

Board of Selectmen

Town of Upton



Massachusetts

Meeting Minutes October 27, 2009

Location: Fire & EMS Headquarters, 20 Church Street – 2nd floor training room.
Present: Chairman Kenneth E. Picard, Selectman Michael E. Goodwin, and Department Coordinator Karen L. Varney. Selectman Robert J. Fleming was not present.

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

Appropriation Treasury Warrant in the amount of \$737,815.21 and Payroll Treasury Warrant in the amount of \$72,462.35 approved as submitted.

Motion # 1: Selectman Goodwin motioned to approve the meeting minutes of October 15, 2009 as submitted, Majority: Chairman Picard.

Motion # 2: Selectman Goodwin motioned to approve the meeting minutes of October 20, 2009 as submitted, Majority: Chairman Picard.

The Board welcomed Building Inspector Patrick Roche, Inspector of Wiring, John Poirier, and Plumbing Inspector Walter A. Hopkins. The purpose of this meeting is to have a conversation relative to fair compensation for the Inspectors. Inspector Roche copied the Board on a proposal for an annual stipend along with other compensation considerations. In his proposal, Inspector Roche asked for consideration for a \$6,000 annual stipend for lead inspectors and a \$3,000 annual stipend for the Assistant Inspectors in addition to a \$50.00 per hour respectively. A fee of \$100 per hour for a weekend or holiday call was also proposed. Inspector Roche, noting concerns with the .445¢ for mileage reimbursement, has recommended the Federal Rate of .55¢.

Chairman Picard asked Inspector Roche how many hours annually would be projected for each prospective trade. In response Pat said it is difficult to project.

From the time frame of January to July 1st, *permits* for wiring totaled 113, plumbing & gas totaled 129 and building inspection permits were 185. Actual inspections, for wiring 201, plumbing & gas 125 and building were 290. Average time spent for inspections were noted as one-hour.

It was also noted, and in Chairman Picard's opinion, that Inspector Roche should get proper compensation as well for the many jobs he performs.

The Board will review this proposal when Selectmen Fleming returns and will meet with Inspector Roche in two-weeks.

Goals for FY2010 were reviewed.

- 45 ⇒ *Town Manager: 80 applications received to date. Internal posting completed with one*
- 46 *application submitted).*
- 47 ⇒ *Reorganization of Fire / EMS Department: Seven-members appointed to the Search*
- 48 *Committee. First meeting to be set up.*
- 49 ⇒ *Main St water main project: Nearing completion.*
- 50 ⇒ *Station St Pump station rehab: 1st pre-construction meeting to be set up.*
- 51 ⇒ *Beautification of Lakeview Cemetery: Complete*
- 52 ⇒ *Land Swap with DCR: In process*
- 53 ⇒ *Town Department purchasing program: In process*
- 54 ⇒ *Municipal building energy conservation program: On STM Warrant for funding.*
- 55 ⇒ *Town Hall renovation project: 1st meeting, December 1st.*
- 56 ⇒ *Town Hall window replacement: Report submitted on October 27th.*
- 57 ⇒ *West River St well site: In process*
- 58 ⇒ *Delineate a Town water & wastewater district: STM Warrant.*

59
60 The Board welcomed Town Hall Window Replacement Committee members, Kelly
61 McElreath Chair, Don Arthur, David Mackey and Mike Gorman of Gorman Richardson
62 Architects, Hopkinton. Chairman Picard began by thanking the members for taking the time to
63 volunteer their time. The Committee members were appointed by the Board in July of this past
64 summer and have been meeting on a regular basis.

65 Don Arthur gave a comprehensive summary of the fifty-five page report prepared by
66 Mike Gorman. The committee investigated three window categories, *new windows, insert*
67 *window and replacement (sash)* keeping in mind cost, functionality and historical preservation.
68 Of the five-options, the Committee has recommended two-options focusing on energy
69 conservation as a priority and listing the pros and cons.

70 1. Interior sash replacement, being the least expensive. The existing historical windows
71 would remain intact for future decision regarding the Town Hall renovations. The con is
72 windows would not be functional.

73 2. Replacement sash eliminates the need for exterior storm windows and
74 provides historic appearance, full functional windows. Cons, increase in costs. Both these
75 options were a Majority vote of the Committee.

76 As far as qualifying for CPC funding, the Committee is researching that possibility. The
77 CPC is conducting a public hearing on November 4th. The complete proposal is available in the
78 Town Clerk's office for viewing. Chairman Picard said they will consider the options
79 recommended at next weeks meeting and commented on an outstanding job done by Mike
80 Gorman and the Committee.

81
82 Funding for the holiday lighting display was a concern of the Board due to the state of the
83 economy. They agreed on a nominal amount that will suffice.

84
85 Motion # 3: Selectman Goodwin motioned to approve up to \$1,000 for holiday lighting coming
86 from the Ella Whitney Risteen Beautification fund. Majority: Chairman Picard.

87
88 Free cash in the amount of \$594,599.00 was certified by the Department of Revenue.

89

90 The Board reviewed and read aloud the final draft of the STM Warrant. Of the twenty-
91 four Articles, there were no modifications noted for the Board's Articles. This Warrant will be
92 posted by Friday, October 30th.
93

94 Correspondence reviewed:

- 95 ⇒ Request to serve on the 275th Anniversary
96 Committee from Kelly McElreath.
97 ⇒ Project Specifications for the Station St Pump Station
98 upgrades. (FYI only)
99 ⇒ Copy of a letter from Inspector of Buildings to Selectman Goodwin
100 Murtha Cullina LLP Re: 6 Wood St
101 ⇒ Correspondence from the Environmental Protection
102 Agency Re: Storm Water Management Chairman Picard
103 ⇒ Letter of interest to serve on the Fire Chief Search Selectman Goodwin
104 Committee received.
105 ⇒ Acceptance offer received Re: DPW W/WW Chairman
106 Picard
107 Operators Position.
108 ⇒ MIIA Wellness Program

109
110 Motion # 4: Selectman Goodwin motioned to appoint Kelly McElreath to the 275th Anniversary
111 Committee. Majority: Chairman Picard.
112

113 Motion # 5: Selectman Goodwin motioned to appoint Michael Curley and James Brochu to serve
114 on the Fire Chief Search Committee, and to remove Selectman Goodwin as an alternative
115 member. Majority: Chairman Picard.
116

117 Motion # 6: Chairman Picard motioned to modify the Fire Chief's Search Committee's Mission
118 Statement to include the responsibility of creating the Chief's job description. Majority:
119 Selectman Goodwin.
120

121 Regarding the DPW Wastewater Operator position, Chairman Picard asked that the AA
122 Jim Bates send an acceptance letter to candidate Todd Broberg.
123

124 Motion # 7: Selectman Goodwin motioned to accept the letter of acceptance from candidate
125 Todd Broberg on the condition that he meets the requirements of the Operators position.
126 Majority: Chairman Picard.
127

128 Motion # 8: At 8:45pm Selectman Goodwin motioned to enter into an Executive Session under
129 M.G.L. Chapter 39, section 23B, Exception #3, litigation. The Board will reconvene their regular
130 meeting at the completion of this Executive Session only to Adjourn. Majority: Chairman Picard.
131

132 Poll taken: Michael Goodwin "I", Ken Picard "I",

133 Motion # 9: Selectman Goodwin motioned to adjourn the meeting at 8:55pm. Majority:
134 Chairman Picard.
135

136 Respectfully submitted,
137 Karen L. Varney, Department Coordinator
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