

**BOARD OF  
SELECTMEN  
MEETING  
MINUTES**

**November 5, 2012**

Nipmuc Regional High School, 100 Pleasant Street  
Chairman Kenneth Picard, Selectman James Brochu, Town  
Manager, Blythe C. Robinson, Department Coordinator,  
Sandra Hakala

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3 The meeting was called to order at 5:00pm.  
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5 Chairman Picard opened the meeting and after the pledge of allegiance and reviewed the agenda.  
6 The order of topics to be discussed was changed to accommodate the change in meeting time and  
7 approving the past meeting minutes was held off until Selectman Fleming could be present.  
8 Chairman Picard also added a discussion item, Town Manager Personal Action Plan Document,  
9 and the Town Manager added discussions on joining the Regional E-Permitting Grant program  
10 offered by CMRPC and an Easement Agreement with National Grid to the new well field on W.  
11 River Street.  
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13 **EXECUTIVE SESSION**  
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15 **Motion #1:** At 5:06PM Chairman Picard motioned to enter into Executive Session under MGL  
16 c.30A, S. 21 exceptions #2: to conduct contract negotiations with non-union personnel (Town  
17 Manager, Blythe Robinson).  
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19 Ken Picard, aye, Jim Brochu, aye.  
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21 **Motion #2:** At 5:22PM Chairman Picard motioned to reconvene the regular meeting.  
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23 Second: Selectman Brochu, Majority: Chairman Picard.  
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25 **TOWN MANAGER'S REPORT**  
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27 The Town Manager reviewed the notification of free cash approval for Upton that was received  
28 from the Massachusetts Department of Revenue Division of Local Services. Based upon the  
29 unaudited balance sheet submitted, the amount of available funds or "free cash" as of July 1,  
30 2012 for the Town of Upton is: General Fund \$556,670, Water Enterprise Fund \$117,924,  
31 Sewer Enterprise Fund \$46,955. This was higher than anticipated and gives the Town funds  
32 available to address any unforeseen events.  
33

34 Ms. Robinson reminded the Selectmen that a CPC meeting is scheduled for Wednesday night  
35 where the Recreation Commission will be seeking their recommendation for the South Street  
36 Park project before the Special Town Meeting on the 14<sup>th</sup> of November.  
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38 Ms. Robinson stated that she was very very pleased how the Town performed during Hurricane  
39 Sandy and the Town department heads acted admirably during this storm. However she will be  
40 meeting with the Police Chief, Fire Chief and DPW Director to discuss their dissatisfaction with  
41 the utilities response.  
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43 **DISCUSSION ITEMS**

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45 Review License and Permit Fees

46 The Selectman review the proposed 2012 Fee Schedule for license and Permit Fees and made  
47 motion.

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49 **Motion #3:** Selectman Brochu motioned to accept the recommended 2012 Fee Schedule as  
50 submitted except eliminating the fees for for Sunday, Change of Manager and Transfer Fees.

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52 Second: Chairman Picard, Majority Selectman Brochu.

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54 Review Requirement for Yard Sale Permits

55 The Selectmen chose to defer this discussion until the next meeting.

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57 Discuss Inter-municipal Agreement with Hopedale (Regional Dispatch)

58 The Town Manger relayed the conversation she had with the Town Coordinatorearlier that day.  
59 Mr. Philips expressed that his Board prefers no fee but will move forward with it and their new  
60 concern is with the State's grant and Hopedale's obligation to pay should the grant be eliminated.  
61 Hopedale officials felt reimbursing Upton for half the amount of the grant would be sufficient.  
62 Ms. Robinson recommended that Upton stay where they were. The Selectmen expressed that  
63 they want to see this partnership work, and believed in regionalization, but believe in fairness as  
64 well. The Board will defer this discussion until the next meeting.

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66 **BOARD OF SELECTMEN'S ACTION PLAN REVIEW**

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68 Board of Selectman Training Policy

69 The Board reviewed the policy. Chairman Picard will remind Selectman Fleming to update the  
70 policy and put it in policy format.

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72 Town of Upton Mission Statement Review policy

73 Selectman Brochu stated he was fine with it and stated it just needs to be formatted.

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75 Discuss 360 Communications Policy

76 The intent of this policy is to give future Boards and Town Managers a tool and framework to be  
77 successful in respect to communication. This will be discussed again at the next meeting.

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79 Review Town Manager's Personal Action Plan

80 The Selectman will complete the Town manager's appraisal by December 1. The Selectman and  
81 Town Manager will complete the Comments Section by the next meeting, and asked Ms.  
82 Robinson to submit some goals for next year's action plan.

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84 **MEETING LOOK AHEAD TOPICS**

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86 Review Progress on the FY 10/11 Auditor's Management Letter Recommendations  
87 (DECEMBER)

88 Review sample of a by-law regarding nuisance properties

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**OTHER TOPICS NOT REASONABLY ANTICIPATED**

Chairman Picard referenced correspondence that he received regarding noise levels from the pellet operation and asked the Board of Health be invited to discuss this matter at their next meeting.

Ms. Robinson asked for the Board’s approval to execute a letter to CMRPC to have Upton participate in a Regional E-permitting grant opportunity. She believes very strongly that the Town needs to explore electronic permitting for all relevant departments and this may be the vehicle for the Town to achieve this in a cost effective manner.

**Motion #3:** Selectman Brochu motioned to grant approval to the Town Manager to execute a letter to CMRPC to have Upton participate in a Regional E-permitting grant opportunity.

Second: Chairman Picard, Majority Selectman Brochu.

**Motion to approve National Grid Service Proposal – West River Street**

Town Counsel is preparing a letter so that this may be approved for the interim until it is brought before Town Meeting.

**INVITED GUESTS**

**6:05 Mary Cortese – Install Pavilion at Kiwanis Beach**

The Selectman invited Mary Cortese and Eagle Scout Jose Poirier. They are seeking the approval by the Board of Selectmen to build a pavilion at Kiwanis Beach. In their proposal they have outlined the approvals needed, the project participants, funding, use and usage fees that was discussed with the Board. The Selectmen applauded their effort and made motion to approve.

**Motion #4:** Selectman Brochu motioned authorize Jose Poirier to move forward with their project to build a pavilion at Kiwanis Beach.

Second: Chairman Picard, Majority Selectman Brochu.

Chairman Picard asked for a ten minute recess until the Public Hearing was to begin.

**6:15 Public Hearing – Veronica Ramos Common Vic**

Chairman Picard opened a Public Hearing at 6:15 PM. Veronica Ramos of Vorganic Café was invited by the Selectman to participate in this hearing to discuss her application for a Common Victualler License at 62 Main Street. Chairman Picard noted that the Board of Health and Code Enforcement had signed off on the application.

Chairman Picard noted that all abutters had been notified asked if there were any questions. There were none.

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**Motion #5:** Motion made by Chairman Picard to close the Public Hearing at 6:17PM.

Second: Selectman Brochu, Majority: Chairman Picard.

**Motion #6:** Motion made by Chairman Picard to grant a Common Victualler License to Veronica Ramos at her place of business on at 62 Main Street.

Second: Selectman Brochu, Unanimous: Chairman Picard.

**ADJOURN MEETING**

**Motion #7:** At 6:18PM Motion was made by Chairman Picard to adjourn the regular meeting.

Second: Selectman Brochu, Unanimous: Selectman Picard.

Respectfully submitted,

Sandra Hakala, Department Coordinator