

**BOARD OF
SELECTMEN
MEETING
MINUTES**

May 20, 2014

Fire & EMS Headquarters, 20 Church Street , Training Room
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 5:00pm. Chairman Fleming opened the meeting and after the
2 pledge of allegiance he reviewed the agenda.

3
4 **INVITED GUESTS**

5
6 The Historical Commission members Cathy Taylor, Joyce Heywood and Maureen Byrne
7 requested to meet with the Selectmen to seek funding from the Knowlton Risteen beautification
8 fund to help with cost of planting for Heritage Park. Cissy Henderson also attended the meeting
9 and discussed the landscaping proposal for which they were seeking funds.

10
11 Cathy Taylor and Cissy Henderson gave an over view of the project. In part she stated in a letter
12 to the Selectmen

13
14 “The 7-acre site was filled with invasive plants, rubbish including an old boat, and a
15 condemned house when the property was first purchased. Removing these invasive plants
16 was the first step for the park landscaping. Members of the Land Stewardship Committee
17 and volunteers from town and the New England Antiquities Research Association
18 (NEARA) frequently came for work parties for over three years to remove invasive
19 autumn olive trees, Japanese knotweed, garlic mustard and more.

20
21 Beautification of Heritage Park with native plantings has been written into our funding
22 proposals right from the start. We had Liz Morrison from the Community Outreach
23 Group for Landscape Design (COGdesign) donate time to work out an original
24 conceptual design in 2006. She produced a model of the project including posters that
25 have been widely seen in town. We also had an anonymous donor that gave up to \$500
26 for matching funding that was quickly and generously funded by a local insurance
27 company. We were able to plant 20 blueberry bushes for the opening of the park in April
28 of 2011.

29
30 For our next phase we want to invest in native plants at the entrance of the park. We will
31 be letting people in town know about this project through newspaper articles and a local
32 TV show. We will have a plant list with prices and people may want to donate for a
33 particular planting in memory of a loved one.”

34
35 The DPW manpower requested by the Historical Commission to support the plantings and
36 maintenance was unclear. The Board and Town Manager were concerned that the DPW’s role
37 was overstated and required further conversations to determine what the scope of work was.
38 Chairman Fleming asked the Commission to direct all communication through the Town
39 Manager so that all requests were coordinated and communicated properly though the
40 appropriate channels.

42 Selectman Brochu asked that the Commission clarify the master plan to ensure the entrance was
43 included in it. Selectman Picard asked that the Commission seek CPA funds first.

44
45 **Motion #1:** Motion made by Selectman Brochu to donate \$3995 from the Knowlton Risteen
46 Beautification Trust Fund for planting at Heritage Park at the main entrance contingent upon first
47 installing a spicket for watering and obtaining confirmation of a planting schedule and assistance
48 from the Town.

49
50 Second: Chairman Fleming, Majority Action of the Board.

51
52 **EXECUTIVE SESSION**

53 **Motion #2:** At 5:35PM Chairman Fleming motioned to enter into executive session in
54 accordance with M.G.L. Chapter 30A, Section #21, Exception #3 – To discuss strategy with
55 respect to litigation if an open meeting may have a detrimental effect on the litigating position of
56 the public body.

57
58 The Board will reconvene to regular session.

59
60 Robert Fleming, aye, Kenneth Picard, aye, James Brochu, aye.

61
62 **MINUTES**

63
64 **Motion #3:** Motion made by Selectman Brochu to approve the May 6, 2014 Regular Session
65 Meeting Minutes as submitted.

66
67 Second: Selectman Picard, Unanimous Chairman Fleming.

68
69 **Motion #4:** Motion made by Selectman Brochu to approve the May 6, 2014 Executive Session
70 Meeting Minutes as submitted.

71
72 Second: Selectman Picard, Unanimous Chairman Fleming.

73
74 **Motion #5:** Motion made by Selectman Brochu to approve the May 8, 2014 Regular Session
75 Meeting Minutes as submitted.

76
77 Second: Selectman Picard, Unanimous Chairman Fleming.

78
79 **MANAGER'S REPORT**

80
81 The Town Manager announced that the Town received an alert from National Grid regarding
82 calls to customers threatening shut off if customers don't make immediate payment. The
83 fraudulent callers claim to be from National Grid and threaten immediate shut off unless the
84 customer provides a credit card or bank account information so that funds can be accessed
85 immediately. A copy of the press release has been posted on the Town website.

86

87 The State has signed off on the 25% TIP project design and scheduling the public hearing is the
88 next step.

89
90 The draft of the State Senate version of the budget has come out. In many areas this budget
91 mirrors what was approved by the House; however there are some increases that would be
92 beneficial to Upton.

93
94 COA Director Janice Nowicki proposed to the COA Board and they accepted a change to the
95 way the monthly newsletter is disseminated. The COA will be transitioning from mailing this to
96 all seniors, to a mixture of on line, distributed to various locations in town and a subscription to
97 send it out in the future. The COA will make sure it gets to those who want to see it, but also
98 save on postage if it is possible.

99
100 Standard and Poors have agreed to review the Town's status and consider a change in it's rating.

101
102 The structural work to the north and south sides of the foundation at Town Hall is underway and
103 going well. The contractor will be starting to install sheetrock in the building offices in the next
104 week.

105
106 Plans are underway for the annual Memorial Day Parade to step off from the Post Office to the
107 Town Common on May 26th. The festivities will begin at about 9:45 AM.

108
109 There was a good response to the two open positions advertised for. There were five candidates
110 for the Department Specialist in the Treasurer/Collector's office, and 20 for the new full-time
111 laborer position in DPW to maintain the cemeteries. The Personnel Board meets tomorrow to
112 qualify candidates.

113
114 **DISCUSSION ITEMS**

115
116 Approval of the Sale of Notes & Execution of Note Documents

117 The Annual Town Meeting included an item to authorize the Town to borrow funds to purchase
118 the 2000 Quint Fire Apparatus, and to use a portion of Free Cash to pay for it in the next fiscal
119 year. The Treasurer's Office has conducted a bid process and obtained pricing for a one year
120 note. The rates were more favorable than was budgeted, with the low bid coming in at .55%
121 instead of .75%.

122
123 **Motion #6:** Motion made by Selectman Brochu to approve and execute the note sales with
124 Unibank in the amount of 0.55% to obtain funds that will enable the Town to complete the
125 purchase of the 2000 Quint Fire Apparatus.

126
127 Second: Selectman Picard, Unanimous Chairman Fleming.

128
129 Motion to Ratify Fire Local #3338A Settlement Agreement

130 Earlier in the executive session the Selectmen and Town Manager discussed and concurred to
131 vote favorably to accept the tentative settlement with Fire Local #3338A. The settlement was in
132 response to the Town's offering advanced life support (ALS) ambulance service directly by the

133 Town of Upton rather than with outside providers. Two new Firefighter/Paramedics will be hired
134 in the next budget year. As a part of that process it was necessary to bargain this change with the
135 Fire union over the impact of the new positions, schedule, compensation and other relevant
136 contract language.

137
138 **Motion #7:** Motion made by Selectman Brochu to authorize the Town Manager to execute the
139 Fire Local #3338A Settlement Agreement changes to the contract as discussed during
140 negotiations for the purpose of adding the position of Firefighter/Paramedic.

141
142 Second: Selectman Picard, Unanimous Chairman Fleming.

143
144 Motion to Approve a Change in Ambulance Billing Rates

145 At the last meeting Chief Goodale made a presentation and recommendation to increase the rates
146 charged for ambulance services. This item was tabled for the board to consider further, and thus
147 is on this agenda for further discussion. The Selectmen considered increasing it base rates to;
148 BLS /\$852.70, ALS/\$1,139.76, ALS/2 \$1,677.68.

149
150 The Town Manager concurs with the Chief Goodale recommending that rates be increased so
151 that the town is an average cost provider starting July 1st.

152
153 **Motion #8:** Motion made by Selectman Brochu to to increase the rates charged for ambulance
154 services increasing it base rates to; BLS /\$852.70, ALS/\$1,139.76, ALS/2 \$1,677.68 effective
155 July 1, 2014.

156
157 Second: Selectman Picard, Unanimous Chairman Fleming.

158
159 Public Hearing – Class II License

160 Chairman Fleming opened the Public Hearing at 6:05PM and Mr. Dana Schwehr appeared
161 before the Selectmen requesting approval of his Class II license to be transferred to 143 Milford
162 Street. This location has a Class II license. Mr. Schwehr confirmed that all abutters have been
163 notified.

164
165 The hearing was closed at 6:08PM.

166
167 **Motion #9:** Motion made by Selectman Brochu to authorize the issuance of a Class II license
168 transfer to Dana Schwehr, President, Upton Foreign Motors requesting to transfer a Class II
169 License at 138 Milford Street to 143 Milford Street.

170
171 Second: Selectman Picard, Unanimous: Chairman Fleming.

172
173 Discussion on BOS Annual Appointments

174 **Motion #10:** Motion made by Selectman Brochu to appoint the following:

175
Kopelman & Paige, P.C

CENTRAL MA REGIONAL PLANNING DELEGATE

Gary Bohan

James R. Bates Jr, Alternate Delegate

COUNTY ADVISORY BOARD MEMBER

Robert J. Fleming

DISABILITY AFFAIRS GRIEVANCE COORDINATOR

Janice Read Nowicki

GREEN COMMUNITY DESIGNATION COMMITTEE

Leigh Hamlet

Robert Jordan

Brad Rolph

Marcella Stasa

William Taylor

Land Stewardship Committee subcommittee of
Conservation

Michael Penko

Marcella Stasa

Bill Taylor

Cathy Taylor

Mary Overholt(new application)

MUNICIPAL HEARING OFFICIER

Michael Goodwin

Open Space Committee sub committee of Conservation

Tom Dodd

Rick Holmes

Alan Miano

Mike Penko

Marcella Stasa

Bill Taylor

PARKING CLERK

Michael Goodwin

SENIOR WORK OFF PROGRAM COORDINATOR

Janice Read Nowicki

TREE WARDEN

Jeff Thompson

TOWN HALL BUILDING COMMITTEE

Steve Rakitin

Timothy Tobin

Kelly McElreath

Michelle Goodwin

Michael Howell

176

CONSERVATION COMMISSION (3 YEAR TERM)

Michael Penko

Christine Scott

Mary Overholt, Associate Member(new application)

COUNCIL ON AGING (3 YEAR TERM)

Myra Bigelow

Judith Katz

Grace Wadsworth

Bobbi Grenard

Richard Provost

CULTURAL COUNCIL (3 YEAR TERM x2 - 1 yr off)

Jodie McGowen

Dawn Piekarski

FINANCE COMMITTEE (3 YEAR TERM)

Shawn Craig

OPEB TRUST COMMISSIONERS TRUST

Kenny Costa Town Accountant

Ken Glowacki Treasurer/Collector

Robert Fleming Chair BOS

PERSONNEL BOARD (3 YEAR TERM)

David Scribner

REGISTRAR OF VOTERS (3 YEAR TERM)

Eva Fowler

VETERANS' SERVICES (3 YEAR TERM)

Robin Fletcher

177

178 Second: Selectman Picard, Unanimous Chairman Fleming.

179

180 Review and Approve Town Manager's Revised Job Description

181 Hold until the next meeting.

182 Review CMRPC Annual Ballot questions

183 The Selectmen will return their responses to the Town Mannger. They are due to CRMPC by
184 June 3rd.

185 Discuss Summer Meeting Schedule

186 **Motion #11:** Motion made by Selectman Picard to modify the summer meeting schedule as
187 follows;

188

189 July 1, 22

190 August 5, 26

191 September 9, 23

192

193 Second: Selectman Brochu, Unanimous: Chairman Fleming.

194

195 Selectman Picard put a hold on the Historical Commission appointment and applicant.

196

197 Review of the Annual Budget Process

198 The Selectmen discussed reviewing their seating placement, microphone for the moderator and
199 enhancing the quality of the broadcast prior to next year's annual meeting. They will continue
200 their conversations with Finance Committee and the schools to better coordinate departmental
201 input during the preparation of the budget and discussed moving all articles in the consent
202 calendar to the beginning.

203

204 Discuss Selectmen's Goals – Upcoming Year

205 Chairman Fleming would like to begin discussions of what the Board's priorities will be for the
206 upcoming year; his priorities include; an attempt to go paperless, creating a public nuisance law;
207 increasing citizen participation in town government by attending community meeting, and
208 ascertain how the town common can be re-developed.

209

210 **RECOGNITION**

211 Selectman Brochu congratulated the high school graduates of Upton and wished them a safe and
212 successful future.

213

214 **OTHER TOPICS NOT REASONABLY ANTICIPATED**

215 Chairman Fleming reminded the citizens of the Memorial Day Parade on Monday.

216

217 **MEETING LOOK AHEAD TOPICS**

218 Town Hall

219 Hours of operation

220 Rules and Regulations

221 Dedication

222

223

224 **ADJOURN MEETING**

225

226 **Motion #12:** At 6:40 pm motion was made by Chairman Fleming to adjourn the regular meeting.

227

228 Second: Selectman Brochu, Unanimous: Selectman Picard.

229

230 Respectfully submitted,

231

232

233 Sandra Hakala

234 Executive Assistant

235

236