

1 Board of Selectmen

2 **Town of Upton**



3 **Massachusetts**

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7 Meeting Minutes of March 6, 2012

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

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

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

16
17 Chairman Fleming stated that it is the intention of the Board that at the completion of this
18 meeting to enter into an executive session under MGL c. 30A, sec. 21 exception #3, collective
19 bargaining. The Board will reconvene only to adjourn.

20
21 The Board welcomed Larry Bombara, Owner, Lorinc Consulting Group LLC to present the
22 results of the water rate study conducted by Russell Consulting as well as our internal analysis of
23 the sewer rates for next year. Mr. Bombara also discussed the recommendations contained in
24 both in order to consider the rate structure for the next year for both enterprise funds.

25
26 During the discussion Mr. Bombara referenced the Water Study report’s summary in part by
27 stating

28 “The rate path preferred by the Town's management is recommended for implementation
29 starting with the next fiscal year (FY 2013). This includes adoption of an alternative rate
30 structure and an overall increase in rates of 2%. The structural changes are summarized as
31 follows:

- 32 • The minimum charge and associated minimum usage is eliminated.
- 33 • The minimum charge is replaced with a Customer Service Charge (CSC) with no use
34 allowance.
- 35 • Metered consumption is billed from the first gallon of use and every gallon thereafter.
- 36 • All customers with one meter will be billed as one customer regardless of the number of
37 dwelling units supplied from that meter.

38 Subsequent rate increases will be implemented every other year thereafter. This rate path has
39 the following advantages for the Town and the water utility:

- 40 • These rates will provide sufficient revenues to pay for all O&M costs.

- These rates will, on average, result in an annual surplus of approximately \$50,000 that will provide sufficient reserve funds.
- The disincentive to conserve water for those that use less than the minimum allowance is eliminated.
- The rates will more closely reflect the costs of providing water service.
- Owners of multi-unit buildings will have greater incentives to insure that leaks are repaired and that waste is reduced or minimized.
- Greater equity will be present for all customers in that each customer will be billed on the same basis, regardless of the number of units each customer has.”

The Board will defer making a decision on the proposed sewer rate increases until their next meeting. Mr. Bombara reviewed the proposal for the Board which indicated that the sewer revenue analysis fund is still not in a position to be self-sufficient, and for the next several years it may be necessary to continue to rely on the general fund to make up the difference.

Discussion Items:

Review & Approval Water and Sewer Rates for FY 12/13

As a result of the Town’s review with Mr. Bombara rates for both water and sewer were discussed among the Board. The Board recommended a small increase in the water rates (2%) be set for FY 12/13.

Motion #1: Selectman Picard made a motion to change the current water rate charge with a Customer Service Charge of \$30.60 and Consumption Charges 0-6,000 gallons @ \$2.96/TG, 6,000-15,000 gallons @ \$3.98/TG, 15,000-40,000 gallons @ \$5.17/TG, and all above 40,000 gallons @ \$7.29/TG for FY 12/13 to affect the fall billing that will go out in October. Second: Selectman Brochu, Unanimous Chairman Fleming.

Town Manager’s Report:

BETA Engineering will be giving the Town an update on their work regarding the TIP program design project. The engineers met with the DOT in early February to obtain comments on the design and they are working towards completion of the 25% design threshold this month.

Ms. Robinson received a letter from Comcast Cable indicating their interest in beginning negotiations for a successor contract for cable services. Comcast serves a small segment of the Town, primarily on the north side of Upton on the Westborough side of the Massachusetts Turnpike. Like what was done for the Charter Cable renewal, the Town will start negotiations with Comcast.

Ms. Robinson contacted a representative of Natural Heritage and Endangered Species regarding the South Street parcel this week. She provided them with information so that they may hold a

84 pre-filing consultation regarding the plans to develop the land into a recreation and athletic
85 complex. There is an area along the West River that is protected by Natural Heritage, thus their
86 guidance on whether or not our plans for the property can be realized while not impacting these
87 areas is necessary. A formal site plan review will be required once the land is acquired and the
88 design completed.

89

90 Ms. Robinson spoke to the Town Clerk with regard to a date on which we can plan to hold a
91 special election regarding the debt exclusion vote needed for the construction of Municipal Well
92 Field #3 and the associated water main extension. She has indicated that if she is provided with
93 notice of the election on May 8th, the election could be held on June 12th

94

95 On Wednesday our DPW staff toured the various road projects we would like to accomplish this
96 year with our Conservation Agent. The purpose of the meeting was to determine what measures
97 the Conservation Commission will want us to take to ensure protection of sensitive areas
98 adjacent to these projects. As a result we will file an RDA for the projects which the commission
99 will approve at a meeting in the near future.

100

101 Ms. Robinson informed the Board of the expenses of late with regard to legal counsel for the
102 railroad fact finding committee. We have just received the January, 2012 invoice from
103 Kopelman & Paige. Of the \$5,389.99 invoice, \$2,686 can be attributed to the railroad.

104

105 Sign the Warrant: April 3, 2012 Special Town Meeting

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107 The Board reviewed the recommendations by the Finance Committee on the Special Town
108 Meeting Warrant articles for April 3rd.

109

110 *Motion #2:* Chairman Fleming motioned to accept the warrant as presented for the
111 Special Town Meeting on April 3, 2012. Second, Selectman Picard, Unanimous, Selectman
112 Brochu.

113

114 Discussion on the FY 2012/2013 Budget

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116 The Finance Committee did not meet with BVT this week so there was nothing new in the
117 operating budget or warrant articles to consider.

118

119 Contract Award – Glen Avenue Well Field

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121 On March 7th the bid will be opened from contractors for the completion of the project to install
122 equipment and piping for the Glen Avenue Well field & Pump Station Modifications. The bid
123 analysis will be available for the next meeting.

124

125 Personnel Appointments

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127 The Board reviewed two recommendations for personnel appointments. Chief Goodale
128 recommended that Brian Kemp be appointed to the position of EMS Captain. The position of

129 EMS Captain was created as part of the reorganization of the Fire and EMS Department. Chief
130 Goodale and Ms. Robinson met with Brian Kemp on February 23rd to discuss the position. Chief
131 Goodale stated that Brian has proven to him that he understands the importance of
132 communication and interaction that is required and possesses the level of skill and confidence of
133 an EMS Captain. Ms. Robinson recommended to the Board that they affirm this appointment
134 and waive the 15 day waiting period.

135
136 *Motion #3:* Selectman Picard motioned to approve Town Manager’s recommendation that
137 Brian Kemp be appointed to the position of EMS Captain and waive the 15 day waiting period.
138 Second: Selectman Brochu, unanimous: Chairman Fleming.

139
140 Ms. Robinson also recommended that Michael Costanza of Milford be appointed as the PEG
141 Access Assistant. Michael is a sophomore at Milford High School, at which he has taken several
142 courses in video production and has gained experience in editing that, will come in handy in this
143 role. Ms. Robinson stated that Michael seems quite knowledgeable about this aspect of the job
144 as well as taping events, and how to conduct himself in a public setting. He wants to continue
145 his coursework in this area and seems genuinely enthusiastic about the opportunity to work part-
146 time and gain some real world experience in this area. She also recommended that the 15 day
147 waiting period be waived.

148
149 *Motion #4:* Selectman Picard motioned to approve Town Manager’s recommendation that
150 Michael Costanza be appointed to the position of PEG assistant and waive the 15 day waiting
151 period. Second: Selectman Brochu, unanimous: Chairman Fleming.

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153 *Discussion on the Selection of Scholarship Recipients*

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155 Last year there was a large number of requests for scholarships and it was decided to award
156 funds to every student that applied – a total of 27 bequests for \$200 each. In order not to deplete
157 the funds available in EW Risteen \$200 was taken from that and the balance from the Risteen
158 “B” (Welfare) fund. Only the E.W. Risteen fund has monies available \$5,536.77 available to be
159 spent this year. The Board discussed on whether or not to award fewer scholarships this year of a
160 larger amount or continue with the same process of some amount to all students. Ms. Robinson
161 had also been requested by the guidance staff at MURSD to find out whether the process could
162 be moved up so that scholarships are awarded before May 1st and thus they could be announced
163 as part of the graduation process. The discussion was tabled until the next meeting.

164
165 *Review Storm Water By-Law Draft*

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167 Selectman Brochu reviewed with the Board the relevant points of the proposed by-law to obtain
168 direction before it is included on the annual town meeting warrant for action. Chairman Fleming
169 and Selectman Picard suggested that some engineering firms be asked to review the draft.
170 Selectman Brochu said that a meeting was to be scheduled on March 12, 2012 to meet with the
171 other subcommittee members to continue work on this project. A public hearing will also be
172 scheduled at a later date.

173

174 Selectman Brochu gave a Shout-Out to Ms. Henderson's 3rd Grade Class. Earlier that day as part
175 of the Town's Read Across America program, Selectman Brochu read a story to the class.

176
177 Selectman Picard suggested that BETA engineering and Larry Bombara be present at the
178 Selectman's meeting the night of the Special Town meeting to provide technical expertise on the
179 TIP project. The Board will lead the simplistic and informative dialogue on the status of the
180 project..

181
182 Ms. Robinson informed the Board that State Senator George Peterson and the Open Space
183 Committee are invited guests at the next meeting.

184
185 *Motion #5:* At 7:26pm Chairman Fleming motioned to enter into an executive session
186 under MGL c. 30A, sec. 21 exception #3, to discuss strategy with respect to collective
187 bargaining. Robert Fleming aye, Ken Picard aye, James Brochu, aye

188
189 *Motion #6:* At 7:30pm Chairman Fleming motioned to reconvene the meeting. Second:
190 Selectman Picard, unanimous: Selectman Brochu.

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192 *Motion # 7:* At 7:38 Motion was made by Chairman Fleming to adjourn the meeting.
193 Second: Selectman Picard, unanimous: Selectman Brochu.

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200 Respectfully submitted,
201 Sandra Hakala
202 Department Coordinator

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