

**BOARD OF  
SELECTMEN  
MEETING  
MINUTES**

**April 9, 2014**

Temporary Town Hall, 3 Milford Street

Fire & EMS Headquarters, 20 Church Street , Training Room

Chairman James Brochu; 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. Chairman Brochu opened the meeting and reviewed  
2 the agenda.

3  
4 **MANAGER'S REPORT**

5  
6 The DPW crew has hot topped sections of Hopkinton Road/High Street/Hartford Avenue to  
7 patch the potholes that emerged over the winter. There has been a lot of degradation of the road  
8 surfaces during the cold months included Hopkinton Road.

9  
10 Two members of the Green Community Committee and the Town Manager met with CMRPC  
11 staff regarding the DLTA grant for this project. The grant will provide technical staffing to  
12 complete the inventory of electricity usage, and to develop the plan to reduce usage by 20%.  
13 The Committee had already done a lot of work on several other components of the grant  
14 requirements, and this assistance from CMRPC at no cost to the Town will help complete the  
15 project.

16  
17 The Board of Health is planning to hold a household hazardous waste collection day on  
18 Saturday, April 26th at the DPW. They will be holding a paper shredding day before the end of  
19 the fiscal year, likely to be in late May or early June.

20  
21 Two proposals for ambulance billing services and eleven proposals/qualifications for on call  
22 engineering services were opened. These are under advisement and will start the review and  
23 interview process over the next few weeks.

24  
25 **DISCUSSION ITEMS**

26  
27 **FY 2014 – 2015 Budget Review**

28 The Town Manager presented the current version of the budget spreadsheet which shows a  
29 positive balance of \$765. The joint meeting with the Finance Committee has been rescheduled  
30 for Monday, April 14<sup>th</sup>.

31 **Annual Scholarships**

32 The Town received 13 applications for scholarships which the Selectmen have taken under  
33 advisement and will award at their next meeting.

34  
35 **Annual Town Meeting Update**

36 The Board of Assessors submitted a request to delay action on the elected official's  
37 compensation initiative until the following items are addressed;

- 38  
39 “
- All elected officials were not on the list (IE: Treasurer/Collector)
  - All appointed stipend positions
- 40

41 • Provide a proposal for an Assessor position within the Town of Upton”  
42 The Town Manager will respond to this request.

43  
44 The Selectmen contemplated changing the effective date of the Personnel bylaw which addresses  
45 the elected official’s compensation to become effective in FY15/16 and made clear that these  
46 stipends were not to receive COLA adjustments. They will continue this discussion at their next  
47 meeting.

48  
49 Motion to Authorize the Town Manager to Execute Quint Fire Apparatus

50 Two bids were received for a Quint Fire Apparatus; one from the vendor representing the vehicle  
51 in Maryland, and one from Connecticut. The bid from CT is for \$275,000 and the other  
52 \$365,000. The Department has analyzed the bids and has recommended to the Board of  
53 Selectmen to approve the bid by the Walkersville, Maryland Department.

54  
55 In the Fire Chief’s discussion with the Board he states “New England Fire Apparatus provided a  
56 proposal for a 2001 Quality/Spartan Quint that is substantially different than the truck that we  
57 specified. Although it is a Quint with a similar pump and aerial ladder to our specifications, the  
58 truck they proposed has 37,500 more miles than allowed, is 10 feet longer and has a mid truck  
59 mounted aerial not a rear mount. These three specifications did not allow any exceptions in the  
60 bid. In addition, New England Fire Apparatus has proposed supplying a truck with a longer  
61 wheel base, a smaller water tank and a smaller generator than our specifications called for. This  
62 truck as proposed does not meet the intent of our specifications.

63  
64 The Walkersville, Maryland Volunteer Fire Department, through Brindlee Mountain Fire  
65 Apparatus Company provided a proposal for a 2000 Pierce Quint that substantially meets our  
66 specifications. Their exceptions to the specifications include a recent upgrade to the truck tires,  
67 an alternate location to the 120 volt battery charger receptacle and the deletion of the attic ladder.  
68 These are minor exceptions. This truck as proposed best meets our specifications.

69  
70 The Department has proposed consolidating our existing aerial ladder truck and our Engine 2  
71 into one truck to save money while at the same time improving service delivery and service  
72 efficiency. Our bid as advertised includes specifications that are critical components that will  
73 allow us to accomplish this goal.”

74  
75 **Motion #1:** Motion made by Selectman Picard to authorize the Town Manager to execute a  
76 contract with Brindlee Mountain Fire Apparatus Company for a 2000 Pierce Quint in the amount  
77 of \$365,000 contingent the Article passing at the Annual Town Meeting.

78  
79 Second: Selectman Fleming, Unanimous: Chairman Brochu

80  
81 Authorize TM to purchase Camera Robotic System

82  
83 **Motion #2:** Motion made by Selectman Fleming to authorize the Town Manager to purchase  
84 from Advanced Presentation Systems a Camera Robotic system in the amount of \$55,826 with a  
85 10% contingency.

87 Second: Selectman Picard, Unanimous: Chairman Brochu

88

89 Selectman Picard will consult with Ms. McElreath and Glenn Fowler to further review selected  
90 equipment.

91

92 **RECOGNITION**

93

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

96

97 **MEETING LOOK AHEAD TOPICS**

98 Town Hall-Hours of operation, Rules and Regulations, Dedication

99 Street light replacement program

100 Paperless initiatives

101

102 **ADJOURN MEETING**

103

104 **Motion #3:** At 6:16pm motion was made by Selectman Picard to adjourn the regular meeting.

105

106 Second: Selectman Fleming, Unanimous: Chairman Brochu

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108

109 Respectfully submitted,

110 Sandra Hakala, Executive Assistant