

Board of Selectmen

Town of Upton



Massachusetts

Meeting Minutes of November 15, 2011 (approved 12-5-11)

Location: Town Hall – 1 Main Street – Board of Selectmen’s Office

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

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

The Board, having no one to object, moved the meeting to the Selectmen’s Office from the Main Hall.

Chairman Fleming reviewed the agenda.

A. Minutes

Motion #1 Motion by Selectmen Brochu to accept the meeting minutes of October 25, 2011 as written, Selectmen Picard second. Unanimous: Chairman Fleming.

Motion #2 Motion by Selectmen Brochu to accept the meeting minutes of November 1, 2011 as written, Selectmen Picard second. Unanimous: Chairman Fleming.

B. Town Manager’s Report

Chairman Fleming turned the meeting over to Ms. Robinson to give her manager’s report. Ms. Robinson stated that on Monday the DPW Consultant, Water/Wastewater Supervisor and herself held their monthly meeting with Tata & Howard regarding various water projects. The highlights on that meeting were:

o The drilling of the Glen Avenue Well field replacement wells were delayed by the schedule of the driller and is now expected to start on November 14th. The consultant will move up the pump test and submissions to the DEP so they can keep this project on track to be completed by May, 2012.

o Design continues on well field #3 pump station and water main. As a result of their feedback the design work is beyond 50%, with 90% design review planned for December. Ms. Robinson stated that permitting is required by the Army Corps, Conservation

45 Commission and NHESP and will be submitted soon so that it can be accomplished by the
46 end of December. She stated that Tata & Howard is obtaining an estimate of the price to
47 bring three phase power down West River Street to the site that has been delayed by National
48 Grid as a result of the storm. She still intends to have this bid out before the Town Meeting.
49 One item she will need to discuss with the Board is the timing of the debt exclusion ballot
50 vote needed for this project as well as the Town Meeting action. She also stated that letters
51 have been sent to all property owners who will abut the new water main, asking if they wish
52 to hook up to it and that the responses are due back at the end of this month.

53
54 o Ms. Robinson discussed with the Board Chemical Safety stating that despite their best
55 efforts they are continuing to have issues with Charter cable getting VPN service set up at
56 both pump stations for the purpose of having the alarm system fully operational. She said
57 they will continue to press on this issue about installing the chemical controls with Tata and
58 Howard, and the contractor, LaFleur Electric.

59
60 o Ms. Robinson stated they have asked Tata & Howard to perform a radio path survey as
61 part of a larger project they will want to bring forward in the coming year or two to better
62 coordinate the alarm systems between all of the water and sewer locations. Currently they
63 are attempting to utilize both phone lines and cable to accomplish this and it is falling short.
64 As soon as they have more information on what is needed she will bring it to the Board for
65 discussion.

66
67 o Ms. Robinson stated they have also asked Tata & Howard to provide them with a cost
68 estimate for replacing water main and installing sewer main in Hartford Avenue North and
69 High Street as a “pre-project” before the TIP project gets underway. She stated it would be
70 ideal to have such work done before a major road project is undertaken. Once they have a
71 good grasp on the work to be done and the possible cost she’ll bring it to the Board for
72 discussion.

73
74 o Ms. Robinson stated they have asked Tata & Howard to also give them a budget
75 estimate on their level of effort to support the Storm Water By-law Subcommittee.

76
77 • Ms. Robinson told the Board the contractor who was awarded the drainage project has
78 met with the DPW staff and started the project on Monday, November 14th by working on
79 replacing the marked culverts on Westborough Road. Depending on weather this month
80 they’ll then continue to either Southborough or School Street for those projects.

81
82 • Ms. Robinson said that she has been notified by the DPW that the activity of beavers is
83 causing issues with the roads in two other locations besides Southborough Road – Fowler
84 Street and Hartford Avenue South. She will be attending next week’s Conservation
85 Commission meeting to discuss this with them and trying to reach some consensus on doing
86 further trapping to help resolve the problem. Ms. Robinson mentioned concerns on how the
87 beavers are carry out the destruction of some of these dams that is causing the water to back
88 up and impact the roads.

90 • Ms. Robinson told the Board she has received 21 applications for the Director of Public
91 Works position, nine for the Water/Wastewater Operator, and two for the Dept. Assistant to
92 the Personnel Board. The Personnel Board met on Monday night and qualified 9 for DPW
93 Director, 4 for Water/Wastewater, and both for the Personnel Board position. She mentioned
94 they are in the process of making follow up calls to the candidates for more information, and
95 scheduling the first round of interviews.

96
97 • Ms. Robinson informed the Board that the Selectmen's meeting on November 22nd will
98 start at 6:00 PM at the High School so that they may have the Tax Classification hearing and
99 set the tax rate.

100
101 • Ms. Robinson also stated she has attached a draft of the budget calendar for fiscal year
102 2012/2013. She will be seeking input from the Finance Committee to get everyone on the
103 same page of what needs to be done in time for the election and town meeting the week of
104 May 7, 2012.

105
106 • Ms. Robinson pointed out that the payroll warrant is about \$17,000 more than usual.
107 This can be attributed to overtime that was incurred to manage the snow storm on October
108 30th.

109
110 C. Discussion items

111
112 1. Tri Valley Front Runners

113 Chairman Fleming read the request to conduct the Tri Valley Front Runners 32ⁿ
114 annual 15 Kilometer road race.

115
116 *Motion #3* Motion by Selectmen Brochu to allow Tri Valley Front Runners to conduct their 15
117 Kilometer road race on Saturday, March 31, 2012, to be coordinated with the Chief of Police,
118 Selectmen Picard second. Unanimous: Chairman Fleming.

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120 2. Request from the Affordable Housing Partnership – Rhodes Property

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122 Ms. Robinson discussed with the Board a letter from the Affordable Housing Partnership
123 Committee asking for approval to consider the Rhodes property as a parcel that could be
124 developed for affordable housing. The Board discussed that the Affordable Housing Partnership
125 could put the Rhodes property in their plan. Selectmen Picard asked Ms. Robinson to send a
126 letter to Joan Shanahan stating that the Board is in agreement with the applicant's option.

127
128 3. Discussion of option to purchase 84 Grove St. Chapter 61A

129
130 Ms. Robinson discussed with the Board a letter regarding the sale of 84 Grove Street
131 from the owner of that property. She stated that pursuant to the requirements of Chapter 61A
132 they are asking the Board whether or not they want to exercise their right of first refusal on this
133 property before they continue with the proposed sale. She told the Board that the Town has 120
134 days to exercise its rights under the law and she gave a copy of the relevant section of the State
135 law to the Board for them to review. Chairman Fleming discussed with the Board this property.

136 Selectmen Picard feels it's worth looking into. Chairman Fleming asked Selectmen Picard what
137 the Affordable Housing Partnership Committee's time frame is like. Selectmen Picard discussed
138 with the Board the 120 days the Town has to act this property. He questioned if the Town would
139 have to get an appraisal and also stated the Town has to approve this and it would be difficult to
140 do this in 120 days required. Selectmen Brochu stated this could be something that could be
141 used for Affordable Housing. Selectmen Picard said he will ask the Affordable Housing
142 Committee if they feel it is something the Town might want to buy and will report back to the
143 Board.

144
145

146 4. Request for Beautification Fund – Various projects

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148 Ms. Robinson stated that at the last meeting Selectmen Picard asked Ms. Robinson to
149 investigate the cost of taking down the American Flag banners that are currently on the telephone
150 poles on Main Street, and the cost of cleaning the monument on the Town Green. She has
151 obtained three quotes ranging from \$250 to \$650. She also stated related to this is a request from
152 the Custodian for funds to replace lights used to decorate a tree on the Common at Christmas.
153 He has requested that we appropriate \$1,000 to purchase lights for this purpose; she also
154 mentioned she would like to purchase wreaths this year from the same fund. The Board asked
155 her how much the wreaths would be and Ms. Robinson stated they would be part of the \$1,000
156 budget for decorating.

157

158 Motion #3 Selectmen Brochu motioned to allow the Town Manager to spent \$1,300.00 from the
159 Beautification Fund for lights, wreaths and taking down the banners, Selectmen Picard second.
160 Unanimous: Chairman Fleming.

161

162 Ms. Robinson advised the Board of the time and location of the meeting on the 22nd. She
163 told the Board that the Personnel Board recommends Ms. Varney to the position of Department
164 Assistant to the Personnel Board. She also told the Board she will schedule the elections for the
165 Housing Authority and School Committee for the 5th of December.

166

167 Selectmen Brochu asked what the status of the Cell Tower is. Ms. Robinson stated it should be
168 on line some time in December.

169

170 Selectmen Brochu asked about the FEMA reimbursements for Hurricane Irene and the recent
171 snow storm. Ms. Robinson stated she is on top of the one for Hurricane Irene and the staff is still
172 working on the one for the snow storm.

173

174 Chairman Fleming announced the Board will recess until 7:30pm.
175 The Board will attend the Special Town Meeting.

176

177 The Board reconvened at 7:30pm

178

179 Motion #4 Motion by Selectmen Brochu to go into Executive Session under MGL, c30A, S.21
180 exception #6, land values and will reconvene only to adjourn, Selectmen Picard second.

181 Unanimous: Chairman Fleming.

182 Meeting adjourned at 7:55 pm

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184

185 Respectfully submitted,

186

187

188 Terry Palmer

189 Department Coordinator

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