

**BOARD OF  
SELECTMEN  
MEETING  
MINUTES**

**January 8, 2013**

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

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The meeting was called to order at 6:02pm. Chairman Picard opened the meeting and after the pledge of allegiance he reviewed the agenda.

**MINUTES**

**Motion #1:** Motion made by Selectman Brochu to approve the November 14, 2012 Regular Session Meeting Minutes.

Second: Selectman Fleming, Unanimous: Chairman Picard.

**Motion #2:** Motion made by Selectman Brochu to approve the November 20, 2012 Regular Session Meeting Minutes.

Second: Selectman Fleming, Unanimous: Chairman Picard.

**Motion #3:** Motion made by Selectman Brochu to approve the December 4, 2012 Regular Session Meeting Minutes.

Second: Selectman Fleming, Unanimous: Chairman Picard.

**Motion #4:** Motion made by Selectman Brochu to approve as written the November 20, 2012 Police Union Negotiations Executive Session Meeting Minutes.

Second: Selectman Fleming, Unanimous: Chairman Picard.

**Motion #5:** Motion made by Selectman Brochu to approve as written the November 20, 2012 Town Manager Executive Session Meeting Minutes.

Second: Selectman Fleming, Unanimous: Chairman Picard.

**Motion #6:** Motion made by Selectman Brochu to approve as written the December 4, 2012 Town Manager Executive Session Meeting Minutes.

Second: Selectman Fleming, Unanimous: Chairman Picard.

**Motion #7:** Motion made by Selectman Brochu to approve as written the January 3, 2013 Town Manager Executive Session Meeting Minutes.

Second: Selectman Fleming, Unanimous: Chairman Picard.

43 **INVITED GUESTS**

44 Chairman Picard invited Eagle Scout candidate Tony Arrigo to come forward to present his  
45 project to the Board. Eagle Scout Arrigo asked the Selectmen for permission to do a project at  
46 Lakeville Cemetery to improve the documentation by mapping and recording the locations and  
47 the basic information for the Veterans who are buried there. He stated that he has received  
48 approval from the Cemetery Commission and the Director of Veteran’s Graves. The Selectmen  
49 praised Tony on his presentation and thanked him for addressing this in a way to pay tribute to  
50 the veteran’s.

51  
52 **Motion #8:** Motion made by Selectman Fleming to authorize Tony Arrigo full access to the  
53 cemetery to map the Veteran’s graves

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55 Second: Selectman Brochu, Unanimous: Chairman Picard.

56  
57 The Board invited the Conservation Commission members Chair Christine Scott, Michael Penko  
58 and Marcella Stasa to present the Forestry Management Policy they authored. Mr. Penko  
59 outlined the policy and guidelines and asked the Selectmen for their feedback. He stated that “the  
60 purpose of this document is to establish general goals and guidance for management of forests on  
61 these lands and on properties subsequently placed under the care and custody of the  
62 Conservation Commission. This information will guide the Land Stewardship Committee and  
63 professional foresters tasked with developing land stewardship and forest management plans for  
64 the properties”. He went on and outlined the guidelines, plans and other provisions of the  
65 policy. The Board liked the direction of the policy, citizen involvement, and the classifications of  
66 the parcels to be developed and applauded the Commission’s efforts.

67  
68 Chairman Fleming recognized Ellen Arnold, who was awarded the National Association of State  
69 Park Directors' 2012 President's Award at a Worcester conference in November. Ms. Arnold is  
70 co-founder of the Friends of Upton State Forest and has helped to preserve the camp building  
71 among other things.

72  
73 The Board reviewed Herman Assam’s request to modify the hours on his license in the event he  
74 decides to change his operational hours at Fresco’s. Mr. Assam has specifically asked that the  
75 hours reflect 11:30am - 12 midnight Monday through Thursday, no change to the hours of  
76 operation on Friday, Saturday or Sunday.

77  
78 **Motion #9:** Motion made by Selectman Fleming to authorize the licenses of Mr. Assam, Owner  
79 of Thirty-Third to be operation at 11:30am - 12 midnight Monday through Friday and 11:30am –  
80 1:00am on Saturday and Sunday.

81  
82 Second: Selectman Brochu, Unanimous: Chairman Picard.

83  
84 **TOWN MANAGER’S REPORT**

85  
86 Ms. Robinson addressed the Selectmen and gave her weekly report. She told them the figures  
87 were in for the first major snowstorm of the season. Approximately \$19,525 (\$7,150 in-house  
88 labor + \$5,950 hired plows + \$6,425 materials) was spent.

89 Dispatching for Hopedale has begun. The state did its part to install the necessary equipment,  
90 onsite training took place at the Upton Police station, and a field trip was made to Hopedale to  
91 meet their new dispatchers and discuss issues together. They will meet regularly to review the  
92 calls that come in to make sure all are being handled appropriately, and that service standards  
93 remain high for all calls handled by the center. The proposed police department budget for next  
94 year reflects very little change in salaries because of the additional grant funds.

95  
96 Planning for the renovation of Town Hall continues to keep the office busy. The committee met  
97 this week to review building colors, and discuss some of the small details surrounding relocating  
98 the Town Hall to Memorial School. The building plans are in the hands of an independent cost  
99 estimating firm. This will give the Town a good handle on the budget in case adjustments need  
100 to be made before the project is bid in March. The Committee, architect and OPM will be  
101 attending the January 9th CPC meeting to go over those figures in detail as they look for a  
102 favorable recommendation from the committee at Town Meeting in May.

103  
104 Ms. Robinson commended all of the departments who have been working hard to review all of  
105 the documents stored in their offices and the basement to determine what to keep. Quite a lot of  
106 records that are no longer required and haven't seen the light of day in years have been disposed.  
107 Selectmen Brochu stated that students from BVT looking to provide Community Service may be  
108 able to provide assistance in the preparation of the move.

109  
110 It is likely that there will be a shortfall in two accounts this year that will require a transfer prior  
111 to June Ms. Robinson told the Board. In the Town Counsel budget \$21,000 has been spent  
112 through November which is just over half of the budget. The most significant cost is related to  
113 the closure of the landfill on Maple Avenue for which we have spent almost \$7,000. Most has  
114 been due to the lawsuit filed against the Town and others to resolve land ownership issues, as  
115 well as UDG seeking the Town's participation in resolving their closure issues with the DEP.  
116 The other account is paramedic expense. There was \$30,000 budgeted this year and almost  
117 \$21,000 has been spent through the end of December. Ms. Robinson said that it is very difficult  
118 to gauge each year how many ambulance calls will require paramedic level services, and clearly  
119 this year we have not budgeted a sufficient amount. Although there is higher cost she reminded  
120 the Board that this is offset by revenue from these runs charged back to the patient.

121  
122 Annual Reports are due next week. Ms. Robinson told the Selectmen that per our by-laws they  
123 are due to be submitted by January 10th so that the report can be compiled, printed and ready for  
124 dissemination at the annual election in May.

125  
126 **DISCUSSION ITEMS**

127  
128 *Motion to Appoint various persons*

129 **Motion #10:** Motion made by Selectman Fleming to appoint, Jerome Owczarzak to the Fire &  
130 EMS Advisory Committee as citizen at large; Myra Bigelow, Council on Aging; Richard  
131 Hellegers and Don Arthur, Cable Advisory Committee; Don Arthur, Other Post-Employment  
132 Benefits Advisory Committee; and Blythe Robinson, Local Disability Commission until May  
133 2013.

134

135 Second: Selectman Brochu, Unanimous: Chairman Picard

136

137 **Motion #11:** Motion made by Selectman Fleming to appoint, Matthew Bachtold, Scott Heim,  
138 Mike Pento, Marcella Stasa, Bill Taylor, and Cathy Taylor to the Land-Stewardship Sub  
139 Committee until May 2013.

140

141 Second: Selectman Brochu, Unanimous: Chairman Picard

142

143 Motion to Adopt Pre-disaster Hazard Mitigation Plan

144 Ms. Robinson recommended that the Board adopt a pre-disaster hazard mitigation plan that the  
145 CMRPC developed on behalf communities in their district so that the Town may be eligible to  
146 apply for grants. A new round of grant funding has just been announced and the Town Manager  
147 is hopeful that by applying the Town may be eligible to receive some funds to offset the cost of  
148 fixing potential hazards before they become issues during a major weather event.

149

150 **Motion #11:** Motion made by Selectman Fleming to authorize the pre-disaster hazard mitigation  
151 resolution.

152

153 Second: Selectman Brochu, Unanimous: Chairman Picard

154

155 Discuss and Approve Town Manager's Action Plan

156 The Selectmen and Town Manager discussed the Town Manager's Action Plan for calendar year  
157 2013. Some items listed were a natural function of the position (annual budget review process)  
158 and other items (Personnel Board liaison) need a better definition therefore they will be revised  
159 and discussed at the next meeting.

160

161 Motion to Approve Town Manager's Contract

162 The Selectmen and Blythe Robinson discussed the Town Manager's newly negotiated contract to  
163 replace the current three year contract that ends in April with the Town of Upton. Town  
164 selectmen decided, at their meeting Tuesday night, to approve a three-year contract with Town  
165 Manager Blythe Robinson. Selectmen Chairman Picard said the board and Ms. Robinson  
166 conducted executive session negotiations and believed the sessions had been fruitful. Selectman  
167 Fleming stated there was a lot of dialog and open candor, and believes it resulted in a good  
168 document of employment. Ms. Robinson is looking forward to being here for the next three  
169 years and said the process was a positive one.

170

171 **Motion #12:** Motion made by Selectman Fleming to ratify the Employment Agreement between  
172 the Town of Upton, Board of Selectmen and Blythe c. Robinson.

173

174 Second: Selectman Brochu, Unanimous: Chairman Picard

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176 Discuss CHAPA 40B Purchase Request – 10 Knowlton Circle

177 The Selectmen discussed the correspondence they received from the owner of 10 Knowlton  
178 Circle asking if the Town would be interested in purchasing her unit of affordable housing.

179

180 **Motion #13:** Motion made by Selectman Fleming to decline any interest with intent to purchase  
181 10 Knowlton Circle as submitted under CHAPA 40B.

182  
183 Second: Selectman Brochu, Unanimous: Chairman Picard

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185 **RECOGNITION**

186 Chairman Picard extended congratulations to Carolyn Fairbanks on having celebrated her 100<sup>th</sup>  
187 birthday on December 18<sup>th</sup> on behalf of the Town.

188  
189 Selectman Brochu along with Scoutmaster Bill Porter would like to recognize Michael Williams  
190 who became the 7<sup>th</sup> Eagle Scout this year in Troop 132 on December 27<sup>th</sup>.

191  
192 **MEETING LOOK AHEAD TOPICS**

193  
194 Review sample of a by-law regarding nuisance properties  
195 Review Capital Budget Submissions by Fire, Police, and DPW  
196 Storm water by-law regulations  
197 Affordable Housing Trust Membership  
198 Invite Mendon BOS to future meeting

199  
200 **ADJOURN MEETING**

201  
202 **Motion #14:** At 7:19pm Motion was made by Chairman Picard to adjourn the regular meeting.

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204 Second: Selectman Fleming, Unanimous: Selectman Brochu.

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206  
207 Respectfully submitted,

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211 Sandra Hakala  
212 Executive Assistant