

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43

Board of Selectmen

Town of Upton



Massachusetts

Meeting Minutes December 15, 2009

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

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 7:00pm.

Appropriation Treasury Warrant (W10-25) in the amount of \$189,733.34 and Payroll Treasury Warrant (PR10-25) in the amount of \$66,844.37 approved as submitted.

Motion # 1: Selectman Fleming motioned to approve the December 1, 2009 meeting minutes with a modification on line 93. Second: Selectman Goodwin, unanimous: Chairman Picard.

The Board welcomed Michael Gorman of Gorman Richardson Architects, Hopkinton. Mr. Gorman has completed the 1st *draft* documents for the Upton Town Hall window sash replacement project bidding. He also presented the Board with a preliminary project schedule, noting a nine-step process, with construction beginning on or about March 15th with a May 7th project completion date. First item on the list is the Federal wage rate information which will be forthcoming by the end of this week. Mr. Gorman asked if the Board wished to have Town Counsel review the Project bidding documents. Chairman Picard replied that it was not necessary. Additional copies of the bidding documents will be supplied by Mr. Gorman and available at the Selectmen's Office and Gorman-Richardson's Hopkinton office for review. A \$50 refundable fee will be assessed for documents leaving the office. The Board thanked Mr. Gorman and looks forward to the project.

Mendon-Upton Regional School District School members Camille Harvey and Donald Morin came before the Selectmen to ask for consideration for the School District to utilize monies from specific Trust Funds for several capital improvement needs for both Miscoe Hill and Nipmuc schools. Selectman Fleming stated that there is specific language in these trust that stipulate the funds are for an Upton school only and therefore they cannot allocate money to the School District. Don Morin asked about the possibility of matching funds from Mendon from the Trust. Chairman Picard said he is willing to explore that prospect. Chairman Picard said he understands the needs and offered assistance in anyway they can. In closing, the Board spoke briefly about general cost sharing.

44 In a discussion regarding mileage rate reimbursement for Town employees, the Board
45 agreed with the current rates as stipulated by the Commonwealth of Mass.

46
47 Motion # 2: Selectman Fleming motioned to approve the Town of Upton's mileage
48 reimbursement rate to be consistent with the Commonwealth of Massachusetts rate of \$0.45 a
49 mile effective immediately. This rate is to be monitored on a regular basis. Second: Selectman
50 Goodwin, unanimous: Chairman Picard.

51
52 Goals for FY2010 were reviewed.

- 53 ⇒ Town Manager: Committee in process of interviewing applicants. Committee to narrow
- 54 search down to three to five candidates to be interviewed by the Board of Selectmen.
- 55 ⇒ Reorganization of Fire / EMS Department: First meeting scheduled for December 16th. It
- 56 was noted that Selectman Fleming is an Advisory member only.
- 57 ⇒ Main St water main project: Completion. Final payment to be made.
- 58 ⇒ Station St Pump station rehab: Moving forward as planned.
- 59 ⇒ Land Swap with DCR: Waiting for correspondence from the DCR to proceed.
- 60 ⇒ Town Department purchasing program: Proposal will soon be presented to the BOS.
- 61 ⇒ Municipal building energy conservation program: Ceiling insulation in the Town Hall
- 62 offices complete. Light fixtures for the DPW and Police Department on order.
- 63 ⇒ Town Hall renovation project: Town Departments will be surveyed about improvements.
- 64 ⇒ Town Hall window replacement: Preliminary draft of bidding schedule presented to the
- 65 Board this evening from Michael Gorman.
- 66 ⇒ West River St well site: According to DEP regulations, process requires progress. The
- 67 Board is meeting with Tata and Howard on Thursday, December 17th.
- 68 ⇒ Delineate a Town water & wastewater district: Chairman Picard will be meeting with
- 69 consultant Larry Bombara.

70
71 The Board addressed a complaint received from a South Street resident regarding gravel
72 removal from a pit on South Street. The owner of this property has not obtained the necessary
73 permit for gravel removal. Selectman Fleming recommended that this individual come before the
74 Board at a Public Hearing to obtain a permit. It was suggested that the Earth removal By-Law is
75 too stringent and may need to be revised at a future Town Meeting. This individual will be
76 contacted and a public hearing set up.

77
78 In a conversation regarding budget guidelines, Selectman Fleming recommended meeting
79 with the Union representatives as soon as possible. Chairman Picard said that an invitation is to
80 be sent out to the (four) Unions informing them of the Boards intention to meet with them to
81 have a general budget (FY11) discussion. He also said he wants to send the message to all
82 Departments for zero level funding for FY2011. Once the Board has meet with the Unions,
83 Elected Boards and the Departments who report directly to the Selectmen, they will have a better
84 understanding and a plan to move forward.

85
86 Addressing the recent email regarding a complaint of a barking dog at 57 South Street,
87 Selectman Goodwin said he has not received an update from the Animal Control officer as yet
88 and asked that this complaint be followed up with Ms. Hawkins.

90 The Board received correspondence from COA Director Jamie Gardner stating that the
91 Council on Aging was awarded, through a Grant, a thirteen passenger van from the Office of
92 Transportation Mobility Assistance program. The Town is to fund only 20% of the total cost
93 (\$11,840.64). Chairman Picard signed off on the Commonwealth of Mass Contractor Authorized
94 Signatory Listing. Chairman Picard commented that he is not in favor of increasing hours, but
95 supports accepting the passenger van. Selectman Fleming also agrees. Selectman Goodwin said
96 storage and who will drive the vehicle is yet to be determined.

97
98 Correspondence reviewed:

- 99 ■ Employment requisition received from Chief Bradley Re: P/T Communication Officer.
- 100 ■ Follow up letter from Senator Kerry Re: Route 140 mail boxes. Also memo from the
101 Postmaster Re: same.
- 102 ■ Email from Recreation Commission's Youth Theater class, December 16th 5:30pm
103 Memorial School.
- 104 ■ Letter from Executive Office of Labor and Workforce Development Re: Secretary to
105 leave State service.
- 106 ■ Email from Town Counsel Re: Conflict of Interest.
- 107 ■ Correspondence from DEP Re: Compliance Inspection report.
- 108 ■ Copy of a letter from Chief Bradley to Town Accountant
109 Re: Traffic enforcement and equipment grant of \$8,400.
- 110 ■ Environmental notification form Re: Landfill. 98% complete.
- 111 ■ Proposal from Renaud Re: the COA's boiler. Approved.
- 112 ■ Copy of a letter from Don Tata to DPW Consultant Larry Bombara Re: St. Gabriel's
113 Church.
- 114 ■ Lorinc Consulting: Summary of Services. Chairman Picard will be meeting with DPW
115 Consultant.
- 116 ■ Letter from Department of Energy Resources Re: Green Communities Program.
117 Chairman Picard will follow up on any possible grants.
- 118 ■ Email Re: Memorial School ice rink completed.
- 119 ■ Copy of a document from Department of the Army Re: West Hill Dam Project.

120
121 Motion # 3: Selectman Fleming motioned to approve a requisition dated December 4, 2009
122 from Police Chief Michael Bradley for a part time Communication Officer. Second: Selectman
123 Goodwin, unanimous: Chairman Picard.

124
125 The Board received a draft (follow up) letter from Upton Postmaster Jonathan Graves
126 regarding the placement of mail boxes on Main St, saying they should be placed on a post
127 abutting the granite curbing and positioned facing in the direction of oncoming traffic. Highway
128 Supervisor John Johnson earlier in the day told a Board member he is not in favor of this change
129 as it will interfere with sidewalk snow removal. Further options for a solution are to be explored.

130
131 The Board reviewed a copy of a proposal received from Renaud HVAC for the repair of
132 the COA boiler and approved the expenditure.

133
134 Motion #4: Selectman Fleming motioned to approve the amount of \$2,040.50 payable to
135 Renaud HVAC & Controls, Inc., for the Council on Aging boiler piping modification (as stated
136 in the November 2, 2009 quote). Funds to come from one of the two appropriate Trust funds.
137 Second: Selectman Goodwin, unanimous: Chairman Picard.

138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167

Selectman Fleming referred to an email in reference to the Pleasant St, Storm water management that is being addressed. Chairman Picard said that between the DPW Consultant and Mark Allen, there are three areas that are being worked on. There are ten order of conditions, one is no construction can be done until June to August. He has asked the Administrative Assistant, Jim Bates to contact the Conservation Commission about the possibility of modifying that time frame. Also the landowners need to be contacted about the drainage work that requires attention due to the elevation of the pipes.

In other business, Selectman Goodwin met with the Personnel Board last evening and had a conversation about amending the Town’s Personnel By-laws to incorporate the Town Manager’s position and that of the Personnel Coordinator.

Motion # 5: At 8:30pm, Chairman Picard motioned to enter into Executive Session under M.G.L. Chapter 39 s23B exception # 3. The Board will reconvene their regular meeting for adjournment at the conclusion of the Executive Session.

Robert Fleming “I”, Michael Goodwin “I”, Ken Picard “I”,

At 8:50pm the regular meeting reconvened.

Motion # 6: Selectman Goodwin motioned to adjourn the meeting at 8:51pm.
Seconded: Selectman Fleming, unanimous: Chairman Picard.

Respectfully submitted,

Karen L. Varney, Department Coordinator