

**BOARD OF
SELECTMEN
MEETING
MINUTES**

November 12, 2013

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 entered
2 into executive session in order to respond to correspondence received earlier in the day from
3 South Street residents and Town Counsel.

4
5 **Motion #3:** At 5:25PM Chairman Brochu motioned to reconvene the regular meeting.

6
7 Poll taken: James Brochu, aye Robert Fleming aye, Kenneth Picard, aye.

8
9 Selectmen Picard led the discussion on Upton's government core values, vision statement,
10 mission statement and S.W.O.T analysis in the workshop with the input he has received from
11 various town boards and commissions. Selectman Picard had prepared two strategic planning
12 input grids to help disseminate the information he has gathered.

13
14 He explained “The core values of an organization are those values we hold that form the
15 foundation on which we perform work and conduct ourselves. Core values are not descriptions
16 of the work we do or the strategies we employ to accomplish our mission. The values underlie
17 our work, how we interact with each other, and guide us in decision making to fulfill our
18 mission. The core values are the basic principles of how we go about our work.

19
20 A vision statement is future based. A vision statement is meant to inspire and give direction to
21 where we want our government operations to go or become. The vision statement is directed to
22 the Town workers, paid and unpaid. Do we need to change anything to be successful?

23
24 A mission statement is here and now. A mission statement should answer; why does Upton
25 government exist? Upton currently has a mission statement which can be found on the web site
26 under the About Upton tab. The mission statement should be directed to the Town governments
27 workers, paid and unpaid. Should the current statement be modified?

28
29 Upton's government S.W.O.T. exercise should list; Strengths, Weakness, Opportunities, Threats.
30 A SWOT analysis should guide you to identify the positives and negatives inside the
31 organization (S-W) and outside of it, in the external environment (O-T).”

32
33 After reviewing the input grids the Selectmen offered additional inputs which Selectmen Picard
34 will continue to distill and will be continue the discussion at their December 3rd meeting.

35
36 **Motion #4:** At 5:55PM Chairman Brochu motioned to recess the regular meeting for 5 minutes
37 and reconvene at the Fire Station.

38
39 Poll taken: James Brochu, aye Robert Fleming aye, Kenneth Picard, aye.

40

41 At 6:00PM Chairman Brochu opened the meeting at the Fire Station and after the pledge of
42 allegiance he reviewed the agenda.

43
44 **MINUTES**

45
46 **Motion #5:** Motion made by Selectman Picard to approve as submitted the October 15, 2013
47 Regular Session Meeting Minutes.

48
49 Second: Selectman Fleming, Unanimous: Chairman Brochu

50
51 **Motion #6:** Motion made by Selectman Picard to approve as submitted the October 28, 2013
52 Regular Session Meeting Minutes.

53
54 Second: Selectman Fleming, Unanimous: Chairman Brochu

55
56 **TOWN MANAGER'S REPORT**

57
58 In an effort to eliminate odor and potential mold to the Risteen Building the Public Works
59 Department is working to improve drainage away from the foundation and has removed the
60 vegetation from the Main Street side of the building and is installing piping to capture and take
61 away water from that side and direct it so it doesn't end up in the basement.

62
63 The Fire/EMS Association has launched a fund raising drive to raise funds to purchase a new set
64 of Jaws of Life. A large container has been placed in the parking lot of the Fire Station which
65 accepts returnable cans and bottles to this end. The CIP includes this as a future expenditure of
66 \$35,000 to replace our set which is 25+ years old and not as capable of cutting through roofs and
67 posts of today's cars.

68
69 The Personnel Board met and qualified 7 applications to move forward to the interview stage of
70 the process for the Council on Aging Director. Six candidates have been scheduled for
71 interviews on November 18th.

72
73 The Assessor's Office is still working diligently to get the State to certify the grand list so that a
74 tax rate may be adopted, and is expected any day now. Once certification has been completed
75 the Town Accountant will determine the levy limit capacity.

76
77 Fire Engine #3 is out of service at the present time. The pump gear box seems to have a worn
78 bearing that has caused it to not work. It has been removed and is at the pump repair shop to be
79 addressed.

80
81 The Suffolk Downs casino project did not pass at the joint Revere/East Boston referendum this
82 week which leaves the Everett proposals (which did get voter approval) and Milford's in the
83 running. The Town is in the process of scheduling a meeting with Foxwoods to negotiate a
84 surrounding community agreement.

85

86 The warrant for the November 19th special town meeting has been posted and will be held at
87 Nipmuc High School.

88

89 **INVITED GUESTS**

90

91 Donna Desjardins

92 Donna Desjardins, a representative of the Upton Bloomer Girls was invited to talk about the
93 Outreach efforts of the Bloomer Girls and to discuss their efforts to assist the community. The
94 Committee's mission is to strengthen their support to the community through broadening the
95 contact base. During the holidays they provide dinner, fuel assistance and other means of
96 support to those in need. They privacy of those in need is very carefully guarded she stated so if
97 someone should come to their attention please let them know,

98

99 Will Applegate

100 Will Applegate a Nipmuc High Representative to the Blackstone Valley Leadership Board spoke
101 to the Board to request a one on one interview with a member of the Board to complete his
102 assignment to speak a public official in town and learn about some of the issues or challenges the
103 town is facing.

104

105 **Motion #7:** Motion made by Selectman Picard to nominate Chairman Brochu to the task.

106

107 Second: Selectman Fleming.

108

109 **DISCUSSION ITEMS:**

110

111 Discuss Request for Funding – First Night Upton Celebration

112 Sharon Bliss is requesting a donation from the Board from the William Knowlton Trust Fund to
113 support the festivities planned for December 31st.

114

115 **Motion #8:** Motion made by Selectman Fleming to approve \$1,200 from the William Knowlton
116 Trust Fund to support the police and safety cost at First Night Upton.

117

118 Second: Selectman Picard, Unanimous: Chairman Brochu.

119

120 Public Hearing Common Victualler License Application

121 Chairman Brochu proceeded to open a Public Hearing at 6:25PM pertaining to the Application
122 for a Common Victualler License - A Little Common Sense: Lisa Stratton, owner.

123

124 Lisa Stratton, owner of A Little Common Sense appeared before the Board requesting approval
125 of a Common Victualler License. The business was opened earlier this year and is now selling
126 prepared food for which requires a license. Ms. Stratton confirmed that all abutters have been
127 notified.

128

129 The hearing was closed at 6:30PM.

130

131 **Motion #9:** Motion made by Selectman Fleming to authorize the issuance of a Common
132 Victualler License to Lisa Stratton, owner of A Little Common Sense, 8 North Main Street.

133
134 Second: Selectman Picard, Unanimous: Chairman Brochu.

135
136 **DISCUSSION ITEMS:**

137
138 **Motion to Approve South Street Earth Removal Permit**

139 Due to recent events the Selectmen are reluctant to move the process forward in the matter of
140 renewing the license granted to the South Street Realty Trust at this time and will consider the
141 application at their next meeting. They cited that the simplest of terms in the agreement were not
142 being met.

143
144 **Motion #10:** Motion made by Selectman Picard that operations cease for a period of three (3)
145 weeks until the next regularly scheduled Board meeting to take place on Tuesday, December 3,
146 2013.

147
148 Second: Selectman Fleming, Unanimous: Chairman Brochu.

149
150 **Discuss Tri Valley Front Runners 34th Annual 15K**

151 The Tri Valley Front Runners have requested permission to hold their road race next April, and
152 both Chiefs have no issue with it as the course has not changed, and will work with them to
153 ensure public safety. Residents have asked for more public awareness of such events that may
154 impact the streets on which they reside. The Town Manager will oversee the race organizers
155 efforts to expand public awareness and will utilize the Town's website to send out general
156 notifications.

157
158 **Motion #11:** Motion made by Selectman Fleming to authorize the Tri Valley Front Runners to
159 hold their road race contingent upon public awareness and communication to the residents
160 approved by the Town Manager.

161
162 Second: Selectman Picard. Unanimous: Chairman Brochu.

163
164 **Execute CIC Storm Water Town Commitment Letter**

165 Last year Upton joined 29 other communities to seek funds through the State's Community
166 Innovation Challenge Grant program for two projects, one of which was implementing the new
167 storm water regulations. This was the 2nd year that a core group of towns had sought funding
168 which will now be implementing that project this year. The group has proposed to submit a
169 grant for a third year of funding to accomplish maintaining, upgrading, and calibrating
170 equipment purchased in FY2012 and FY2013 to ensure longevity, increasing Town use of
171 materials, including one-on-one time with each to focus on Town-specific needs; and developing
172 Performance Management tools; increasing use of the Leica and water kits/meters, and
173 increasing the financial and technical sustainability of the Coalition for future years. The
174 coalition of towns is seeking another \$200,000 from the state with no town match expected.

175

176 **Motion #12:** Motion made by Selectman Fleming to accept State’s Community Innovation
177 Challenge Grant program application.

178
179 Second: Selectman Picard. Unanimous: Chairman Brochu.

180
181 Discuss Fire Department Capital Plan with Chief Goodale
182 Chief Goodale presented PowerPoint presentation on the rationale behind the request for a new
183 truck next year to replace both Engine #2 and Ladder #1.

184
185 Motion to Appoint Two Heavy Equipment Operators
186 The Town Manager has recommended two candidates– Matthew Kerr and Scott Chamberlain to
187 fill two openings for Heavy Equipment Operators due to recent resignations in the Highway
188 Division of DPW. Both candidates are Upton residents who bring a strong background in
189 operating equipment used by our department, construction and related services.

190
191 **Motion #10:** Motion made by Selectman Picard to appoint Matthew Kerr and Scott Chamberlain
192 for the position of Heavy Equipment Operator waiving the fifteen day waiting period.

193
194 Second: Selectman Fleming, Unanimous: Chairman Brochu.

195
196 Motion to Approve Amended Agreement – Hampshire Electricity Aggregation
197 Passed over.

198
199 Discuss Common Victualler Licensure
200 The Board reviewed the process for this license referring to a survey of surrounding and nearby
201 communities on what they charge, information from the Board of Health on Food permits, and
202 some sample guidelines in place in the Town of Wellesley. The Selectmen will meet with the
203 Board of Health on the 14th in response to their request to consider whether or not this license is
204 still necessary in this day and age. The Town Manager has recommended that it is important to
205 continue to require this license as it a check that they are licensed, have paid taxes and carry the
206 appropriate types of insurance.

207
208 Execute Alcoholic Beverages Control Commission ON PREMISES LICENSE RENEWAL
209 APPLICATIONS
210 The Selectmen signed the renewal applications that are to be submitted to the ABCC in
211 November for processing.

212
213 **BOARD OF SELECTION’S ACTION PLAN REVIEW**

214
215 Selectmen Picard will further their discussion on December 3, 2013.

216
217 **RECOGNITION**
218 Selectman Fleming recognized the Marine Corps birthday Monday and thanked all Veterans for
219 their service in recognition of Veteran’s day yesterday and every day. Selectmen Picard thanked
220 Mr. Fleming as well.

221

222 **ADJOURN MEETING**

223

224 **Motion #8:** At 7:45pm motion was made by Selectman Picard to adjourn the regular meeting.

225

226 Second: Selectman Fleming, Unanimous: Chairman Brochu.

227

228 Respectfully submitted,

229

230 Sandra Hakala, Executive Assistant