

Board of Selectmen

Town of Upton



Massachusetts

Meeting Minutes: August 25, 2009

Location: Fire & EMS Headquarters, 20 Church Street

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 5:30pm.

At 5:31pm, Chairman Picard motioned to enter into Executive Session under M.G.L. Chapter 39, s. 23B, exception #3, Litigation. At the close of this Executive Session, the Board will reconvene regular session.

Poll taken: Michael Goodwin "I", Robert Fleming "I", Ken Picard "I".

5:55pm, the Board reconvened to regular session.

Poll taken: Ken Picard "I", Michael Goodwin "I", Robert Fleming "I".

The Board agreed to take a five minute recess.

At 6:00pm the Board reconvened to regular session.

Refund Treasury Warrant No.W10-09r in the amount of \$3,835.59, Payroll Treasury Warrant No. PR10-09 in the amount of \$72,599.16 and Appropriation Treasury Warrant No.W10-09 in the amount of \$736,836.19 was approved as submitted.

Motion # 1: Selectman Fleming motioned to approve the August 11, 2009 meeting minutes as submitted. Second: Selectman Goodwin, unanimous: Chairman Picard.

Motion # 2: Selectman Fleming motioned to approve the August 17, 2009 meeting minutes as submitted. Second: Selectman Goodwin, unanimous: Chairman Picard.

Historical Commission Chair Barbara Burke was welcomed by the Board. Ms. Burke was pleased to report the progress on the 18 Elm Street Park saying volunteers have completed a major clearing of brush and debris. Trail layouts are in process and she is working with Landscape designer Liz Morrison. Ms. Burke noted that former resident, 98 year old Malcolm Pearson recently donated a historic shard that he discovered in the stone chamber located on the property some time ago. This shard will be stored in the Town Clerk's safe. Ms. Burke sent a thank you letter to Mr. Pearson for the number of documents and photographs he has donated to

45 the Commission relating to the chamber. It was suggested that the Board send Mr. Pearson a
46 certificate signed by the Board.

47 Chairman Picard noted that Historical Commission member Jerry Owczarzak gave him a
48 tour of the Elm Street site and sent kudos to the volunteers and DPW employees' for their
49 services. The volunteers are a true asset to the community.

50 Ms. Burke noted the Town's 275th Anniversary celebration schedule will soon be
51 published in the Town Crier.

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53 Next on the Board's Agenda was to have a discussion of the Assistant Inspectors
54 positions and salaries. After reviewing information received from the Town of Westborough,
55 Grafton, Bellingham and Northbridge, the Board considered different options in modifying the
56 salary of these Inspector positions. Due to time constrains, they tabled further discussion until
57 later on in the meeting as they needed to conduct the second round of interviews for the DPW
58 position.

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60 Last week the Board interviewed three candidates for the DPW Wastewater position. This
61 week the Board has asked two applicants to come back for a second interview. They welcomed
62 back applicant Jonathan Dawe. Present during the interview process was Personnel Board
63 member John Sicurella and Water/Wastewater Superintendent Ron Sansouci. Selectman
64 Fleming wanted to insure that Jonathan understood that if he was hired for the position, he would
65 be on a six-month probationary period and if the Town endures any financial problems next year
66 he could possibly be laid off. Jonathan acknowledged the clarification. After the panel asked
67 questions about licenses and work history, the Board thanked him and told him they would get
68 back in touch with him in a timely manner. They have another interview scheduled for 7:00pm.

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70 Dialogue continued relative to the Code Enforcement Assistant Positions
71 finally agreeing on an annual stipend for lead inspectors of \$1,500.00 and \$1,000.00 for
72 Assistant Inspectors plus an hourly rate of \$30 were approved. A memorandum will be sent to
73 Building Inspector Patrick Roche notifying him of the Board's decision and requesting that he
74 come before them for dialog.

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76 Regarding the Assistant Inspectors appointments, Chairman Picard, who is an Electrician,
77 recused himself from this Motion as he has had a professional interaction with Assistant Wiring
78 Inspector David Stanley.

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80 Motion # 3: Selectman Fleming motioned to appoint David Stanley as an Assistant Wiring
81 Inspector for the Code Enforcement Department expiring May 2010.
82 Motion was lost due to lack of a second to the motion.

83 Selectman Goodwin stated he was not in favor of approving this appointment.

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85 Motion # 4: Selectman Fleming motioned to appoint Thomas French as an Assistant Gas
86 Inspector for the Code Enforcement Department expiring May 2010. Second: Selectman
87 Goodwin, unanimous: Chairman Picard.

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89 The Selectman gave an update of their goals for fiscal year 2010.

- 90 1. Town Manager Position: The Committee Members plan on meeting twice a month
91 and will soon be updating the Board to their progress.
- 92 2. Reorganize: Fire / EMS Dept: (Fire Chief Screening Committee): Mission
93 Statement was drafted by Selectmen Goodwin and approved by the Board. A plea
94 from Selectmen Goodwin for residents to be part of the new structure by
95 volunteering to serve on the Committee for the Fire Department. Letters of
96 interest are needed to insure good balance. The Board of Selectmen may have to
97 provide the leadership for this Committee. The Board is looking to have this
98 Committee set up by late September.
- 99 3. Main St water main project: Construction moving along.
- 100 4. Station St Pump Station rehab: Chairman Picard has spoken with Robert Sims, of
101 Pare Corp., relative to a sub-contractors bid. The bid has been reduced to \$7,500.
- 102 5. Beautification of Lakeview Cemetery: Moving along.
- 103 6. Land Swap with State DCR: Meeting held on August 13th with Representative
104 Peterson and other officials went well. A site walk was conducted. Chairman
105 Picard said he hopes to hear some news within the next two-months.
- 106 7. Town Dept. purchasing program: Selectman Fleming will be working with the
107 Town Accountant.
- 108 8. Municipal bldg energy conservation program: Chairman Picard making contacts.
- 109 9. Town Hall Renovation: 4 Members appointed to a Committee overseeing this
110 project. 1st meeting was on August 4th. Michael Gorman, of Gorman Richardson
111 Architects will assist this Committee. More letters of interest needed.
- 112 10. Town Hall Window Replacement Committee: Three members appointed.
- 113 11. Town Government Calendar – completed.
- 114 12. West River St well site: Off site meeting needs to take place. State requires
115 progressive action over the next 3 years. Focus on the process and moving
116 forward.
- 117 13. Delineate a Town water & wastewater district: Tata & Howard involved.
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120 **D: Correspondence reviewed:**

- 121 • Fire Chief and Town Manager Search Committee:
 - 122 ○ See letters of interest received.
- 123 • Letter from Superintendent-Director Michael Fitzpatrick Re: State owned land
124 to be used in the FY2011 Cherry Sheet calculations. Values found at:
125 mass.gov/dls.
- 126 • RBC Account Statement
- 127 • CMRPC, appointment of Delegates and Alternates.
- 128 • Copy of an article drafted by the Upton Cable Advisory Committee for
129 publication in the Town Crier.
- 130 • Information from MIIA Re: DOT Drug and Alcohol testing program and the
131 Wellness Program.
- 132 • Email received from a resident voicing her concerns about a Casino. (The
133 Selectmen have reservations and have received both positive and negative
134 feedback).
- 135 • Requests (2) to serve on the Cultural Council as recommended by B. Adams.

- One-bid received for the 1985 (surplus) mower.

E: Confidential material reviewed:

- Email from Town Council: Re: Industrial Communications.
- Memorandum from Chief Bradley dated August 10th Re: Communications.

A letter of interest received from resident, Stephen Matellian.

Motion # 5: Selectman Fleming motioned to appoint Stephen Matellian to serve on the Town Manager Search Committee. Second: Selectman Goodwin, unanimous: Chairman Picard.

Motion # 6: Selectman Goodwin motioned to approve the Fire Chief Screening Committee Mission Statement. Second: Selectman Fleming, unanimous: Chairman Picard.

The Board welcomed back John Schreiber who interviewed for the Wastewater position last week. John was called back this week for a second interview. Selectman Fleming wanted to make sure John understood that there is a six-month probation period and the DPW Department will be doing cross training and if the Town should experience any financial difficulties, any new hire would be the first to be laid-off. It was made clear that the necessary licenses would need to be obtained within a specific time period. After the interview, the Board noted that they will need to discuss which candidate would make a good fit. After the candidate left the meeting the Personnel Board Member and the Wastewater Superintendent gave input and recommended Mr. Schreiber for the position. The Board will continue their discussion on filing this position towards the end of their meeting.

After reviewing the limitations of the existing 911 system, Emergency Management Director Brian Kemp came before the Board with a proposal to replace the existing PC based Community notification system. He contacted several vendors and chose two to make presentations. In his report, Director Kemp gave an overview of the current system stating that it takes about ten-hours to notify the entire Town compared with the Code RED system, which he is recommending, would take three to five minutes. The second vendor he interviewed, Swiftreach was not recommended and listed the reasons why in his report to the Board. Code RED Emergency Communications Network cost is about \$558.00 over the FY2010 line budget for Reverse 911 support. Director Kemp is seeking the Board's support along with funding for the additional \$558.00.

Also Director Kemp spoke of shelters in cases of emergency stating that Nipmuc Regional Middle/High School will be presenting him with a proposal shortly. He also has one facility that will be animal friendly.

The Board fully supported the change over to Code RED Emergency Communications Network.

Motion # 7: Selectman Fleming motioned to approve the amount of \$600.00 from the William Knowlton Trust Fund to be applied to the CodeRED Emergency Communications Network. Second: Selectman Goodwin, unanimous: Chairman Picard.

181 After the review of letters of interest to serve on the Fire Chief Search Committee, it is
182 the opinion of the Board to hold on appointments until additional letters of interest are received.
183 The Board will take the initiative and head up the Committee by the end of September if there is
184 a lack of volunteers.

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186 Regarding annual appointments, Chairman Picard noted that the Department Coordinator
187 is in the process of drafting a letter that will be sent out to all Boards, Committees and
188 Commissions in April asking if they would like to continue serving the Town and therefore
189 request a reappointment.

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191 A request from CMRPC for an alternative member. It is the Boards understanding that
192 Jim Bates, Jr., was appointed as the alternative.

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194 Motion # 8: Selectman Fleming motioned to appoint Robin Pike to serve on the Upton Cultural
195 Council. Second: Selectman Goodwin, unanimous: Chairman Picard.

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197 Motion # 9: Selectman Fleming motioned to appoint Kelly Hurd to serve on the Upton Cultural
198 Council. Second: Selectman Goodwin, unanimous: Chairman Picard.

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200 Motion #10: Selectman Fleming motioned to accept the sole bid received for the surplus 1985
201 lawn mover. The bid of fifty-dollars received from Richard Randall of Christian Hill Road.
202 Second: Selectman Goodwin, unanimous: Chairman Picard.

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204 With all the media coverage lately about the possible influx of the H1N1 flu this winter,
205 the Board has requested meeting with the Board of Health to provide residents with preparedness
206 and needed information.

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208 Brief discussion relative to a water problem Milford experienced and what the Town of
209 Upton can do to provide residents with information in case a similar problem arises. Chairman
210 Picard will speak with Water/Wastewater Ron Sansouci about a policy

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212 Conversation continued relative to the vacant Wastewater Operator position. It was the
213 opinion of both Selectman Goodwin and Selectman Fleming that candidate John Schreiber was a
214 good fit for the Department and is more qualified. Chairman Picard noted his licenses were a
215 clear advantage. It was a unanimous decision to offer the position to Mr. Schreiber.

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217 Motion # 11: Selectman Fleming motioned to offer candidate John Schreiber the position of
218 Wastewater Operator subject to the customary six-month probationary period and that he attain
219 his Wastewater Operator License within that probationary period. Second: Selectman Goodwin,
220 unanimous: Chairman Picard.

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224 The Personnel Coordinator will draft an offer letter to Mr. Schreiber with follow up
225 letters to the other two candidates, Mr. Dawe and Mr. Bokoski that their resumes will remain on
226 file in the Selectmen's office.

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Chairman Picard noted that he and Ron will work on fine-tuning the titled position within the DPW Hourly Compensation Matrix.

With no other business before them, the Board Adjourned.

Motion # 12: At 8:10pm, Selectman Fleming motioned to adjourn the meeting. Second: Selectman Goodwin, unanimous by Chairman Picard.

Respectfully submitted,
Karen L. Varney, Department Coordinator