

**BOARD OF
SELECTMEN
MEETING
MINUTES**

July 2, 2013

Fire & EMS Headquarters, 20 Church Street , Training Room
Chairman James Brochu; Selectman Robert J. Fleming; Town Manager,
Blythe C. Robinson; Executive Assistant, Sandra Hakala.

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

3
4 **MINUTES**

5
6 **Motion #1:** Motion made by Selectman Fleming to approve the June 18, 2013 Regular Session
7 Meeting Minutes.

8
9 Second: Chairman Brochu, Majority Action of the Board.

10
11 **TOWN MANAGER'S REPORT**

12
13 Operating Town Hall at Holy Angels church has begun. Unpacking is complete and everyone
14 has settled in well. Items not needed at Temporary Town Hall for the year have been stored in
15 two large containers at Public Works and training on the VOIP phones occurred on Wednesday.
16 The last item to be moved was the state computer that is used for recording voters and elections,
17 which will be relocated after the election.

18 The state police bomb squad was called Tuesday morning to help dispose of tear gas cartridges
19 that had once helped secure town hall safes. During the moving out process, the device was
20 noticed and a locksmith confirmed that if someone tried to drill into the safe, or move it it would
21 release tear gas. The locksmith removed the devices from the safe doors, and Fire Chief Goodale
22 contacted the bomb squad about disposing of them because the devices still appeared to be
23 active. The cartridges were moved by the State Police to the Department of Public Works
24 building on Pleasant Street to be detonated.

25
26 The Town Manager thanked Public Works for sending over a crew this week to assist Paul in
27 emptying out of Town Hall the last of the furniture and materials no longer needed into a
28 dumpster.

29
30 The Fire Department also set up the variable message signs to notify drivers that the lower
31 section of Warren Street will closed during construction. Pezzuco Construction is on site this
32 week, and the fencing went up on Monday as planned. The mailbox is relocated to the Risteen
33 Building parking lot and will remain there during construction.

34
35 The process is underway to hold a bond sale to acquire the financing for the Town Hall project.
36 The schedule from the financial advisor shows a bond sale of August 15th, so that the Board can
37 execute the documents at the August 20th meeting.

38
39 This week the Police Department underwent training on the new Tasers they have acquired,
40 which were approved at last fall's special town meeting. Those will go into service shortly now
41 that everyone has been properly trained in how and when to use them.

42
43 Voter turnout was good for the US Senate election on Tuesday with about 30% of Upton voters
44 turning out.

45
46 **DISCUSSION ITEMS**

47
48 **South Street Gravel Pit Permit**

49 The Town Manager will prepare a draft permit to include comments and recommendations she
50 receives from the Board, Fire and Police Chiefs so there is a starting point from which to work to
51 negotiate changes to the existing document with the owner. An Executive session will be
52 scheduled for the July 23rd meeting to this end and a Public Hearing will be scheduled for August
53 20th.

54
55 **Vote to name the new Well Field**

56 The dedication and naming will be deferred until September to ensure that the Well is online and
57 the DEP has given authorization. The Board will continue discussions on the naming of the well.

58
59 **Discuss BOS Appointments**

60 The Town Manager asked the Selectmen for direction on how they which to proceed with
61 applications to various boards and committees. The Selectmen asked her to interview potential
62 applicants for appointed boards personally in the future.

63
64 The applicant for the Finance Committee will be put on the July 23rd agenda.

65
66 **Review Draft Reserve Policy**

67 One of the Town Manager's goals for this year is to draft a reserve policy for the Board's
68 consideration which they reviewed. Chairman Brochu will use this draft policy for discussion at
69 the upcoming Finance Committee meeting and Asset Management meeting the Board will be
70 attending.

71
72 **Motion to Approve Various Personnel Appointments**

73 Ms. Robinson recommended that both Jason Fleury and Erika Geyer be appointed to the
74 respective positions and asked that in doing so the Board waive the 15 day waiting period:

75
76 Jason Fleury was offered a conditional offer of employment for for the position of
77 Water/Wastewater Operator in Training, who comes unanimously recommended by Public
78 Works and the Personnel Board member who assisted in the interviewing process. Mr. Fleury
79 has already obtained his T1 and D1 water licenses, and is very interested in continuing his
80 education to obtain the further water licenses and those for wastewater.

81
82 Erika Geyer is recommended for the Personnel Board Department Assistant position. Ms. Geyer
83 has a strong background in human resources in her full-time position, and is seeking to use those
84 skills in a part-time position closer to home. The Personnel Board Chair and Town Manager
85 interviewed her and believe she has the skills and interest to be successful in the position and the
86 Personnel Board has voted to recommend her.

87

88 **Motion #2:** Motion made by Selectman Fleming to appoint Jason Fleury as Water/Wastewater
89 Operator in Training waiving the fifteen day waiting period.

90
91 Second: Chairman Brochu, Majority Action of the Board.

92
93 **Motion #3:** Motion made by Selectman Fleming to appoint Erika Geyer as Personnel Board
94 Department Assistant waiving the fifteen day waiting period.

95
96 Second: Chairman Brochu, Majority Action of the Board.

97
98 **RECOGNITION**

99 Chairman Brochu thanked Chief Bradley and all those participating and volunteering their time
100 in the Pan-Massachusetts Challenge for kids that raised over fifteen thousand dollars.

101
102 Thanks and appreciation was also sent out to the Upton’s Men’s Club for sponsoring the
103 fireworks display through their many donations and contributions.

104
105 **OTHER TOPIC NOT REASONABLY ANTICIPATED**

106
107 Review Upton 275th Committee wrap up meeting minutes

108
109 The Board of Selectmen approved the request made by the 275th committee to set up a donations
110 account called Upton 300th Anniversary in the amount of \$5,800 and return \$5,000 from the
111 fund balance to the general fund.

112
113 **Motion #4:** Motion made by Selectman Fleming to grant the request made by the 275th
114 committee to set up a donations account called Upton 300th Anniversary in the amount of \$5,800
115 and to return \$5,000 from the 275th fund balance to the general fund.

116
117 Second: Chairman Brochu, Majority Action of the Board.

118
119 Motion to Approve Year End Transfers

120 **Motion #3:** Motion made by Selectman Fleming to approve FY 12/13 the end of year transfers
121 upon concurrence before the Finance Committee,

122
123

	FROM ACCOUNT #		TO ACCOUNT #	
125	TRANSFER #1	\$3,217.39	Fire Dept. Wages	EMS Wages
127	TRANSFER #2	\$3250	Fire Dept. Wages	Paramedic Expense

128

129 Second: Chairman Brochu, Majority Action of the Board.

130
131 **MEETING LOOK AHEAD TOPICS**

132
133 Review Green Community Study Committee Applicants

134 Review Finance Committee Applicant
135 Discuss capital planning
136 Well field # 3 naming

137

138 **ADJOURN MEETING**

139 ***Motion #6:*** At 6:40pm Motion was made by Selectman Fleming to adjourn the regular meeting.

140

141 Second: Chairman Brochu, Majority Action of the Board.

142

143 Respectfully submitted,

144 Sandra Hakala, Executive Assistant