

1 Board of Selectmen

2 **Town of Upton**



3 **Massachusetts**

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6
7 Meeting Minutes of September 7, 2010

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

10
11 Present: Chairman Michael E. Goodwin, Selectman Robert J. Fleming, Selectman Kenneth
12 E. Picard, Town Manager, Blythe C. Robinson, and Department Coordinator
13 Karen L. Varney.

14
15 The meeting was called to order at 6:00pm.

16 Chairman Goodwin asked for a moment of silence in remembrance of the people who
17 lost their lives on September 11, 2001.

18
19 Motion # 1: Selectman Picard motioned to approve the meeting minutes of August 24, 2010.
20 Second: Selectman Fleming. Unanimous: Chairman Goodwin.

21
22 Motion # 2: Selectman Picard motioned to approve the Executive Session meeting minutes of
23 August 24, 2010. Second: Selectman Fleming. Unanimous: Chairman Goodwin.

24
25 Motion # 3: Selectman Picard motioned to approve the meeting minutes of August 23, 2010.
26 Second: Selectman Fleming. Unanimous: Chairman Goodwin.

27
28 Selectman Picard inquired about meeting minutes for the August 30th meeting they had
29 with the Mendon-Upton Regional School Committee. The draft will be submitted to the Board at
30 their September 21st meeting.

31
32 The Board welcomed Charles Marsden, Chairman Board of Assessors and member Glenn
33 Fowler. The reason for this joint meeting is to fill a vacancy on the Board of Assessors vacated
34 by Anthony Bonina. Chairman Goodwin opened the nominations for the position of Assessor.

35 Chairman Marsden said he has received one letter of interest from resident Theresa
36 Ambrosino. Mrs. Ambrosino is well qualified for the position of Assessor and recently
37 completed the Assessors 101 course which is a requirement for all new Assessors in their first
38 term. Mrs. Ambrosino has worked for Upton in the past in the Collectors office and also the
39 Town of Bellingham.

40 The Board of Assessors has recommended Theresa Ambrosino for the position.
41 Chairman Goodwin asked if there were any other nominations. Hearing none, nominations were
42 closed.

43 Roll call vote: Chairman Board of Assessors Charles Marsden, Member Glenn Fowler,
44 Selectman Kenneth Picard, Selectman Robert Fleming and Chairman Board of Selectmen

45 Michael Goodwin voted all in favor to Elect Theresa Ambrosino as Assessor until the May 2011
46 Town Election. Mrs. Ambrosino will begin her new position effective September 8, 2010 once
47 she is sworn in by the Town Clerk.

48 Chairman Marsden informed the Board that the department is finalizing the certification
49 for the new property values for the Town. He thanked the Townspeople for cooperating with the
50 inspectors. The certification numbers were sent to the State and currently in review. Chairman
51 Marsden stated that home values are down, so the tax rate will increase to adjust for this.

52
53 Town Manager Blythe Robinson gave her weekly update to the Board. The full report
54 attached to these meeting minutes. Ms. Robinson also noted that Jon Miguel, the UCTV Peg
55 Provider has given his notice of resignation to pursue other interest. Jon has been with the Town
56 for 5 years and we are sorry to see him leave.

57 In addition Ms. Robinson said she met with a school Committee member and Town staff
58 about the district wide meeting logistics, arrange parking, public safety matters etc. Mendon
59 Selectmen voted to hold a special Town Meeting on September 20th to appropriate \$113,176 in
60 funds for the Mendon-Upton Regional School District budget If this does not pass, a district wide
61 meeting is planned for mid October.

62

63 Discussion Items / Motions

- 64 1. Authorize lease/purchase for the DPW dump truck
- 65 2. Ratify appointment of the Conservation Commission Clerk
- 66 3. Discussion about joining the Blackstone Valley REDC
- 67 4. Town Common Mission Statement
- 68 5. Extension of Town Manager's Residency Requirement
- 69 6. Evaluate Street Lights
- 70 7. Purchase of additional Street Banners
- 71 8. Fire Department Ceremony

72

73 Motion #4: Selectman Picard motioned to allow the Town Manager, Blythe C. Robinson to
74 execute the lease truck contract with First Capital Equipment on the Town's behalf. Second:
75 Selectman Fleming, unanimous: Chairman Goodwin.

76

77 Motion #5: Selectman Fleming motioned to ratify the appointment of M. Denise Smith to the
78 position of Conservation Commission Department Assistant as recommended by the Town
79 Manager and to waive the 15 day waiting period. Second: Selectman Picard, unanimous:
80 Chairman Goodwin.

81

82 In a discussion regarding the benefits of joining the Blackstone Valley Regional
83 Economic Development Council the Board was in agreement to sign the participation agreement.
84 The \$1.00 per resident membership dues will be paid from the FY2012 budget subject to Town
85 meeting approval. The Board is looking to solicit representatives. Interested parties are to contact
86 the Selectmen's office.

87

88 Motion #6: Selectman Fleming motioned to approve the signing of the Participation Agreement
89 for Upton to take part as a member of the Blackstone Valley Regional Economic Development
90 Council. Second: Selectman Picard, unanimous: Chairman Goodwin.

91
92 After reviewing the Town Common Mission Statement, Selectman Picard made a few
93 changes to his draft and asked the other members to look over for any revision they care to make.
94 Other Town Departments may perhaps wish to be involved in this process stated Selectman
95 Picard.

96
97 In regards to the relocation stipulation of the Town Manager’s contract, the Board agreed
98 with a six-month extension.

99
100 Motion # 7: Selectman Picard motioned to extend the relocation clause in the Town Manager’s
101 contract for an additional six-months. Second: Selectman Fleming, unanimous: Chairman
102 Goodwin.

103
104 Discussion item #6, to evaluate the Town’s street lights. It is the intent of the Board to
105 evaluate and perhaps eliminate some of these street lights. The Town Manager informed the
106 Board that she is planning on meeting with Chief Bradley to review a list of 314 street lights In
107 Town and to hear his recommendation.

108
109 Additional banners for the Main Street poles will be revisited at the Boards next meeting.

110
111 Correspondence received:

- 112 A: Thank you letter from the 911 Fund for equipment donations. These will be sent to the
- 113 Dominican Republic
- 114 B: Letter of resignation from UCTV PEG Access Provider
- 115 C: Letter from the Department of Environmental Protection Re: approval to conduct the
- 116 Pilot study for the Richard Wellfield.

117
118 Motion # 8: Selectman Fleming motioned to accept with regret, the resignation of UCTV
119 Producer Jon Miguel. Second: Selectman Picard, unanimous: Chairman Goodwin.

120
121 Regarding the third-water source, Selectman Picard noted that there has been a lot of
122 conversation around Town about spending additional monies for this third-water source location.
123 An executive summary of the Richard Wellfield will be drafted by the Town Manager to help
124 alleviate concerns and insure that it is the best investment for the Town.

125
126 Chairman Goodwin called for a ten-minute recess.

127
128 At 6:59pm the Board reconvened.

129
130 7:00pm, Chairman Goodwin opened the Pole Location Petition Hearing for Elm Street
131 (Plan #9028888). Representative Dan Larson from National Grid came before the Board. All
132 abutters were notified. The description was read aloud by Chairman Goodwin. Approval from
133 Highway Supervisor John Johnson was received. Chairman Goodwin asked if there were any
134 questions from the abutters. 52 Elm St resident Gordon & Pauline Marquis voiced their concerns
135 about installation of this stub pole. The property owner of 53 Elm St Robert & Susan Carchedi
136 where this guy stub pole is to be installed voiced their concern about the location of the stub pole

137 as it will be located directly in front of their house. They therefore would prefer placement at
138 another location. Representative Larson said he is not sure if anything can be done to relocate
139 this pole. Mr. Marquis inquired about a concrete foundation. Mr. Larson did not discount that
140 idea but noted it most likely will not happen. He did confirm that National Grid will not use a
141 push brace.

142 Due to another hearing that is scheduled, Chairman Goodwin at 7:09pm motioned to
143 recess the Elm Street hearing.

144

145 7:10pm, Chairman Goodwin opened the Pole Location Petition Hearing for 66 School St
146 and motioned to recess that hearing.

147

148 7:11pm Chairman Goodwin reconvened the Elm St Hearing. Discussion continued about
149 the possibility of moving this guy stub pole a few feet. Robert Carchedi still has concerns.
150 Selectman Fleming asked that National Grid come back with a better recommendation. Mr.
151 Larson stated the only other solution is for a push brace which is not a welcome alternative
152 which was stated earlier by the property owner Robert Carchedi.

153 After a brief discussion with the National Grid representative, the Selectman agreed to
154 recess this hearing until 6:30pm Tuesday, September 21, 2010 at the same Church St location.
155 Notices will be sent out to all abutters regarding the continuance of this hearing.

156

157 At 7:17pm Chairman Goodwin reconvened the 66 School Street hearing for (Plan
158 #8685393). Representative Dan Larson from National Grid came before the Board. All abutters
159 were notified. The description was read aloud by Chairman Goodwin and site approval was
160 received from Highway Supervisor. Chairman Goodwin asked if there were any questions from
161 the Board, hearing none, he then ask if there were any abutters who had questions, hearing none,
162 he then asked if the general public had questions. No residents attended to voice concerns over
163 the installation of this proposed new JO P. #31. This pole is to service a new house at 66 School
164 St.

165 At 7:20pm, Chairman Fleming closed the Pole Location Hearing.

166

167 Motion # 9 Selectman Fleming motioned to approve the installation of a new JO P. #31 for 66
168 School Street (Plan #8685393). Second: Selectman Picard, unanimous by Selectman Goodwin.

169

170 The Board welcomed Library Trustees Chairman John Robertson Jr., Trustees Mariam
171 Wolff, George Klink, Charlotte Carr, Judith Katz, and Library Director Mathew Bachtold. This
172 joint meeting was for the purpose of filling a vacancy due to the resignation of Trustee Candice
173 Reid. Chairman Goodwin opened the nominations for Library Trustees. Trustee Chairman
174 Robertson said he received letters of interest from resident Laurie Wodin and Cynthia Coley.
175 These letters were reviewed by both the Selectmen and the Trustees. Recommendations for
176 Laurie were voiced by the Trustees. Chairman Goodwin asked if there were any other
177 nominations for the position of Library Trustee. Hearing none, the nominations were closed.

178 Chairman Goodwin polled the member to vote:

179 Mariam Wolff, Charlotte Carr, Judith Katz, George Klink, John Robertson, Robert Fleming,
180 Michael Goodwin all voted for Laurie Wodin. Ken Picard voted for Cynthia Coley. Majority: 7-1
181 for Laurie Wodin. The Board congratulated Ms. Wodin and informed her that she must be sworn
182 in at the Town Clerk's office before assuming her responsibilities as a Trustee.

183
184 Library Trustee Chairman John Robertson made a motion to adjourn their meeting; it was
185 seconded, unanimous vote.

186
187 Regarding upcoming budget discussions for FY2012, Selectman Picard asked the Town
188 Manager to draft a preliminary executive summary on the Town's overall budget. The Board will
189 work with her on compiling the information. Ms. Robinson will be meeting with the Finance
190 Committee to prepare for the budget process.

191
192 The Open Space Committee submitted a draft letter to the Board which if approved, will
193 be sent to the owner of Sweetwilliam Farm, Gail Harrington. Seeing that the Board just received
194 this copy today, they would need time to fully evaluate it's contents.

195
196 Chairman Goodwin reminded the public that Tuesday, September 14th is Primary day.

197
198 In closing, the Town Manager informed the Board that she attended a DOR seminar on
199 regionalization with other Towns that she found interesting. She shared information on some
200 specifics she received.

201
202 Motion # 10: Selectman Picard motioned to adjourn the meeting at 7:45pm. Second: Selectman
203 Fleming, unanimous: Chairman Goodwin.

204
205 Respectfully submitted,
206 Karen L. Varney, Department Coordinator

207
208
209 Memo To: Board of Selectmen
210 From: Blythe C. Robinson, Town Manager
211 Date: September 2, 2010
212 Re: Town Manager's Weekly Report

213
214
215 Warrants:
216 • Payroll: \$ 71,227.90
217 • Expense Warrant: \$769,480.01

218
219 September 7th Agenda Items:
220 B. Invited Guests:
221 • Members of both the Board of Assessors and Library Trustees will be present to
222 deliberate and then participate in elections for the vacancies that each board has.
223 Copies of the background on the proposed candidates are included in your agenda
224 packet.
225 • There will be two pole hearings beginning at 7:00 PM for locations on Elm Street
226 and School Street. Background on both of those is included in your packet.

227
228 D. Discussion Items:

- 229 1. Lease/purchase DPW Dump Truck: The replacement 5-ton dump truck has been
230 ordered from the vendor, and financing approved by First Capital Equipment
231 Leasing. The contract for the lease purchase requires your approval so that I may
232 execute the documents. A memo on this and the contract is attached.
- 233 2. Conservation Clerk – The Conservation Commission and I have finished
234 interviews and are in the process of reference checks to confirm the candidate
235 they would like to have appointed. I will have the background on this for handout
236 at the meeting on Tuesday evening.
- 237 3. Blackstone Valley REDC: Enclosed is a memo and relevant information
238 regarding the participation agreement and background on the Council.
- 239 4. Town Common Mission Statement: Attached is the mission statement drafted by
240 Selectmen Picard for discussion and further action at Tuesday’s meeting.
- 241 5. Town Manager Residency: Attached is a memo in which I am requesting an
242 extension of the six month requirement to move to Upton or a surrounding
243 community for your consideration.
- 244 6. Evaluate Street Lights – Selectmen Picard asked that this be placed on the agenda.
245 In the meantime, I have asked the Police Chief to obtain a list of all streetlight
246 locations in Town and he and I will review it to determine where we think it
247 would be appropriate to turn off some lights.
- 248 7. Purchase of Additional Street Banners – Selectmen Picard asked that this item be
249 added to the agenda for discussion.
- 250 8. Fire Department Ceremony – Plans are coming together well to have a ceremony
251 on Monday, September 20th at 7:00 PM to welcome Chief Aaron Goodale and
252 thank the Board of Fire Engineers for their service as they are disbanded. Karen
253 and I are working on several items for your review Tuesday night that includes a
254 press release and a proclamation for Chief Bradford. We’d like to discuss with
255 you further the details of the evening so they can be finalized.

256
257 Meetings:

- 258 • Mendon Board of Selectmen, DOR Conference on Regionalization, Worldband
259 Communications, Conservation Commission – Clerk interviews, staff meeting.

260
261 For Your Information/Follow Up:

- 262 • We have received notice from Jon Miguel that he is resigning his position as our Cable
263 TV coordinator effective September 24th. I have brought this to the attention of the Cable
264 Advisory Committee and we will be looking at the requirements and schedule for the
265 position to determine if any changes need to be made before we advertise the recruitment.
266 We wish Jon well in his future endeavors!
- 267 • Enclosed with your packet is a memo designating Chief Michael Bradley as the Acting
268 Town Manager while I am away from the office for the upcoming week. I will however
269 be in Upton on September 7th to attend the next Selectmen’s meeting.
- 270 • Planning for the possible district wide meeting on the MURSD school budget is moving
271 forward. Staff from both Upton and Mendon will have a meeting with school board
272 members on Tuesday, September 7th to discuss work on this. Next week we will also be
273 receiving a list of possible moderator’s from the State Moderator’s Association so that
274 they may be considered at our joint meeting with the Mendon BOS on September 13th.