

Board of Selectmen

Town of Apton



Massachusetts

Meeting Minutes of November 12, 2008

Location: Fire & EMS Headquarters, 20 Church St.

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.

Appropriation Treasury Warrant No. 20e in the amount of \$50,587.56 was signed. Payroll Treasury Warrant No. 20P in the amount of \$62,002.47 was signed.

Motion # 1: Selectman Goodwin motioned to approve the meeting minutes of October 28, 2008. Seconded by Selectman Picard, unanimous Chairman Fleming.

Motion # 2: Selectman Goodwin motioned to approve the Executive Session meeting minutes of October 28, 2008. Seconded by Selectman Picard, unanimous by Chairman Fleming.

FYI:

- Email from Personnel Board member Re: Personnel By-Law. (**Selectman Fleming will contact this member to discuss questions he has**).
- Email from Pat Cantor, Esq., Re: Horse Stable and Zoning.
- Letter from Office of Fishing & Boating Access Re: Pratt Pond fishing pier access.
- Contractor authorized signatory form Re: Cultural Council: to be signed by BOS Chairman.
- Copy of a response letter from Chief Bradley to the residents of Bradish Farm Rd Re: safety concern. (**DPW will remove brush and overhanging limbs to improve the sight lines, plus intersection signs along with a new stop sign will improve safety concerns**).
- Memorandum from DPW Supervisor John Johnson Re: Increase of Highway Division fees. (**Approved by motion**).
- Copy of a memorandum from Conservation Commission Chair Chris Scott to DPW Supervisory John Johnson Re: Drainage easement at 19 Plumbley Rd. (**Inspection completed, drainage sufficient**).
- Certification of Free Cash in the amount of \$421,810.00 received from the DOR.

- 44 ▪ Quarterly payment schedule received from the District Treasurer, Blackstone
- 45 Valley Vocational Regional School District.
- 46 ▪ Request from Chief Bradford Re: Fire Department Policy change. **(Approved by**
- 47 **the BOS)**
- 48 ▪ Copy of a correspondence from Pare Corp., to MA Dept. of Conservation &
- 49 Recreation Re: paze I inspection / Evaluation reports.
- 50 ▪ The Beacon
- 51 ▪ Memorandum from DPW Supervisor Re: Concerns with office computer.
- 52 ▪ Board of Assessors Meeting minutes of 11/3/08.
- 53 ▪ Letters of interest to serve on the 275th Anniversary Committee:
- 54 ○ Caroline Nicholson **(appointed)**
- 55 ○ Keith Orrell **(appointed)**

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57 **Motion #3:** Selectman Picard motioned to approve, as recommended by Highway
58 Supervisor John Johnson in a memorandum dated October 28, 2008, to raise the
59 driveway permit fee from \$25 to \$50, Road opening permit fee from \$25 to \$50 and the
60 driveway Bond fee from \$1,000 to \$2,000. Seconded by Selectman Goodwin,
61 unanimous: Chairman Fleming.

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63 **Motion #4:** Selectman Picard motioned to approve, as recommended by Chief Bradford
64 in a memorandum dated November 22, 2008 a Policy change to the Upton Fire
65 Department relative to allowing members of the Upton Fire Department to belong or be
66 employed by other active Fire Departments and would modify a policy accepted by the
67 BOFE on July 30, 2003. Seconded by Selectman Goodwin, unanimous by Chairman
68 Fleming.

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70 The Board reviewed letters of interest from residents offering to volunteer their
71 time to serve on the Towns 275th Anniversary Committee.

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73 **Motion #5:** Selectman Goodwin motioned to appoint Caroline Nicholson as a member of
74 the 275th Anniversary Committee, seconded by Selectman Picard, unanimous by
75 Chairman Fleming.

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77 **Motion #6:** Selectman Goodwin motioned to appoint Keith Orrell as a member of the
78 275th Anniversary Committee, seconded by Selectman Picard, unanimous by Chairman
79 Fleming.

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81 **Motion #7:** Selectman Goodwin motioned to appoint Blackstone Valley Regional
82 Vocational Technical High School student Alyssa Oggiono as a member of the 275th
83 Anniversary Committee, seconded by Selectman Picard, unanimous by Chairman
84 Fleming.

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86 The Board of Selectmen welcomed Fred Aponte. It was on the recommendation
87 of the Town Accountant Screening Committee to consider the appointment of Mr. Aponte
88 as the Town's part-time Town Accountant. Mr. Aponte was interviewed by the Committee
89 on October 22nd. Mr. Aponte introduced himself to the Board members and gave an
90 overview of his qualifications. It was agreed that a letter of agreement will be forwarded

91 to Mr. Aponte outlining hours and salary. After review, Mr. Aponte will then sign the
92 agreement and contact Bob Perkins to begin the transition process.

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94 Relative to the Grant Writer position, the person appointed to that position has
95 taken on additional work by FEMA and the Town is not receiving the level of service they
96 had hoped for. Therefore the Board asked Mr. John Lapoint to come before the Board to
97 see if he is still interested in this position he applied for a few months ago. Mr. LaPoint
98 noted that he is not a professional Grant Writer but has processed some Grants for the
99 Town of Grafton and is interested in further dialog about working for the Town of Upton.
100 He asked about the needs of the Town and how many hours per month would be
101 acceptable. As far as compensation, he does not look favorably on a percentage of the
102 Grant and prefers compensation on a project basis. The Board is unsure of the amount
103 of hours and compensation. The BOS would need to contact the Town Departments for
104 input.

105
106 The Board of Selectmen welcomed the newly formed DPW Advisory Board
107 members Andrew Leonard, Allen Fales and Durwood Tetreault. The Board of Selectmen
108 asked the members to come before them to address some of the needs of the DPW
109 Department. Chairman Fleming spoke of capital equipment and the benefit of lease vs.
110 a purchase option that perhaps the members should investigate. Selectman Picard
111 noted another area to research is efficiency of the DPW Department procedures, long
112 term planning and Chapter 90. Chairman Fleming encouraged communication with the
113 Selectmen. Selectman Picard informed the members about posting their meetings and
114 transcribing meeting minutes. The Selectmen thanked the members for volunteering
115 their time.

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117 A discussion about the Cemetery beautification undertaking, Selectman Goodwin
118 has offered to spearhead the project and start the process.

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120 Regarding the Glen Ave alarms, Selectman Picard is waiting for three estimates.
121 The Board will make a recommendation once these estimates are reviewed.

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123 The Personnel Board has been preparing for the Classification and
124 Compensation Study. After review of three letters of interest, they have recommended
125 Stone Consulting Group. Consultant Rachel Brown will give a presentation on Thursday
126 November 13th to all Town employees and supervisors. The Selectmen are in
127 agreement with the recommendation of the Personnel Board. Chairman Fleming noted
128 that he attends the Personnel Board meetings, but is not a voting member. The Board
129 now has a quorum as a new member was recently appointed.

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131 Motion # 8: Selectman Picard motioned to employ the services of Stone Consulting, to
132 perform the Town's Classification and Compensation study as recommended by the
133 Personnel Board. Seconded by Selectman Goodwin, unanimous by Chairman Fleming.

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135 The Board spoke of the standard policy to allow Town employees an extra day off
136 during the holidays.

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Motion # 9: Selectman Goodwin motioned to grant employees (accept Public Safety personnel) the Friday after thanksgiving off and *either* the day before Christmas *or* the day before New Years off. Seconded by Selectman Picard, unanimous by Chairman Fleming. (Public Safety personnel are to see their supervisors for scheduled time off).

The Special Town Meeting Warrant was read aloud. It was noted that Article 5, Fishing Jetties, will be passed over. Selectman Picard received a letter from the Department of Fish and Game saying they would require eight parking spaces located near the proposed fishing jetties and due to the non-support from the Cemetery Commissioners, is Selectman Picard's reason for the pass over.

Historical Commission Chair Barbara Burke informed the Board that Nipmuc Regional High School Principal Joan Scribner has a student that would like to be involved in the Town's 275th Anniversary Committee. Selectman Goodwin will follow up with the Guidance Department.

The Board will attend the Finance Committee meeting at 8pm this evening.

Motion # 10: **Selectman Picard** motioned to adjourn the meeting at 8:02pm. Seconded by Selectman Goodwin, unanimous by Chairman.

Respectfully submitted,
Karen L. Varney, Administrative Clerk