.

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18 **Motion #1:** At 5:40PM Selectman Fleming motioned to recess the regular meeting for 20
19 minutes and reconvene at Fire & EMS Headquarters, 20 Church Street, Training Room.

20
21 Poll taken: Robert Fleming aye, Kenneth Picard, aye.

22
23 **MINUTES**

24
25 **Motion #1:** Motion made by Selectman Picard to approve as submitted the December 16, 2013
26 Regular Session Meeting Minutes.

27
28 Second: Selectman Fleming, Majority Action of the Board.

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30 **MANAGER'S REPORT**

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32 Water bills were recently mailed and the DPW anticipates questions from residents who will see
33 significantly higher readings (large bills are due to old meters being replaced by newer ones
34 which more accurately record usage). A policy to deal with exceptional water bills is being
35 drafted.

36
37 The Town Manager reported about 100 gallons of the chemical styrene had been spilled in mid-
38 December at the GU rail yard on Maple Avenue and a variety of organizations will be reviewing
39 what occurred and the response. The town will be meeting with the state Department of
40 Environmental Protection to go over the incident to see if there are any lessons to be learned or
41 things to be implemented.

42

43 Selectman Robert Fleming said the local departments had been prepared for such a spill and it
44 was likely that the Town would be also meeting with the railroad.

45
46 First Night organizers were generally pleased with how The First Night Upton Celebration went
47 and are looking forward to repeating the program next year.

48
49 It was also noted that during the recent snow storm road the cold temperature played a significant
50 role in the snow covered roads and balancing between resources and effectiveness was the
51 biggest challenge.

52
53 **DISCUSSION ITEMS**

54 **Appoint Veteran's Agent**

55
56 **Motion #2:** Motion made by Selectmen Picard to affirm the Town Managers recommendation to
57 appoint Robin Fletcher as Veterans' agent.

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59 Second: Selectman Fleming, Majority Action of the Board.

60
61 **Discuss Memorandum of Understanding (MOU) on Cemetery responsibilities**

62 The Cemetery Commission was in attendance as the Selectmen discussed a memorandum of
63 understanding that was drawn up to clarify who is responsible for cemetery maintenance in town.
64 In 1989 the state legislative act that established the town Department of Public Works transferred
65 maintenance responsibilities to the DPW. These changes were not made since the discrepancy
66 was discovered last year, and the town has been working to clearly delineate the responsibilities
67 of the departments.

68
69 Commission Chairman Leo Lamanuzzi said his concern was in how these changes would affect
70 the workings of the three-member group and wanted to know "What happens to us as workers?"

71
72 The Selectmen will consult with town counsel about the matter and will continue the
73 discussion at their next meeting.

74
75 **RECOGNITION**

76
77 Selectmen Picard made mention of the excellent athletic programs in the Town and schools that
78 provide Upton's youth with good sportsmanship, self-esteem and team spirit.

79
80 **MEETING LOOK AHEAD TOPICS**

81
82 **ADJOURN MEETING**

83
84 **Motion #3:** At 6:20pm motion was made by Selectman Picard to adjourn the regular meeting.

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86 Second: Selectman Fleming, Majority Action of the Board.

87
88 Respectfully submitted, Sandra Hakala, Executive Assistant