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Board of Selectmen

Town of Upton



Massachusetts

Meeting Minutes of May 11, 2010

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

Present: Chairman Michael E. Goodwin, Selectman Robert J. Fleming, Selectman Kenneth E. Picard, Town Manager, Blythe C. Robinson, and Department Coordinator Karen L. Varney.

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

First on the Board's agenda was the continuation of the annual appointments. Chairman Goodwin read aloud the appointment list by Department, employee and position as submitted by the Department Coordinator.

Motion #1: Selectman Picard motioned to reappoint in block, as submitted by the Department Coordinator dated May 11th with the exception of the holds which were placed on the following: Board of Fire Engineers, Director of EMS, Director-Emergency Management, Assistant Director-Training & Infection Control Coordinator, Assistant Director/Administration, CPR Coordinator, Director-Veterans' Service, Forest Fire Warden, Trench Permitting Author Assistant Inspector-Buildings, all Code Department Inspectors, Conservation Commission members Sandra Lajoie, Michael Penko, Marcella Stasa, Social Services Coordinator James Gardner, Assistant to the COA Director Holly Whalen, DPW Advisory Board members and the Municipal Hearing Officer. Second: Selectman Fleming, unanimous: Chairman Goodwin.

Selectman Fleming noted that the Town is in the process of searching for a new Fire Chief which could be in place with-in the next few months, therefore any reappointments made should indicate that. Selectman Picard agrees that personnel should continue in their current positions.

Motion #2: Selectman Fleming motioned to reappoint the Fire and EMS Personnel with a term to expire which will be determined by the new Chief of the Department (Fire & EMS) as derived from Article #17 of the Special Town Meeting of June 12, 2008). Second: Selectman Picard, unanimous: Chairman Goodwin.

A discussion on reappointing the Code Department Inspector's was a negative point with Selectman Picard saying there needs to be a better plan.

44 Motion #3: Selectman Picard motioned not to reappoint the Code Enforcement Assistant
45 Inspectors.
46 Motion was lost for lack of a majority vote.

47
48 Selectman Fleming believes the Town needs inspectors with no conflict. Chairman
49 Goodwin agreed saying the Board needs to evaluate these positions. Selectman Picard noted that
50 at some point the full Board needs to come to some type of agreement. Chairman Goodwin asked
51 the Town Manager to evaluate the Assistant Inspectors positions.

52
53 Motion #4: Selectman Fleming motioned to reappoint; Assistant Inspector Rudolph J. Susienka,
54 Gas Inspector, Walter Hopkins, Assistant Gas Inspector Thomas E. French, Oil Burner Inspector
55 Michael J. Bradford, Director of Wiring John Poirier and Assistant Wiring Inspector David
56 Stanley each for a 1 year appointment. Majority Chairman Goodwin.

57
58 Regarding the hold on the Conservation Commission appointments the following Motion
59 was made.

60
61 Motion #5: Selectman Fleming motioned to reappoint Conservation Commission members
62 Sandra Lajoie to a 3 year term, Michael Penko, 2 year term and Marcella Stasa to a 3 year term.
63 Majority: Chairman Goodwin.

64 Selectman Picard opposed.

65
66 The position of Social Service Coordinator was discussed and was agreed to leave the
67 current positions in place at this time.

68
69 In reviewing the DPW Advisory Board Committee, It was agreed not to reappoint the
70 Members as this Board has not been as effective as the Selectmen would like and decided it was
71 time to solicit for additional individuals.

72
73 Motion #6: Selectman Picard motioned to reappoint the 275 Anniversary Committee members
74 until the Committee has fulfilled its obligation. Second: Selectman Fleming, unanimous:
75 Chairman Goodwin.

76
77 The appointment of a Municipal Hearing Officer is on hold.

78
79 It was noted by Chairman Goodwin that a vacancy exists on the Finance Committee and
80 called for volunteers to submit letters of interest.

81
82 The Board was pleased to receive three letters of interest for the open stipend position of
83 Director of Veterans Services. Once reviewed, the Board agreed to appoint Margaret Laneri.

84
85 Motion #7: Selectman Fleming motioned to appoint Margaret Laneri as the Director of Veterans
86 Services (until May 2011). Second: Selectman Picard, unanimous, Chairman Goodwin.

87

88 Selectman Fleming said Ms. Laneri has an excellent tract record and is an outstanding
89 candidate. Selectman Picard agrees. The Board thanked the other two candidates for their
90 interest.

91
92 Town Manager Blythe Robinson stated that the DPW Consultant has recommended that
93 the Town retain the services of BETA Group of Lincoln, RI to start the first phase of the
94 preliminary design work which is required under the TIP application for Hartford Ave North,
95 High Street, and Hopkinton Road. Ms. Robinson deemed the document appropriate to execute.

96
97 *Motion #8:* Selectman Picard motioned to accept the BETA Group contract, subject to the State
98 regulations on bidding for engineers in the amount of \$26,100.00 to provide consulting and
99 project start up for the State Transportation Improvement Project for Hartford Ave North, High
100 Street, and Hopkinton Road. Second, Selectmen Fleming with a modification to read: to be
101 executed by the Town Manager unanimous: Chairman Goodwin.

102
103 Town Manger's weekly report.

- 104 • Staff meetings with Departments, Worcester County Retirement, School Superintendents,
105 MIIA (Insurance), Delta Dental, and Vadar Systems.

106 Tasks Completed:

- 107 • Preparation for the annual Town meeting.
- 108 • The sign on the (lower level) door of Town Hall indicating Public Works Department has
109 been removed.

110 Observations/Follow up Matters:

- 111 • COA Additional Space – due to the ability to make transfers between budget line items,
112 the COA has identified sufficient dollars remaining in this year's budget to move ahead
113 with renting additional office space for the center. As soon as we tie up the matters
114 related to that we'll bring it forward to you for a green light to proceed.
- 115 • Telephone system – it has been a number of years since the Centrex system was put in
116 place. The contract for the lines is coming due with Verizon, which makes this an
117 excellent time to review this.
- 118 • Implementation of the E-File system. We have asked our IT vendor to provide us with a
119 comprehensive report of what is required to implement this system across all Town
120 departments and we will bring this forward for consideration when it is complete.

121
122 In regards the banners for the Main Street parade area, it was agreed that the Town Manager
123 will make the final decision on the ordering of these (30x36) banners and to inform Selectman
124 Picard as soon as possible on a delivery date so he can arrange for a bucket truck for installation.

125
126 *Correspondence reviewed:*

- 127 * Lorinc: Summary of Services
- 128 * April report from the Library Director
- 129 * Correspondence from ConCom Re: Town Crier Editorial Re: Athletic Fields.
- 130 * Notice of ZBA Public Hearing May 12th.
- 131 * Quarterly Payment schedule received from BVVRSD Treasurer.
- 132 * Notice from Upton Men's Club Re: Annual Fireworks Festival June 26th.

134 The Board discussed their summer schedule and agreed to meet at 6:00pm on the
135 following dates: June 15th, 22nd, July 13th, 27th, August 10th, 24th and September 7th. These
136 meetings are subject to change.

137
138 On May 20th the Board will be meeting with Tata & Howard to discuss Chemical safety,
139 Richard Property Well / Water Treatment facility, flushing program, water and wastewater
140 mapping and Storm water management.

141
142 Motion #9: Selectman Fleming motioned to approve the May 4, 2010 meeting minutes. Second:
143 Selectman Picard, unanimous Chairman Goodwin.

144
145 Motion #10: Selectman Fleming motioned to approve the May 6, 2010 meeting minutes.
146 Second: Selectman Picard, unanimous Chairman Goodwin.

147
148 In closing, Selectman Picard wished to take a moment to publically thank the employees
149 for the FY2011 wage freeze and noted the value of the Towns' employees. Also the Board
150 wished to recognize the Finance Committee members for their work on the override Article.

151
152 Motion #11: Selectman Picard motioned to adjourn the meeting at 7:50pm. Second: Selectman
153 Fleming, unanimous: Chairman Goodwin.

154
155 Respectfully submitted,

156
157 Karen L. Varney, Department Coordinator
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