

**BOARD OF
SELECTMEN
MEETING
MINUTES**

April 18, 2023

Chair Brett Simas; Select member Stephen A. Matellian; Select member Maureen Dwinneil; Town Manager Joseph Laydon; Executive Assistant Sandra Hakala.

CALL MEETING TO ORDER/ PLEDGE OF ALEGENCE

Chair Simas opened the regular meeting at 7:00 PM and lead the pledge of allegiance.

DEPARTMENT/BOARD UPDATES AND REQUESTS

Sale of Affordable Unit – Waiver of Right of First Refusal – Director of Land Use & Inspectional Services

Mr. Antonellis, Director of Land Use & Inspectional Services reviewed the process pertaining to the sale of an affordable unit at 4 Sienna Circle and a draft letter for the Board to consider sending to DHCD. Even with the Town declining the right of first refusal, the unit must remain affordable.

Maureen Dwinneil MOVED the Board vote not to exercise its right of first refusal and to authorize the Town Manager to draft a letter to send to DHCD.

Second: Select member Matellian, Unanimous, Chair Simas.

Execute May 9, 2023 Annual Town Election Warrant – Town Clerk

Stephen Matellian MOVED the Board vote execute the warrant for the May 9, 2023 Annual Town Election.

Second: Select member Dwinneil, Unanimous, Chair Simas.

PUBLIC HEARING

All-Alcohol Beverages License §12 Club On-Premises – Nipmuc Rod & Gun Club

Chair Simas opened the public meeting at 7:05

Notice is hereby given, under Chapter 138, Section 15A, of the MGLs that a Public Hearing will be held on Tuesday, April 18, 2023 at 7:05 PM at the Town Hall 1 Main Street, Upton, MA on the application of Nipmuc Rod and Gun Club, Upton, MA for an All-Alcohol Beverages License §12 Club on-premises. The description of the premises is as follows: First floor, basement room 60' X 32' with a storage vault, same elevation 10' X 11' entrances and exits on Fiske Mill Road. Second floor 66' X 32' banquet hall. Kitchen and porch adjoining with exit and entrances on Fiske Mill Road.

Ian Bell and Ali Mauro represented the Club and the Board reviewed the application for the license submitted by Nipmuc Rod and Gun Club at 88 Fiske Mill Road, Upton, MA: All-Alcohol Beverages License §12 On-Premises.

Chair Simas closed the hearing at 7:10

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38 **Maureen Dwinell MOVED** the Board of Selectmen vote to approve the All-Alcohol Beverages
39 License §12 On-Premises for Nipmuc Rod and Gun Club at 88 Fiske Mill Road, Upton, MA,
40 license issuance contingent upon satisfactory inspections and submission of all required
41 documents, fees and payments of municipal charges; to be reviewed by Town Manager.
42 **Second: Select member Matellian, Unanimous, Chair Simas.**

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44 **PUBLIC INPUT/BOARD MEMBERS' UPDATES**

45 None.

46
47 **PUBLIC PRESENTATION – GROVE STREET BRIDGE – 25% DESIGN**

48 **Presentation of 25% Design Plans for Grove Street Bridge**
49 Scott Brusco, P.E. and Sarah Perry of Weston & Sampson presented the 25% Design of the Grove
50 Street Over Center Brook Bridge Replacement and Proposed Pedestrian Bridge.

- 51
52 Project Schedule
53 **End Of June 2023**
54 • Final Design/MassDOT Ch. 85 Review and Approval
55 • Submit MassDOT Municipal Small Bridge Program Grant
56 Application
57 **Mid-May 2023 – End of July 2023**
58 • Environmental Permitting (Noi, Usece Svn) Approximate
59 **August 2023**
60 • Advertisement For Bid/Bid Opening
61 **September 2023**
62 • Contract Award/Construction Ntp
63 **September 2023 – December 2023**
64 • Estimated Construction to Substantial Completion

65
66 **COMMITTEE/ BOARD APPOINTMENT/RESIGNATION**

67 **Appointment – Technology Committee**
68 **Stephen Matellian MOVED** the Board of Selectmen vote to appoint Jeffrey Boss to fill a vacant
69 seat on the Technology Committee.
70 **Second: Select member Dwinell, Unanimous, Chair Simas.**

71
72 **BOARD OF SELECTMEN DISCUSSION**

73 **Road Race Application – Nipmuc Regional High School**
74 **Maureen Dwinell MOVED** to approve the road race application submitted by Nipmuc Regional
75 High School students for a race/walk to be held on Sunday, May 21, 2023 at 8:00 am.
76 **Second: Select member Matellian, Unanimous, Chair Simas.**

77
78

79 **Street Sign Request**

80 **Steve Matellain MOVED** to approve a “Dead End” sign at the Intersection of Juniper and
81 Miscoe Hill as recommended by the DPW Director and the Public Safety Director.

82 **Second: Select member Dwinnell, Unanimous, Chair Simas.**

83

84 **Annual Scholarships**

85 Available annually, or as funds allow, will be a maximum of eight scholarships. Awarded will be
86 six, five-hundred-dollar scholarships funded by the E. W. Risteen Scholarship Fund or Risteen B
87 Welfare Trust Fund and two, two-hundred-dollar scholarships, one from the Ramsey Trust Fund
88 and one from the Gary Bates Scholarship Fund. As stipulated in the two trust fund documents,
89 the Ramsey Scholarship and the Gary Bates Scholarship, the scholarship will be awarded by the
90 Board of Selectmen to a deserving Upton student furthering their education. The six remaining
91 scholarships will be awarded first to an Upton senior who demonstrates a need and identifies
92 their intent to pursue further education in a municipal or public service field or secondly
93 demonstrates a need and identifies their past involvement in public service activity or activities.
94 Scholarship awards outside these identified criteria’s will be at the discretion of the Board of
95 Selectmen.

96

97 **Steve Matellian MOVED** to approve a Risteen \$500 scholarship to each of the five applicants as
98 submitted.

99 **Second: Select member Dwinnell, Unanimous, Chair Simas.**

100

101 **Discussion of Upton Community Center Room and Reservation Policies**

102 Staff are finalizing the Room Use Policy for the Great Room and Kitchen at the Community
103 Center. A draft policy will be presented at the Board’s May 2, 2023 meeting for consideration.

104

105 **Maureen Dwinnell MOVED** to utilize the “Use of Town Hall Rules & Regulations Policy” for the
106 Upton Community Center’s Great Room until such time as a new policy is approved by the
107 Board.

108 **Second: Select member Matellian, Unanimous, Chair Simas.**

109

110 **Discussion of Upton Community Center Hours of Operation**

111 The Elder and Social Services Department/COA and the Upton Library are proposing to maintain
112 their hours as follows.

113

114 Elder and Social Services/ COA: Monday through Friday: 9:00 am to 4:00PM

115 Upton Library: Tuesday, Wednesday, Thursday: 9:00 am to 8:00 PM; Friday and Saturday: 9:00
116 am to 4:00 PM.

117

118 The Playground Hours have not yet been set and no decision has been made on the availability
 119 of restrooms. The previous playground was posted as being open dawn to dusk and as weather
 120 permits.

121

122 There had been discussion of providing access to the bathrooms as they can be
 123 locked/unlocked separately from the rest of the building. The question will be whether the
 124 Board wants to allow access and whether it should be the same hours as the playground or to
 125 restrict to specific hours such as 9:00 am to 4 PM on the weekend and Monday. The Board
 126 agreed the bathrooms should be available to the public only during the hours the community
 127 center is open to the public.

128

129 **Discussion of possible projects for American Rescue Plan Act (ARPA) Funds**

130 The following table included revisions based on feedback from the Board as discussed on April
 131 4, 2023. The Town has received an allocation of \$2,401,177.05 in ARPA Funding. The Board of
 132 Selectmen authorized to expenditures for the redesign of the Town’s website in the amount of
 133 \$25,300 and \$52,200 for engineering design for sewer main replacement at GURR. Remaining
 134 available ARPA funds are \$2,323,677.05.

135

136 At the Board’s April 4th meeting, Staff was asked to evaluate the engineering and construction
 137 costs for a sidewalk on Maple Ave. Design and Permitting are anticipated to cost \$280K and
 138 construction \$1.5M to \$1.8M. Design and Permitting would take one year. Due to uncertainty
 139 about availability of ARPA Funds in 2024 and importance of moving the Grove Street Bridge
 140 forward, the DPW Director and I propose the following alternative for use of ARPA funds. By
 141 using APRA funds for the bridge, we can escalate the timeline and begin construction in the fall.

142

Initial Proposal	COST	Alternative Proposal	COST
Fiske Ave Water Main / Replacement Construction	\$1,073,898	Fiske Ave Water Main / Replacement Construction	\$1,073,898
Fiske Ave Water Main Replacement/Design	\$106,600	Fiske Ave Water Main Replacement/Design	\$106,600
Asbestos Cement Water Line Replacement/ Rt 140 Design	\$45,000	Asbestos Cement Water Line Replacement/ Rt 140 Design	\$45,000
Asbestos Cement Water Line Replacement/ Rt 140 Oversight	\$125,000	Maple Ave Sidewalk Design and Permitting	\$280,000
Grove Street	\$200,000	Grove Street Bridge – Ped Bridge and Lighting	\$585,000
1997 Trackless or Backhoe (2025 Capital Plan)	\$180,000		
Acoustic Repairs to Main Hall	\$50,000		
Security Camera Upgrades	\$100,000		
Parking Lot Milling and Paving	\$53,116		
Parking Lot Milling and Paving	\$124,463		
Misc.	\$50,000		\$50,000
TOTAL	\$2,058,127		\$2,140,498
TOTAL REMAINING	\$265,550.05		\$183,179.05

143 **MINUTES**

144 **Pass over.**

145

146 **ADJOURNMENT**

147 **Maureen Dwinell MOVED** to adjourn the meeting of April 18, 2023, at 9:11 PM.

148 **Second: Select member Matellian, Unanimous, Chair Simas.**

149

150 Respectfully submitted,

151 Sandra Hakala, Executive Assistant