

**BOARD OF
SELECTMEN
MEETING
MINUTES**

June 18, 2013

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 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 Picard to approve the June 4, 2013 Regular Session
7 Meeting Minutes.
8

9 Second: Selectman Fleming, Unanimous: Chairman Brochu.
10

11 **INVITED GUESTS**

12
13 **TOWN MANAGER'S REPORT**
14

15 On Tuesday the Town Manager attended the annual meeting of the Route 495 Partnership, which
16 has been in business now for 10 years. Upton is now included on the map of the 33 communities
17 they represent. Mr. Steve Crosby, the chair of the Mass. Gaming Commission was the featured
18 speaker, and he gave a good overview of the gaming process in the state, and answered questions
19 from area businesses and towns about that. The Partnership focuses on transportation, energy
20 and sustainable development and water resources. Ms. Robinson asked the Selectmen to let her
21 know if they had any interest in serving on one of their committees as they are welcoming new
22 members.
23

24 The Conservation Commission through Land Stewardship has sent a notice to Gail Harrington of
25 Sweetwilliam Farm that the committee intends to begin completion of its trail work on the west
26 side of the farm beginning on June 16th. The sale of the farm is progressing and the
27 Harrington's are in the process of preparing to move.
28

29 The Library Board of Trustees has decided to delay the start of the renovation project approved
30 at the Annual Town Meeting. They had contracted with a firm to have mold testing done, which
31 determined that there is mold in the carpet, air and some drywall. They plan to wait for the report
32 to be received that will contain recommendations on how to proceed. The installation of more
33 dehumidification in the basement is on hold until the report comes out, so it can be determined
34 what would be the best course of action. There remains \$9,253 in the Knowlton Repair Account
35 from last year's warrant article for whatever repairs are required.
36

37 Moving day at Town Hall is on schedule for June 21st. Packing is fairly well under control
38 thanks to everyone's efforts Ms. Robinson told the Selectmen. The team effort to make sure the
39 church is ready has been tremendous, and everything needed should be there with the exception
40 of a working fax machine for the first couple of days. A letter was sent to the neighbors at 1
41 Main Street about the construction beginning, and signage will be erected on Warren Street

42 about the temporary road closing. The contractor anticipates fencing off the road and site on
43 July 1st or thereabouts.

44
45 **DISCUSSION ITEMS:**

46
47 Discussion date/dedication for ribbon cutting for 3rd Well Field
48 The Dedication and ribbon cutting for the 3rd Well field is tentatively scheduled for Tuesday,
49 August 6th at 6pm. The Town Manager will confer with the DPW Director on the date. The
50 Selectman will forward to the Town Manager their suggestions of the invitees.

51
52 Approve Charge to Green Community Study Committee
53 **Motion #2:** Motion made by Selectman Fleming to approve Green Community Designation
54 Study Committee mission statement as written and submitted by the Board.

55
56 Second: Selectman Picard, Unanimous: Chairman Brochu.
57
58 The Selectmen asked that the office actively advertise the opportunity for volunteers who are
59 interested to submit an application.

60
61 Selectmen's goals for upcoming year
62 Chairman Brochu discussed his goal with the Board; the area of focus is to identify issues and or
63 concerns with respect to added commercial growth in Upton.

64
65 Specific Plan: schedule meetings with CMRPC, business owners, responsible town committees,
66 and citizens to fully understand issues and concerns associated with commercial growth. Create
67 an executive summary.

68
69 Expected Outcomes: better understanding of: Infrastructure needs, Zoning restrictions, Outside
70 business owner concerns, Committee and citizen concerns, Fiscal requirements;

71
72 Resources Needed: Expected Timeframe, a series of scheduled meeting with CMRPC, several
73 town committees, business owners and others, Produce and executive summary by 01 February
74 2014.

75
76 The Selectman agreed on all the other goals and will start working on them.

77
78 Motion to Approve Year End Transfers
79 **Motion #3:** Motion made by Selectman Picard to approve FY 12/13 the end of year transfers
80 upon concurrence before the Finance Committee,

81

		FROM ACCOUNT #		TO ACCOUNT #
82				
83				
84	TRANSFER #1	\$625	Telephone Expense	Veterans Service Exp
85				
86	TRANSFER #2	\$650	Treasurer/Collector Exp.	Tax Title
87				

88	TRANSFER #3	\$500	Police Building Maint.	Cruiser Maintenance
89				
90	TRANSFER #4	\$500	Police Building Maint.	Radio Maintenance
91				
92	TRANSFER #5	\$700	COA Wages	COA Expense
93				

94 Second: Selectman Fleming, Unanimous: Chairman Brochu.

95
96 Update – Milford Casino

97 The Town Manager attended a meeting with the Gaming Commission, Milford Casino developer
98 and two regional planning agencies to discuss the proposed casino in Milford and its impact on
99 surrounding communities. The developer provided an overview of the project, and communities
100 gave feedback and asked questions about the proposal. On behalf of Upton, Ms. Robinson
101 brought up the issue of traffic, and that Upton is concerned that additional traffic on Hopkinton
102 Road to reach 495 may be a burden for the Town. She also expressed interest in having CMRPC
103 and MAPC represent Upton in analyzing the proposal and studies so that the Town can take
104 advantage of their strength in this area and help determine what factors ought to be mitigated.

105
106 Update – South Street Gravel Pit Permit

107 The Town Manager has confirmed that the Poirier’s have begun the regulatory process by
108 submitting to the Army Corps of Engineers the information required so the Corps can determine
109 whether or not to grant Consent to Easement. Ms. Robinson has also reached out to the
110 Conservation Commission, Police, Fire and Public Works Departments and to the National
111 Heritage for input and comment on the permit. Chairman Brochu asked the Board to review the
112 the permit and give their comments on any changes we want to see in a new license to the Town
113 Manager so that they may begin to formulate the Town’s position, and will prepare for a Public
114 Hearing sometime in August. Mr. Taylor asked to speak regarding a concern and the Chairman
115 asked the Taylor to forward any comment regarding the permit to the Town Manager as well.

116
117 Town Hall-United Parish parking lot Lease

118 The Town Manager reported to the Board that the Town was not able to overcome the
119 differences; specifically in the area of length of the contract therefore we will not be able to
120 move forward with the lease with the church. The employees will continue to park in the
121 playground lot and the Town Manager will seek alternatives and prepare an RFP for parking.

122
123 Schedule Asset Management Workshop

124 The Board discussed dates for a workshop with the DPW Director and BETA Engineering. The
125 Board agreed to hold the workshop on the 16th of July and asked Ms. Robinson invite the
126 Finance Committee and Capital Budget Committee to this workshop so that they will be able to
127 gain a firsthand account of the issues discussed, particularly as it relates to financing these future
128 obligations.

129
130 Accept Resignation – George Patterson – Historical Commission

131 **Motion #4:** Motion made by Selectman Fleming to accept the resignation based on his letter sent
132 to the Board and thanked him for his years and time shared on the Historical Commission.

133

134 Second: Selectman Picard, Unanimous: Chairman Brochu.

135

136 **RECOGNITION**

137

138 Selectman Fleming thanked Chairman Brochu and Selectman Picard for their commitment and
139 dedication in the preparation of temporary Town Hall. He stated that for over the last two weeks
140 they have completed the full electrical design and installation and upgrades that are required,
141 without any cost to the Town.

142

143 Selectmen Brochu recognized and congratulated a local Eagle Scout, Stephen Poirier who has
144 been named Massachusetts Scout of the Year by the state chapter of the Veterans of Foreign
145 Wars. The award is a result of Poirier's Eagle Scout project, which involved work at Upton's
146 Lakeview Cemetery. Stephen did landscaping and improved the area around the veterans'
147 memorial.

148

149 Selectman Picard thanked Bob Smith who also volunteered in the temporary Town Hall last
150 week helping with the installation of IT data.

151

152 **OTHER TOPIC NOT REASONABLY ANTICIPATED**

153

154 **MEETING LOOK AHEAD TOPICS**

155

156 Discuss capital planning
157 Schedule asset management workshop
158 Continue Discussion – Upton Cemetery Maintenance by DPW
159 Well field # 3 naming

160

161 **ADJOURN MEETING**

162

163 **Motion #5:** At 6:41pm Motion was made by Selectman Picard to adjourn the regular meeting.

164

165 Second: Selectman Fleming, Unanimous: Chairman Brochu.

166

167 Respectfully submitted,

168

169 Sandra Hakala, Executive Assistant