



TOWN OF UPTON, MASSACHUSETTS

Community Preservation Committee

Meeting Minutes – Wednesday October 4, 2023 – Hybrid Meeting (Room G07 & Remote via Microsoft Teams)

To: Members of Community Preservation Committee

CC: Denise Smith,

From: Grace Brownell

Members Participating:

Chair: Paul Carey

Co-Chair: Mike Penko

Members: Christine Scott, Rick Porter, Brittany Besler

Absent: Joan Scribner, Russ Wood

Administrative Assistant: Grace Brownell

Visitors: Marcella Stasa & William Taylor (Land Stewardship Committee), Joseph Laydon (Town Manager), Kathy Robertson (Affordable Housing Trust) & Michael Antonellis (Town Planner)

7:00 Remote Meeting Opened.

GENERAL BUSINESS:

Approve Previous Minutes (September 6, 2023)- *The Chairman motioned to approve minutes. Rick Porter seconded. Motion approved by a unanimous voice vote. (5-0)*

Financial Report- *The Chairman motioned to approve the Community Preservation Coalition annual dues for payment. Chris Scott seconded. All voted in favor by roll call vote. (5-0)*

Website Update- Ms. Brownell provided an update that the new website went live September 29, 2023.

AGENDA ITEMS:

7:00 p.m. Public Hearing- Request by the Lakes and Ponds Committee

- The Chairman opened the public hearing. On behalf of the Lakes and Ponds Committee (LPC), Mike Penko provided a presentation on the LPC's following request: \$50,000 for the

preparation of a management and water quality monitoring plan for Pratt Pond and Mill Pond. Preparation work would include a long-term plan to survey and make active controls in response to the conditions identified to be harmful to Town lakes and ponds. Mr. Penko presented the findings from the 2023 water quality and surface sediment testing, and noted this plan would be informed by such findings. The contract is expected to be awarded in spring of 2023 and will take one year.

- *Public hearing closed.*

7:15 p.m. Public Hearing- Request by the Lakes and Ponds Committee

- The Chairman opened the public hearing. Mr. Penko presented the additional request of \$9,530 for the purchase of water quality sampling and testing equipment as well as analytical services for the testing of water quality samples. The equipment costs would be \$1,500 and the remaining \$7,850 would be for analytical services. LPC members would monitor pond water and collect samples for analysis to be conducted at accredited laboratories.
- The Town Manager, Joe Laydon, provided recommendation for the CPC to submit this as a budget request for the 2025 fiscal year.
- The Chairman provided recommendation to modify the request to reflect one year of testing and analytical services for up to \$4,500.
- *Public hearing closed.*

7:30 p.m. Public Hearing-Request by the Land Stewardship/Conservation Commission

- The Chairman opened the public hearing. On behalf of the Land Stewardship Committee (LSC), Marcella Stasa provided a presentation on the following request: \$5,000 for the repair and upgrade of the trail bridge in the Warren Brook Watershed Conservation Area. Ms. Stasa noted due to the damp forested location of the bridge, replacement with pressure treated wood would not be feasible. Thus, the repair would include the installation of fiberglass reinforced polymer decking protected by a pea stone surface, which is deemed durable and safe. The total cost of the project is quoted as \$11,000. LSC is partnering with The Blackstone Valley New England Mountain Bikers Association (BVNEMBA) and the Bay State Trail Riders Association (BSTRA) in which both will contribute to cost sharing and volunteer labor.
- Mr. Porter inquired about LSC's share of costs. LSC will have a meeting on October 5, 2023, to determine their share.
- *Public hearing closed.*

7:45p.m. Public Hearing-Request for the Community Preservation Committee

- The Chairman opened the public hearing. The Town Planner, Mike Antonellis, provided a brief presentation on the \$15,000 request for CMRPC to complete a Town CPA Plan. Mr. Antonellis noted how CPA Plans structure decision making and establish formal goals for CPC's.
- Mr. Carey inquired as to whether the Planning Board has available CMRPC service hours which could be applied to the services needed by other Boards and Committees. The Town Planner will acquire such information.
- *Public hearing closed.*

Deliberation of Requests

- **Pratt and Mill Pond Management Study-** *The Chairman motioned to recommend the \$50,000 request to come from the Open Space Reserve Account to the extent possible or the CPC Undesignated Account, with funds to be used within two years of Town approval, and to be managed by the Lakes and Ponds Committee. Chris Scott seconded. Motion approved by a unanimous voice vote. (5-0)*
- **Equipment and Laboratory Services for Pond Water Quality Studies-** *The Chairman motioned to approve the request of up to \$4,500 to come from the Open Space Reserve Account to the extent possible or the CPC Undesignated Account, with funds to be expended within two years of Town approval, and to be managed by the Lakes and Ponds Committee. Chris Scott seconded. Motion approved by a unanimous voice vote. (5-0)*
- **Warren Brook Watershed Trail Bridge Restoration Project-** *The Chairman motioned to approve the \$5,000 request to come from the Open Space Reserve Fund to the extent possible or the CPC Undesignated Account, conditioned upon the applicant obtaining the other necessary funding for the total of \$11,000, with CPC sourced funds to be expended within two years of Town approval, and to be managed by the Land Stewardship Committee and the Conservation Commission. Chris Scott seconded. Motion approved by a unanimous voice vote. (5-0)*
- **Community Preservation Plan-** *The Chairman motioned to approve the \$15,000 request from the Community Preservation Undesignated Fund to the extent possible to come from the CPC Undesignated Account, with funds to be expended within two years of Town approval, and to be managed by the Town Planner. Chris Scott seconded. Motion approved by a unanimous voice vote. (5-0).*

8:00 p.m. Discussion- Request by the Affordable Housing Trust

- On behalf of the Affordable Housing Trust (AFT), Katherine Robertson led a discussion on the following request: the transfer of \$100,000 from the CPA Affordable Housing Reserve Account to the Affordable Housing Trust. Ms. Robertson provided a brief background on the Affordable Housing Trust. It was noted that due to the turnover of members, the AHT is

currently reconvening. Ms. Robertson noted this request is for the purposes of predevelopment activities and staff support.

- *Public hearing scheduled for November 1, 2023, at 7:05 p.m.*

8:15 p.m. Discussion- Request by the Affordable Housing Trust

- The Town Planner led a discussion on the following request: \$15,000 to come from the Community Preservation Community Housing Fund for the purpose of creating an Affordable Housing Trust Action Plan. The Plan will establish the Trust's goals, priority initiatives, and an estimated five-year budget. It will serve as an educational reference and decision-making guide for current and new members.
- *Public hearing scheduled for November 1, 2023, at 7:15 p.m.*

Adjourned at 8:37 p.m.

Document List: <https://www.uptonma.gov/DocumentCenter/Index/356>

Minutes approved on: 11/01/23remote meeting

Paul Carey Christine Scott

Joan Scribner Mike Penko

Russ Wood Pick Porter

Brittany Belser