

Board of Selectmen

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Town of Upton



Massachusetts

Meeting Minutes of May 15, 2012

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

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

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

Chairman Picard opened the meeting and reviewed the agenda and stated that the Board will enter into executive session under MGL c. 30A, sec. 21 exception #3, collective bargaining, at the end of their regular session. After completion, the Board will reconvene their regular session.

Motion #1: Motion made by Selectman Fleming to approve as written the May 1, 2012 regular session meeting minutes Second: Selectman Brochu, Unanimous: Chairman Picard.

Motion #2: Motion made by Selectman Fleming to approve as written the May 8, 2012 regular session meeting minutes. Second: Selectman Brochu, Unanimous: Chairman Picard.

Motion #3: Motion made by Selectman Fleming to approve as written the May 1, 2012 Executive Session meeting minutes. Second: Selectman Brochu, Unanimous: Chairman Picard.

TOWN MANAGER'S REPORT

The Board then invited Ms. Robinson to give her weekly report.

Ms. Robinson told the Board she attended a meeting regarding the draft report for a regional dispatch facility with the Town Managers of all five towns. The executive summary recommends that either a three or five town district be formed, and that further work would need to be done to assess radio needs before it could move forward. Another meeting is going to be scheduled between the Town Manager's and the Police and Fire Chiefs to talk further about the

33 pros and cons of a proposed district, after which a presentation will be made to the Board. It was
34 also proposed that there be public hearings in each of the communities to seek public input.
35

36 Ms. Robinson told the Board that spring bidding season is underway, and the Town will be
37 opening bids next week for various materials and maintenance services used by the Department
38 of Public Works throughout the year.
39

40 Ms. Robinson informed the Selectmen that the two RFP's for the architectural services needed to
41 determine the best method of repair for the exterior of the police station and an RFP to seek
42 parcels of land that might be viable candidates for a recreation complex will both be advertised
43 on May 16th, with proposals due back in June. The Recreation Commission chair and others
44 attended a training session in Boston on Thursday on the PARC grant application which is due in
45 mid-July.
46

47 Ms. Robinson will meet next week with representatives from Virtual Town Hall to begin work on
48 a new website for the Town. She asked the Board if they had any thoughts on features or
49 information they would like to see in the new website, and to pass them along so they may be
50 incorporated into the design.
51

52 Jeff Thompson, the new Public Works Director began work on Monday and has met with Tata
53 Howard and toured the Town with Ms. Robinson.
54

55 The Board of Health is finishing up a grant application that they will be making to the State to
56 try and obtain wheeled and lidded recycling containers for recycling materials much like the ones
57 we currently use for trash Ms. Robinson told the Board. She said now that all recycled materials
58 can be comingled and paper does not need to be separately bagged recycling is increasing. A
59 larger container will encourage people to recycle more, and lidded containers would go a long
60 way to eliminating the problem we have with recycled materials blowing out of the containers
61 we use today.
62

63 Ms. Robinson said on Wednesday there was a joint inspection of the Grafton & Upton Railroad
64 facility by the Federal Railroad Administration and the Environmental Protection Agency, which
65 was attended by the Fire Chief. She is awaiting word from the EPA on any findings they may
66 have after this visit.
67

68 **Discussion Items:**
69

70 **Approve the Special Town Election Warrant for June 12, 2012**

71 Ms. Robinson recommends that the Selectmen execute the warrant since Article #10 passed at
72 Town Meeting to approve the construction of Municipal Well Field #3 and the Water Main. She
73 stated that the next step in the process will be to post a warrant for the election on June 12th.
74

75 **Motion #4:** Motion made by Selectman Fleming to approve as written the Warrant for Special
76 Town Election on June 12, 2012 the ballot which reads, " Shall the Town of Upton be allowed to
77 exempt from the provisions of proposition two and one-half, so-called, the amounts required to
78 pay for the bond issued in order to pay the costs of the construction of the Well Field at the third

79 water source located at 172 West River Street, related Pumping Station, and the West River
 80 Street water main, and the acquisition and installation of a Supervisory Control and Data
 81 Acquisition (SCADA) system at all water and wastewater facilities, including associated
 82 engineering fees to complete the construction phase of the project and all costs incidental and
 83 related thereto, that to meet this appropriation?"

84 Second: Selectman Brochu, Unanimous: Chairman Picard.

85
 86 Discuss Board of Selectmen Liaison Assignments

87 As discussed the Selectmen will rotate their liaison assignments to coincide with the lengths of
 88 their terms as follows:

Chairman Ken Picard	Selectman Jim Brochu	Selectman Bob Fleming
Affordable Housing Trust		
Board of Assessor's	Board of Health	MURSD
Capital Budget Committee	Planning Board	BVT
Finance Committee	Zoning Appeal Board	Library Trustees
Treasurer/collector		Recreation Commission

90
 91 Award Contract – Cable Television Station Equipment

92 Last year, as part of the negotiation for a successor agreement with Charter Communications, the
 93 Town obtained a grant of \$20,000 to be used to upgrade the equipment in the Upton Cable
 94 Television (UCTV) studio. A RFP for this service was put out and Ms. Robinson recommended
 95 that Camera Co be awarded this contract in the amount of \$40,316. The quote from the Camera
 96 Company states that the Town needs to spend \$ 32,000 immediately to get started, and the
 97 balance of the proposal over the next year or two. Currently there is \$ 120,557 available in the
 98 budget. This fund is used for day to day expenses including salaries of the two employees in the
 99 division. The analysis of monthly expenses indicates that we have more than sufficient funds to
 100 complete this project and meet our ongoing monthly costs.

101
 102 The Camera Company is prepared to begin work immediately to install the equipment and train
 103 staff on its use. The system will be rack mounted so that it will be fairly straightforward to
 104 relocate it to another building when the Town Hall is renovated, and transfer back to its final
 105 location. This updated technology will allow the Town to work with the new website company
 106 to stream video of meetings, and other broadcasts of interest to residents and will give the Town
 107 the tools to more efficiently produce programs in less time, and expand the capabilities offering
 108 the viewing public.

109
 110 **Motion #5:** Motion made by Selectman Fleming to allow the Town Manager the authorization to
 111 execute the contract with The Camera Co in the amount of \$40,316 with the ability to expend
 112 with an additional 5% for contingency.

113
 114 Second: Selectman Brochu, Unanimous: Chairman Picard.

115
 116 Award Contract – Chestnut Street Hot in Place Recycling

117 The Town’s DPW Consultant prepared a bid package which was publicly advertised to use the
118 “hot in place” recycling method to restore the pavement on Chestnut Street between Mendon
119 Street and Route 140. The result was that the Town received one bid from Highway
120 Rehabilitation Corporation of Brewster, NY in the amount of \$ 30,562.00. Ms. Robinson
121 recommend that a contract for this work be awarded to this firm
122

123 **Motion #6:** Motion made by Selectman Fleming to allow the Town Manager the authorization to
124 execute the contract with Highway Rehabilitation Corporation of Brewster, NY in the amount of
125 \$ 30,562.00.with the ability to expend with an additional 5% for contingency.
126

127 Second: Selectman Brochu, Unanimous: Chairman Picard.
128

129 *Discuss Selectmen’s Summer Meeting Schedule*

130 The Selectmen agreed that in July they meet on July 10th and 24th, and then revert to their
131 regular schedule for the month of August upon Ms. Robinson’s suggestion. Depending on the
132 items before us to be addressed she said, they could forgo a meeting each month as well if there
133 is not enough business to call one.
134

135 *Distribute the Executive Summary of the Railroad Fact Finding Committee*

136 Ms. Robinson prepared at the request of the fact finding committee a copy of a transmittal letter,
137 and draft of the executive summary, table of contents and opinions of the committee on whether
138 or not the Board of Selectmen should file for a declaratory ruling from the Surface
139 Transportation Board. The RFFC had asked that the Board be provided with this portion of the
140 report for their review, prior to the RFFC making a formal presentation to the Selectmen at the
141 June 5th meeting.
142

143 *Discuss Chairman’s Major Elective Objectives*

144 Chairman Picard distributed to the Board’s a listing of the major elective objectives he has
145 chosen for his term. He would like to discuss these with the board at their next meeting.
146

147 *Execute Consent to Easement – Municipal Well Field #3*

148 As part of the permitting process for well field #3 the Army Corps of Engineers requires that the
149 Board sign “consent to easement”. This document is the result of a long process of review by the
150 Corps working closely with the Town’s engineers. Ms. Robinson recommends that the board
151 execute this document.
152

153 **Motion #7:** Motion made by Selectman Fleming to sign the sign “consent to easement” as
154 written as part of the permitting process for well field #3 by the Army Corps of Engineers.
155

156 Second: Selectman Brochu, Unanimous: Chairman Picard.
157

158 *Invited Guests:*

159 The Board invited Bruce Kut discuss the Pole Petition by National Grid on Glenview Street.
160

161 Chairman Picard proceeded to open a Public Hearing at 6:30PM pertaining to the Petition by
162 National Grid for one new pole to serve houses to be built at Lot #5 and #6 on Glenview Street.

163 DPW has reviewed the location and has no issue with that. Chairman Picard asked if there were
164 any questions. There were none. The hearing was closed at 6:31PM.

165
166 **Motion #8:** Motion made by Selectman Fleming that the Town of Upton grants permission to
167 National Grid for one new pole to serve houses to be built at Lot #5 and #6 on Glenview Street.

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169 Second: Selectman Brochu, Unanimous: Chairman Picard.

170
171 **Motion #9:** At 6:35PM Chairman Picard motioned to enter into an executive session under MGL
172 c. 30A, sec. 21 exception #3, to discuss strategy with respect to collective bargaining in the Fire
173 Station Meeting Room. Ken Picard, aye, James Brochu, aye, Robert Fleming, aye.

174 **Motion #10:** At 6:58 Chairman Picard motioned to reconvene the meeting. Second: Selectman
175 Brochu, Unanimous: Selectman Fleming

176 **Invited Guests:**

177 Chairman Picard proceeded to open a Public Hearing at 7:00PM pertaining to the application of
178 Mr. Dana Schwehr for a Class II License Hearing. Mr. Schwehr was not in attendance to speak
179 to his application to operate a used car business on 6 Milford Street. The current license holder
180 at this address is giving up his license and transferring his business to another facility in another
181 community. The hearing was closed at 7:01PM.

182
183 **Motion #11:** Motion made by Selectman Fleming to recess to June 5th to be reopened at 6:10PM.
184 Second: Chairman Picard, Unanimous: Selectman Brochu.

185
186 The Board then put the Memorial Day Parade on their calendars as well as the Nipmuc High
187 School Graduation. Selectman Fleming confirmed that he would be attending graduation
188 ceremonies.

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190 **Motion #12:** At 7:04PM Motion was made by Selectman Brochu to adjourn the meeting.
191 Second: Selectman Fleming, unanimous: Chairman Picard.

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194 Respectfully submitted,

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197 Sandra Hakala
198 Department Coordinator

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