



TOWN OF UPTON, MASSACHUSETTS

Community Preservation Committee

Meeting Minutes – Wednesday April 5, 2023 – Remote Meeting (Teams)

To: Members of Community Preservation Committee

CC: Denise Smith,

From: Grace Brownell, CPC Administrative Assistant

Members Participating:

Chair: Paul Carey (Chairman)

Members: Christine Scott, Joan Scribner, Russ Wood, Rick Porter, Brittany Besler

Absent: N/A

Administrative Assistant: Grace Brownell

Visitors: Kristen More, Edward Phillips, Dan Lazar, Dennis Westgate, Dave O'Brien, William Tyler, Marcella Stasa, Alexandra Perkins, Steve Bern, Kathy Robertson, Dick Henderson, Ken Paulson, & Kristi Paulson

7:00 Remote Meeting Opened.

GENERAL BUSINESS:

Approve Previous Minutes (March 1, 2023)- *Chairman motioned to approve minutes as amended. Rick Porter seconded. All voted in favor by roll call vote.*

Financial Report-

- CPC is to pay CMRPC invoice for \$3,500 (25% progress payment) for Upton 2022 Housing Production Plan. In 2011, the town voted \$11, 018.16 into the Affordable Housing Plan. April 2022 CPC voted to provide funding for 2023 Housing Production.
- Chairman signed to approve first \$3,500 for the 25% progress payment.

AGENDA ITEMS:

7:05pm— \$50,000 request by the Upton Lakes and Ponds Committee to conduct studies and prepare water quality monitoring and management plans for Pratt Pond and Mill Pond.

- Phase One: Applicants will have a meeting with contractor (TRC) 04-12-2023. The winning bid was around \$40,000.
- Phase Two: Board of Selectmen declined to put on warrant for annual Town Meeting, with some support for November 2023 Special Town Meeting. Scope cost estimate is \$50,000 to \$70,000.

7:15p.m— Public hearing was opened for the \$120,000 request by the Land Stewardship Committee (LSC) to construct a footbridge over Warren Brook within the Robertson Conservation Restriction.

- Marcella Stasa and Mike Penko presented motives and design for bridge. Two primary motives for are (1) trail networking and (2) safety.
- LSC hired NY company which provided cost estimate of \$88,000. LSC then asked for \$120,000 to ensure contingency. LSC additionally applied for reimbursable trail grant from the state for \$100,000. If received, the state would pay 80% of \$100,000 cost.
- Russ Wood asked what the life expectancy of the bridge is. Ms. Stasa said it is expected to survive high winds and waters.
- Rick Porter asked how the materials will be brought into the project. Ms. Stasa noted some materials will be hand carried while the I-Beam can be brought through the Robertson's Property.
- Ms. Stasa noted support will be steel, and the rest is pressure treated wood. Mr. Penko inserted that the plan is to use black locust for decking.
- Kathy Robertson shared history of why location was chosen. Both her parents have approved access for the staging area with reassurance of no damage to existing wooded buffer.
- *Chairman motioned to close public hearing. Rick Porter seconded. All voted in favor by roll call vote.*

7:30p.m— Public hearing was opened on \$50,000 request by the Upton Historical Commission for the fabrication and placement of a new sign at Heritage Park.

- Ed Philips, Chair of Historical Commission shared background of project. Existing sign made from wood is deteriorating. Historical Commission has voted to hire BVT whose estimate is \$13,000.
- The Chairman asked if the sign is going to look like wood. Mr. Philips confirmed. Also noted, lifespan will be one hundred years.
- Chairman suggested Mr. Phillips request \$3,000 from CPC to further reduce on Town floor.
- Mr. Carey made the recommendation to request \$3,000 from CPC to further reduce on Town floor.
- *Mr. Carey motioned to close public hearing. Joan Scribner seconded. All voted in favor by roll call vote.*

7:35p.m— Public hearing was opened on \$120,000 request by the Upton Grange for restoration/preservation of the Upton Grange Hall, 26 School Street.

- Ed Phillips shared history of project. Also noted, Historical Commission and CPC assisted Upton Grange in applying for Massachusetts State Historical Commission 50% matching grant on March 17, 2023.
- The architect is Upton resident Scott Richardson. Mr. Richardson provided cost estimates: When presented with the \$120,000 proposal, Scott proposed an estimate of

\$200,000- \$250,000. Thus, project went from a \$120,000 to a \$160,000 project for the state benefit seeking a 50% grant, \$80,000. If the town moved to approve CPC funding of \$120,000 after the \$160,000 project, including state grant with \$40,000 of CPC funding.

- Mr. Phillips provided tentative timeline-
 - Town meeting: May 4, 2023
 - Deadline for grant application and award decision: June 24, 2023.
 - Deadline for completion of all restoration work: June 30, 2024.
- Mr. Phillips noted there needs to be 75% of funding available prior to the start of the project prior to state funding. Thus, the Historical Commission had asked CPC for \$120,000 which is 75% of the \$160,000. The remaining \$40,000 will fund phase two of the project. Ed noted if state grants are not awarded every category will be bid on and prioritized.
- Joan Scribner inquired about reimbursement process. Ed Phillips noted state would refund \$40,000 with the final reimbursement.
- Chris Scott noted there are grants available for handicap features.
- Dan Lazar requested clarification for the type of project in question. Mr. Phillips clarified the project includes the restoration of a building as defined by state grant application. Mr. Lazar advised to provide public with long term view to set adequate expectations. Also noted, preservation restriction will be attached to deed.
- Dick Henderson asked if there is any fire protection in the building at this time. Kristi Paulson noted the Upton Grange spent over \$5,000 on protection measures.
- *Mr. Carey moved to close public hearing. Rick Porter seconded. All voted in favor by roll call vote.*

CPC Deliberated Requests

- **Heritage Park Sign-** *Chairman motioned to approve initial request of \$30,000 to replace sign at Heritage Park with funding to come from Historical Resources Account to extent possible or the CPC Undesignated Account. Joan Scribner seconded. All voted in favor by roll call vote.*
- Town Manager, Joe Laydon noted all three requests will be settled as part of motion prior to Town Meeting.
- **Robertson Property Trail Bridge-** *Chairman motioned to approve the request for up to \$120,000 from the LCS Account to the extent possible or CPC Undesignated Account to construct a bridge on Robertson Conservation Restriction Land. Chris Scott seconded. All voted in favor by roll call vote.*
- **Upton Grange Property-** *Joan Scribner motioned to approve a request for up to \$120,000 from the Historic Resources Account to extent possible or the CPC Undesignated Account for external restoration only of the Upton Grange Property not contingent Upton State grant funds. Rick Porter seconded. Majority voted in favor (6-1) by roll call vote.*

8:41 p.m adjourned

Document List

- *Application for Community Preservation ACT Funding: Robertson Family Trail. Easement Trail Bridge Project*, Upton Conservation Commission, April 2, 2023
- *Draft CPA articles for 2023 atm*, April 2, 2023.
- *Warren Brook Bridge- Conceptual Design v2*, Tahawus Trails LP, June 15, 2022
- *Warren Brook Trail Bridge Design/ Build Estimates II*, Tahawus Trails, June 15, 2022.
- *Applying for Community Preservation Funding*, April 2, 2023.
- *Request for CPC Funds for Restoration*, Kenneth Paulson, January 15, 2023.

Minutes approved on: August 2, 2023 (remote meeting)

Paul Carey	Christine Scott
Joan Scribner	Mike Penko
Russ Wood	Rick Porter
Brittany Belser	