

Board of Selectmen

Town of Upton



Massachusetts

Meeting Minutes of October 25, 2011

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 Department Coordinator Terry Palmer.

Approved: November 15, 2011

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

The Board recited the Pledge of Allegiance

Chairman Fleming reviewed the agenda for the benefit of the television audience.

Chairman Fleming addressed the issue of Blogs, stating they are cognizant of the Railroad situation and are working on a fact based list of questions and answers to have available to all the citizens with links to the source of the information that was obtained. He also noted that Fred Fraini, a Railroad specialist with the Federal Railroad Administration will be at the next meeting to be held at Nipmuc High School in the auditorium on Tuesday, November 1st at 6pm. The Board has been working on this and want to be in compliance with the laws and also have accurate information. He stated when the information is compiled it will be available to the citizens on the Town’s website.

A. Minutes

Motion #1: Selectmen Brochu motioned to approve the Executive meeting minutes South Street of September 27, 2011 as submitted, Second Selectmen Picard. Unanimous: Chairman Fleming.

Motion #2: Selectmen Brochu motioned to approve the Executive meeting minutes Main Street of September 27, 2011 as submitted, Second Selectmen Picard. Unanimous: Chairman Fleming.

Motion #3: Selectmen Brochu motioned to approve the meeting minutes of October 11, 2011 as submitted, Second Selectmen Picard. Unanimous: Chairman Fleming.

Motion #4: Selectmen Brochu motioned to approve the Executive meeting minutes South Street of October 11, 2011 as submitted, Second Selectmen Picard. Unanimous: Chairman Fleming.

45 Motion #5; Selectmen Brochu motioned to approve the Executive meeting minutes Employee
46 Discipline, September 14, 2011 of October 11, 2011 as submitted, Second Selectmen Picard.
47 Unanimous: Chairman Fleming.

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49 Motion #6; Selectmen Brochu motioned to approve the meeting minutes of October 18, 2011 as
50 submitted, Second Selectmen Picard. Unanimous: Chairman Fleming.

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52 B. Discussion of the FY12/13 Budget

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54 Town Manager, Ms. Robinson gave the Board and the Finance committee members an
55 overview of the coming fiscal year budget. She pointed out a large increase in the Health
56 Insurance, which will go up 16% in January, 2012. Revenue for this year's budget reflect that
57 Code Enforcement is higher than they had planned, building permits are up and trash stickers are
58 down by \$ 20,000.00.

59 Treasurer/Collector, Ken Glowacki gave a review of the Capital budget. Ms. Robinson gave an
60 overview of the Well field #3, Water rate study and the Town Hall Renovation Projects.
61 Chairman Fleming thanked all the members of the Finance Committee and Ms. Robinson for the
62 work involved to bring these issues to their attention. Ms. Robinson also reviewed the
63 information provided on debt policies and stressed the importance of having one as a tool for
64 financial planning. She and Mr. Glowacki reviewed the points to be considered in a good debt
65 policy, and samples from two other communities.

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67 Chairman Fleming announced a five minute recess at this time 6:40 pm.

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69 The Board returned at 6:45 pm.

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71 C. Town Manager's Report

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73 Ms. Robinson told the Board on Tuesday the DPW Highway crew was successful in getting the
74 culvert cleared of debris on Southborough Road. The trapper had removed one beaver prior to
75 that, and now that the water is flowing through the culvert and not across the road he will be
76 coming back to hopefully trap some more beavers to reduce the possibility for the foreseeable
77 future that beavers cause blockages. She said the Town will need to work with the Conservation
78 Commission to clear more of the dam area so the water level can be dropped further and the road
79 bed not impacted.

80 Ms. Robinson told the Board that work continues on the regional dispatch project that is funded
81 by a state grant. She anticipates receiving a draft report by the end of this month at which time
82 they will have a chance to examine some of the findings.

83 Ms. Robinson told the Board the Town Hall Renovation Committee is underway on the project
84 as they have had their first meeting with the architect on Tuesday the 18th. The architect will be
85 spending the next month gathering information, assessing the building and reviewing the work
86 done by Gorman Richardson. The next scheduled meeting with them will be November 14th.

87 Ms. Robinson discussed with the Board that the Town currently has out for bid a project to install
88 approximately 870 feet of guardrail. The main section is on Orchard Street where it intersects
89 with Mechanic Street, but there will also be sections installed on North Street and Chestnut
90 Street. She told the Board that bids are due in to the Selectmen's office on October 27th.

91 Ms. Robinson told the Board that the State has notified us of the final plan regarding
92 redistricting. She said the good news for Upton is that the town and precincts will not be divided
93 and we will retain the same representation that we have had.

94
95 Ms. Robinson told the Board she has held the pre-audit meeting with our new auditors, and they
96 have notified us that they will begin work on November 7th. She expects them on site for about
97 two weeks, and that the audit will be completed by the end of the year.

98 Ms. Robinson discussed with the Board that the Milford Police Department has collaborated with
99 Riverside Community Services for the past several years for mental health services utilizing a
100 state grant program. She told the Board that this year the grant program has been extended to
101 provide services to the police departments of Upton, Franklin and Bellingham. In addition to the
102 state grant, Milford Police Department has been awarded a two year federal grant in the amount
103 of \$199,475 to provide police department and neighborhood based mental health services to
104 divert people in distress from arrest and the criminal justice system. The federal and state grants
105 will provide training on mental health issues to the Upton Police Officers and allow clinicians to
106 work with our officers in the field. This partnership will assist the Police Department and
107 enhance the services we provide to our community.

108 Ms. Robinson explained the 495 Partnership is planning to formally vote the Town of Upton as a
109 member of their partnership next week; she asked to have a member of the Board attend with her
110 as a representative of the Town. Selectmen Brochu said he will accompany Ms. Robinson to this
111 event.

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113 D. Special Town Meeting Warrant

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115 Chairman Fleming asked Ms. Robinson explain article #3 she stated it will allow the Board to act
116 on the brush truck noting it is used for snow removal. The Board read the Special Town Meeting
117 warrant for the residents at home. The Board executed the warrant as presented and asked the
118 clerk to post it as required.

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120 E Resolution H1972

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122 Chairman Fleming read the letter from the Town Clerk regarding the proposed resolution H1972
123 to combine the Presidential Primary and the State Primary and hold the combined primary in
124 June. This could save towns a significant amount of money for the local elections and having the
125 State Primary earlier will allow the State to prepare Official Ballots earlier to allow for overseas
126 military absentee ballots.

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128 Motion # 7: Selectmen Picard motioned to endorse passing the House Bill H1972 combining the
129 presidential primary elections and state elections, Selectmen Brochu second. Unanimous:
130 Chairman Fleming.

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132 F. Affordable Housing Partnership

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134 Selectmen Picard discussed with the Board the Affordable Housing Partnership's interest in
135 targeting the Rhodes property for future use. Chairman Fleming would like to table this and
136 discuss it at the November 15, 2011 meeting.

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G. Beautification Fund

Selectmen Picard discussed with the Board the banners on the telephone poles on Rte. 140, he would like to have them taken down prior to winter and also have the Memorials on the common pressure washed using the Beautification Trust Fund. The Board would like to have an estimate of cost for the requested projects. Ms. Robinson discussed with the Board the request to use this fund to purchase holiday lights and wreaths; stating she would like to appropriate money for new lights. The Board decided to table this to the November 15, 2011 meeting.

H. MURSD Secession Committee

Chairman Fleming gave a history of the inception of the committee stating currently there are only 2 members on the committee. Selectmen Brochu suggested that interested residents be given one more week to express interest in serving on this committee. The Board agreed that if no one request to be on the committee by the 31st of October they would dissolve the committee at their meeting on November 1, 2011.

I. Town Manager Act – Discipline

Ms. Robinson explained the Office of the Town Manager was approved under Chapter 391 of the Acts of 2008. She recommends that the Board grant the Town Manager the authority to discipline an employee under the Manager’s Supervision up through the step of issuing a written warning. The Board discussed allowing this authority with the understanding that they can revisit this issue at any time.

Motion #8: Motion by Selectmen Brochu to amend the Town Manager Act and authority to discipline an employee up to and thru written warning; discipline above this level, suspension or termination, would still require the Town Manager to notify the Board of Selectmen in accordance with Section 4a of the Upton Town Manager Act, Selectmen Picard second. Unanimous: Chairman Fleming.

Chairman Fleming apologized for not acknowledging the deaths of residents in the town who have served on elected and appointed offices. He would like to work on a better system alerting the Board to any future deaths in the town.

J: Upton Housing Authority vacancy

Chairman Fleming stated that with the passing of Ms. Libbey there is a vacancy on the Housing Authority and the vacancy needs to be opened up to the general citizens.

Selectmen Picard thanked the departments for their monthly reports and stated it is very informative; this helps the Board to know what is happening in the Town.

Selectmen Brochu announced it was a pleasure visiting with Boy Scout Troop 132; also he congratulated Stephen Poirier on his Eagle Scout project.

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184 Ms. Robinson discussed with the Board a meeting date of 12/5 rather than 12/6 to accommodate
185 the attendance of the School Committee for the joint election on the board vacancy.

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187 Chairman Fleming reminded the public the intention of the Board is to dissolve the MURSD
188 Secession Committee if no one submits a letter of interest by October 31st. Also he reminded
189 everyone of the meeting on November 1st at Nipmuc School in the auditorium at 6pm regarding
190 the Railroad.

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192 Motion by Selectmen Brochu to adjourn, Selectmen Picard second. Unanimous: Chairman
193 Fleming.

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195 Meeting adjourned @ 7:17pm
196 Respectfully submitted
197 Terry Palmer
198 Department Coordinator