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TOWN OF UXBRIDGE
21 S. MAIN STREET, UXBRIDGE, MA 01569
BOARD OF SELECTMEN/WATER & SEWERS COMMISSIONERS MEETING MINUTES
BOARD OF SELECTMEN'S MEETING ROOM
MONDAY, JULY 22, 2013 – 6:00PM

Present: Chair Tim Rice, Vice Chair Joe Frisk, Clerk Jen Modica, Selectman Peter Baghdasarian and Selectman Lance Anderson. Also present Town Manager, Sean Hendricks and Administrative Assistant Tracey Ante.

I. CALL TO ORDER

A. Announcements - Mr. Hendricks offered his condolences to Officer Paul Stuczynski for the passing of his Mother. Mr. Hendricks announced that on Thursday, 7/18 the Bank Building located at 32 South Main Street burned down. Main Street is still closed due to the instability of the building. The road will be closed for several days. Once the building is stabilized, the road will be re-open to northbound traffic. The building will be demolished starting on Tuesday. All businesses are open. Mr. Hendricks advised that there were so many individuals and/or agencies to thank for their contributions and/or assistance during the fire. He mentioned the following:

Nelson Burlingame, Building Inspector

Pam Cahill

Barbara Emerick

Peter Emerick, Police Chief

Mike Legendre

Dana Sherman, NStar

Uxbridge Fire Department

Uxbridge Police Department

MA Fire Departments

Northbridge	Hopedale
Millville	Blackstone
Douglas	Upton Fire
Mendon	Sutton
Grafton	Milford
Millbury	Webster

District 7 Central Strike Team

Leicester

Paxton

Oxford

Worcester

Auburn

Rhode Island Fire Departments

Nasonville

North Smithfield

Harrisville

Pascoag

Oakland-Mapleville

District 7 Ambulance Strike Team

East Brookfield
North Brookfield
Charlton
Southbridge
Sturbridge
Dudley
Webster EMS

Mr. Hendricks also thanked the following local businesses for their donations:

Hannaford's
Savers Bank
Honey Farms
Harry's Pizza
Subway
Brite-way
Uxbridge House of Pizza
Lynch's Wine and Sprits
Dunkin Donuts

Mr. Rice thanked Mr. Hendricks for his assistance during the fire.

- B. Citizen's Forum – Mr. Harry Romasco discussed the work done by the former Charter Committee. He had concerns with the agenda item – Review Town Charter – Appoint Committee. He felt the voters have already spoken at town meeting and the ballot election. He distributed correspondence to the Board entitled “The Board of Selectmen, The Manager and Municipal Leadership”. He encouraged the Board to read it. He recommended that the Board not appoint another committee. Mr. Howard Fortner discussed issuing penalties to anyone who violates the Town Charter. He is still awaiting a response from his email sent to the Chair on 5/28. Ms. Modica advised Mr. Fortner she did not see the email. She requested the Chair send the email to the Board.

II. BUSINESS

A. OLD BUSINESS

None.

B. NEW BUSINESS

1. FY 15 School Budget – Supt. Kevin Carney discussed the FY15 School Budget. They are looking at cost saving measures. A Strategic Plan Focus Group has been developed. This will allow for more community participation in planning for the future. The School Committee's Sub-Committee will be holding a Budget Summit Meeting on Wednesday 7/24 at 6pm at the High School Library. All are welcome to attend. Ms. Modica is coordinating a Round Table School Budget discussion for late August with the Board of Selectmen, Finance Committee, School Committee, the Department of Education and State Representatives.
2. NPDES Discharge Permit – endorse appeal – (Acting as Water & Sewer Commissioners) DPW Director, Benn Sherman updated the Board. He advised the Board that they did not need to endorse the appeals. Special Counsel has been retained (Mackie, Shea, O'Brien) and they filed the appeals on behalf of the Town. The appeals were filed with both the USEPA and MA DEP as the town cannot comply with the terms of the expected final permit. Special Counsel is working with USEPA and MA DEP to negotiate a schedule for compliance.
3. Review Town Charter - Appoint Committee – The Board had further discussion with Mr. Romasco. It was the consensus of the Board to take no action on appointing a committee. The Board reviewed potential Charter changes. The Board contemplated putting an article

forward for the Fall Annual Town Meeting. The Board will continue discussions at a future meeting.

4. Fall Annual Town Meeting 11/19/13 – Pursuant to the Town Charter, the warrant closes 60 days prior to town meeting. **MOTION: I, Mr. Frisk, move that the Board set the closing date for receipt of warrant articles/citizen petitions for the Fall Annual Town Meeting of Friday, 9/20/13. Seconded by Mr. Baghdasarian, the motion carried unanimously.** The Town Manager's Office and Town Clerk's Office will be open Friday from 7:30am – 5:00pm.
5. Appointments – Poll Workers (see attached list) – **MOTION: I, Mr. Rice, move that the Board appoint the Poll Workers on the attached report dated 7/22/13 attached to the minutes and made part of the record. Seconded by Mr. Baghdasarian, the motion carried unanimously.**
6. Appointments – Cultural Council – **MOTION: I, Mr. Frisk, move that the Board appoint Tracey Ante, Dierdra Cahill and June Bangma to the Cultural Council. Seconded by Mr. Baghdasarian, the motion carried unanimously.**
7. Approve Street Name – Chip Shot Lane (off Chocolog Road) – **MOTION: I, Mr. Frisk, move that the Board approve the Street name of Chip Shot Lane. Seconded by Ms. Modica, the motion carried unanimously.**

III. MEETING MINUTES

7/8/13 Meeting Minutes – **MOTION: I, Ms. Modica, move that the Board approve the 7/8/13 Meeting Minutes. Seconded by Mr. Frisk, the motion carried unanimously.**

7/17/13 Meeting Minutes – **MOTION: I, Ms. Modica, move that the Board approve the 7/17/13 Meeting Minutes. Seconded by Mr. Baghdasarian, the motion carried 3-0-2 (Mr. Frisk and Mr. Anderson abstained).**

IV. TOWN MANAGER UPDATE

The Town Manager report is attached to the minutes.

V. MEMBER ISSUES

There was general discussion.

VI. EXECUTIVE SESSION

None.

VII. ADJOURNMENT: NEXT BOS/SBC MEETING WEDNESDAY, JULY 17, 2013 – 6:00PM

At 8:30PM, Mr. Rice adjourned the meeting.

Minutes respectfully submitted by, Tracey Ante
Minutes approved by Board of Selectmen:

Chair Tim Rice

Vice Chair Joe Frisk

Jennifer Modica

Clerk Jen Modica

Selectman Peter Baghdasarian

Lance Anderson

Selectman Lance Anderson

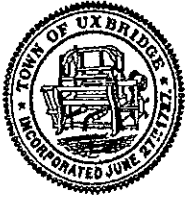
8/12/13

Date Approved

Poll Worker Report

7/22/13

Party	Last Name	First Name	Address	City	State	Zip
U	Baca	Marjorie	208 Pond St	Uxbridge	MA	01569
U	Bresciani	Albert	670 Glenwood Ave, Apt 112	Whitinsville	MA	01588
U	Bridges	Robert	67 Brookside Dr	Uxbridge	MA	01569
U	Clark	Beverly	166 Hartford Ave E, Box 446	No. Uxbridge	MA	01538
R	Congon	John	9 Ascot Lane	Uxbridge	MA	01569
	Desliets	Bruce	16 Harvest Rd	Uxbridge	MA	01569
D	Donovan	Daniel	12 Fair St	Uxbridge	MA	01569
D	Downing	Dorothy	9 Ascot Lane	Uxbridge	MA	01569
R	Drover	Beverly	122 Taft Hill Ln	Uxbridge	MA	01569
D	Feen	Mary	217 West St	Uxbridge	MA	01569
D	Feen	Richard	217 West St	Uxbridge	MA	01569
U	Frisk	Joseph	85 Ironstone Rd	Uxbridge	MA	01569
U	Frisk	Daniel	85 Ironstone Rd	Uxbridge	MA	01569
	Habe	Sylvia	22 Nature View Drive	Uxbridge	MA	01569
	Habe	Andrew	22 Nature View Drive	Uxbridge	MA	01569
U	Hauge	Jeanne	143 North Main Street	Uxbridge	MA	01569
D	Knapik	Aline	90 William Ward St	Uxbridge	MA	01569
U	Kogut	Lucille "Lu"	213 Oak St	Uxbridge	MA	01569
D	Lynch	John "Jack"	33 Marywood St, Box 1	Uxbridge	MA	01569
U	Maney	Cathy	88 Conestoga Dr	Uxbridge	MA	01569
U	Maranda	Jeannette	261 Hartford Ave E	Uxbridge	MA	01569
D	Masiello	Timothy	225 Hartford Ave E, Box 511	Uxbridge	MA	01569
D	McCue	Pauline	50 Brookside Dr.	Uxbridge	MA	01569
D	McCue	Joseph "Joe"	50 Brookside Dr.	Uxbridge	MA	01569
D	McMurray	Genevieve	24 Granite St	Uxbridge	MA	01569
U	Mellen	Richard	35 Olde Canal Way	Uxbridge	MA	01569
U	Ney, Jr.	Joseph	26 Andrews Dr	Uxbridge	MA	01569
U	Ovian	Victoria	17 Surry Dr	Uxbridge	MA	01569
D	Paul	Robert G.	395 Blackstone St	Uxbridge	MA	01569
	Picard	Alice	8 Ascot Lane	Uxbridge	MA	01569
R	Poirier	Mary	22 Hitchin Post Ln	Uxbridge	MA	01569
	Rice	Mary	13 Oak St. 1	Uxbridge	MA	01569
R	Rosol-Donoghue	JoAnn	383 Millville Rd	Uxbridge	MA	01569
U	Salzberg	Judith	25 Meadow Rd	Uxbridge	MA	01569
U	Stearns	Sharon	591 Blackstone Street	Uxbridge	MA	01569
U	Svelnis	Mary	37 Country Rd	Uxbridge	MA	01569
D	Tognacci	Barbara	25 Olde Canal Way	Uxbridge	MA	01569
U	Wheeler	Linda	66 Brandy Lane	Uxbridge	MA	01569
U	Williams	Martha	67 Centennial Ct	Uxbridge	MA	01569
U	Anderson	Mary	19 King St	Uxbridge	MA	01569



TOWN OF UXBRIDGE
OFFICE OF THE TOWN MANAGER
21 South Main Street
Uxbridge, MA 01569-1851
508-278-8600 Fax 508-278-8605

Sean Hendricks
Town Manager

DATE: July 22, 2013
TO: Board of Selectmen
FROM: Sean Hendricks
RE: Town Manager report—7/9 through 7/22

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- Met w/ DATT re: possible bus stop in Uxbridge.
 - Attended Capital Planning Committee meeting.
 - Attended ZBA meeting.
 - Attended meeting of permitting authorities.
 - Attended FinComm meeting.
 - Conducted eight interviews with prospective employees.
 - Transitioned two existing employees into new positions in Assessor's office.
 - Welcomed two new employees—Asst Clerk-PM and Planning/Zoning assistant.
 - Attended joint SBC/BoS meeting.
 - Attended Public Safety Committee meeting.
 - Assisted with Bank Building fire effort.
 - Purchased town-wide subscription to GrantFinder; will assist in quest for new revenue sources.
 - Issued guidelines for implementation of Valor Act, which was adopted at November 2012 Town Meeting.
 - Website disclaimer completed and posted.
 - Assisting ConComm with Pout Pond initiatives/jurisdiction questions.

UPDATES

- Meeting with Public Safety Consultants to assist in Police Chief hiring process.
- Downtown Revitalization at Senior Center nearing completion.
- Downtown Revitalization at TH nearing completion.

More Thanks

*BI Nelson Burlingame
Chief Emerick*

*Will not meet 8/1 deadline
PD conversation
35 resumes rec'd
posting closed
Public Safety Consultants
w/ H Tues.*

7/22/13 TH

BUS. M-F

7:25pm

H. ROMASCO

**The Board of Selectmen,
The Manager and
Municipal Leadership**

**A Team Oriented
Job Description**

This brief position paper is based on the need to develop a partnership that allows the Town Manager and Board of Selectmen to deal with several aspects of **communication, planning and conflict management**.

There's no shortage of job descriptions for the Town Manager. However, many of them have two basic flaws.

- First, they seldom address the underlying issue of working relations between the Town Manager and the Board of Selectmen.
- Second, they tend to reflect a shopping list designed to touch every possible base of operation rather than to set clear professional priorities for a Town Manager.

This paper doesn't present a radical departure from the **intent** of most job descriptions of the Town Manager's position. It does, however, provide a job description, which **integrates** many of the governance and leadership issues facing the Board of Selectmen and their Town Manager. It clarifies parameters through which the Town Manager can integrate his/her priorities with those of the Board of Selectmen and with those of other department heads. It clarifies the essentials of leadership at the top, leadership which should seek to **preserve** the positive aspects of the community and **change** those aspects which aren't as effective as they could be.

The job description reflects the hopes and needs of many Town Managers and Board of Selectmen. This integrated job description is a tribute to their eagerness to provide municipal services in an efficient and effective way.

A. The Town Manager as Chief Administrative Officer

The Town Manager is the officer responsible for the overall planning, operation and performance of the Town. She/he provides staff support for the Board of Selectmen and is the leader of the municipality's senior management team.

C. Primary Duties of the Town Manager

1. Work closely with the Board of Selectmen, and with the chair as appropriate, to develop and sustain the working relationships implied in Sections A and B;
2. Establish programs and practices for a constructive relationship of the municipal organization structure within the community;
3. Direct planning and implementation of municipal services which will ensure the highest possible effectiveness level of each department;
4. Direct planning and implementation of business related functions to enable the municipality to support service delivery in an efficient and cost effective manner;
5. Organize and lead the municipality's senior leadership team responsible for strategic municipal planning, and implement a leadership development program for all Managers and supervisors within the municipal system;
6. Participate in a high quality program of staff selection, training, supervision, evaluation and compensation;
7. Develop and implement a performance monitoring system to measure service delivery in quantitative and qualitative terms;
8. Ensure that all department operations meet legal requirements and local policy requirements;
9. Perform all other duties consistent with Sections A and B of this job description.

D. Qualifications

All qualifications deemed appropriate by the Board of Selectmen or required by law.

E. Implementation of Job Description

This job description provides direction while the Town Manager and Board of Selectmen exercise their legitimate roles and responsibilities. The Board of Selectmen-Town Manager team should retain the best interests of the municipal system **as a whole** in terms of its capacity to provide services. The Town Manager delegates responsibilities to members of his/her team while she/he remains accountable for overall effectiveness.

This job description emphasizes **integrated teamwork** at the top. It strongly implies a working partnership not found in very many communities. It sets the stage for a common purpose, legitimate leadership over political expedience, and realization of the legitimate hopes and aspirations of Board of Selectmen members and Town Managers. Such leadership at the top is essential if the community is to receive services efficiently and effectively.

Jeff Nutting

Franklin