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Board of Selectmen

Town of Upton



Massachusetts

Meeting Minutes of February 14, 2012

Location: Fire & EMS Headquarters, 20 Church Street – 2nd floor training room.

Present: Chairman Robert J. Fleming, Selectman Kenneth E. Picard, Selectman James A. Brochu, Town Manager, Blythe C. Robinson, and Sandra Hakala, Department Coordinator

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

Motion # 1: Selectman Picard motioned to approve the January 31, 2012 meeting minutes. Second: Selectman Brochu, unanimous Chairman Fleming.

The Board welcomed Rich Gazoorian, Recreation Commission Chairman, member Paul Pirozzi, Recreation Director Mary Cortese and Jim Comfort, field subcommittee member to discuss the proposed acquisition of the South Street property for a future recreation/athletic complex. Chairman Fleming gave an overview, indicating that the complex will allow for multiple fields, walking and biking trails, and provide significant parking. The Recreation Commission will update the 2006 Recreation Master Plan and develop a fact sheet reinforcing the need to support recreational facilities for 2,082 children in town. The subcommittee will be looking at ways to develop funds and together with the Selectmen work together to address traffic concerns and how more fields can reduce the stress on existing fields.

Discussion Items:

Approve One Day Beer and Wine License Permits:

Motion # 2: Chairman Fleming motioned to approve a one day beer and wine license to Blackstone Valley Tech so they may serve beer/wine at the Superintendent's Dinner on March 15, 2012. Second: Selectman Picard, Abstained Selectman Brochu.

Motion # 3: Chairman Fleming motioned to approve a one day beer and wine license to St Gabriel's/Knights of Columbus so they may sell beer/wine at the Beef Stew Dinner on March 10, 2012. Second: Selectman Picard, Unanimous: Selectman Brochu.

The Board invited Fire/EMS Chief Goodale to present his proposed operating budgets for Fire, Emergency Medical Services and Emergency Management. He showed that the significant

44 difference this year is an increase in the emergency medical services budget because it now
45 accurately reflects the true cost of providing this service. In the past, the cost of on call
46 paramedic services and the fee to the outside vendor handling billing has been taken from the
47 revenue stream. To offset that, he increased the revenue side of the budget to better reflect what
48 is expected to be paid for the services next year. He indicated that billing for these services
49 would fully cover the cost of the EMS department. There was no change on the Emergency
50 Management Department Budget.

51
52 Next the Board welcomed Ron SanSouci Water/Wastewater Supervisor to discuss the
53 Water and Waste Water Department Budgets. Mr. SanSouci stated rates for both the Water &
54 Sewer Enterprise funds increased significantly in 2011, 40% and 20% respectively. This covered
55 the cost of operating the water system completely from rates, though the sewer fund still needs
56 support from the general fund to balance the budget. We are in the process of completing a water
57 rate study that anticipates the need to finance the recent water projects as well as the cost of
58 building the 3rd well field. Mr. SanSouci also recommends sewer rates be raised again this year
59 to eliminate the dependence on general fund revenues to finance it. Ms. Robinson told the board
60 that we will present our recommendation on rates at the March 6th meeting. The Board thanked
61 Mr. SanSouci for doing an excellent job.

62

63 Review of Town Common Use Policy:

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65 Ms. Robinson addressed questions that were raised at the last meeting; Town Counsel
66 recommended that no changes be made to the policy or form related to the length of time people
67 may gather on the common, or that an insurance liability form be required. Town Counsel
68 believes that both of these requirements would be considered a limit on free speech and would
69 not be appropriate. However, the application was amended to ask if users plan to amplify sound
70 for their event. This will be reviewed on a case by case basis as to the impact on surrounding
71 property owners.

72 Motion # 4: Selectman Picard made a motion to accept the Policy Memorandum by
73 Blythe Robinson on the Use of the Town Common. Second: Selectman Brochu, Unanimous:
74 Chairman Fleming.

75

76 Review of April 3, 2012 Special Town Meeting – List of Articles:

77

78 At the Board's request Ms. Robinson gave an overview of items, costs and funds for the
79 19 Special Town Meeting Articles. She asked for the Board's feedback on the order of the
80 warrant so a full draft can be reviewed at the next meeting. The Board suggested that Article 1,
81 Purchase South Street Property be last and that Article 15, Transfer Free Cash to Stabilization be
82 second to last.

83

84 Insurance Advisory Committee Appointment:

85

86 Ms. Robinson noted that a requirement of MGL Chapter 32B regarding insurance is that
87 the Town have an active Insurance Advisory Committee (Section 3). The committee is made up
88 of eight members comprised of a representative of each of the bargaining units and a retiree
89 member. Because there are four unions, Ms. Robinson invited employees who are not

90 represented by a union to participate, and three have come forward. The retiree member must be
91 appointed by the Governing Body, which in this case is the Board of Selectmen. The Retired
92 State, County and Municipal Employees Association of Massachusetts have been contacted for
93 their recommendation on who should be appointed. We are awaiting their recommendation.
94

95 Selectman Picard asked that an item be added to the February 28th agenda to discuss the
96 Board's presentation after the special Town Meeting on the water project, Town Hall Renovation
97 and TIP program.
98

99 Ms. Robinson gave her weekly report to the board. Some of the topics she covered
100 included:

101 The Town of Mendon indicated an interest in providing public safety dispatch service
102 to the Town of Upton. Chief Bradley and I met with Mr. Goddard and Chief Horn
103 last month and the result of that meeting is my letter back to them letting them know
104 that we are not interested in pursuing this at this time.
105

106 Last week a representative from the Architectural Access Board came out to the Fire
107 Station in response to a complaint lodged against the Town regarding the location of
108 the handicap parking signs. We received a written copy of the Board's decision that
109 the complaint against the Town has been dismissed and that the location of our
110 signage is appropriate.
111

112 The Director of Public Works position has been re-advertised and applications have
113 begun to come in. In an attempt to obtain the best pool of candidates we have
114 advertised it more widely this time, using the American Public Works Association
115 professional journal as well as the regional publications that we had used before. The
116 deadline for applications is March 1st.
117

118 Work continues on the Glen Avenue well field replacement. Tata & Howard expects
119 to start the pump test on Monday or Tuesday, and they have advertised the bid for the
120 piping and associated equipment portion of the project. We anticipate a bid opening
121 on March 6th so it can be awarded that night. We have lost some time on this project
122 getting the wells ready for the test. We want to get the rest of the underground work
123 completed before mid-April when the wood turtle active breeding season starts again.
124

125 We are also tentatively scheduling bid dates for the West River well field and water
126 line project later in April. We want to have bids in hand so that the true cost of the
127 project can be known at Town Meeting.
128

129 Town Manager Performance Evaluation:
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131 Chairman Fleming began the discussion by giving an overview of the process to review
132 Ms. Robinson's work over the past year and develop the written evaluation. The Board then
133 proceeded to give an oral presentation of the review. In part, the Board stated that "Her energy
134 and talent has a direct impact on the town as it evolves into a more functional and efficient
135 government. She clearly understands her role and uses her talents to oversee general operations

136 of the town, while accomplishing goals and objectives. Her leadership is reflected in the strong
137 performance of her subordinates”.

138 Motion # 5: Selectman Picard motioned to accept the Appraisal of Past
139 Performance/Goals of Blythe C. Robinson dated January 4, 2012 to be part of the permanent
140 record of Ms. Robinson’s personnel file. Second: Chairman Fleming, Unanimous: Selectman
141 Brochu.

142
143 Selectman Brochu congratulated the Upton Boy Scouts for their victorious win in this
144 year’s Klondike Derby event that was held at Treasure Valley Scout Reservation in Rutland MA.
145 This is the second time in three years that the boys have won this prestigious cup.

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147 *Motion # 6:* Selectman Brochu motioned to adjourn the meeting at 7:15 pm. Second: Selectman
148 Picard, unanimous: Chairman Fleming.

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153 Respectfully submitted,
154 Sandra Hakala
155 Department Coordinator

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