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Board of Selectmen

Town of Upton



Massachusetts

Meeting Minutes November 24, 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 did not attend.

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

Appropriation Treasury Warrant in the amount of \$912,589.34 and Payroll Treasury Warrant in the amount of \$118,093.96 approved as submitted.

Motion # 1: Selectman Goodwin motioned to approve the meeting minutes of November 17, 2009. Majority: Chairman Picard.

Motion # 2: Selectman Goodwin motioned to approve the Executive Session meeting minutes (Local 3338A) of November 10, 2009. Majority: Chairman Picard.

The Board had a conversation to allow Town employee time off for the holidays.

Motion # 3: Chairman Picard motioned to grant employees a half-day off, closing Town Government at 12 noon on November 25th, December 24th and December 31st. Public safety personnel are to see their Managers for scheduled time off. Majority: Selectman Goodwin.

Discussion regarding members needed to serve on the Local Housing Partnership Committee.

Motion # 4: Selectman Goodwin motioned to appoint Ken Picard as a member of the LHPC. Majority: Chairman Picard.

Regarding the Town Hall replacement windows, Chairman Picard is hopeful that Gorman Richardson Architects can schedule this project before spring and start the process this year. The voters approved \$27,000.00 from the CPA to evaluate and prepare bidding documents. To date, the Town has paid \$10,270.80 leaving a balance of \$16,729.20. Total basic compensation is \$8,750.00.

44 Motion # 5: Selectman Goodwin motioned to grant the Agreement with Gorman Richardson
45 Architects for the design and bidding phase of the Town Hall replacement window project and to
46 approve payment in the amount of \$8,750.00. Majority: Chairman Picard.

47 Chairman Picard signed off on the AIA Document B104, a standard form of agreement
48 between the Town of Upton and Gorman Richardson Architects
49

50 According to the Administrative Assistant Jim Bates, Atlas insulation is scheduled to
51 install Insulation in the ceiling of the Town Hall offices on Friday, December 11th.
52

53 Motion # 6: Selectman Goodwin motioned to approve the proposal from Atlas Insulation, for the
54 Town Hall ceiling offices in the amount of \$2,050.00. Majority: Chairman Picard.

55 Side note: this is the same vendor that performed insulation services in the main hall last
56 year.
57

58 The Board also discussed the energy lighting projects for the exterior of the Fire Station,
59 DPW garage and sign illumination at the Police Station. In March of this year Chairman Picard
60 drafted a proposal for energy conservation projects and is hopeful the full Board will accept this
61 proposal. There is about \$8,000 earmarked for this lighting project. He gave a copy to Selectman
62 Goodwin for his review and comment for further discussion next week.
63

64 In other business, Seema Kenney, President of Technical Tutoring submitted a proposal to
65 the Board for the creation of templates to be used for Town Meeting Warrants, creating a PDF of
66 the Town employment application and other specific projects that Chairman Picard feels as an
67 efficiency saving project for the Selectmen's office and welcomes this proposal. As a member of
68 the Personnel Board, Ms. Kenney has a conflict of interest disclosure form on file at the Town
69 Clerk's office. Selectman Goodwin agreed with this proposal. Ms. Kenney will work with both
70 the AA Jim Bates and Department Coordinator Karen Varney.
71

72 The Board received the EIP award summary from Chief Bradley and approved the
73 distribution.
74

75 Motion # 7: Selectman Goodwin motioned to approve the EIP report as submitted by Police
76 Chief Michael J. Bradley dated November 20, 2009. Majority: Chairman Picard.
77

78 Correspondence Received:

- 79 * Cell Tower RFP drafts reviewed by Mr. VanBossuyt (Further discussion)
- 80 * Email from Ken Glowacki Re: web page: posting of volunteer positions
- 81 * Copy of a notice of complaint (motor vehicle storage) from Code Enforcement.
- 82 * Notification to abutters – Notice of Intent
- 83 * Thank you letters from residents of Wildwood Ave and North Main.
- 84 * Notice of Filing and Public hearing from Mass Electric and National Grid.
- 85 * Notice of Filing and Public hearing from NSTAR.
- 86 * Renewal Energy Trust Re: Energy Choice grant.
- 87 * RBC Account Statements
- 88 * The Beacon
89

90 Relative to the Pleasant Street drainage matters, Chairman Picard has meet with DPW
91 Consultant Larry Bombara who will follow up on the process.

92
93 Chairman Picard signed off on invoice #5, from Pare Corporation for the Construction
94 Administration services for the Station Street Pump Station.

95
96 Motion # 8: Selectman Goodwin motioned to adjourn the meeting at 7:27pm. Majority:
97 Chairman Picard.

98
99 Respectfully submitted,
100 Karen L. Varney, Department Coordinator

101