

**BOARD OF
SELECTMEN
MEETING
MINUTES**

June 17, 2014

Fire & EMS Headquarters, 20 Church Street , Training Room

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

1
2 The meeting was called to order at 5:20pm. Chairman Fleming opened the meeting and after the
3 pledge of allegiance he reviewed the agenda.

4
5 **MINUTES**

6 Hold until next meeting.

7
8 **INVITED GUESTS**

9
10 The Board of Selectmen invited the Board of Health members Al Holman, Dick Desjardin and
11 Richard Robinson to discuss their initial conversations with the Town of Milford about an inter-
12 municipal agreement to share Upton's Public Health Nurse with them. A preliminary draft
13 agreement was prepared to discuss the specifics in an effort to control costs without reducing the
14 quality of service.

15
16 Milford currently provides nursing services through the Visiting Nurses Association, while
17 Upton has its own, 20-hour-a-week nurse. Upton's nurse's hours would then go from 20 hours to
18 35. Under the agreement, Milford would pay Upton a sum to compensate for the increased hours
19 and benefits. The possibility exists that Milford would opt to continue with VNA services instead
20 of entering into the proposed pact.

21
22 It was agreed the Board of Health will continue their discussions with Milford so they could draft
23 an agreement.

24
25 **MANAGER'S REPORT**

26
27 MURSD has refinanced their debt and reduced the costs; the project at the middle school (new
28 roof, boilers, and windows) and the refinancing of Clough/Memorial Debt, a portion of which
29 Upton pays. The overall savings to both towns over the life of the bonds will be \$911,000, much
30 higher than the \$500,000 anticipated. Once the process is complete the Treasurer will provide a
31 new assessment schedule.

32
33 Leigh Hamlet, a member of the Green Community Designation Committee graduated from
34 Nipmuc last week with the distinction of 2014 class valedictorian.

35
36 Ladder #1 is up for sale on the public surplus auction site. This past week staff removed from
37 the vehicle equipment and materials that will either be transferred to the Quint or useful in the
38 fleet. The reserve price on the truck is \$4,000.

39
40 Town Hall construction is progressing; the plasterers on are on site with a large crew hanging
41 sheetrock and applying finish plaster; the restored window sashes are also going in so the

42 exterior painting can be done soon after. Resolution has finally been reached on the Main Hall
43 sprinkler system installation. The water main is being replaced.

44
45 The project to join the Hampshire County Municipal Aggregation process is moving forward,
46 and approval by the State Department of Public Utilities is expected soon. Hampshire COG had
47 to go through a process to add all of the Towns that wanted to join, prior to going out to bid for
48 the purchased electricity.

49
50 Construction to make the exterior repairs to the Police Station continues this week and is going
51 very well. The repairs are well underway and if the weather holds the project may wrap up in
52 early July. The contractor has not identified any surprises in cutting out damaged insulation
53 which is good news.

54
55 There are three open positions posted on our website. Recruitment has begun for two
56 Firefighter/Paramedic positions that are crucial to upgrading our ambulance services from
57 EMT/BLS to Paramedic/ALS. Also posted is the Animal Control Officer opening to fill on a
58 permanent basis.

59
60 The Men's Club fireworks are on June 21st.

61
62 The Town is pushing for the State DOT to hold the 25% design public hearing on the TIP project
63 for Hopkinton Road/High Street/Hartford Avenue North. They have informed the Town
64 consultant that the Town submits a waiver to the Healthy Transportation Policy for the sidewalks
65 prior to the hearing. Since the time this project began, the State has instituted a policy that
66 sidewalks be installed on both sides of the street, where the Town was only planning for a variety
67 of reasons to have walks on one side. The consultant will be ready to submit the waiver this
68 week and it is expected this will get the State to finalize the public hearing schedule.

69
70 The developer for Crosswinds had requested a follow up inspection of the new sewer pump
71 station to determine if it met all of the requirements. Staff conducted that last week and it did
72 pass. Payment is expected to the Town for our costs to have engineering reviews of this station
73 will be quickly forthcoming, and once received the developer may approach the Planning Board
74 for lot releases.

75
76 Two different contracts are out to bid. The first is for the roadway paving to be completed this
77 year with our Chapter 90 funds, Town revenues and State "pothole" money, with bids due on
78 June 18th. Also out for bid and due June 25th is a bid to provide the water department with
79 meters consistent with the rest of the ones in our system. Both contracts should be ready for
80 execution at the July 1st meeting.

81
82 The Recreation Commission will soon be advertising their summer concert series. Taking
83 advantage of the beautiful new pavilion at Kiwanis Beach, the first of series of concerts will be
84 Sunday, July 13th at 5:00 PM. The Town will review the one day special license policy to ensure
85 it addresses events and alcohol on public property.

86
87

88 **DISCUSSION ITEMS**

89
90 **Motion to Approve Year End Transfers**

91 The Selectmen reviewed a list of transfers requested by the Fire/EMS Department and the Board
92 of Health for this fiscal year. All are between accounts within the respective department.
93

94 **Motion #1:** Motion made by Selectman Picard to authorize the FY 13-14 end of year transfers:
95

TRANSFER #1	\$600	Trash Bags	0100-510-5400-5422	Bd of Health Expense	0100-510-5400-54822
TRANSFER #2	\$5,000	Paramedic Expense	0100-232-5800-5810	Amb. Service Supplies	0100-232-5400-5421
TRANSFER #3	\$5,000	Fire Dept Wages	0100-220-5100-5100	Fire Dept. Vehicle Exp.	0100-220-5400-5482
TRANSFER #4	\$1,000	Fire Dept. Utilities	0100-220-5200-5210	Fire Dept. Expense	0100-220-5400-5421

96
97
98 Majority Action of the Board, Chairman Fleming.
99

100 **Discuss Town Hall Hours of Operation**

101 At the last meeting a draft schedule of hours that Town Hall would be open for business was
102 discussed. The Board requested that the “evening” hours be extended on Tuesday to 6:30 PM.
103 The Town Manager’s recommendation in order to meet that schedule is to open as planned at
104 8:30 AM, but to have the offices close for an unpaid lunch period during that day. Ms.
105 Robinson’s opinion is that it is better to open each day at the same time than expect the public to
106 remember that one day a week we open later. Employees should have a break during a 10 hour
107 day, and the Town can coordinate that to minimize impact on the public she stated. The
108 Selectmen feel this addresses all their concerns and will defer until their next meeting when
109 Selectman Brochu is present.
110

111 **Motion to Award Contracts**

112 The Town Manager recommended that the Selectmen take action to award two contracts for the
113 Town. The first was for On Call Engineering Services of which CDM was one of 11 firms that
114 responded. The first priority will be to conduct the sewer master plan project that was budgeted
115 this year. If pleased with this firm’s performance on that task they are asked to take on additional
116 work. DPW Director Jeff Thompson on recommended this firm ahead of all of the others in part;
117

118 “A selection committee was formed to evaluate the written proposals based upon the published
119 comparative criteria included in Attachment B of the solicitation. This committee was comprised
120 of: Blythe C. Robinson, Town Manager; Jeffrey F. Thompson, P.E., Director of Public Works;
121 Ron San Souci, Water/Wastewater Supervisor; and John Johnson, Highway Supervisor. The
122 committee reviewed the written proposals and met on April 22nd to short-list the firms for
123 presentations.
124

125 Five (5) firms were selected for formal presentations including: BETA Group, CDM Smith,
126 Tighe & Bond, Weston & Sampson, and Wright Pierce. Presentations were held on May 1st and
127 were followed by committee discussions and reference checks. Based upon the written and oral
128 presentations and findings of the committee, the committee is recommending that CDM Smith,
129 Inc. of Cambridge, MA be awarded a three (3) year engineering services agreement with the
130 Town of Upton including two (2) one year option to renew years.....”

131
132 **Motion #2:** Motion made by Selectman Picard to authorize the Town Manager to execute the
133 contract with CDM to conduct the sewer master plan project.

134
135 Majority Action of the Board, Chairman Fleming.

136
137 Secondly, the three year contract with WorldBand for IT Services has been completed. A staff
138 committee made up of the Town Manager, the Town Clerk, the Library Director and the
139 Firefighter/EMT/EMS Director reviewed the proposals, held interviews, analyzed the price
140 proposals and as a result of that process the Town Manager recommend that that a one year
141 contract with an option for two one-year renewal contracts be awarded to WorldBand of Milford,
142 MA.

143
144 There are several reasons that the Committee recommended WorldBand over the other firm. The
145 most significant reason is the proposed cost and their knowledge of the systems. WorldBand has
146 offered this comprehensive approach for a total of \$1,805/month or \$21,660 per year, which is
147 lower than the other vendor. WorldBand is also intimately familiar with the systems, and
148 employees are used to working with their staff when issues do arise. Because this firm knows
149 the needs they were able to put in a proposal that provides us with a complete IT solution. The
150 price is \$185/month higher this year, which is due to an increase in the gigabytes of files to be
151 backed up remotely offsite as the volume of our stored files has grown.

152
153 **Motion #3:** Motion made by Selectman Picard to authorize the Town Manager to execute the
154 contract with WorldBand for IT services for one year with an option for two one-year renewal
155 contracts.

156
157 Majority Action of the Board, Chairman Fleming.

158
159 Motion to Approve Contract Amendment – Vertex Construction Services
160 The Town Manager reviewed the amendment on the contract with Vertex the Owners Project
161 Manager (OPM) on the Town Hall Renovation Project. This would be their second amendment,
162 the effect of which is to increase their contract by \$50,000. The first amendment was signed last
163 year to retain them to perform the construction oversight of the project, and provide a clerk of the
164 works. When the project was envisioned, it was hoped that the clerk of the works could be part
165 time for some period of construction. With the challenges of this renovation project having the
166 clerk full-time has been critical to monitor the progress and ensure that all work is being done
167 according to plan, but also to “vet” each change order proposal to make sure that we’re only
168 paying the costs that we should. These issues, and the fact that construction will be taking longer
169 than we’d planned means that at a minimum we need to extend their services (at \$10,000) per
170 month by five months through the end of October.

171
172 **Motion #4:** Motion made by Selectman Picard to authorize the Town Manager to execute the
173 contract with Vertex to increase their contract by \$50,000.

174
175 Majority Action of the Board, Chairman Fleming.

176

177 Motion to Approve BOS Annual Appointments
178 Annually the Selectmen are required to reappoint our Police and Communications Officers for a
179 three year period.

180
181 **Motion #5:** Motion made by Selectman Picard to reappoint the Police and Communications
182 Officers;
183 CHIEF OF POLICE (3 years)
184 POLICE SERGEANT (3 years)
185 FULL-TIME PATROL OFFICER (3 years)
186 DEPARTMENT SPECIALIST (1 year)
187 PART-TIME OFFICER (1 year)
188 HONORARY POLICE OFFICER (1 year)
189 COMMUNICATION OFFICER (3 years)
190 FULL-TIME COMMUNICATION OFFICER (3 years)
191 PART-TIME COMMUNICATION OFFICER (1 year)

192
193 Majority Action of the Board, Chairman Fleming.

194
195 **Motion #6:** Motion made by Selectman Picard to accept the resignation of Bobbi Grenard with
196 regret and thanks for serving on the COA.

197
198 Majority Action of the Board, Chairman Fleming.

199
200 Chairman Fleming thanked Tom Giblin for his participation on the Personnel Board for over 10
201 years. Mr. Giblin chose not to be reappointed by the Selectmen this year.

202
203 Motion to Approve Employee Appointments
204 The Town Manager recommends that the Board ratifies the hiring of Robert Marcoux as a
205 Laborer with the DPW Division of Parks, Forestry and Cemeteries. This position was added to
206 the department as part of the takeover of cemetery maintenance beginning July 1, 2014.

207
208 **Motion #7:** Motion made by Selectman Picard to affirm the appointment of Robert Marcoux as a
209 Laborer with the DPW Division of Parks, Forestry and Cemeteries effective July 1, 2014
210 waiving the 15 day waiting period.

211
212 Majority Action of the Board, Chairman Fleming.

213
214 Motion to Accept Donation
215 The Fire and EMS Association voted to donate \$12,000 to donate the cost of two cardiac
216 monitors that will be needed to increase the ambulance service to the ALS/paramedic level
217 beginning this next fiscal year. The Association intends to purchase the equipment and donate it
218 to the Town. They are also asking for concurrence that they trade in a set of Jaws of Life tools
219 towards the purchase of a newer set of Jaws of Life for which they are currently fundraising.
220 The Town Manager recommended that the Selectmen accept this donation as it is a critical part
221 of offering this service, and extend the Town's grateful thanks for all the hard work going into
222 the new set of Jaws of Life.

223
224 **Motion #8:** Motion made by Selectman Picard to accept the donation of \$12,000 from the Fire
225 and EMS Association towards the cost of two cardiac monitors.

226
227 Majority Action of the Board, Chairman Fleming.

228
229 **Motion #9:** Motion made by Selectman Picard authorize the Fire and EMS Association to trade
230 in a set of Jaws of Life tools towards the purchase of a newer set of Jaws of Life

231
232 Majority Action of the Board, Chairman Fleming.

233
234 Review Strategic Plan and Balanced Scorecard
235 Selectman Picard has updated the balanced scorecard reviewed it with the Board again before it
236 is posted to the Town's website.

237
238 **RECOGNITION**
239 The Chair acknowledged the BOH for their forward thinking in looking for ways to provide the
240 best nursing services for the most reasonable cost.

241
242 **MEETING LOOK AHEAD TOPICS**

243 Town Hall
244 Hours of operation
245 Rules and Regulations
246 Dedication

247
248 **ADJOURN MEETING**

249
250 **Motion #10:** At 6:20 pm motion was made by Chairman Fleming to adjourn the regular meeting.

251
252 Majority Action of the Board, Chairman Fleming.

253
254 Respectfully submitted,

255
256
257 Sandra Hakala
258 Executive Assistant

259
260