

**BOARD OF  
SELECTMEN  
MEETING  
MINUTES**

**May 21, 2013**

Fire & EMS Headquarters, 20 Church Street , Training Room

Chairman James Brochu, Selectman Robert J. Fleming, Selectman  
Kenneth Picard, 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 and moment of silence for the victims of the Oklahoma tornado he reviewed  
3 the agenda.

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5 **MINUTES**

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7 **Motion #1:** Motion made by Selectman Picard to approve the May 7, 2013 Regular Session  
8 Meeting Minutes.

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10 Second: Selectman Fleming, Unanimous: Chairman Brochu.

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12 **Motion #2:** Motion made by Selectman Picard to approve the May 9, 2013 Regular Session  
13 Meeting Minutes.

14  
15 Second: Selectman Fleming, Unanimous: Chairman Brochu.

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17 **TOWN MANAGER'S REPORT**

18  
19 In the Town Manager's absence Chairman Brochu reviewed he Town Manager's report.

20  
21 Beach stickers for Kiwanis Beach will be available on line this year. Any resident who wishes to  
22 purchase a sticker will be required to enter the license plate of a vehicle they own that is  
23 registered in Upton. The link can be found on the Town website.

24  
25 The planning to move out of Town Hall for the renovation of the building has begun in earnest.  
26 All affected departments met this week and tentatively planned to move out of the building on  
27 Friday, June 21st, with a fall back date of June 28th. A number of activities are being  
28 coordinated to make this happen (church prepared for move in, utilities moved, moving company  
29 retained, etc.

30  
31 The DPW, Police Chief and Town Manager had a meeting with a representative from DOT  
32 concerning a complaint DOT received about parking on Route 140 near the Library. It is the  
33 DOT's policy state-wide that no parking be allowed on a State road. A solution was reached by  
34 which no parking will be allowed from approximately the walkway to the sidewalk from the  
35 Library to the intersection with Grove Street. The State will install a new sign and stripe the  
36 affected area so it is clear to motorists. They will also restripe the pedestrian crosswalk.

37  
38 The Senate Ways and Means budget was announced on Wednesday. On the good news side  
39 funds for education have gone up, but for the Town side of the budget there is \$21 million less  
40 for unrestricted government aid. This means a reduction of \$10,325 for Upton than the House  
41 version. Both chambers will need to meet and reconcile these issues; this amount is not set in

42 stone. After the Town Meeting, because the mosquito control article did not pass the Town's  
43 budget was favorable by \$53,932.

44  
45 The bid opening for the renovations to the exterior of the police station is scheduled for May  
46 29th. At this point eight firms have taken out plans which are a good sign that we should receive  
47 several bids on that day.

48  
49 Two events will take place on June 1st – the Annual Police Fishing Derby, and the document  
50 shredding day sponsored by the Board of Health.

51  
52 **DISCUSSION ITEMS:**

53  
54 Execute Town Hall Renovation Contract/Lease  
55 The contract for the renovation with Town Hall with the low bidder (Pezzuco Construction) was  
56 authorized for the Town Manager to execute the construction contract.

57  
58 **Motion #3:** Motion made by Selectman Picard to approve the contract with Pezzuco  
59 Construction and give authorization to the Town Manager to execute for the sum of five million  
60 one hundred ninety six thousand three hundred fifty dollars waiving the fifteen day waiting  
61 period.

62  
63 Second: Selectman Fleming, Unanimous: Chairman Brochu.

64  
65 The lease with the Diocese of Worcester for use of Holy Angels Church for temporary Town  
66 Hall was approved by the Board.

67  
68 **Motion #4:** Motion made by Selectman Picard to approve the lease as submitted with the  
69 Diocese of Worcester for use of Holy Angels Church for temporary Town Hall waiving the  
70 fifteen day waiting period.

71  
72 Second: Selectman Fleming, Unanimous: Chairman Brochu.

73  
74 Discuss Selectmen's goals for upcoming year  
75 The Selectmen discussed their submissions of the goals that they would like to achieve over the  
76 next year.

77  
78 Selectmen Picard revised his initial submission for the Board of Selectmen annual goals, which  
79 will continue to be modified until approved by the Board. Selectman Picard then described his  
80 specific annual goals; Annual prescriptive funding to the following accounts: General  
81 Stabilization, Capital Stabilization, and OPEBL Trust Fund; economic development and  
82 aesthetics improvements to the town center; and improvement of town government operations  
83 through strategic planning.

84  
85 Selectmen Fleming reviewed his worksheet with Board. He identified the Risteen Building Use  
86 Assessment; Recreational Fields and facilities; and Recreational Fields and facilities; and  
87 Acquisition of Holy Angels Church as a Cultural Center for multi-use as his three areas of focus

88 Chairman Brochu will provide the Board at the next meeting and the Selectmen will advance the  
89 discussion.

90  
91 Discussion on Green Community Committee  
92 At their last meeting the Board was informed of the requirements to be designated as a Green  
93 Community and learned about how the process worked in Mendon. Chairman Brochu is a  
94 proponent of green initiatives and the Selectmen agreed to form a committee and move forward.

95  
96 Selectman Picard suggested adding a feasibility study to the mission statement of a Green  
97 Communities committee and Selectman Fleming agreed. The Committee could then focus on  
98 multiple functions while exploring feasibility. Selectman Picard will write a mission statement  
99 and present it at the next meeting.

100  
101 At their next meeting the Selectmen will review the mission statement and decide on a  
102 committee size.

103  
104 Discuss date/dedication for ribbon cutting for 3rd Well Field  
105 The DPW Director Thompson estimates that late July would be a good time for a dedication  
106 ceremony Chairman Brochu relayed to the Board. The water line is completed for the project,  
107 and the pump station and well field are scheduled to be completed by June 2nd. After that point  
108 running tests and working with DEP will begin to ensure that all of their requirements are met  
109 before we can pump water into the system.

110  
111 The Selectmen will consider a midweek evening for the ribbon cutting; will submit their  
112 recommendations for dedication to Ms. Hakala; and the Chairman will work on a list of invitees  
113 with the Town Manager.

114  
115 Accept Resignation of Steve Bern, Finance Committee  
116 Chairmen Brochu read the resignation from Steve Bern a member of the Finance Committee,  
117 ending his term a year before it was up.

118  
119 **Motion #5:** Motion made by Chairman Brochu to accept with regret and thanks the resignation  
120 of Steve Bern, a long serving member of the Finance Committee and has provided valuable  
121 insight and service to the Town during his tenure.

122  
123 Second: Selectman Fleming, Unanimous: Selectmen Picard.

124  
125 Discuss BOS Annual Appointments

126 **Motion #6:** Motion made by Selectman Fleming to appoint the following:

<b>ONE YEAR APPOINTMENTS</b>		2013
<b>TOWN COUNSEL</b>		
Kopelman & Paige, P.C	X	
<b>CENTRAL MA REGIONAL PLANNING DELEGATE</b>		
Gary Bohan	X	
James R. Bates Jr, Alternate Delegate	X	

**Land Stewardship Committee** sub committee of Conservation

Matthew Bachtold	X
Scott J. Heim	X
Michael Penko	X
<b>Marcella Stasa</b>	X
Bill Taylor	X
Cathy Taylor	X
Mary Overholt(new application)	X

**MUNICIPAL HEARING OFFICIER**

Michael Goodwin	X
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**Open Space Committee** sub committee of Conservation

Tom Dodd	X
Rick Holmes	X
Alan Miano	X
Mike Penko	X
Marcella Stasa	X
<b>Bill Taylor</b>	X

**TOWN HALL BUILDING COMMITTEE**

Steve Rakitin	X
Timothy Tobin	X
<b>Kelly McElreath</b>	X
Michelle Goodwin	X
Michael Howell	X

**TWO, THREE & FIVE YEAR APPOINTMENTS**

2013

**AQUATIC WEED CONTROL COMMITTEE (3 YEAR TERM)**

James R. Bates, Jr.	3X
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**CABLE TELEVISION ADVISORY COMMITTEE (3 YEAR TERM)**

Donald Arthur	2X
Richard Hellegers	3X
<b>Anthony Spangenberg</b>	1X

**COMMUNITY PRESERVATION COMMITTEE (3 YEAR TERM)**

Richard Desjardins	3X
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**CONSERVATION COMMISSION (3 YEAR TERM)**

Tom Jango	3X
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Sandra Lajoie	3X
<b>Marcella Stasa</b>	3X
Mary Overholt, Associate Member(new application)	1X

**COUNCIL FOR THE AGING (3 YEAR TERM)**

Myra Bigelow	1X
Judy Blanchard	3X
Maria Griffin	3X
Joyce Hamilton	3X

**CULTURAL COUNCIL (3 YEAR TERM x2 - 1 yr off)**

Donna Marie Floyd	3X
Joann Fitts	1YR APPT 3X

**DISABILITY COMMISSION (3 YEAR TERM)**

Joan E. Shanahan	1X
Blythe C. Robinson	3X

**FIRE & EMS ADVISORY COMMITTEE (2 YEAR TERM)**

Jerome Owczarzak	1X
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**FOREST FIRE WARDEN (3 YEAR TERM)**

Fire Chief Aaron Goodale	3X
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**HISTORICAL COMMISSION (3 YEAR TERM)**

Howard Glassman	3X
<b>Jonathan Meager</b>	3X

**OPEB TRUST COMMISSIONERS TRUST**

Donald Arthur	3X
Kenny Costa Town Accountant	1X
Ken Glowacki Treasurer/Collector	1X
James Brochu Chair BOS	1X

**PERSONNEL BOARD (3 YEAR TERM)**

Debra Amorelli	3X
Robert Carnegie	3X

**REGISTRAR OF VOTERS (3 YEAR TERM)**

Cynthia Robertson	3X
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**TRENCH PERMITTING AUTHORITY (3 YEAR TERM)**

Fire Chief Aaron Goodale	3X
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**ZONING APPEAL BOARD Associate Member**

James R. Bates Jr.	3X
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Second: Selectmen Picard, Unanimous: Chairman Brochu.

**Motion #7:** Motion made by Selectman Picard to appoint Robert J. Fleming as COUNTY ADVISORY BOARD MEMBER for one year.

Majority: Chairman Brochu

Discussion on Parking Clerk Appointment

Selectmen Picard suggested that the Municipal Hearing Officer be considered for appointment as Parking Clerk. The Board concurred and Chairman Brochu will discuss this further with the Town Manager.

Discuss Disposition of Orchard Street Lots

The Selectmen tabled this discussion until the Town Manager can brief them and will consider it at their next meeting.

**RECOGNITION**

Selectmen Brochu commended and thanked those who participated and attended the Annual Town Meeting. He also praised the Town Hall Renovation Committee who did an excellent job presenting the material and facts at the meeting.

Sam Aldrich who recently passed was also recognized for his dedication and service to the Town.

**OTHER TOPICS NOT REASONABLY ANTICIPATED**

The Selectmen responded to their invitation to attend the Commencement Exercises at Nipmuc High School on May 31<sup>st</sup>.

Chairman Brochu will be attending.

The Selectmen discussed the meeting they attended put on by the State Gaming Commission about the process for siting casinos. The meeting was very informative as to the process and the rights of surrounding communities should the applicant for the Milford Casino move forward with the process. The Milford Board of Selectmen will be holding a meeting on June 3rd at which the applicant for the casino will be presenting their plan. The Town Manager will attend this with the Selectmen and then follow up with the applicant as to whether or not they intend to include Upton as a surrounding community.

167 The Selectmen will discuss at their next meeting the question as how to notify abutters for a  
168 Public Hearing so that they meet the letter of the law.

169  
170 The Selectmen considered the agreement with DSCI for a phone system that was approved at the  
171 Annual Town Meeting as part of the Town Hall Renovation process.

172  
173 **Motion #8:** Motion made by Selectman Picard to approve the agreement with DSCI as submitted  
174 giving authorization to the acting Town Manager to execute and waiving the fifteen day waiting  
175 period.

176  
177 Second: Selectman Fleming, Unanimous: Chairman Brochu.

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179 **MEETING LOOK AHEAD TOPICS**

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181 Discussion on Parking Clerk Appointment  
182 Discussion on Green Community Committee  
183 Discuss date/dedication for ribbon cutting for 3rd Well Field  
184 Discuss disposition of Orchid Street Lots  
185 Discuss Selectmen's goals for upcoming year  
186 Discuss public hearing notification process  
187 Continue Discussion – Upton Cemetery Maintenance by DPW

188  
189 Selectman Fleming announced the 8am start of the Memorial Day activities and welcomed  
190 everyone to join the Town in honoring our Veteran's.

191  
192 **ADJOURN MEETING**

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194 **Motion #9:** At 6:55pm Motion was made by Selectman Picard to adjourn the regular meeting.

195  
196 Second: Selectman Fleming, Unanimous: Chairman Brochu.

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198  
199 Respectfully submitted,

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202 Sandra Hakala  
203 Executive Assistant