

1 Board of Selectmen

2 **Town of Upton**



3 **Massachusetts**

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7 Meeting Minutes: September 24, 2009

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9 *Location:* Fire & EMS Headquarters, 20 Church Street

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

13  
14 The meeting was called to order at 7:00pm.

15  
16 Appropriation Treasury Warrant No. W10-13 in the amount of \$685,125.15, Refund  
17 Warrant No. W10-13r in the amount of \$2,401.46 and Payroll Treasury Warrant No.  
18 PR10-13 in the amount of \$75,658.09 was approved on Tuesday, September 22<sup>nd</sup> as  
19 submitted.

20  
21 *Motion # 1:* Selectman Goodwin motioned to approve the meeting minutes of September 10,  
22 2009 with corrections on line #16. Second: Selectman Fleming, unanimous: Chairman Picard.

23  
24 *Motion # 2:* Selectman Goodwin motioned to approve the meeting minutes of September 17,  
25 2009 with a correction on line #48. Second: Selectman Fleming, unanimous: Chairman Picard.

26  
27 The Board welcomed Building Commissioner Patrick Roche to their meeting. The  
28 purpose is to have a general discussion about the Assistant Inspectors compensation the Board  
29 approved at their September 25<sup>th</sup> meeting. Commissioner Roche does not support the annual  
30 stipends and the \$30.00 an hour the Board has recommended and approved. Commissioner  
31 Roche cited additional time involved with the homeowner or builder. He said the month of June  
32 was up 7% and in his opinion, feels the economy is slowly coming back and does not want to  
33 lose the good people he has. Chairman Picard added that if the Department does one-hundred &  
34 twenty-five inspections annually, do the math, it's a fair proposition. He added he does not have  
35 a problem negotiating a fee for emergency calls. Selectman Goodwin commented on  
36 compensation from other contiguous Towns noting comparable compensation. Selectman  
37 Fleming said the client is entitled to quality of service and if there is need to evaluate further with  
38 additional input and to get a better measure of hours ok. Chairman Picard agreed that all parties  
39 need to continue dialog and asked Commissioner Roche to come back to the Board in two-weeks  
40 for further dialog.

41  
42 *Motion # 3:* Selectman Fleming motioned to rescind the statement of approval by the Board at  
43 their September 25<sup>th</sup> meeting, agreeing to an annual stipend for lead inspectors of \$1,500.00 and

44 \$1,000.00 for Assistant Inspectors plus an hourly rate of \$30. Compensation will be re-visited at  
45 a future date. Second: Selectman Goodwin, unanimous: Chairman Picard.

46  
47 Next on the Agenda, Collector-Treasurer Kenneth Glowacki came before the Board to  
48 discuss the matter of security, confidentiality and disposal of records. To comply with the  
49 Governor's Executive Order No. 504, regarding the security and confidentiality of personal  
50 information. Mr. Glowacki has recommended using an e-filing system. This eDrawer, a  
51 document management system can manage over 400plus different file types as well as historical  
52 records that the Town Treasurer's office stores in the Town hall storage room. Along with a  
53 policy and the needed equipment for the disposal of documents, this would serve to meet the new  
54 requirements. The required software would run under \$10,000.00. Mr. Glowacki suggested  
55 adding this as a Warrant Article for the upcoming Special Town Meeting.

56 Selectman Fleming added that his Company currently uses the same method and is fully  
57 supportive of this process. Selectman Goodwin echoed the same noting he is familiar with the  
58 process as well. Chairman Picard agreed to move forward and asked Mr. Glowacki to Coordinate  
59 a date and time for the Town Departments to come in for a demonstration.

60  
61 The Board welcomed Board of Fire Engineers, Chief Michael Bradford, Michael  
62 Marchand and EMS Director Brian Kemp. Selectman Fleming began the conversation by saying  
63 the new Fire & EMS Department management structure has been in process for about five-years  
64 and the hiring of a new Chief was approved in 2008. There has been a slow response for Search  
65 Committee members. It is the recommendation of the Board to spearhead this process. Selectman  
66 Fleming sent kudos to the Town Manager Search Committee who has been well organized and  
67 meeting frequently. He would like the Fire Chief Search Committee to emulate the same process.

68 Chief Bradford said he has spoken with Uxbridge Fire Chief Peter Ostroskey who has  
69 sent a note offering to assist the Town in this Search. Selectman Fleming's stated that what is  
70 needed is diversity within the Committee. EMS Director Brain Kemp would like to see citizen  
71 involvement and someone involved in both Fire and EMS. BOFE Member Mike Marchand  
72 agreed this is a long process needing highly dedicated people. More time is needed to spread the  
73 work and recruit the right people.

74  
75 Robert Sims of Pare Corporation stopped in during the Board's meeting to give them a  
76 recommendation notice, change order, and Notice of Award regarding the Station Street Pumping  
77 Station upgrades. R.H. White Construction was the low bidder recommended. Mr. Sims also  
78 gave a brief update on the Main Street water main project which is moving along with an early  
79 October finish date. He will send the AA, Jim Bates an email with more specifics.

80  
81 The Board reviewed their goals for FY10:

82 1. Town Manager: Committee meets regularly. Twenty-seven applications  
83 received to date. This Committee has drafted an Employment Background Investigation  
84 form that asked the applicants to authorize and sign. The Board would like this document  
85 reviewed by Town Counsel. Personnel Board to get involved with the process.

86 2. Reorganization of the Fire & EMS Department: Additional letters of interest  
87 needed. Notes were received from two area Fire Chiefs who are interested in serving.  
88 Letters from the Board will be sent.

89 3. Main St water main project: Some minor bumps – on schedule and budget.

- 90 4. Station St. Pump Station rehab: Paperwork received earlier from Robert Sims.  
91 5. Beautification: Lakeview Cemetery: Paving complete.  
92 6. Land swap with State DCR: Chairman Picard in process of drafting a response  
93 letter to the DCR.  
94 7. Purchasing program: Selectman Fleming will work with the Town  
95 Accountant.  
96 8. Municipal bldg energy program: on going.  
97 9. Town Hall renovation project: members appointed. Send note to request  
98 posting first meeting.  
99 10. Town Hall window rehab: The Committee will have a recommendation by the  
100 end of October.  
101 11. West River well site: Selectman Fleming will contact Don Tata Re: progressive  
102 action.  
103 12. Delineate a Town water District: Propose \$3,000 Warrant Article.  
104

105 Motion # 4: Selectman Goodwin motioned to approve payment of \$33,988.90 to Bevilacqua  
106 Paving for services at Lakeview Cemetery coming from the Risteen D Trust fund. Second:  
107 Selectman Fleming, unanimous: Chairman Picard.  
108

109 Brief discussion took place about the possible purchase of a Veterans monument for the  
110 cemetery. Selectman Goodwin will have dialog with members of the Veterans Council.  
111

112 Chairman Picard inquired about the LHPC (Local Housing Partnership Committee) and  
113 believes this Committee is not currently active. Selectman Fleming asked that Committee  
114 member Al Holman submit a report, noting activity if any with this Committee.  
115

116 Also, the DPW Advisory Board has been inactive stated Chairman Picard and it is the  
117 obligation of the Board to contact them and insure the process is in place. Conversation as to the  
118 purchase or lease of a vehicle. Chairman Picard will have dialog with a Finance Committee  
119 member. Selectman Picard will contact the Advisory Committee.  
120

121 Thank you goes out to Tom Dodd taking care of the Beaver Dam issue on Southborough  
122 Road and the emails to keep the Board informed.  
123

124 According to Town Clerk Kelly McElreath, the Town of Shrewsbury has petitioned  
125 Senator Michael O. Moore for legislation so there can be added questions to the upcoming State  
126 Ballot. Town Clerk, Kelly McElreath does not think this will happen as Secretary Galvin is  
127 opposed.  
128

129 After receiving new information regarding the DPW Waste Water Position, Selectman  
130 Fleming stated his concerns with the Candidate the Board has recommended for the position. The  
131 candidate did not bring up the matter of surgery which is now scheduled for October 22<sup>nd</sup> and the  
132 concerns are with the time frame of January 2010 for employment. He does not support moving  
133 forward with this candidate. Selectman Goodwin agrees with Selectman Fleming and shares the  
134 same concerns. It could be late January before this candidate can come aboard and is not in favor  
135 of accepting his letter. Chairman Picard is undecided as how he wishes to proceed. He did have a

136 conversation with Water/Wastewater Superintendent Ron Sansouci who supports waiting for this  
137 candidate. Selectman Fleming noting the requirements of the DEP saying they need to fill this  
138 position as soon as possible.

139 Chairman Picard confirmed the need to deal with one issue first, then next week decide  
140 on moving forward with candidate #2 or re-advertising the position.

141  
142 Motion # 5: Selectman Fleming motioned to not accept the letter of the job offer letter  
143 acceptance submitted on September 14<sup>th</sup> from John Schreiber. Majority vote: Selectman  
144 Goodwin. Poll taken: Robert Fleming "I", Michael Goodwin "I".  
145 Chairman Picard: opposed.

146  
147 The Board will continue the process at their October 1<sup>st</sup> meeting.

148  
149 In review of the cost involved for drug and alcohol testing for all employees, the Board  
150 agreed only to continue testing the DPW Employees. The Town would not receive any decrease  
151 in the insurance premium if this testing was extended to all employees.

152  
153 Memo from K&P to Municipal Clients Re: Amendments to Conflict of Interest Law. This  
154 amendment requires each municipality to designate a senior level employee who will serve as its  
155 Liaison to the Ethics Commission. Chairman Picard designated the Administrative Assistant Jim  
156 Bates to coordinate this process until a Town Manager is in place.

157  
158 After receiving a letter of request from United Nations Association of Greater Boston, the  
159 Board signed the October 24<sup>th</sup> Proclamation as United Nations Day.

160  
161 Motion # 6: Selectman Fleming motioned to proclaim October 24, 2009 as United Nations Day.  
162 Second: Selectman Goodwin, unanimous: Chairman Picard.

163  
164 **D: Correspondence received:**

- 165 ⇒ Sign placement request from Upton Youth Club (*approved*)
- 166 ⇒ Summary of Services 8/26 – 9/25/09 Lorinc Consulting
- 167 ⇒ Note: West River St playing Field.
- 168 ⇒ Invitation from National grid: Informational meeting Re: Storm plans.
- 169 ⇒ State Ethics Commission: Conflict of Interest Seminar October 22nd.
- 170 ⇒ Request from United Parish to place five-signs for upcoming events. (*approved*)
- 171 ⇒ Copy of violation notices from the Code Enforcement Department.
- 172 ⇒ Delta Dental Agreement.
- 173 ⇒ Survey Notice to all employees.
- 174 ⇒ Thank you letter from Joan Scribner, Principal Nipmuc Regional High School.
- 175 ⇒ Letter from the Town of Uxbridge, Board of Selectmen Chair Michael Potaski Re:  
176 Meeting of Blackstone Valley area Towns with respect to budget constraints.

177  
178 Motion # 7: Selectman Fleming motioned to approve the placement of signs for the UYC  
179 Basketball registration as stipulated in a request dated September 23<sup>rd</sup>. Second: Selectman  
180 Goodwin, unanimous: Chairman Picard.

181

182 Motion # 8: Selectman Fleming motioned to approve the placement of signs for the United  
183 Parish for 3 Community Concerts, September 26<sup>th</sup>, November 1<sup>st</sup> and January 8<sup>th</sup> – 9<sup>th</sup> as  
184 stipulated in a request received September 21<sup>st</sup>. Second: Selectman Goodwin, unanimous:  
185 Chairman Picard.

186

187 A survey notice was sent to all non-Union Town Employees from Insurance Coordinator  
188 Jim Bates inquiring as to the interest in participating in the voluntary dental and A&S Insurance  
189 program.

190

191 Key issues for next weeks meeting:

192 ⇒ Open STM Warrant

193

194 Motion # 9: Selectman Fleming motioned to adjourn the meeting at 8:52PM. Second: Selectman  
195 Goodwin, unanimous: Chairman Picard.

196

197 Respectfully submitted,

198

199 Karen L. Varney, Department Coordinator

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202

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