

**BOARD OF
SELECTMEN
MEETING
MINUTES**

April 2, 2013

Fire & EMS Headquarters, 20 Church Street , Training Room

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

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

3
4 **MINUTES**

5
6 Passed over.

7
8 **TOWN MANAGER'S REPORT**

9
10 The State DEP issued 10 year permit for the wastewater treatment plant is up for renewal. The
11 Town will make comment on the permit with the 30 day time allotment. The DEP has proposed
12 changes to the disinfection limits in a few areas, as well as modernization of recording keeping
13 (more done in electronic format), and implementation of GIS mapping. These changes are not
14 significant. While they will require some additional testing and process, there are no wholesale
15 changes to how the plant operates. Ms. Robinson expects that the next renewal in 10 years, the
16 DEP will impose stricter limits that will likely require changes or upgrades to our plant.

17
18 Ms. Robinson attended a meeting of the nine communities who are participating in the electronic
19 permitting grant. They are finalizing an RFP that will go out to interested firms, and it is hoped
20 that a firm will be on board by the end of June, and that a full system will be up and running by
21 the end of October.

22
23 The Insurance Advisory Committee met and discussed the increase in health insurance rates in
24 July of 10% due to Upton's experience, and the options available to mitigate that. Actuarially,
25 Upton would have received a 17.5% increase if rated on just Upton's experience. The
26 Committee discussed several options for plan design changes that would reduce this increase,
27 and will be discussing it with their groups over the next two weeks. The Committee will meet
28 again on April 10th.

29
30 The Council on Aging held its first health fair for seniors. They were pleased that 30 – 35 folks
31 turned up to participate. Ms. Robinson thanked the Board of Health for joining in this endeavor
32 as well.

33
34 The Glen Avenue Well Field is set to go on line again next week with the completion of the
35 project to install new wells and make changes to the pump station itself.

36
37 The Town Manager noted that she received information from the MMA that the State Chapter 90
38 aid issues seem to be resolved and three hundred million dollars are budgeted therefore the Town
39 should see 50% funding contribution.

40
41 **DISCUSSION ITEMS:**

42

43 Motion to Authorize the Town Manager to Execute Contract

44 The Selectmen reviewed the proposed contract for the DPW Director which is up for renewal as
45 it is a one year agreement. The Town Manager recommended the Selectmen approve the contract
46 and was seeking their concurrence to execute it on the Town's behalf. The financial obligation
47 of this contract is included in the FY 13/14 budget she stated.
48

49 **Motion #1:** Motion was made by Selectman Fleming to authorize the Town Manager to execute
50 the DPW Director's contract waiving the fifteen day waiting period.
51

52 Majority Action of the Board: Chairman Picard.
53

54 Discuss FY 13/14 Budget

55 The Town Manager reviewed with the Selectmen the latest version of the budget with the
56 changes that were discussed at the last meeting and further refined in subsequent meetings with
57 the Finance Committee. The operating budget is generally set, and at this point the items to be
58 resolved are the project cost for the Police Station (bid opening on April 11th), the number of
59 year end transfers for this budget year and the source of funds for those, and the amounts
60 anticipated to be transferring to various stabilization funds.
61

62 Review Draft Annual Town Meeting Warrant

63 The Selectmen reviewed the second draft of the warrant for the annual town meeting. The list of
64 articles has been shortened as a result of the decisions on the budget; there are currently thirty-
65 five articles. The Selectmen agreed with the sequence of the articles and the warrant has gone to
66 town counsel for language review. Chairman Picard asked the Town Manager about the amount
67 for the Town Hall renovation article and Ms. Robinson said the \$5.6 million figure in the draft
68 warrant was a placeholder which will change once the bids are opened on April 9th. Selectman
69 Fleming suggested town counsel be consulted on language that would allow the town to borrow
70 money in advance of Chapter 90 aid being set.
71

72 Town Hall Renovation Update

73 On Wednesday filed sub-bids for the Town Hall Renovation project were opened. The results
74 were a mixture of some divisions coming in over budget and others under. The architect and
75 owner's project manager are investigating our options on some of the division bids, and the
76 Committee met this morning and will meet again next week to review those options and make
77 some further adjustments in the project scope. General contractor bids are due on April 9th.
78

79 Review Town Scholarship Applications

80 The Selectmen will review the ten applications received and will have a discussion regarding the
81 recipients at their next meeting. They will not consider any late applications.
82

83 Consider Meritorious Bonus Program Submissions

84 Chairman Picard asked the Town Manager to outline meritorious bonus program. This year a
85 meritorious bonus program for non-union employees that are outlined in the Personnel By-law
86 was instituted Ms. Robinson informed the audience. The process is for a supervisor to submit to
87 the Personnel Board the performance review of their employee they wish to recommend for a
88 bonus, based upon the criteria contained in the bylaw. The Personnel Board received four

89 recommendations this year. Of the four, one employee left the Town’s employ before the review
90 process started, and of the other three the Board is recommending two awards. A memo by the
91 Personnel Board outlining the recommendations was review by the Selectman. The bylaw
92 requires that the Board of Selectmen affirm these amounts before they can be paid.

93
94 **Motion #2:** Motion was made by Selectman Fleming to be in consensus with the Personnel
95 Board’s Meritorious Bonus Program recommendations as submitted in their memo dated March
96 18th 2013.

97
98 Majority Action of the Board: Chairman Picard.

99
100 Review of LED vs. HID Lighting – Street Light Costs
101 The Selectmen reviewed the information from a lighting consultant comparing LED and HID
102 lighting as it pertains to street lights. Selectmen Picard asked that this information will give the
103 Board a platform for discussions next year for possible future purchase and maintenance of the
104 street lights in Town. The comparisons show a payback in less than 3 years by changing fixtures.

105
106 Discuss Strategic Planning and Transparency
107 Chairman Picard initiated a discussion on how all departments can better develop transparency.
108 He referred to the BOS mission statement which reflects their mission to offer a high level of
109 transparent and accountable services to all.

110
111 Chairman Picard also discussed the strategic planning that was currently being addressed i.e.
112 elected to appointed positions that were also concurred in the auditor’s reports; and all
113 administrative functions reporting to the Town Manager to ensure consistent application of town
114 policies and procedures. Selectman Fleming reflected that the position of Town Manager
115 allowed the Selectman to surrender some authority to enhance the efficiencies of the Town.
116 Strategic planning will also allow the Town to do succession planning as people transition out of
117 positions to assure better government.

118
119 Motion to Appoint Personnel Board as Special Municipal Employees
120 At the last Selectmen’s Meeting the Board authorized the Town Manager to retain Attorney
121 Giblin who is also a member of the Personnel Board to represent a town employees in a case
122 brought by a resident. The State Ethics Commission has advised that the position of Personnel
123 Board Member be designated as a “Special Municipal Employee” which will allow Attorney
124 Giblin to be paid for his services to defend our employee. As the Personnel Board Chair is also
125 our Municipal Hearing Officer and is paid for that position this designation should be made.

126
127 **Motion #3:** Motion was made by Selectman Fleming to designate the Personnel Board as Special
128 Municipal employees.

129
130 Majority Action of the Board: Chairman Picard.

131
132 **OTHER TOPICS NOT REASONABLY ANTICIPATED**

133

134 Chairman Picard challenged neighboring BOS boards to enter a friendly competition the Red
135 Rock Warrior Challenge Triathlon to benefit the Wounded Warrior Project and the Nipmuc High
136 School Boosters on August 17, 2013. The Town Manager will contact the neighboring BOS
137 boards challenging them to participate.

138

139 **MEETING LOOK AHEAD TOPICS**

140 Appoint Planning Board Associate Member

141 Continue Discussion – Upton Cemetery Maintenance by DPW

142

143 **ADJOURN MEETING**

144

145 **Motion #4:** At 6:45pm Motion was made by Selectman Fleming to adjourn the regular meeting.

146

147 Majority Action of the Board: Chairman Picard.

148

149

150 Respectfully submitted,

151

152

153 Sandra Hakala

154 Executive Assistant