

Town of Upton



Massachusetts

Meeting Minutes of Thursday, December 20, 2007

Location: Upton Fire and EMS Headquarters, 2nd Floor Training room.

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

The meeting was called to order at 5:10pm with the Pledge of Allegiance. Videotaping provided by Jonathan Miguel, Cable TV Access Provider.

Motion # 1

Selectman Fleming motioned to approved the meeting minutes of November 20, 2007, Seconded by Selectman Picard, unanimous by Chairman Paul.

Motion # 2

Selectman Fleming motioned to approved the meeting minutes of November 27, 2007, Seconded by Selectman Picard, unanimous by Chairman Paul.

Motion # 3

Selectman Fleming motioned to approved the meeting minutes of December 11, 2007, Seconded by Selectman Picard, unanimous by Chairman Paul.

The meeting minutes of December 12, 2007 are on hold until they can be reviewed.

Zoning By-Law Review Committee Chair Sandy Bravo and Committee Secretary and Planning Board Member Gary Bohan, came before the Board to submit the final report of the Zoning By-Law. Mr. Bohan stated that this report is to be used as a reference and added there is more work to be done. There are two sections to this report, the Executive Summary and the recommendations. The Committee also reported on other areas of study, i.e., Cell Tower Bylaw. Mr. Bohan noted that the Planning board is looking at the cell tower issues within the Bylaw and will put together a draft within the month. Ms. Bravo stated the Committee has completed their work and officially dissolved the Committee. She thanked the Board of Selectman for the support they received. The Board in turn thanked Sandy and Gary along with the other members for a great job. This final report will be posted on the Town's web site and available at the Town Clerk's Office for review.

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Confidential material reviewed:

- ❑ Thank you letter. *(Chairman Paul thanked Selectman Picard who spearheaded the project).*
- ❑ Email dated December 14th to Police Union Re: Insurance.
- ❑ Email dated December 14th Re: Pleasant Street drainage. *(A meeting with the Attorney needs to be scheduled to resolve the differences).*
- ❑ Letter to the Board from COA Director. *(Selectman Fleming will bring the letter to the Personnel Board's meeting later this evening for review).*

It was noted that starting with the January meeting, the Agenda would not list in any form, the confidential material being reviewed by the Board. This will also be the case with any general mail received in the BOS office.

FYI's reviewed

- ❑ Email Re: Letter of Engagement for Consulting Services. *(Approved: to be signed by the BOS. Ask Attorney to draft a template for services).*
- ❑ Memo from Treasurer/Collector Kenneth Glowacki Re: Time Cards. *(Chairman Paul asked that a Memo be sent to all Departments informing them that the BOS approved one standard format for the weekly time sheets. The Board will review information relative to the use of Time Clocks for employees at their next meeting).*
- ❑ RBC Dain Rauscher account Statement.
- ❑ Email to J. Johnson Re: Town Hall drain.

The Selectmen had a conversation regarding the Town Manager Position stating that documents will be forthcoming from Town Counsel and the Town Manager Implementation Committee will be setting up a public forum shortly.

Discussion about setting up a Search Committee for a new Police Chief. The Board of Selectmen's office has received five letters of interest. The Board would like to see a member of the Personnel Board on this Committee. It will be determined in January, if the Committee will consist of five or seven members.

Chairman Paul indicated that she would like to write different articles to be published in the Town Crier to better inform the public about Town Government. Selectman Fleming agreed and spoke of an insert type informational flyer before Town Meetings. Selectman Picard also agreed and volunteered to spearhead this project.

Conserving energy was a topic of conversation with Chairman Paul who asked that all Departments turn their thermostats down to 62 degrees at the close of business. Discussion concerning the annual budget process and the need for Department Managers to be prepared. Dates set for the budget hearings are Thursday, January 10th from 5:00-7:00pm and Saturday, January 19th from 9:00am-12noon at Police Headquarters, lower level training room. Scheduled time slots for each Department will be set up and notified by the Administrative Assistant Jim Bates. The Selectmen will meet at 5:30pm on January 8, 2008 to prepare for the budget hearings.

93 For organizational purposes, the Selectmen have put together a Project Review List,
94 which will enable the Board to keep better tract of ongoing projects. Currently there are
95 twenty-nine projects the Board reviewed. Chairman Paul will maintain and update this
96 list on a weekly basis as the projects move ahead. On the list is the need for the DPW
97 Director and Town Counsel to get together for further discussion on the Pleasant Street
98 matter noted Selectmen Picard. He was also looking for the P&S agreement from Town
99 Counsel and the appraisal report in connection with the Upton Development Group's
100 Maple Ave venture.

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102 The Selectmen asked that the Personnel Coordinator send a notice to all
103 Department Managers stating that all employee evaluations are to be received in the
104 BOS office by December 31st. Chairman Paul requested that a checklist be formatted
105 so each Department can be checked off as the evaluations come in. Selectman Fleming
106 stressed that all employee's personnel files and related documents are to be kept in the
107 Board of Selectmen's office only.

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109 Selectman Picard informed the Board that he attended a very informative
110 meeting with CPC Chairman Rena Richard regarding Affordable Housing and CPA
111 funds with the possibility of using these funds to help with making the Town Hall ADA
112 assessable. The BOS office will locate the Town Hall Plans that were drafted a few
113 years ago. Selectman Picard told the Board he will start the process.

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115 Mail:

- 116 1. Correspondence from the DHCD Re: Community Assistance Unit CAU.
- 117 2. Letter from the United Way.
- 118 3. Memo Re: Annual Harassment Policy to all employees.
- 119 4. Letter dated December 13th from Attorney Taleran Re: Noble Vista LLC –
120 Negotiations.
- 121 5. MMA Annual Business Meeting, Saturday, January 12, 2008 at the Hynes
122 Convention Center.
- 123 6. Notification of Certification from the Mass DOR dated December 12, 2007.
- 124 7. Grant Program: Mass Preservation Projects fund. (cc: B. Burke)
- 125 8. Barking Dog complaint: 57 South St., 12/12/07.
- 126 9. Training Certificate presented to Chief Bradford.
- 127 10. Annual Inspection report and violation notices from Inspector of Buildings, Patrick
128 Roche.
- 129 11. Tennessee Gas Pipeline Emergency Information.
- 130 12. Internal Posting: Full Time Police Chief.
- 131 13. Letter to Hass Highway Re: Signs.
- 132 14. Letter from Mark Mastroianni, Pulte Homes Re: Bond #6364646 Release
133 request. (*Chairman Paul to review doc's before she approves the release*).
- 134 15. Memo to all Town Departments Re: Additional day off.
- 135 16. Memo Re: Reminder Annual Town Reports due January 10, 2008.

137 Before the meeting ended, a conversation took place about the barking dog
138 complaints at 57 South St. Selectman Picard will speak with Chief Stockwell regarding,
139 Dog Officer Kate Hawkins to discuss a process of responding to the complaint.

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141 *Reminder* The next meeting of the Board of Selectmen will be January 8, 2008, 7:30pm
142 at the Fire and EMS Headquarters, 2nd floor EOC room.

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144 Motion # 4

145 Selectman Fleming motioned to adjourn the meeting at 6:55pm. Seconded by
146 Selectman Picard, unanimous by Chairman Paul

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148 Respectfully submitted,

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150 Karen L. Varney, Administrative Clerk

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