

1 Board of Selectmen

2 **Town of Upton**



3 **Massachusetts**

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7 Meeting Minutes of September 21, 2010

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

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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.

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

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17 Motion # 1 Selectman Picard motioned to approve the meeting minutes of August 30, 2010.
18 Second: Selectman Fleming, unanimous: Chairman Goodwin.

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20 Motion # 2 Selectman Picard motioned to approve the meeting minutes of September 7, 2010.
21 Second: Selectman Fleming, unanimous: Chairman Goodwin.

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23 Motion # 3 Selectman Picard motioned to approve the meeting minutes of September 13, 2010.
24 Second: Selectman Fleming, unanimous: Chairman Goodwin.

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26 Motion # 4: Selectman Picard motioned to approve the meeting minutes of September 20, 2010.
27 Second: Selectman Fleming, unanimous: Chairman Goodwin.

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29 Chairman Goodwin complimented members of the Fire Department for putting on a first-
30 class ceremony last evening to honor retiring Fire Chief Michael J. Bradford, Sr., and the
31 transition of command to Fire Chief Aaron Goodale IV.

32
33 The Board welcomed Treasurer / Collector Kenneth Glowacki. Mr. Glowacki came
34 before the Board to inform them that on October 4th the Town will be taking bids for an
35 estimated \$4,400,000 General Obligation Bond. The purpose is to provide long term permanent
36 financing for temporary Bond Anticipation notes that were issued for the Main St construction
37 and repair of the Station St. pump station. Also he is refunding \$3,138,604.25 of a prior General
38 Obligation Bond that was issued to finance the Stephan's farm land and the construction of the
39 Fire Station. He expects the interest rate will be around 3%, with a saving of around \$200,000.00
40 over the term of the bond (15 years). Mr. Glowacki will be meeting tomorrow with the Town
41 Manager and the Town Accountant along with a financial advisor from Unibank about the
42 Town's financial situation. A conference call is scheduled at 2pm tomorrow with S&P and by
43 September 30th the Town will have a new rating and hopefully get better interest rates. On

44 October 4th he will have a Bond sale, October 5th the Board will be asked to sign the Bond
45 documents as well as approving the terms. Effective date of the Bonds will be October 15th.
46

47 Town Manager Blythe Robinson presented her weekly Managers report to the Board
48 outlining discussion items, meetings she has attended and information and follow up. She was
49 also pleased to inform the Board that her application for a MIIA Loss Control Grant has been
50 approved and awarded a \$5,000 grant to purchase an emergency response trailer for the DPW
51 Water/Wastewater Department. Her full report is part of these meeting minutes attached.
52

53 Discussion

- 54 1. Mission Statement: Town Common Enhancement Committee
- 55 2. Annual budget process
- 56 3. Set date for a fall special town meeting
- 57 4. Rt. 140 Street banners
- 58 5. Update: MURD joint meeting
- 59 6. Short term disability Insurance, accident and sickness.
- 60 7. Letter of resignation from Glenn Fowler – Cable Advisory Committee.

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62 Selectman Picard spoke of the Town Common Enhancement project and the need to
63 begin moving the process forward. Selectman Fleming agreed saying the Board needs to initiate
64 the first step in setting up a committee. Selectman Picard suggested advertising for members.
65

66 Motion # 5: Selectman Fleming motioned to accept the Upton Town Common Enhancement
67 Committee Mission Statement as drafted by Selectman Picard. Second: Selectman Picard.
68 Unanimous: Chairman Goodwin.
69 Chairman Goodwin said this committee will consist of three to five members and asked for
70 letters of interest to be sent to the Selectmen's office.
71

72 Selectman Goodwin noted that at the Mendon Special Town Meeting last Monday night,
73 the voters agreed to support the Regional School District's budget by approving the transfer of
74 \$113,176 from the town's stabilization account therefore there is no need for a District wide
75 meeting. The Board thanked Town Manager Blythe Robinson for her work in gathering the
76 information and working with Mendon's Town Coordinator Dale Pleau.
77

78 Selectman Picard inquired about short term disability for the employees and asked if the
79 Town Manager would collect information for the Board to review. Ms. Robinson said she had a
80 conversation last week with Personnel Board Chairman Seema Kennedy who will look into this
81 benefit.
82

83 In review of a letter of resignation from Cable Advisory Committee member Glenn
84 Fowler, Chairman Goodwin informed the public that Mr. Fowler is his father-in-law and will
85 recuse himself from the process. Mr. Fowler has sent a letter of intention regarding the PEG
86 Access Provider position which he plans on applying for once the formal process of the internal
87 posting is completed. Selectman Picard feels it is premature to accept Mr. Fowler's resignation
88 from the Cable Advisory Committee at this time. Selectman Fleming agrees.
89

90 At 6:30pm Chairman Goodwin reconvened the September 7th Pole Location Petition
91 Hearing for Elm Street (Plan #9028888). All abutters were notified of this continuance including
92 National Grid. Chairman Goodwin asked the Board if they had any input or questions?
93 Selectman Fleming said he spoke with an individual who has worked in the field and stated what
94 National Grid has proposed is not problematic and there is really no other solution than to install
95 a new guy stub pole. Chairman Goodwin replied by saying it's the best way and he agrees with
96 keeping with the plan. At the September 7th hearing, abutters voiced their concern about a push
97 brace and wanted to insure one would not be installed.

98 Chairman Goodwin asked if there were any questions from the abutters or the general
99 public, hearing none, the hearing was closed.

100 After a brief discussion the Board made a Motion to approve.

101
102 Motion # 6: Selectman Picard motioned to accept the order for a joint pole location as submitted
103 by National Grid P23-84 (plan 9028888) with the stipulation that no push brace be installed.
104 Second: Selectman Fleming, unanimous, Chairman Goodwin.

105
106 Selectman Picard asked the Town Manger to contact National Grid relative to a pole
107 located near Pratt Pond on the corner of Hopkinton Road and School Street that has a guy stub
108 pole tied to a rotted tree and needs to be transferred to another pole.

109
110 Town Manger Blythe Robinson asked the Board for direction regarding the Town's
111 annual budget process and any changes to the budget format they would like going forward.
112 She will be meeting with the Finance Committee October 13th and needs parameters. Selectman
113 Fleming said in the past all Town Departments are notified to prepare their budgets and set target
114 dates. The Selectmen in the past have done marathon sessions on Saturday with the Departments
115 that report to the Board. Other Elected Departments and Boards operated directly with the
116 Finance Committee even though the Board of Selectmen is responsible for overall government.
117 The Elected Boards operate within their own budget with the Finance Committee.

118 Selectman Picard said the Departments have meet with the Board during their regular
119 meeting to discuss their budgets. He also stated the need to standardize the budget format.

120
121 Chairman Goodwin called for a 5 minute recess.

122 The Board reconvened at 6:55pm.

123
124 The Board talked about scheduling a Special Town Meeting in November and approved
125 meeting on October 26th to review a final Warrant for signing. It was noted that free cash should
126 be certified in a few weeks.

127
128 Motion # 7: Selectman Fleming motioned to open a Special Town Meeting Warrant for
129 November 16, 2010 at 7:00pm and to close the Warrant October 13, 2010 to be posted by
130 October 27th. Second: Selectman Picard, unanimous: Chairman Goodwin.

131 The Town Manager will notify all Departments.

132
133 A discussion took place about the town's override and the excess of funds. Selectman
134 Fleming said the intent of the override was for the School and the \$454,000.00 should to into the
135 stabilization account. Selectman Picard agrees.

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A possible Warrant article for the replacement of a borrowed server for the Town Hall may be added to the STM Warrant stated the Town Manager as the current server does not meet the Town's needs. Also the Personnel Board has approved some changes in the Town's by-laws that will be added to the Warrant for review.

The Men's Club recently requested the purchase of two defibrillators, one for the Memorial School and one for Nipmuc High School in the amount of \$1,750.00 each. Blackstone Valley Technical already has a defibrillator. The Men's Club had asked the Selectmen to fund the total amount through the Town's Trust fund as they would prefer to use their funds to help with the local food pantry, Scout projects and other needs of the Town. Selectman Picard stands firm saying he supports the Board paying half and the Men's Club paying half. Chairman Goodwin agrees with splitting the cost. Selectman Fleming suggests that they use the (Education Trust) Risteen Clause C. which the school can appropriate directly with no prior approval from the Board of Selectmen. Chairman Goodwin stated that he is welcome to have another discussion with the Men's Club if they so desire.

Regarding the Elm Street property, Town Manager Blythe Robinson said she understands the Historical Commission would like a fence for the Elm Street Park which is in the \$5,000 range. The Men's Club suggested funding coming from the Beautification fund. Once the supplies are purchased, the Men's Club has volunteered with the installation. Selectman Picard said that was a CPC function which is open space and therefore not in agreement having the funds coming from the Trust Funds. The Men's Club needs to seek other alternative funding, i.e., CPC. The Board did not welcome the idea of spending \$5,000. Chairman Goodwin commented that this is premature request, as he has not seen any plans at this point. Adding the timing is not good. Selectman Picard said there are two options, CPC or a general question on the Annual Town Meeting Warrant Article.

Correspondence:

- A: Memorandum to Municipal clients from K&P Re: Early Retirement Incentive.
- B: August report: Library Director
- C: Beacon
- D: RBC August Account Statement
- E: Copy of a letter from G. Harrington, North St, Re: Preservation of Sweetwilliam Farm.
- F: Approval from the DEP - Treatment Facility Modification for the proposed chemical feed & pumping equipment changes at Glen Ave & West River St well.
- G: Copy of a resignation from COA Board Member Susan Kenney.
- H: Letter of retirement from Chief Bradford.
- I: Correspondence from CHAPA Re: 40B, 10 Knowlton Circle.

In reviewing the Library Director's monthly report, Selectmen Picard welcomed the idea of having all departments submit a monthly activity report to the Board. Also the Board would like a monthly appropriation summary report from the Town Accountant.

180 In reference to the preservation of Sweetwilliam Farm, the CPC has asked the owner,
181 Gail Harrington for a letter of input regarding this proposed preservation project. The Board
182 reviewed the letter.

183
184 The Treatment facility modification for the proposed chemical feed and pumping
185 equipment changes at Glen Ave and the West River St Well was approved by the DEP. Bids are
186 due October 6th.

187
188 Motion # 8: Selectman Fleming motioned to accept, with regret, the resignation of Susan Kenney
189 as a member of the Council on Aging. Second: Selectman Picard, unanimous Chairman
190 Goodwin.

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192 Notification was received from CHAPA, relative to an affordable property located at 10
193 Knowlton Circle, which is a Chapter 40B project. The Town has 60-days to exercise their right of
194 first refusal. The Board asked that this information be sent to the Housing Authority for input and
195 copied to the Finance Committee. It is the Board's intention to act on this matter at their October
196 5th meeting.

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198 Selectman Picard said he would like to see an update on the Station St upgrade. He also
199 talked about outlining goals for the Town Manager.

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201 Motion # 9: At 7:42pm Selectman Fleming motioned to enter into an executive session under
202 M.G.L. Chapter 30A, s 21, exception 6, to consider the purchase or value of real estate. Second:
203 Selectman Picard, unanimous: Chairman Goodwin.

204 The Board will reconvene only to adjourn.

205 Poll taken: Robert Fleming aye, Ken Picard aye, Michael Goodwin aye.

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207 Motion # 10: Selectman Fleming motioned to adjourn the meeting at 7:51pm. Second:
208 Selectman Picard, unanimous: Chairman Goodwin.

209
210 Respectfully submitted,

211
212 Karen L. Varney, Department Coordinator

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215 Memo To: Board of Selectmen
216 From: Blythe C. Robinson, Town Manager
217 Date: September 16, 2010
218 Re: Town Manager's Weekly Report

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221 Warrants:

- 222 • Payroll: \$ 63,373.26
- 223 • Expense Warrant: \$ 50,630.02

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225 September 7th Agenda Items:

- 226 B. Invited Guests:
- 227 • Ken Glowacki is coming in at 6:15 PM to discuss an upcoming bond sale for
- 228 long-term financing of \$4.5 million later this fall.
- 229 • There is a continuation of the pole hearing regarding the Elm Street location at
- 230 6:30 PM. Background is included in your packet.
- 231
- 232 D. Discussion Items:
- 233 1. Town Common Enhancement Committee: Attached is the updated mission
- 234 statement drafted by Selectmen Picard for discussion and further action at
- 235 Tuesday's meeting.
- 236 2. Budget Process: As we discussed at the last meeting I would like to gather some
- 237 feedback from you as to how the budget process has gone on the past and what
- 238 changes you might like to make going forward.
- 239 3. Fall Town Meeting Schedule – attached is a schedule for a special town meeting
- 240 to be held on November 16th. I'm seeking your approval of this schedule so we
- 241 can let the other Town Boards know for planning and warrant article development
- 242 purposes.
- 243 4. Purchase of Additional Street Banners – Selectmen Picard is updating the census
- 244 on the number of poles that can accommodate banners and may be ready to
- 245 review that at this meeting.
- 246 5. MURSD Update – Mendon will hold its special town meeting on Monday,
- 247 September 20th. Depending on the outcome of that meeting we may have further
- 248 planning to do to be prepared for a district wide meeting on October 17th. We
- 249 have posted an agenda for another meeting with Mendon on the 23rd to vote on a
- 250 Moderator. The Town Coordinator from Mendon and I are each contacting one of
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the moderator candidates to “interview” them so that we can provide both boards with feedback.

6. Short term disability insurance, accident & sickness – Selectmen Fleming asked that this be placed on the agenda.
7. Letter of Resignation from Glenn Fowler – In your packet is a resignation letter from Glenn Fowler from the Cable Advisory Committee.

Meetings:

- Mendon Board of Selectmen, Planning Board, Personnel Board, Mass. Municipal Manager’s Association, staff meeting, Constellation Energy, MURSD School Committee member Heather Applegate.

For Your Information/Follow Up:

- I am very pleased to report that Upton has been awarded a \$5,000 grant from MIIA under its loss control program which will enable us to purchase an emergency response trailer for use by the water and sewer divisions. The trailer will be stocked with equipment and supplies that are necessary when responding to incidents and emergencies safety throughout town. We’ll let you know when we receive the trailer should you wish to check it out. A copy of the award notice is included with my report.
- The town participates in a cooperative purchasing group for the purpose of bidding out road salt for winter plowing operations. We are pleased to report that the cost of salt has dropped significantly from last year, going from \$63/ton to \$48/ton which is a savings of \$15/ton. We purchase approximately 2,600 tons/year which will result in a savings of about \$39,000.
- We have been informed by the State Dept. of Transitional Assistance that they are closing two of their offices including one in Milford. This department handles among other things the Supplemental Nutritional Assistance program (SNAP). The COA Director does not anticipate any impact on many Upton residents as most of the residents we “send” to the DTA office are either elderly or disabled. This means that they do not have to appear in person at the DTA office and are granted a phone interview for their case applications.
- The Police Department is conducting a survey of all of the street lights to determine where we would recommend turning some off. I anticipate having this available for the Board’s review at the October 5th meeting.
- I have met with Constellation Energy regarding the opportunity to change the Town’s supplier from National Grid to another provider as allowed under state law. Based upon our usage history and the current status of rates available for power it appears that the Town can switch suppliers and slightly reduce our generated power costs as well as lock into rates to avoid peaks in future years. I plan to have an analysis ready for your review at the October 5th meeting. Since the Town spends over \$100,000 per year on generated power and a contract to lock into a price is required the day you receive favorable pricing I will be requesting approval in advance to execute such a contract.
- On September 14th the DEP visited in order to conduct a sanitary survey of our water system. This is typically done by the state every other year. They met with the water/sewer supervisor and toured all of the facilities. The meeting went well with only minor items to be fixed and a request that we provide them with our capital

1 improvements performed in recent years and those planned in the future. The fact that
2 this meeting went well is a compliment to our water system staff. We'll provide you with
3 the full report when it arrives.

- 4 • The Board of Health has passed new regulations that require all dumpsters to be
5 registered with them starting September 20th. Several of our town buildings have
6 dumpsters for trash service so we will be working on submitting our applications. The
7 fee will be waived for all town owned locations.
- 8 • The Police Department will be busy in the coming weeks preparing for a visit from
9 assessor's reviewing the department's policies and procedures and how they comply with
10 the standards necessary for accreditation. Department accreditation is an important step
11 for our department and we look forward to this step in the process.
- 12 • The road work being funded by our chapter 90 allocation is still underway and due to be
13 wrapped up next week. Final paving of East Street and Cider Mill Lane should occur on
14 Monday and Tuesday, with Warren Street to follow.

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