

**BOARD OF
SELECTMEN
MEETING
MINUTES**

September 5, 2023

Chair Maureen Dwinnell; Select member Brett Simas; Select member Laura Hebb; Town Manager Joseph Laydon; Executive Assistant Sandra Hakala.

1 **CALL MEETING TO ORDER**

2 Chair Dwinnell opened the regular meeting at 7:00 PM.

3

4 **EXECUTIVE SESSION**

5 MGL c.214, S. 1B and MGL c. 4, S. 7, Clause 220 26c to discuss financial assistance to resident in
6 need.

7

8 **DEPARTMENT/BOARD UPDATES AND REQUESTS**

9 **Acceptance of Donation – UniBank - Elder and Social Services/ Council on Aging**

10 The Department of Department of Elder & Social Services has received a donation from
11 UniBank who provided pizzas for seniors at the Upton Community Center.

12

13 **Laura Hebb MOVED** the Board of Selectmen vote, pursuant to MGL C.44,§53A to accept the in-
14 kind donation to the Department of Elder & Social Services (ESS) for 10 pizzas served to senior
15 patrons from UniBank in the amount of \$150.00.

16 **Second: Member Simas, Unanimous Chair Dwinnell**

17

18 **Acceptance of Donation – ERA Key Charitable Trust – Upton Food Pantry, Town Manager**

19 The Town of Upton has received a donation from the ERA Key Charitable Trust for the Upton
20 Food Pantry.

21

22 **Brett Simas MOVED** the Board of Selectmen vote, pursuant to MGL C.44,§53A to accept
23 donations to the Town of Upton for the food pantry from the ERA Key Charitable Trust in the
24 amount of \$500.00.

25 **Second: Chair Dwinnell, Majority Action of the Board**

26 Member Hebb recused (co-chair of the Trust)

27

28 **Compliance Certificate – Local Initiative Program, Town Manager**

29 The Town of Upton has received a Local Initiative Program Compliance Certificate from the
30 Executive Office of Housing and Livable Communities (EOHLC) due to the pending sale of 4
31 Sienna Circle, Unit 64, Upton MA. The affordable units being conveyed with a new Deed Rider,
32 which will continue to preserve the unit as an affordable unit.

33

34 **Laura Hebb MOVED** the Board of Selectmen vote to execute the Local Initiative Program
35 Compliance Certificate for the affordable unit at 4 Sienna Circle, Unit 64, Upton MA.

36 **Second: Member Simas, Unanimous Chair Dwinnell**

37 **TOWN MANAGER REPORT**

38 The following is the Town Manager’s Report for the September 5, 2023 Board of Selectmen
39 Meeting.

40

41 DEPARTMENT UPDATES

42

43 Elder and Social Services/ Council on Aging - ESS Staff is preparing to assist residents and
44 seniors with Medicare enrollment and fuel assistance. ESS Staff can assist residents to enroll in
45 Medicare or make changes to their existing program Enrollment Period runs from October 15th
46 through December 7th. Staff can also assist with applications for fuel assistance from SMOC
47 (South Middlesex Opportunity Council) for the upcoming heating season. Recipients of
48 assistance will be mailed a re-application directly from SMOC. First time applications will be
49 available at the Senior Center the beginning of October. September is Emergency
50 Preparedness month and residents can attend a class to learn more on Monday, Sept 18th at 1
51 PM. Senator Ryan Fattman will be stopping by the Community Center on Friday, September
52 22nd at 9:30 am for a coffee hour. Rep David Muradian will hold a similar coffee hour in
53 October.

54

55 Police Department – Police Department will be losing two officers in October for a period of 1
56 year for the National Guard to be deployed at the southern border. Also in October, one officer
57 will be returning to duty from being deployed to the National Guard. Department Staff is
58 preparing for re-accreditation this November.

59

60 Recreation – The beach has closed, and Kids@Play has ended. The department is sending
61 questionnaires to families of participants to evaluate the program to make improvements next
62 year. The Commission is also working to revisit the master plan to assist prioritize projects to
63 move forward. Recreation is looking at doing more programs in the fall and winter. The
64 department is also getting ready for Light Up Upton and Halloween Decorating events.

65

66 Treasurer Collector’s Office – Water and Sewer Bills are due September 7th. A second round of
67 tax title notifications is being sent for 2021, 2022, and 2023.

68

69 Assessor’s Office – Staff has submitted calendar-year 2022 sale verification data. Staff mailed
70 the annual Chapter Land Application to the owners of 59 parcels that participate in the State
71 Chapter Land Program and has started to receive applications back. Staff is working to get a tax
72 estimator calculator on the website.

73

74 Board of Health – The number of Covid cases are increasing and new variant is now about 22%
75 of cases in the US. The new variant is more transmissible but no more severe. People are

76 encouraged to use best practices and continue to use sanitizer and to get back into habit of
77 hand washing. Recommendations on what to do are on the Department of Public Health’s
78 website. Initial preparation is starting for a flu clinic in the fall, but no date has been set.

79
80 A new air quality monitoring station has been installed at Nipmuc High School. Anyone wishing
81 to log on to see the readings in Upton and throughout the country can log on below:
82 <https://map.purpleair.com/1/mAQI/a10/p604800/cC0#10.23/42.1606/-71.7123>

83
84 Trash service will be delayed one day due to the Labor Day Holiday.

85
86 Zoning Board of Appeals – The ZBA is fully constituted with all members sworn in.

87
88 **PUBLIC COMMENT**

89 Phil DeSutter inquired as to the status of the food pantry and medical equipment at the
90 community center.

91
92 **APPOINTMENTS/RESIGNATIONS**

93 **Council on Aging Appointment**

94 Included in the Board’s packet is an application for filling a vacant seat on the Council on Aging
95 submitted by Karen Glowacki for the Board’s consideration.

96
97 **Brett Simas MOVED** the Board of Selectmen vote to appoint Karen Glowacki to fill a vacant seat
98 on the Council on Aging until June 2024.

99 **Second: Member Hebb, Unanimous Chair Dwinnell**

100
101 **BOARD OF SELECTMEN DISCUSSION**

102 **Kiwanis Soccer Field Lights - Mendon-Upton Youth Soccer Association**

103 Mendon-Upton Youth Soccer Association will be attending to present a plan for the installation
104 of lights for the soccer field. MUYSA is looking for permission to install the lights, with the lights
105 to be turned over to the town for maintenance and to pay utility costs.

106
107 **Brett Simas MOVED** that the Board vote to authorize the Town Manager to prepare a
108 memorandum of agreement with Mendon Upton Youth Soccer for the installation of lights at
109 the Kiwanis Soccer Fields.

110 **Second: Member Hebb, Unanimous Chair Dwinnell**

111
112 **Review of Draft Special Town Meeting Articles.**

113 The Board reviewed materials associated with draft articles for the November 7th Special Town
114 Meeting Warrant. This is an initial draft of the warrant as articles are due September 8th.

115 **Review and Vote on Tri-Valley Meals on Wheels Draft Memorandum of Agreement**

116 Passover.

117

118 **MINUTES**

119 **Laura Hebb MOVED** that the Board of Selectmen vote to approve the meeting minutes of July
120 25 and August 17th.

121 **Second: Chair Dwinnell, Majority Action of the Board.**

122 **Member Simas abstained.**

123

124 **ADJOURNMENT**

125 **Laura Hebb MOVED** to adjourn the meeting of August 22, 2023, at 8:10PM.

126 **Second: Select Member Simas, Unanimous, Chair Dwinnell.**

127

128 Respectfully submitted,

129 Sandra Hakala, Executive Assistant