

**BOARD OF
SELECTMEN
MEETING
MINUTES**

August 23, 2016

Town Hall

Chairman James Brochu; Selectman Robert J. Fleming; Selectman Gary Daugherty; Town Manager, Blythe C. Robinson; Executive Assistant, Sandra Hakala

1 The meeting was called to order at 6:00pm. Chairman Brochu opened the meeting and after the
2 pledge of allegiance reviewed the agenda.

3
4 **MINUTES**

5 ***Motion #1:*** Motion made by Selectman Fleming to approve the August 2, 2016 regular session
6 meeting minutes.

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8 Second: Selectmen Daugherty, Unanimous Chairman Brochu.

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10 ***Motion #2:*** Motion made by Selectman Fleming to approve the August 9, 2016 regular session
11 meeting minutes.

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13 Second: Selectmen Daugherty, Unanimous Chairman Brochu

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15 **INVITED GUESTS**

16 **5:35 PM Public Hearing – Rebecca’s Place 3**

17 Chairman Brochu opened the public hearing in conformity with Chapter 140 of the General
18 Laws. The public hearing was held upon the request of Rebecca Tredeau, Owner, RP3 of Upton
19 Inc. dba Rebecca’s Place 3, for the purpose of obtaining a Common Victualler License at 3 Farm
20 Street.

21
22 ***Motion #3:*** Motion made by Selectman Fleming to award a Common Victualler License to
23 Rebecca Tredeau, Owner, RP3 of Upton Inc. at 3 Farm Street contingent upon obtaining
24 approvals by the Planning Board, Board of Health, Code Enforcement and submission of
25 requested documents.

26
27 Second: Selectman Daugherty, Unanimous Chairman Brochu.

28
29 Selectman Fleming asked Public Works to review the fence on the site.

30
31 **6:30 PM Planning Board and Zoning Board of Appeals**

32
33 In 2005 the Master Plan first indicated a desire for potential business development for the
34 downtown area of town and a grant to fund the creation of a zoning by law to further this
35 initiative was received from CRMPC last year. The next step will be to schedule a public forum
36 and invite all property owners in the proposed zone to attend and discuss it, for a potential vote at
37 the November Special Town Meeting.

38
39 To that end, the Selectmen held a joint meeting with the Planning Board, Zoning Board of
40 Appeals, and invited Chris Ryan and Jeffrey Bagg from Central Massachusetts Regional
41 Planning Commission (CMRPC) to review the latest draft of the proposed Village Center zoning
42 bylaw.

43 The intent of the by law is to bring more business opportunities and housing to town, increase the
44 tax base, and create a more cohesive downtown. The plan encourages developers to construct
45 buildings that are closer to the street with parking in the back, sidewalks, store fronts and a more
46 pedestrian-friendly setup. It would also encourage mixed-use buildings, such as businesses on
47 the first few floors with apartments above.

48
49 **RECOGNITION**

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51 **MANAGER'S REPORT**

52
53 Water restrictions remain in place; no outdoor watering is allowed except by hand from 9 AM –
54 5 PM. Conservation by residents is working and the demand for water dropped off.

55
56 Code enforcement personnel, the fire chief and the town manager of the inside of 60 School
57 Street the Board of Heath has deemed that the property can be rehabilitated. The property was
58 condemned after inspectors found dozens of cats in the home and the Board of Health is
59 considering the next steps to be taken.

60
61 The demolition of 2 Grove Street is scheduled for next week, and the Planning Board will set a
62 date at their meeting tonight for site plan review for the parking lot.

63
64 **DISCUSSION ITEMS**

65 *Motion to Appoint Police Lieutenant*
66 The Board considered a memo from the Town Manager recommending that Sergeant Bruce
67 Rivard be promoted from his current position to the non-union position of Lieutenant. Chief
68 Bradley and Ms. Robinson concur that Mr. Rivard has the skills, ability and experience to be
69 successful in this role. Ms. Robinson requested that the Board vote to confirm her
70 recommendation at this meeting, to be effective on September 6th at which meeting Bruce would
71 officially receive his shield.

72
73 **Motion #4:** Motion made by Selectman Fleming to affirm the appointment of Bruce Rivard to
74 the nonunion position of Lieutenant waiving the 15 day waiting period to be officially appointed
75 at the September 6th Board of Selectmen's meeting.

76
77 Second: Selectmen Daugherty, Unanimous Chairman Brochu.

78
79 *Motion to Appoint – Historical Commission Members*

80 The Board reviewed the three applications from persons interested in being appointed to the
81 Historical Commission.

82
83 **Motion #5:** Motion made by Selectman Fleming to appoint Joan Burrell and Donald Spargo as
84 members to the Historical Commission through May 2017.

85
86 Second: Selectmen Daugherty, Unanimous Chairman Brochu.

87

88 **Motion #6:** Motion made by Selectman Fleming to appoint Katherine Worsham as an associate
89 member to the Historical Commission through May 2017.

90
91 Second: Selectmen Daugherty, Unanimous Chairman Brochu

92
93 Motion to Approve Various Street Sign Requests
94 The Board reviewed two street sign requests. The first is for signage on Cider Mill Lane
95 associated with the new Kiwanis Beach parking lot which the Planning Board gave site plan
96 approval for the project, and one of the conditions is the installation of these signs. Second, a
97 request was received from a resident for a new blind driveway sign on 51 South Street. There is
98 a new house at #51A and due to the location a sign is requested to caution drivers. Both Public
99 Works and the Police Chief concurred that this sign should be installed.

100
101 **Motion #7:** Motion made by Selectman Fleming to approve the street sign request at the entrance
102 at the Kiwanis Beach parking lot warning of traffic and blind driveway ahead from each
103 approach of the driveway.

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105 Second: Selectmen Daugherty, Unanimous Chairman Brochu.

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107 **Motion #8:** Motion made by Selectman Fleming to caution drivers of a blind driveway at 51
108 South Street

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110 Second: Selectmen Daugherty, Unanimous Chairman Brochu

111
112 Discuss Proposed Vehicle Use Policy
113 The Board considered the proposed Vehicle Use Policy drafted by Ms. Robinson and reviewed
114 by Town Counsel. The policy outlines how town employees are able to use their assigned
115 vehicles.

116
117 The town manager, police chief, fire and EMS chief, DPW director, DPW superintendents and
118 animal control officer have town vehicles assigned to them. All other employees are reimbursed
119 for their mileage when driving on town business and is outlined in the draft policy. The policy
120 also includes insurance requirements for employees who are driving on the town's behalf.

121
122 The Selectmen agreed to inform Ms. Robinson of any changes they would like to see before the
123 next meeting in order for the Board to vote on it.

124
125 Motion to Execute Water Emergency Interconnect Agreement with the Grafton Water District
126 A number of years ago an emergency water interconnection was made with the Town of Grafton
127 in order to provide water to Upton. This interconnection is located at the Town line on Williams
128 Street. In beginning discussions with Northbridge for a similar arrangement the Town reviewed
129 the file for Grafton and realized that only a draft of the agreement existed. An updated agreement
130 has been reviewed by Town Counsel which states the Water District will to provide Upton with
131 up to 400,000 gallons per day of water for up to a four-day period, the terms on how much Upton
132 will pay for it and other pertinent details. This agreement makes no provision for Upton to

133 provide water to Grafton, a pump station and associated equipment to do the same for them in
134 not available.

135

136 **NEW BUSINESS**

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138 **ADJOURN MEETING**

139 ***Motion #9:*** At 7:04 pm motion was made by Selectman Daugherty to adjourn.

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141 Second: Selectmen Fleming, Unanimous Chairman Brochu.

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143 Respectfully submitted, Sandra Hakala, Executive Assistant