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Board of Selectmen

Town of Upton



Massachusetts

Meeting Minutes of January 5, 2010

*Location:* Fire & EMS Headquarters, 20 Church Street – 2<sup>nd</sup> floor training room.

*Present:* Chairman Kenneth E. Picard, Selectman Michael E. Goodwin, Selectman Robert J. Fleming and Department Coordinator Karen L. Varney.

The meeting was called to order at 7:00pm.

Appropriation Treasury Warrant in the amount of \$95,591.54 and Payroll Treasury Warrant in the amount of \$75,721.67 approved as submitted.

*Motion # 1:* Selectman Goodwin motioned to approve the meeting minutes of December 29, 2009. Second: Selectman Fleming, unanimous: Chairman Picard.

*Motion # 2:* Selectman Goodwin motioned to approve the Executive Session meeting minutes of December 29, 2009 with corrections. Second: Selectman Fleming, unanimous: Chairman Picard.

In reviewing the meeting minutes of December 17, 2009 meeting with Tata & Howard at their Marlboro office, the Board would like to make some corrections on page 2 of these minutes. Chairman Picard will contact Jenna Rzasa of Tata & Howard for correction.

The Board welcomed DPW Consultant Larry Bombara. With a vast amount of detail, Mr. Bombara gave an impressive overview of the DPW proposed budget in a preliminary plan he formatted specifically for the DPW Department. The (draft) budget spreadsheets consisted of, Highway, Water, Wastewater, DPW general capital plan and the Rolling Stock capital plan. The Highway budget is broken up into four expense lines: Personnel, utilities, office and operations with wages and salaries on a separate line item. Other separate maintenance accounts are listed; snow removal, cemetery maintenance, stormwater maintenance, animal disposal, pest control and forestry. A breakdown of expenses, what were budgeted and expended in fy09, and proposed for fy10 and fy11 were noted.

A meeting between Chairman Picard, Larry and Tata & Howard, the Engineering firm working to assist the Town to develop a process to track expenses will be meeting in the next few weeks.

In his report, Mr. Bombara outlined the DPW Capital plan for FY11 – FY15 breaking down DPW Projects along with the Enterprise Water and Sewer project costs. Department salaries for FY11 will be evenly split into percentage, per discipline, i.e. DPW Clerk's salary is

44 split, 20% under wastewater wages, 30% under water, 50% under highway. Line items also  
45 listed is safety equipment and training. A line item will be added for the highway.

46 The Rolling stock capital plan (equipment) was broken down under highway / parks and  
47 sewer and water. The highway department has \$2,307,400 worth of equipment which has an  
48 average life span of about fifteen-years. Using calculations of dividing fifteen-years into \$2.3  
49 million, equals an amount of \$160,000.00 the Town should be spending a year to keep this  
50 equipment in good running order. Also the replacement of equipment over the next five-years  
51 was noted

52 In reference to the 3<sup>rd</sup> water source, Mr. Bombara stated the importance of moving  
53 forward aggressively with the Glen Ave upgrades as the new well will take until fy15 to be in  
54 place.

55 On a side note, Larry spoke with a representative from National Grid who will be setting  
56 up a meeting with him to take a look at the water and wastewater energy efficient rebate  
57 programs the Town could apply for.

58 In closing, Chairman Picard said in the next few weeks the budget line items will be clarified.  
59 The Board looks forward to hearing from Larry in the finalization of this Forecast.

60 The Board agreed to have Larry oversee the remaining billing issues related to the Main  
61 St Water Main project. Chairman Picard will meet with Larry and the AA Jim Bates and perhaps  
62 with Pare Corporation (Robert Sims) for review of the final outstanding costs. In reference to the  
63 Station St pumping station, the Board may have Larry assist with them in overseeing that project.

64 The Board sent kudos to Larry and thanked him for his contribution.

65

66 Goals for FY2010 were reviewed.

67 ⇒ Town Manager: The Committee has ranked the final three candidates. Interviews will be  
68 set up with the Board of Selectmen.

69 ⇒ Reorganization of Fire / EMS Department: A meeting is scheduled for January 6<sup>th</sup>.

70 ⇒ Main St water main project: Complete. Final payment is pending due to potential budget  
71 issues.

72 ⇒ Station St Pump station rehab: Moving forward as planned.

73 ⇒ Land Swap with DCR: Waiting for correspondence from the DCR to proceed. The Board  
74 may solicit the help of our Representative and Senator.

75 ⇒ Town Department purchasing program: On hold at this time.

76 ⇒ Municipal building energy conservation program: Ceiling insulation in the Town Hall  
77 offices complete. Light fixtures for the DPW, Police and Fire Department have arrived.

78 ⇒ Town Hall renovation project: The Committee is meeting this evening.

79 ⇒ Town Hall window replacement: Plans will be available mid January. Advertising  
80 January 6-20. Bidding period begins around last week of January.

81 ⇒ West River St well site: Target is a 5 year plan and DEP regulations require continue  
82 movement forward.

83 ⇒ Delineate a Town water & wastewater district: Singed contracts in hand with Tata &  
84 Howard Engineering to start the process.

85

86 Relative to the energy conservation program, Chairman Picard has ordered and received  
87 electrical fixtures. As a Master Electrician, he has signed a Disclosure (of conflict of interest)  
88 Statement on file at the Town Clerk's office.

89

90 Selectman Fleming commented on the Town Manager Search Committee members saying  
91 they did a great job analyzing the candidates and in a timely manner. Discussion from the Board  
92 as to when they will interview these three-finalist. Indicating that interviewing them during a  
93 regular Tuesday meeting would be best. They agreed the candidates should have a buffer in  
94 between interviews, noting, one interview at 6:00, 7:00pm and 8:00pm, leaving enough time in  
95 between for other business. The Department Coordinator will coordinate the interviews. The  
96 Board will draft questions for these candidates in order to rank them objectively.

97  
98 Correspondence reviewed:

- 99 1. Summary of Services from Larry Bombara.
- 100 2. Notice from National Grid Re: Streetlight rate Increase.
- 101 3. Letter from Blackstone Valley Re: Flood conditions.
- 102 4. The Beacon

103  
104 Regarding the financial and FY2010 budget meeting last evening with Elected Officials  
105 representing the, Board of Assessors, Board of Health, Treasure/Collector etc., Selectman  
106 Fleming gave an overview and said the intent was to have open dialog and a general consensus  
107 moving forward of the financial situation of the Town. Dialogue took place about the Towns  
108 debt, State Mandated programs and the upcoming needs of the Town. The general consensus was  
109 the initial approach to level fund salaries. Moving forward the Board still needs to meet next  
110 week with the Local Unions and address where the Town is financially. Chairman Picard  
111 thanked the officials who attended.

112  
113 Motion # 3: Selectman Goodwin motioned to adjourn the meeting at 8:11pm, Second: Selectman  
114 Fleming, unanimous: Chairman Picard.

115  
116 Respectfully submitted,

117  
118 Karen L. Varney, Department Coordinator