

Town of Upton



Massachusetts

Meeting Minutes of September 18, 2007

Present: Chairman Marsha A. Paul, Selectman Robert J. Fleming, Selectman Kenneth E. Picard, Administrative Assistant James R. Bates, and Administrative Clerk Karen L. Varney,

Location: Upton Town Hall, main floor, 1 Main Street
The meeting was called to order at 6:30pm.

The Board approved a vacation request dated September 13, 2007 from a Department Manager.

Reviewing a memorandum from Chief Stockwell regarding a dangerous intersection at Hopkinton Road and School Street, the Board concurs with Chief Stockwell to move forward in pursuing a study and design to improve traffic flow. Selectman Picard will have a discussion with Chief Stockwell to proceed with the process.

A request from a Department Manager dated September 14, 2007 to attend an out of state conference from October 13th through 18th was approved by the Board.

Motion # 1

Selectman Fleming motioned to approve the Executive Session (Personnel) meeting minutes of August 30, 2007. Seconded by Selectman Picard, unanimous by Chairman Paul.

Motion # 2

Selectman Fleming motioned to accept, with regret, the resignation of Margaret Carroll, from the Conservation Commission. Seconded by Selectman Picard, unanimous by Chairman Paul.

A letter of appreciation will be sent to Margaret.

The Board reviewed the following correspondence:

- Copy of a letter from Water/Wastewater Superintendent Ron SanSouci to the DEP Re: mandatory water ban.
- Water Ban Press Release
- General Update from the Administrative Assistant Jim Bates dated September 12, 2007.

- Email Re: Hearing date (#162) at 6:30pm, 9/25/07
- Letter of interest from Beverly Randazzo to serve on the Upton Council on Aging. *(It is policy that the full Committee needs to endorse this appointment).*
- Notice of 2 Dog complaints (57 South St).

In review of the water ban notice the Board commented on the reverse 911 Notice that all households did not receive this message. Selectman Fleming stated he did not receive this call as his number begins with 478. Selectman Fleming is planning on speaking with Director Kemp in hopes to rectify.

The Board pointed out they has not received any information in reference to the site walk that took place last Thursday, on Pleasant Street. The Board plans on speaking with Attorney Kate Connolly this evening at the Special Town meeting for an update. Selectman Fleming noted the need to monitor the matter more closely and request that Kopelman and Paige be more proactive in their responses along with the Director of Public Works, and his efforts also. It's time to move forward.

A discussion took place regarding the Right to Farm General By-Law: the Purpose and Intent that will be brought before the citizens tonight at the Special Town Meeting at Nipmuc Regional Middle/High School.

In reference to the two barking dog complaints (57 South Street) that were logged last week, the Board has requested Chief Stockwell forward these complaints to Town Counsel. Mr. Bates stated he has already forwarded these to Town Counsel.

Chairman Paul, as liaison to the DPW Department, noted she meet with Director Soma this week which he stated he is moving in the right direction and welcomes the communication on a weekly basis. Chairman Paul will request Director Soma utilize the Senior Abatement program when the Administrative Clerk is not in. The phones must be answered and there is work that can be done, i.e., the water bills that are prepared in December, with a possible newsletter to be included.

Chairman Paul noted she meet with the Town Accountant Bob Perkins yesterday and reviewed the prior appropriation summary report specifically the DPW line items. It was discussed that a transfer (at the next Town Meeting) be made to the Water / Wastewater stabilization account and from that point, spend accordingly. Mr. Perkins confirmed this could be done. It was requested by the Board to have Mr. Perkins put in writing the process of how the funds can be transferred from and to what account it goes in. In addition to insure it is listed in the correct line item.

Selectman Fleming commented about a communication gap between the BOS when he and Chairman Paul met with the Finance Committee and Selectman Picard was not brought into the communication. Selectman Fleming did stress the need to tighten up the process.

91 Chairman Paul met with DOR Representative Kathy Reed yesterday in reference
92 to free cash. Selectman Fleming voiced his desire to have Ms. Reed be more visible
93 and to help educate townspeople on what is happening in Town.
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95 With the review of the Articles being brought forth this evening, specifically Article
96 8, the amount of \$5,540.00 for the purpose of purchasing and installing a security and
97 fire alarm system in the Ramsey Building, it was noted by Parks Supervisor John
98 Johnson, that the Parks Department account will pay for one-half of the system, with the
99 Town's Trust fund paying the remainder. The Board will pass over Article 8.
100

101 **Motion # 3**

102 Selectman Picard motioned to approve funding of one-half (\$2,770) for the
103 purchase and installation of a security and Fire alarm System in the Ramsey Building
104 and Athletic Facility located at the Town Beach from the Ramsey Trust Fund Account
105 and half coming from the Parks Department account. Seconded by Chairman Paul,
106 unanimous by Selectman Fleming.
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108 A discussion relative to the process in certifying free cash and setting the tax
109 rate. Chairman Paul spoke with Board of Assessors Chairman Charles Marsden who
110 stated that the paperwork is not completed as yet due to property reassessment. Once
111 they have all the numbers, they will meet with the State, which is slated for 1st week of
112 November.

113 Selectman Picard recently attended the Town Manager Assessment meeting and
114 attending that meeting was the Town Manager for Ashland who spoke about a financial
115 audit (procedure), which outlines the process of setting the tax rate, and is free of
116 charge. Selectman Picard will contact the Town of Ashland for further information.
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118 **Motion # 4**

119 Selectman Fleming motioned to approve the request form Barbara Burke, Co-
120 Chair of the Heritage Commission, to place six-signs around Town (see list) to promote
121 Heritage Day Saturday, September 22nd. Seconded by Selectman Picard, unanimous by
122 Chairman Paul.
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124 Appropriation Treasury Warrant No. 12e in the amount of \$74,166.59 was signed.
125 Payroll Treasury Warrant No. 12P in the amount of \$62,563.68 was signed.
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127 Relative to a parcel of land the Board is considering, Chairman Paul said that
128 when the Historical Commission meet, they did not discuss the land, as not all the
129 members were present. Historical Commission Chairman Barbara Burke felt it would be
130 of benefit to discuss this land when all members are present. Selectman Fleming
131 commented that the Board of Selectman is in the processing of reviewing a piece of
132 property and asking for input from specific Boards however he does not want anyone
133 going to the CPC, they need to go through the Board of Selectman. He feels the CPA
134 funding is the most appropriate for this purchase. To start the process, Selectman
135 Fleming asked that a formal request be sent to Building Commissioner Pat Roche, to do
136 a site review of the property.

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In another matter, Selectman Picard asked that other Boards be contacted regarding an Executive Session that took place on August 22nd about property that was discussed and in good faith, to set up another Executive Session in the next two weeks and invite a representative from each Board, i.e., Board of Health, Historical Commission, Department Public Works and Code Enforcement.

Insurance Coordinator Jim Bates, gave an update on the GIC program which he is not recommending at this time due to lack of information about the rate structure and coverage. He continued by saying he met with a MIIA representative who is sending him a quote on their program. A more comprehensive and detailed report will be forthcoming from Mr. Bates. Selectman Fleming added that it takes a 70% vote of the Union to agree to change health insurance benefits.

Motion # 5

At 7:10pm, Selectman Fleming Motioned to recess to the meeting to attend the Special Town Meeting at Nipmuc Regional Middle/High School. Seconded by Chairman Paul, unanimous by Selectman Picard.

At the conclusion of the Special Town Meeting the Board will adjourn their meeting.

Respectfully submitted,
Karen L. Varney, Administrative Clerk