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Board of Selectmen

Town of Upton



Massachusetts

Meeting Minutes of September 23, 2008

Location: Upton Town Hall, Main Hall.

Present: Chairman Robert J. Fleming, Selectman Kenneth E. Picard, Selectman Michael E. Goodwin and Administrative Clerk Karen L. Varney.

The meeting was called to order at 7:00pm with the Pledge of Allegiance.

Appropriation Treasury Warrant No. 13e in the amount of \$662,954.15 was approved.
Payroll Treasury Warrant No. 13P in the amount of \$67,289.32 was approved.
Refund Warrant No. 13r in the amount of \$1,631.30 was approved.

Motion # 1: Selectman Goodwin motioned to approve the meeting minutes of September 9, 2008. Seconded by Selectman Picard, unanimous by Chairman Fleming.

The Board will hold on making the appointments to the DPW Advisory Board and the Fire & EMS Advisory Committee at this time. It was noted there are other residents interested that will be submitting their letters of interest.

Motion # 2: Selectman Picard motioned to appoint in block, as recommended in a letter dated September 18, 2008, by Town Clerk, Kelly McElreath, the list of Election Workers for the upcoming year. Seconded by Selectman Goodwin, unanimous by Chairman Fleming.

FYI's reviewed:

- ⇒ Letter of interest received from Peggy Libbey to be a member of the COA. Recommended by Director Natasha Heimrath.
- ⇒ Street Sign request from a resident of 117 Westboro Rd "School Bus Stop Ahead" – approved by Chief Bradley and DPW Highway Supervisor John Johnson.
- ⇒ Request from United Parish Church to place signs to advertise their Bluegrass Concert.
- ⇒ Request from Woman's Club to place signs to advertise their annual Fall Fair.
- ⇒ Request permission to place signs (see list) for a yard sale fundraiser from J. McCarrick.
- ⇒ Request permission to place signs (see list) at 3 locations for Upton Youth Club BB.
- ⇒ Email from Barbara Burke Re: 275th organizational meeting to be held on Oct. 22nd.
- ⇒ RBC Account Statement.
- ⇒ Memorandum from Seema Kenney, Personnel Board Chair Re:
 - Employee questions/comments.

- 43 ○ MMPA On-Line / Town Benefit Information.
- 44 ⇒ Rewards Credit Statement from MIIA
- 45 ⇒ Letter to the Board from John Robertson Jr., Chair Town Library Re: Space for the
- 46 library.
- 47 ⇒ Notice from Kopelman and Paige Re: Governor's Landing.
- 48 ⇒ Copy of a memorandum to Water/Sewer Superintendent Ron San Souci from Robert
- 49 Sims, Pare Corporation Re: D&F Afonso Project – Mendon St. **(No action taken)**
- 50 ⇒ Meeting minutes: September 9, 2008 BOS, Tata & Howard & ACOE.
- 51 ⇒ Correspondence from Green & Moody Associates Re: West River appraisal. **(Town is not**
- 52 **interested in additional acreage).**
- 53 ⇒ DPW Trailer Expenses.
- 54 ⇒ Copy of a letter from the Cable Advisory Committee to Charter Communications Re:
- 55 Town of Upton's Cable License renewal.
- 56 ⇒ Notification to abutters under the Mass Wetland Protection Act Re: 108 Grove St.

57
58 *Motion # 3:* Selectman Picard motioned to appoint Peggy Libbey to the Upton Council on Aging
59 until May 2009 as recommended by COA Director Natasha Heimrath. Seconded by Selectman
60 Goodwin, unanimous by Chairman Fleming.

61
62 *Motion # 4:* Chairman Fleming motioned to approve a Street sign request from Karen Ober, 117
63 Westboro Rd for a "School Bus Stop Ahead" sign. This request was approved by Police Chief
64 Seconded by Selectman Picard, unanimous by Selectman Goodwin.

65
66 *Motion # 5:* Selectman Picard motioned to approve the requests from United Parish, Upton's
67 Woman's Club, yard sale event at 62 Main St to benefit MS and Upton Youth Club Basket Ball
68 as long as they abide by the Sign Policy adopted by the Board last year and upon review of these
69 requests from Police Chief Michael Bradley. Seconded by Selectman Godwin, unanimous by
70 Chairman Fleming.

71
72 In a memo from the Personnel Board relative to the MMPA on-line Town Benefit
73 information, the Board has recommended the Insurance Coordinator Jim Bates as the contact
74 person who will work with the Personnel Board in supplying information on the Town's
75 retirement system and all insurances as outlined in the Personnel By-law.

76
77 In other business, the Board spoke of the possibility of eliminating the DPW office trailer
78 which is rented, and moving the office into renovated space within the DPW facility. This would
79 be a cost savings to the Town.

80
81 The Board of Selectmen welcomed Margaret C. Laneri, Ph.D. Dr Laneri was asked to
82 come before the Board to discuss the possibility of providing Leadership Development Coaching
83 Services to various Department Supervisors in the Town. In her proposal, Dr. Laneri gave a
84 summary of expected outcomes / benefits, i.e., ability to confront difficult issues, greater
85 accountability for team performance, employee retention and increased morale. Groups will be
86 comprised of not more than seven members. She presented a work breakdown structure noting
87 the task, timeline and estimated cost. It was a unanimous decision to engage her services for one
88 group and if that proves beneficial, they will revisit for other groups.

89
90 *Motion # 6:* Selectman Picard motioned to move forward in engaging Margaret C. Laneri, Ph.D.
91 for her Leadership Development Coaching services for the Town. Seconded by Selectman
92 Goodwin, unanimous by Chairman Fleming.

93 Selectman Picard stated that her services will be a great benefit to Town Departments.
94 Chairman Fleming will be in touch with Dr. Laneri to begin the process. Chairman Fleming
95 noted that he has spoken to the Personnel Board and they fully endorse this service.
96

97 The Board received an invitation to attend the 1st organizational meeting for the Town's
98 275 anniversary to be held at the Town Hall on October 22nd at 7:30pm sponsored by the
99 Historical Commission. Both Selectman Picard and Selectman Goodwin will make every effort to
100 attend. This meeting is open to the public and anyone interested in volunteering their services,
101 can call Historical Commission Chair Barbara Burke at 508-529-6600.
102

103 Enterprise Committee members Marsha Paul and Joan Shanahan came before the Board
104 to give them an update on their Committee meetings. Ms. Paul began by presented an overview
105 the Committee's meeting. It was brought to the Committee's attention by the DOR that two
106 administrative changes should take place to improve finances. One is changing the billing cycle
107 for water and sewer and two, imposing a fee for late payments. The water and sewer usage bills
108 are mailed in April and October. The April billing generates revenue in May but the revenue is
109 received too late to enable the Board, the Finance Committee or the two separate enterprise funds
110 to project revenue in time for the Town Meeting. By changing the billing cycle this will better
111 predict the budget needed to enable a more accurate projection of revenues prior to Town
112 Meeting states Mr. Paul.

113 At the Committee's meeting the end of August, Town Accountant Bob Perkins and
114 Robert Sims (Grafton Water Commissioner) offered their input. Mr. Sims is also affiliated with
115 PARE Corporation who offered his services in implementing the Enterprise Accounts for the
116 Town. Mr. Perkins told the Committee that since raising the water fees, \$87,628.00 more revenue
117 was generated than the previous year. The Town will set up a Budgeted Subsidy, as the budget to
118 run the Department is currently greater than the revenues. Ms. Paul publically thanked Mr. Sims
119 for his help and recommendations to the Committee. Ms. Paul gave an example of the Enterprise
120 Fund and stated that it is a good accounting system that the citizens have full control over at
121 Town Meeting.
122

123 *Motion # 7:* Selectman Picard motioned to approve the change in the billing cycle of the water
124 and sewer usage bills to March and September. Seconded by Selectman Goodwin, unanimous by
125 Chairman Fleming.
126

127 Chairman Fleming asked the Administrative Clerk to notify the DPW Administrative
128 Clerk of the change in the billing cycle and to notify the municipal users of this change.
129 Informational inserts were discussed. The Board thanked Ms. Paul, Ms. Shanahan and the other
130 Committee members for all their hard work.
131

132 Selectman Picard noted to the Community that he has submitted two applications to the
133 CPC for funding, the fishing jetties at Pratt Pond and the Town Hall rehab. A public hearing is
134 scheduled for October 1st at 7:00pm at Nipmuc Regional. One of the fishing jetties will be

135 handicapped assessable with a designated parking area. Selectman Picard said there is about
136 \$1.5 mil in the CPA account.

137
138 In other business, Chairman Fleming met with the Town's engineering firm Tata and
139 Howard relative to the Town's water sources. The West River Army Corps of Engineer tract was
140 not a reasonable probability. The Board will pursue other avenues for water expansion.

141
142 Confidential material reviewed:

- 143 Copy of a notification from MIAA dated September 5, 2008.
- 144 Letter from Henry Lane, Esq., Re: Noble Vista LLC. (*Selectman Picard to research*
145 *and report back to the Board*).

146
147 At 8:00pm Chairman Fleming motioned to enter into Executive Session under Chapter
148 39, section 23B, exception #3, to discuss strategy with respect to collective bargaining. The
149 Board will reconvene their regular meeting at the completion of this Executive Session.

150 Poll taken: Robert Fleming 'I', Ken Picard "I", Michael Goodwin "I".

151
152 At 8:25pm the Board reconvened their regular meeting.

153 Poll taken: Robert Fleming 'I', Ken Picard "I", Michael Goodwin "I".

154
155 In a request from Police Chief Michael J. Bradley, the Board made the following motion.

156
157 *Motion # 8:* Based on the letter of recommendation received today from Police Chief Michael J.
158 Bradley, Jr., Selectman Goodwin motioned to make a formal job offer to Matthew R. Rankins for
159 the position of full-time Patrol Officer in the Town of Upton. Seconded by Selectman Picard,
160 unanimous by Chairman Fleming.

161
162 Upon acceptance by Communication Officer Rankins, Chief Bradley will commence with
163 the required psychological and medical testing and if positive, a formal appointment will be
164 made by the Board of Selectmen thereafter.

165
166 *Motion # 9:*

167 Selectman Goodwin motioned to adjourn the meeting at 8:27pm. Seconded by
168 Selectman Picard, unanimous by Chairman Fleming.

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170
171 Respectfully submitted,
172 Karen L. Varney, Administrative Clerk

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