

Town of Upton



Massachusetts

**Meeting Minutes of July 10, 2007**

**Present:** Chairman Marsha A. Paul, Selectman Kenneth E. Picard and Administrative Assistance James R. Bates. (Selectman Robert J. Fleming and Administrative Clerk Karen L. Varney were not in attendance).

**Location:** Upton Town Hall, main floor, 1 Main Street

The meeting was called to order at 7:30pm with the Pledge of Allegiance. Videotaping provided by the Cable TV Access volunteer, Paul Hodgson. The Boards meeting was also audio taped.

Appropriation Treasury Warrant No. 54e in the amount of \$13,753.79 was signed.  
Payroll Treasury Warrant No. 54P in the amount of \$3,284.91 was signed.  
Payroll Treasury Warrant No. 2P in the amount of \$62,947.27 was signed.  
Appropriation Treasury Warrant No. 2e in the amount of \$7,714.51 was signed.

**Motion # 1**

Selectmen Picard motioned to approve the meeting minutes of May 29, June 19<sup>th</sup> and June 26, 2007. Majority vote: Chairman Paul.

**Motion # 2**

Selectman Picard motioned to dissolve the Lake Maspenock Dam Study Committee (now under the ownership/control of the Town of Hopkinton). Majority vote: Chairman Paul.

**Confidential material:**

- Copy of a letter dated May 9<sup>th</sup> to Director Kemp. (*reviewed*)
- Request for time off from a Department Manager. (*approved*)

**Motion # 3**

Selectman Picard motioned to approve the vacation request of a Department Manager. Majority vote: Chairman Paul.

**FYI:**

⇒ *Motion* to appoint Ken E. Picard to the LCHPC.

44 **Motion # 4**

45 Chairman Paul motioned to appoint Kenneth E. Picard to the LCHPC. Majority  
46 vote: Selectman Picard.

47 In reference to the appointments to the Enterprise Fund Committee, Interested  
48 volunteers are Robert Cotton, Esq., Susanne Skinner, Jeff Hershberger, and Joan  
49 Shanahan. Chairman Paul also has volunteered. Director Soma will be an advising  
50 member to this Committee. Selectman Picard recommended that this be put on hold  
51 until Selectman Fleming returns from vacation. Chairman Paul agreed. Copies of the  
52 letters of interest will be made available. Anyone giving a verbal request will be called  
53 and asked for a letter to be sent to the Board. Chairman Paul will draft a Mission  
54 statement.

55 The Board welcomed Stephen Wallace, CMRPC Principal Planner for the  
56 purpose of discussing the possibility of assisting the Town with Grants. Chairman Paul  
57 noted that the Town has a lot of infrastructure needs and does not want to ask the  
58 community for funds, instead, to find areas where the Town could apply for grants that will  
59 help offset the costs. For years the Town has been putting off some of these needs and  
60 now is the time to address them.

61 Mr. Wallace stated he has staff members that has had extensive grant writing  
62 experience. In particular, the CBGD grants (Community Block Grant Developments).  
63 Chairman Paul reviewed some of the major issues the Town needs to address, i.e.,  
64 water main repairs and the 3<sup>rd</sup> water source, which has been funded through Town  
65 Meeting. The Sewer Study expansion, Wastewater plant upgrades (to be in  
66 compliance), facilities access (ADA), a new COA building. Selectman Picard noted the  
67 possibility of space within the Planned Village Development, however that is a ways off  
68 and is on hold at the moment. Selectman Picard added traffic concerns that need to be  
69 added to the list.

70 In order to get State money to improve intersections, an improvement plan would  
71 need to be drawn up commented Mr. Wallace. There is a backlog of State  
72 Transportation Improvement projects. There are Town's that have been on the list for 7  
73 or 8 years and are getting bumped backed due to the backlog. Chairman Paul asked  
74 Mr. Bates about the 5-way intersection and believed a study was done. Mr. Wallace will  
75 check the TIP list and will report back to the Board of his findings. Selectman Picard  
76 asked about grants for sidewalks, in which Mr. Wallace responded that it has been  
77 increasingly difficult to receive these grants. This is usually done during a reconstruction  
78 or repaving project. Selectman Picard also asked about GIS, trail grants and water shed  
79 protection. Mr. Wallace stated that CMRPC could help out with just about all the grants  
80 needed by the Town.

81 Compensation comes from being the Administrator of the grants on the Town's  
82 behalf. Another representative from CMRPC, Tim Hansen gave an overview of the  
83 CBGD fund, which may be beneficial to the Town and the grant application process.  
84 Discussion regarding funds for ADA compliance for the Town Hall and the fact that once  
85 an update is complete, the bid process can move forward. Discussion relative to  
86 submitting Articles for the September 18<sup>th</sup> Special Town Meeting.

87 The Town receives twenty hours per year, from CMRP for dues collected. If the  
88 Town wishes to use the twenty-hours to pursue more research on the infrastructure  
89 issues they can do that noted Mr. Wallace. Selectman Picard asked for an explanation  
90 regarding the relationship of the Planning Board to CMRPC. Over 40 communities, pay  
91 yearly dues, they are allowed 10 to 20 hours of service. These hours are applied to the  
92 Planning Board, as CMRPC is a Planning Commission. The Planning Board would need  
93 to give permission. Selectman Paul suggested asking the Planning Boards' permission  
94 to use the 20 hours and to concentrate on the (elevator) ADA Town Hall compliance. A  
95 letter would need to be submitted to the Executive Director (CMRPC) requesting help  
96 with funding (CBGD-08) for this particular issue.

97 Relative to the Draft that was done for the Open Space and Recreation Plan, it  
98 needs to be submitted to the State for tentative approval stated Mr. Wallace. A follow up  
99 with Mike Penko, Open Space Committee to insure this is done will be made. The  
100 Board thanked the representatives from CMRPC for the overview.

101 ***FYI's continued:***

- 102 ⇒ Memo from Administrative Clerk Re: LCHPC Appointments. *(In review of the*  
103 *LCHPC Appointments, Chairman Paul asked that a reminder be sent to the specific*  
104 *departments regarding their appointments).*
- 105 ⇒ Letter from the Commonwealth of Mass Re: Smart Growth (FY08) (full packet in  
106 BOS office)
- 107 ⇒ Memo from FF/FMT Bonnie Lopez Re: Reconsideration of her letter of interest to  
108 have representation on the Fire/ EMS Management & Study Committee. *(hold*  
109 *until 7/17/07 meeting).*
- 110 ⇒ 57 South Street Dog complaints. (3 complaints)
- 111 ⇒ Memo to all Department Managers Re: closing of Town Government on July 3<sup>rd</sup>  
112 at 12noon.
- 113 ⇒ Scheduling dates for the quarterly STM's. *(dates: 9/18/07 –already set, 3/18/08, 5/8/08*  
114 *& 6/10/08. To be discussed & approved at the 7/17/07 meeting).*
- 115 ⇒ Posted Notice Re: Local #170 Union Recognition for DPW Supervisors.
- 116 ⇒ Meeting postings:
  - 117 ○ Fire/EMS Management Study & Implementation Committee for July 10<sup>th</sup>.
  - 118 ○ Open Space Committee July 19<sup>th</sup>.
  - 119 ○ Land Stewardship Committee July 12<sup>th</sup>.
- 120 ⇒ Letter of Interest to serve on the Feasibility Study / Police & Communications  
121 Facility Committee Expansion. *(no action-letter needed. To be submitted to the Board*  
122 *on 8/7/07).*
- 123 ⇒ Mass Tourism Grant Program *(Chairman Paul to speak with Barbara Burke)*
- 124 ⇒ Letter from Chief Stockwell dated 7/2/07 Re: Officer Paine's resignation. *(Letter of*  
125 *thanks to be sent to Officer Paine for his service to the Town).*

126  
127 **Motion # 5**

128 Selectman Picard motioned to accept the resignation of Police Officer Dean  
129 Paine as submitted in a letter to Chief Stockwell and recommending acceptance  
130 effective July 16, 2007. Majority vote: Chairman Paul.

131

- 132 ⇒ Wastewater System Expansion Study - final report (*see full report in the BOS office*).  
133 ⇒ Memorandum from Chief Bradford Re: Request for transfer of funds. (*approved by*  
134 *the Board*).  
135

136 **Motion # 6**

137 Selectman Picard motioned to approve the request from Fire Chief Michael  
138 Bradford in a Memorandum dated July 3, 2007 for the transfer of funds (six-in total) per  
139 Chapter 77 of the Acts of 2006, M.G.L. C. 44, sec. 33B, I. Majority vote: Chairman Paul.  
140

- 141 ⇒ Copy of a correspondence from Chief Bradford to Cook Land Clearing Re: June  
142 20, 2007 fire.  
143 ⇒ Copy of a letter to Conservation Commission Chairperson Chris Scott fro  
144 Tunison Smith Engineering Consulting Re: Noble Vista.  
145
- 146 ▪ Mail items reviewed:
  - 147 1. CMMPO Meeting Notice. (*The AA to send a letter of intent by August 1<sup>st</sup> Re: No Cost*  
148 *Technical Assistance*).
  - 149 2. Correspondence from Verizon.
  - 150 3. Grants for Cities and Towns. (*Chairman Paul will research*).
  - 151 4. Copy of a correspondence from Mass School Building Authority to  
152 Superintendent Michael Fitzpatrick.
  - 153 5. Letter from Attorney Brian Maser Re: cy pres Judgment.
  - 154 6. Copy of a correspondence to Weston & Sampson from Advisory Committee  
155 Chairman Bob Snow Re: Wastewater Collection System Expansion Study.
  - 156 7. Thank you notes from Student Meghan Gallagher and Perry Rosenfield.  
157

158 In addressing a Memorandum from the CMRPC regarding the CMMPO Meetings.  
159 Chairman Paul asked the community if there was anyone who would be willing to be the  
160 Town's representative and attend these meetings to please call the Selectmen's office.  
161

162 **Reminders:**

- 163 ▪ The Board will be meeting next week, July 17<sup>th</sup> at 6:00pm, for Executive  
164 Session. After completion of Executive Session, the Board will reconvene  
165 regular session.  
166

167 **Motion # 7**

168 Selectman Picard motioned to adjourn the meeting at 9:13pm. Majority vote:  
169 Chairman Paul.  
170

171 Respectfully submitted,

172 Karen L. Varney, Administrative Clerk  
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174  
175  
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