

Town of Upton



Massachusetts

Meeting Minutes of October 2, 2007

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

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

Motion # 1

At 6:31pm, Chairman Paul motioned to enter into Executive Session under M.G.L. Chapter 39, section 23B exception #6. Seconded by Selectman Fleming, unanimous by Selectman Picard.

Poll taken: Marsha Paul "I", Robert Fleming "I", Ken Picard "I".

After completion of the Executive Session, the Board will reconvene their regular meeting.

At 7:05pm the Board reconvened their regular meeting.

At 7:06pm Chairman Paul gaveled to enter into another Executive Session under M.G.L. Chapter 39, s. 23B, exception 3.

Poll taken: Marsha Paul "I", Robert Fleming "I", Ken Picard "I".

8:06pm, the Board reconvened their regular meeting.

The Pledge of Allegiance was recited. Videotaping provided by Jonathan Miguel, Cable TV Access Provider.

The Board welcomed John R. Zakian of New Bedford who was interviewed back in August for the open Grant Writer position. The Board was very interested in meeting with Mr. Zakian again to go over some questions they had and the possibility of appointing him to the position. The parties had a discussion relative to structuring the compensation of this position and the percentage Mr. Zakian would receive. Mr. Zakian stated that some of the Federal Grants do not allow Grant Writers to be compensated on a percentage basis and indicated that \$75 to \$100 per hour may be in the ballpark for compensation, however he said it is difficult to set a standard rate, as there are so many variables. He stated he feels comfortable that whatever the Board agrees to, noting that he will be upfront with the number of hours it would generally take from start to finish.

During the meeting, Mr. Zakian gave an overview of his extensive experience adding that he created a 5013C (non-profit Corporation) for the Town of New Bedford saying it would be of benefit for the Town of Upton also.

45 It was agreed that Mr. Zakian would prepare an agreement with a template that
46 can be modified as needed and submit to the Selectmen for consideration within two
47 weeks.

48 Selectman Picard suggested that Mr. Zakian could work with the Town's
49 Department Managers for informal service training. Chairman Paul added that he would
50 receive compensation for this training.

51 Before making any Motion for an appointment, the Board will wait until the
52 agreement is received and reviewed.

53 The Board thanked Mr. Zakian and looks forward to hearing from him.

54
55 Appropriation Treasury Warrant No. 14e in the amount of \$811,337.25 was
56 signed.

57 Payroll Treasury Warrant No. 14P in the amount of \$64,154.99 was signed.

58
59 **Motion # 2**

60 Selectman Fleming motioned to approve Town Counsel's proposal for settlement
61 on the matter discussed in Executive Session as amended by the Board. Seconded by
62 Chairman Paul, unanimous by Selectman Picard.

63
64 **Motion # 3**

65 Selectman Fleming motioned to approve the Executive Session meeting minutes
66 of September 25, 2007 with minor revisions (on line 34 asked & 37 *Union Contract*).
67 Seconded by Selectman Picard, unanimous by Chairman Paul.

68
69 **Motion # 4**

70 Selectman Fleming motioned to approve the (general) meeting minutes of
71 September 25, 2007 as transcribed. Seconded by Selectman Picard, unanimous by
72 Chairman Paul.

73
74 **Motion # 5**

75 Selectman Fleming motioned to approve the Executive Session meeting minutes
76 of September 11, 2007. Seconded by Selectman Picard, unanimous by Chairman Paul.

77
78 **Motion # 6**

79 Selectman Fleming motioned to accept the resignation of Shanna Glassman as a
80 full-time Communication Officer effective October 3, 2007 Seconded by Selectman
81 Picard, unanimous by Chairman Paul.

82
83 **Motion # 7**

84 Selectman Fleming motioned to appoint Shanna Glassman as a part-time
85 Communication Officer, seconded by Selectman Picard, unanimous by Chairman Paul.
86 Confidential material reviewed:

87 ⇒ Email dated 9/26/07 from R. Binaco.

88 ⇒ Request for information (DUA)

89 ⇒ Letter from Kopelman & Paige Re: Dog barking matter (*Town Counsel modifying the*
90 *draft*)

92 Under the confidential section, the Board reviewed a request they received dated
93 September 26, 2007 for assistance. Selectman Picard spoke with the Trust Fund
94 Committee and funds are available for this purpose. The Board approved the request.
95

96 **Motion # 8**

97 Selectman Fleming motioned to approve the amount of \$5,000 from the Ella W.
98 Risteen Trust Fund Clause B to be appropriated as specified in a letter (email) dated
99 September 26, 2007. Seconded by Chairman Paul, unanimous by Selectman Picard.

100 The Board did note that if additional funds were required, they would revisit the
101 request.
102

103 Continuing to have dialog regarding the available funds in the Trust Funds,
104 Selectman Picard reminded his colleagues of the volunteer project he and others are
105 working on, and the request for financial aid for this project he submitted a few weeks
106 ago. The Board had agreed to help financially when this project was first submitted to
107 the Board.
108

109 **Motion # 9**

110 Selectman Picard motioned to approve an amount up to \$8,000.00 coming from
111 the Ella W. Risteen Trust Fund Clause B as stipulated in a memorandum dated
112 September 11, 2007. Seconded by Selectman Fleming, unanimous by Chairman Paul.
113 The Board complimented Selectman Picard for his help with this important project.
114

115 In reviewing of the Appropriation Summary, the Board would like to see it
116 updated, i.e., any appropriation from 2001 to 2005 still showing a balance needs to be
117 substantiated.
118

119 **FYI:**

- 120 ⇒ Further discussion of the Town Trust Funds (Welfare)
 - 121 ⇒ Appropriations Summary report. (Needs further review w/revisions)
 - 122 ⇒ FYI *only*: Kopelman & Paige statement (Planning Board)
- 123

124 **Mail:**

- 125 1. Request for permission to place 3 A-Frame signs to advertise the Broadway
126 Youth Dance on 11/17/07. (*Approved – see Motion*)
- 127 2. Correspondence from the MMA Re: Survey. (*The Administrative Assistant to meet with*
128 *Department Supervisors to complete survey*).
- 129 3. Seminar: October 26th Re: Positive Alternative for affordable housing. (Also see
130 correspondence from Town of Walpole)
- 131 4. Copy of a letter to Mass Turnpike Authority Re: back up at the Wesborough/495
132 toll plaza.
- 133 5. Correspondence from S.T.A.R.
- 134 6. Copy of a letter sent to Honorable Deval Patrick from the Town of Princeton Re:
135 PILOT program.
- 136 7. Letter from the Town of Douglas Re: Future of Rail Service in the Blackstone
137 Valley presented by CMRPC.

- 138 8. Agenda for the All Conference for Selectmen on October 13th. (*Chairman Paul*
139 *registered to attend*).
- 140 9. Correspondence Re: 6 Wood Street, no resolution to date. (*Building Commissioner to*
141 *resolve*).
- 142 10. Meeting minutes: Fire/EMS Dept. Mgmt Study & Implementation Committee.
- 143 11. Offer letter Re: Firefighter/EMT to Shawn Marchand with acceptance letter
144 attached. (*The Board welcomed Shawn and wished him well*).
- 145 12. Code Enforcement Travel Log
- 146 13. Charter Communications – channel lineup
- 147 14. Memo from the Chief Stockwell Re: Requisition for full time Communication
148 officer.
- 149 15. Email Re: Tree stand Policy from a concerned citizen.

150
151 **Motion # 10**

152 Selectman Fleming motioned to grant permission to the Broadway Youth Dance
153 Theatre to erect three-A-frame signs (at Pratt Pond / W. Main St., intersection at Post
154 office, Mendon Rd / Pleasant St) from October 26th to November 18th to advertise their
155 show on November 17, 2007. Seconded by Selectman Picard, unanimous by Chairman
156 Paul. Selectman Fleming has offered to draft up a policy relative to the placement and
157 time frame of signs.

158
159 In other matters, Selectman Picard noted that he is following up with the recent
160 request from Chief Stockwell to begin the process of a preliminary study and design to
161 improve traffic flow and safety at the Hopkinton Road and School Street intersection.
162 Another motor vehicle accident happened again the other day. Selectman Picard is
163 waiting for information from CMRPC.

164
165 In a related issue, Chairman Paul is greatly concerned with the Dunkin Donuts
166 traffic problems that are evident in the morning hours. As the liaison to the Police
167 Department, Selectman Picard will have a conversation with Chief Stockwell in hopes of
168 finding a possible solution.

169
170 The Board approved payment of statement No 71338 from Kopelman and Paige
171 in the amount of \$5,479.40 and invoice #2155 for services from Blatman, Bobrowski
172 and Mead, LLC the balance due of \$232.00.

173
174 Also the Board signed off on a Class II License (name change) for Robert
175 Motuzas, dba, Motuzas Automotive Inc.

176
177 **Motion # 11**

178 Chairman Paul motioned to adjourn the meeting at 9:15pm, seconded by
179 Selectman Picard, unanimous by Selectman Fleming.

180
181 Respectfully submitted,
182 Karen L. Varney, Administrative Clerk
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