

Town of Upton



Massachusetts

Meeting Minutes of April 1, 2008

Location: Upton Fire and EMS Headquarters, 2nd Floor Training room.

Present: Chairman Marsha A. Paul, Selectman Kenneth E. Picard and Administrative Assistant James R. Bates. Selectman Robert J. Fleming did not attend this meeting.

The meeting was called to order at 7:31pm with the Pledge of Allegiance. Videotaping provided by Jonathan Miguel, Cable TV Access Provider.

Appropriation Treasury Warrant No. 40e was signed.
Payroll Treasury Warrant No. 40P was signed.

Motion # 1

Selectman Picard motioned to approve the Executive Meeting minutes of March 25, 2008. Majority vote: Chairman Paul.

Motion # 2

Selectman Picard motioned to approve the regular Meeting minutes of March 25, 2008. Majority vote: Chairman Paul.

Motion # 3

Selectman Picard motioned to accept the proposal submitted by Gorman Richardson Architects dated March 25, 2008 for building Envelope Services for the Upton Senior Center and not to exceed \$4,500.00. Funds coming from the William Knowlton Trust Fund. Majority vote by Chairman Paul.

Chairman Paul noted that she attend the CMRPC meeting last week. She spoke with Rosemary Scribner relative to the Town Roads and the TIP program. Ms. Scribner informed her that CMRP would be doing a Road study for the Town.

Project List reviewed:

- Town Manager forum will be held on April 8th during the Board of Selectmen's meeting.
- Employee Benefit forum: will be set up by Mr. Bates after the ATM.
- BOS budgets: Chairman Paul requested meeting with the FinCom at their next meeting. Mr. Bates will schedule the BOS to attend the next meeting.

- 45 □ Town Hall renovations: See motion
- 46 □ Pratt Pond Beautification: Selectman Picard met with the Conservation
- 47 Commission regarding a public hearing and is waiting for the Order of
- 48 Conditions. Once complete, Selectman Picard will schedule a meeting with the
- 49 CPC.
- 50 □ Cemetery Land: Rufin Vanbossuyt is scheduled to present information to the
- 51 Selectman at their April 15th meeting.
- 52 □ Town Building energy audits: Per the AA, Mr. Rick Barco will be presenting a
- 53 report to the Board within the next week.
- 54 □ Fire Dept. Management Study: Report is forthcoming per Selectman Picard.
- 55 The AA, Mr. Bates stated that the report came into the office late this afternoon.
- 56 □ Cell Tower: Proponents will be conducting an archeological survey and site
- 57 exam. And they have sent a letter to the two Native American Tribes notifying
- 58 them of this plan.
- 59 □ Westborough Rd traffic light: Selectman Picard spoke with DPW Director Soma
- 60 who is looking into putting some type of illuminated signage up and possibly
- 61 blinking lights.

62

63 Motion # 4

64 Selectman Picard motioned to request from Gorman Richardson Architects, a

65 comprehensive concept plan for potential renovations for the Town Hall. Majority vote:

66 Chairman Paul.

67 Administrative Assistant Jim Bates will contact Mr. Gorman.

68

69 Chairman Paul welcomed Enterprise Fund Committee Member Robert Cotton,

70 Esq., who presented the Board with a report. He stated that the Members of this

71 Committee have been meeting for the past six-months to discuss the advantages of the

72 Town adopting an Enterprise Fund. The Enterprise fund is a way to provide for separate

73 accounting and reporting of the revenues and expenses of the water and sewer

74 divisions of the DPW. The primary purpose of an Enterprise fund is to provide a

75 mechanism and requirement for accounting for the revenues and expenses, separate

76 from the general revenue and expense accounting for the Town. The Committee urges

77 the Board of Selectmen to adopt the recommendations and to present it at the Annual

78 Town Meeting in May. The full report is available at the Town Clerk's office. Chairman

79 Paul is also a member of this Committee and thanked Attorney Robert Cotton and the

80 other members for their work.

81

82 In the DOR Bulletin dated March 26th, Information about Rule Changes and

83 Clarifications for an Enterprise Fund will be released before June 30th of this year. Also,

84 Community Preservation Fund changes forthcoming.

85

86 Proposed increases for EMS rates are on hold until Selectman Fleming returns.

87

88 Regarding the email from DPW Director Soma, about a minimal water fee of

89 \$15.00 to be assessed to residents in the 0 to 5,770 gallon range, Selectman Picard will

90 speak with Director Soma for clarification.

91
92 In reference to a letter of request from resident Alfred Holman to serve on the
93 ADA Committee for the Town Hall, this request will be filed until the Board gets closer to
94 the renovation process.

95
96 Regarding a letter from a resident of 122 Chestnut Street, the DPW Director is
97 working to evaluate and assist this resident.

98
99 The Board is to review the Water Management Act Permit Application, Extended
100 Pump Test Report and the Environmental Notification Form from Tata & Howard in
101 reference to the Richard Property (192 West River Road) 3rd water source well site.

102
103 Selectman Picard asked about the posting for the Town Accountant position. Mr.
104 Bates states he has not posted the posting as yet, he is waiting to receive the
105 requisition from the Personnel Board and expects to receive it by the end of the week.
106 This is a 24-hour per week position. Chairman Paul asked that this process move
107 forward.

108
109 Selectman Picard announced that the Board has signed a contract with Sergeant
110 Michael J. Bradley, Jr. as the new Police Chief for the Town of Upton. The swearing in
111 ceremony will take place on April 15th at the Town Hall, 6:00pm. Residents are urged to
112 attend the ceremony.

113
114 Motion # 5

115 Chairman Paul motioned to adjourn the meeting at 8:21pm. Majority vote by
116 Selectman Picard.

117
118 Respectfully submitted,

119
120 Karen L. Varney, Administrative Clerk

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