

**BOARD OF
SELECTMEN
MEETING
MINUTES**

June 3, 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
2 The meeting was called to order at 6:00pm. Chairman Fleming opened the meeting and after the
3 pledge of allegiance he reviewed the agenda.

4
5 **MINUTES**

6
7 ***Motion #1:*** Motion made by Selectman Brochu to approve the May 20, 2014 Regular Session
8 Meeting Minutes as submitted.

9
10 Second: Selectman Picard, Unanimous Chairman Fleming.

11
12 ***Motion #2:*** Motion made by Selectman Brochu to approve the May 20, 2014 Executive Session
13 Meeting Minutes as submitted.

14
15 Second: Selectman Picard, Unanimous Chairman Fleming.

16
17 **DISCUSSION ITEMS**

18
19 ***Motion to accept donation to Town Hall Fund***

20 AJ Byrne, President of the Upton Travel Basketball and Nipmuc Youth Basketball presented the
21 Town with a \$1,000.00 donation to the Town Hall Renovation.

22
23 The Selectmen thanked Mr. Byrne for the very generous donation.

24
25 **INVITED GUESTS**

26
27 Kelly McElreath, and Steve Rakitin of the Town Hall Renovation Committee and Steve Kirby
28 the Project Manager from Vertex were present to discuss the to update the Selectmen on the
29 progress of the project. A short PowerPoint presentation illustrated the progress from their last
30 presentation. The project is still on track to be completed in September and is also staying within
31 budget despite a number of unforeseen conditions. The OPM is working closely with Perzucco
32 sequencing their construction schedule to this end.

33
34 During their discussion it was agreed that the stage curtain and rigging would not be reinstalled,
35 and that the nine wooded chairs bequeathed by the Historical Society to be utilized in the
36 renovated Town Hall as guest seating would be replaced by the Selectmen.

37
38 The Selectmen would also like to have a soft opening (private showing) for past and present
39 committee and board members, and employees prior to the dedication preliminarily scheduled
40 for September 23, the 130th anniversary of the building and will work on the details and guest
41 lists.

42

43 **MANAGER'S REPORT**

44
45 There are three open positions posted on our website. Recruitment has started for the two
46 Firefighter/Paramedic positions that are crucial to upgrading our ambulance services from
47 EMT/BLS to Paramedic/ALS. Also posted is the Animal Control Officer opening to fill this
48 position on a permanent basis.

49
50 The new Quint Fire Apparatus arrived in Town Saturday night. The Ladder Truck will remain in
51 service for a short period of time during the transition, disposing of that first, and then Engine 2.

52
53 Several annual Upton events are on the calendar for June – the Police Department’s fishing derby
54 on June 7th and the Men’s Club fireworks in June 21st.

55
56 The Board of Health in Milford has expressed interest in acquiring from Upton public health
57 nursing services. Upton’s Board of Health started that conversation, which would require an
58 Inter-municipal Agreement between the Boards of Selectmen in the two towns. Ms. Robinson
59 contacted Mr. Villani who was unaware of these discussions as well.

60
61 Ms. Robinson suggested to the BOH that they request to meet with the Selectmen to discuss the
62 particulars that would go into an agreement and also involve the Finance Committee in their
63 discussions. Any increase in hours to pay the nurse and provide her services to Milford will also
64 require Special Town Meeting.

65
66 **DISCUSSION ITEMS**

67 **Discussion on Town Hall- Hours of Operation**

68 The Town Manager reviewed the draft proposal on the hours of operation of Town Hall. The
69 goal was to open five days a week; open a core set of hours; and open one day a week after
70 normal business hours. Ms. Robinson proposed the following:

71
72 **Town Hall Hours – Proposed Schedule**

73 **35 Hour Schedule:**

74	Monday	8:30 AM – 4:00 PM	7.5 Hours
75	Tuesday	8:30 AM – 6:00 PM	9.5 Hours
76	Wednesday	8:30 AM – 4:00 PM	7.5 Hours
77	Thursday	8:30 AM – 4:00 PM	7.5 Hours
78	Friday	8:30 AM – 11:30 AM	3.0 Hours
79		Total	35.0 Hours

80
81 **40 Hour Schedule (Selectmen, Assessors):**

82			
83	Monday	8:00 AM – 5:00 PM	9.0 Hours
84	Tuesday	8:00 AM – 6:00 PM	10.0 Hours
85	Wednesday	8:00 AM – 5:00 PM	9.0 Hours
86	Thursday	8:00 AM – 5:00 PM	9.0 Hours
87	Friday	8:30 AM – 11:30 AM	3.0 Hours
88		Total	40.0 Hours

89 The Selectmen suggested that the evening hours be extended to 6:30 and the start time on that
90 date be moved up a half hour as well.

91
92 The Selectmen will continue this discussion at a later date.

93
94 Motion to Approve Year end Transfers

95 The Selectmen reviewed the request from the Police Chief for a FY 13-14 end of year transfer.

96
97 **Motion #3:** Motion made by Selectman Brochu to authorize the FY 13-14 end of year transfer to
98 move \$2,000 Cruiser Maintenance 0100-210-5400-5482 to Cruiser Gas 0100-210-5400-5481.

99
100 Second: Selectman Picard, Unanimous Chairman Fleming.

101
102 Discussion on affordable housing unit at 23 Knowlton Circle

103 **Motion #4:** Motion made by Selectman Picard not to act on the request to purchase the
104 affordable unit at the Samreen Villa development-23 Knowlton Circle.

105
106 Second: Selectman Brochu, Unanimous Chairman Fleming.

107
108 Motion to Award Contract - Sale of Orchard Street Lot

109 The Town received one proposal for a Lot 1 on Orchard Street. After Town Counsel’s review the
110 Town Manager proceeded with a Purchase and Sale agreement. Ms. Robinson will discuss with
111 the Treasurer Collector where the Town will target the debt from the proceeds of the sale, it
112 does not go to free cash.

113
114 **Motion #5:** Motion made by Selectman Brochu to accept the Purchase and Sale agreement with
115 Brian Fitzgerald dated June 3, 2014 as presented.

116
117 Second: Selectman Picard, Unanimous Chairman Fleming.

118
119 Motion to Award Contract - 2014-2017 Vadar renewal

120 **Motion #6:** Motion made by Selectman Brochu to renew the contract with Vadar and the Town
121 of Upton as presented.

122
123 Second: Selectman Picard, Unanimous Chairman Fleming.

124
125 Discussion on BOS Annual Appointments

126 **Motion #7:** Motion made by Selectman Picard to appoint the following:

127
CULTURAL COUNCIL
Jean Houskeeper 3X

FIRE & EMS ADVISORY COMMITTEE
Kerry Stoopack 2X

ZONING APPEAL BOARD Associate Member

128 Second: Selectman Brochu, Unanimous Chairman Fleming.

129

130 Update BoS Liaisons

131 The Selectmen made the following 2013/2014 LIAISON ASSIGNMENTS;

132

Chairman Fleming	Selectman Picard	Selectman Brochu
Board of Assessor's	BVT	Affordable Housing Trust
Capital Budget Committee	Planning Board	Board of Health
Finance Committee	Zoning Appeal Board	Library Trustees
MURSD		Recreation Commission
		Treasurer/collector

133

134 Review Strategic Plan and Balanced Scorecard & Selectmen's Goals

135 Selectmen Picard presented the updated Balanced Scorecard & Selectmen's Goals discussed at
136 their last meeting and requested the newest version be put on the website.

137

138 Review and Approve Town Manager's Revised Job Description

139 The Selectmen accepted the minor edits made by the Chair and the Town Manager will submit to
140 HRS for finalization.

141

142 Motion to Approve Employee Appointment – Cable Television Assistant

143 The Personnel Board qualified Mr. Norton's application; he was one of three applicants for the
144 position. Ms. Robinson believes he has the background and interest needed and possesses a basic
145 knowledge about the station that will be helpful to handling video shoots and editing.

146

147 **Motion #8:** Motion made by Selectman Brochu to appoint Paul Norton to the position of cable
148 access assistant waiving the fifteen day waiting period.

149

150 Second: Selectman Picard, Unanimous Chairman Fleming.

151

152 **OTHER TOPICS NOT REASONABLY ANTICIPATED**

153 The Chair read a request from the COA Director:

154

155 "As the result of the "Wish List" that is printed in The Upton Chronicle, COA board member
156 Maria Griffin have stepped forward and would like to purchase a gas grill, with all the extras
157 needed including tools, cover, and meat thermometer, valued at over \$400, for the Center.

158

159 I am respectfully requesting that we be able to accept this very generous gift with much
160 appreciation. A "Summer Celebration" is planned for July 21st complete with a cook out and
161 entertainment. At that time the grill will be put to good use! In addition I also plan to schedule
162 some more evening and weekend activities at the Center that we can also use the grill at. "

163

164 **Motion #9:** Motion made by Selectman Brochu to accept with thanks and gratitude the gas grill
165 gifted by Maria Griffin.

166
167 Second: Selectman Picard, Unanimous Chairman Fleming.

168
169 **RECOGNITION**

170 The Chair acknowledged and thanked the citizens, Police, Fire and DPW departments for their
171 attendance and contributions on Memorial Day as well as the Cemetery Commissioners and Boy
172 Scouts for setting the flags in the cemetery.

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174
175 **MEETING LOOK AHEAD TOPICS**

176 Town Hall
177 Hours of operation
178 Rules and Regulations
179 Dedication

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181
182 **ADJOURN MEETING**

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

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186 Second: Selectman Brochu, Unanimous: Selectman Picard.

187
188 Respectfully submitted,

189
190
191 Sandra Hakala
192 Executive Assistant

193
194