

1 Board of Selectmen

2 **Town of Upton**



3 **Massachusetts**

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6  
7 Meeting Minutes of January 17, 2012

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9 *Location:* Fire & EMS Headquarters, 20 Church Street – 2<sup>nd</sup> floor training room.

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11 *Present:* Chairman Robert J. Fleming, Selectman Kenneth E. Picard, Selectman James A.  
12 Brochu, Town Manager, and Blythe C. Robinson.

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14 The meeting was called to order at 6:00pm.

15 At the completion of this meeting, the Board will enter into an executive session under  
16 MGL c. 30A, sec. 21 exception #3, Land values. After completion, the Board will reconvene  
17 their regular session for adjournment only.

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19 Motion #1: Selectman Picard motioned to approve the December 20, 2011 executive session  
20 meeting minutes. #1 Union Negotiations and #2 Land Value: South St. Second: Selectman  
21 Brochu, unanimous Chairman Fleming.

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23 Motion # 2: Selectman Picard motioned to approve the January 3, 2012 meeting minutes.  
24 Second: Selectman Brochu, unanimous Chairman Fleming.

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26 Motion # 3: Selectman Picard motioned to approve the January 3, 2012 executive session  
27 meeting minutes (Union Negotiations) Second: Selectman Brochu, unanimous Chairman  
28 Fleming.

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30 Motion # 4: Selectman Picard motioned to approve the January 3, 2012 executive session  
31 meeting minutes (Land Values – Nelson St) Second: Selectman Brochu, unanimous Chairman  
32 Fleming.

33  
34 The Board welcomed Town Hall Renovation Committee members Tim Tobin, Mike  
35 Howell, Steve Rakitin and Chair Kelly McElreath along with Doug Manley and Wendall Kalsow  
36 of McGinley Kalsow Architects.

37 Mr. Kalsow gave a comprehensive power point presentation of the schematic design for  
38 the Town Hall restoration project. Two of the parking options included land owned by abutters.  
39 This project was presented to the CPC at their meeting last week. After questions from the  
40 Selectmen, Mr. Kalsow noted that the 19,000 G.S.F. project cost is estimated at between \$5.0 -  
41 \$6.5 million with a majority being eligible to be funded by CPC funds. The committee will be  
42 meeting again in 3 weeks and they will keep the Board updated.

44 At 6:50pm the Board recessed.

45  
46 The Board reconvened at 6:59pm.

47  
48 At 7:00pm the Board opened a Public Hearing regarding a Class 2 license. They will be  
49 reviewing the application of Arnaud T. Goulette for permission to transfer his Class II License  
50 from 90 Main St to 103 Milford St Suite C. Chairman Fleming read aloud the legal notice and  
51 confirmed all the abutters have been notified. In reviewing the application, Chairman Fleming  
52 stated that there have been no issues with this license holder. Questions did arise as to the  
53 parking of 50 vehicles. Selectman Picard inquired about the facility being in compliance and  
54 asked the Code Enforcement department to sign off on an occupancy permit. The owner of the  
55 building, Marco, who runs a carpet warehouse on the right side of the building, said he will  
56 ensure the property is kept in an orderly appearance. The Board has requested a letter from this  
57 property owner stating that he will allow a total of 50 vehicles on the property, 20 in the front  
58 area and 30 located in the rear parking area.

59 Neighbor Scott Robinson said he is concerned with the value of his property and his well  
60 which is located in the front of his home. He does not know if there are any environmental issues  
61 that could arise from this business. Mr. Goulette stated that he has a firm contracted that will  
62 pick up any hazardous waste materials from the property.

63 Chairman Fleming asked if there were any other questions, hearing none, the hearing was  
64 closed.

65 After discussion the Board approved the transfer with conditions.

66  
67 Motion # 5: Selectman Picard motioned to approve the transfer of Arnaud Goulette's Class 2  
68 license from 90 Main Street to 103 Milford Street Suite C contingent on 3 stipulations: no more  
69 than 20 vehicles stored out front; Code Enforcement occupancy permit; letter confirming the  
70 company that will remove the hazardous waste materials. Second: Selectman Brochu,  
71 unanimous: Chairman Fleming.

72  
73 DPW Consultant Larry Bombara was welcomed by the Board. Members of the  
74 Selectmen, Mr. Bombara and the Town Clerk discussed the scheduling of a Special Town  
75 Meeting with possible dates the end of March or first part of April. The Town Manager Blythe  
76 Robinson and Town Clerk Kelly McElreath will work out the dates.

77  
78 Mr. Bombara gave an update on the TIP (Transportation Improvement Project) noting the  
79 report received from Tata & Howard regarding the construction and budgetary project costs  
80 associated with the installation of a replacement water main and new sewer lines along Hartford  
81 Ave North and High Street and Westborough Road and North Main Street. Estimated cost for the  
82 water main construction is \$860,000 with the sewer line and pump station construction at \$2.3  
83 and are separate costs from the TIP. With 52 homes located on High St does it make sense to  
84 install sewer to this area or to concentrate on other areas of town that are in need. After dialog  
85 with the Board, it was the general consensus to contact these homeowners for input as well as the  
86 Board of Health. .

87 Mr. Bombara also spoke of the SCADA system, which stands for Supervisory Control  
88 and Data Acquisition, generally refers to the control system of the industry which is a computer  
89 system that controls and monitors the activity at all of the unmanned water and sewer facilities..

90 This will bring Upton to the 21<sup>st</sup> century if Town Meeting approves the expense. Testing of the  
91 radio frequency has been done and came back positive that the communications equipment can  
92 be mounted on the Pratt Hill water tank from which the signal will reach all of the stations.

93 In reference to TIP, the State has now said it will pay for the traffic signals at the Pratt  
94 pond area with a revised 4 lane road. The project is moving forward on schedule.

95  
96 Town Manager's Report:

97 Warrants:

- 98 • Payroll: \$ 71,006.65  
99 • Expense Warrant: \$ 170,840.71

100  
101 Information / Follow Up:

- 102 • The office received word this week that FEMA has notified the Massachusetts  
103 Emergency Management Agency that President Obama has issued a Major Disaster  
104 Declaration for the October 29-30, 2011 Severe Storm and Snowstorm for several  
105 counties including Worcester. Upton will be able to submit a claim for our snow clearing  
106 and storm cleanup costs. The office is awaiting word on the application process and  
107 deadlines.
- 108 • Applications for the Board of Selectmen's Office Department Coordinator closed on  
109 Monday with the submission of 65 applications! The Personnel Board met that night and  
110 has qualified 10 candidates for further consideration. The first round of interviews with  
111 the best qualified candidates will take place on January 18<sup>th</sup>.
- 112 • In other personnel news this week we have internal postings up for three positions, EMS  
113 Captain, EMS Lieutenant, and Children's & Young Adult Librarians. The EMS positions  
114 are internal only. The office will post the Library position externally as well due to the  
115 fact that we are unlikely to receive any internal applications due to the education  
116 requirement for the position.
- 117 • Upton's Wellness program for 2012 kicks off this week with a Nutrition Boot Camp that  
118 was held on Friday, January 13<sup>th</sup> at the Fire Station. This program is paid for by MIA  
119 through our insurance coverage.

120  
121 Town Clerk Kelly McElreath and the Town Manager met with a representative of Virtual  
122 Hall. This firm specializes in website design and provision, particularly in the municipal  
123 marketplace. They are based in Maynard, MA and presently represent 125 of the 351  
124 communities in the state. Options are being explored to upgrade the town's website to  
125 one that is much more robust and user friendly for our residents, especially in light of the  
126 storm events we had this year and the expectation of the residents that we were providing  
127 information and services they needed in that situation. Some of the applications they  
128 offer that we think are important include an email subscriber service, on line forms for  
129 various situations (citizen comments, board volunteer opportunities, service request  
130 forms), on line bids & RFP's that enable us to capture information on bidders, a setup  
131 that highlights not only government but information about the Town that residents and  
132 businesses may want to know, and possibly live streaming of meetings and on line  
133 registrations. If the Board approves, it is anticipated that the Board will sponsor a warrant  
134 article for the Annual Town Meeting.

- 135 • The Town Manager attended the Recreation Commission’s meeting, primarily for the  
136 purpose of discussing the proposal to purchase a portion of the South Street property for  
137 future a future recreation and athletic field complex. In the Board’s packet is the handout  
138 of information that has been distributed to both the CPC and the RecComm. They were  
139 pleased to hear that this project is moving forward and they will be reaching out to the  
140 field subcommittee and other residents who have expressed interest in the Town  
141 expanding its number of fields.
- 142 • Re-Posting for a DPW Director will be on the to do list this year, as the candidate that  
143 was offered the position has decided not to accept the position. The balance of the  
144 applicant pool did not meet our expectations of the person we believe is best for the  
145 position, and thus we will be starting again.
- 146 • This week the server that was replaced at Town Hall last spring has been re-purposed and  
147 installed at the Fire Station. The Fire Station had been using a desktop computer that was  
148 no longer reliable. The server, while not new, is still a better option and will enable the  
149 department to run all of its programs for the present time.
- 150 • The Town is required by law to have an insurance advisory committee in place and to  
151 discuss with that committee any potential changes in insurance coverage’s prior to  
152 making changes. The committee must be made up of eight members, of which one is a  
153 retiree. Letters have gone out to the unions asking them to appoint a representative, as  
154 well as the State association of retired persons. Non-union employees will be invited to  
155 join and make up the balance of the committee. Before considering utilizing the changes  
156 in Chapter 32B to manage our health insurance costs for next year we want to bring the  
157 committee up to speed on the issues and discuss the options.
- 158 • Given the small amount of snow received on Thursday morning it was reminded that  
159 everyone review the mailbox policy that was approved by the Board last year. Any  
160 residents that believe their mailbox was hit by a Town plow truck should contact Public  
161 Works. A department representative will inspect the box and if it was indeed hit by a  
162 plow, the Town will reimburse the resident up to \$40 (\$20 each for a post and box). The  
163 resident will need to show proof of purchase and be responsible for installing the box or  
164 post. Residents who may be unable to install the box themselves should make that  
165 known to Public Works and we’ll help resolve that for them.

166  
167 Discussion Items:

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169 Affordable Housing Partnership Trust:

170 The Board reviewed a draft regarding the affordable housing trust that the Housing  
171 Partnership would like to bring forth to the annual town meeting. This Committee would consist  
172 of seven members including one Selectman.

173  
174 Town Manager’s Performance Evaluation

175 As called for in the Personnel By-Law performance evaluations of all employees are to  
176 be completed in December. Chairman Fleming met with Ms. Robinson today and he will  
177 forward his report to Selectmen Picard and Brochu for additions. Chairman Fleming will finalize  
178 the evaluation within the next week.

180 At 8:15pm the Board motioned to enter into an Executive Session under MGL c. 30A,  
181 sec. 21 exception #6, land values. The Board will reconvene only to adjourn.  
182 Robert Fleming aye, Ken Picard aye, James Brochu, aye.

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184 At 8:58pm the Board reconvened.

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186 Motion was made by Selectman Brochu to adjourn the meeting. Second: Selectman Picard,  
187 unanimous: Chairman Fleming.

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189 Respectfully submitted,  
190 Karen L. Varney  
191 Department Coordinator

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