



Annual Report

January 1

2017

TOWN OFFICERS ANNUAL REPORT

UPTON MA



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2017



TOWN OF UPTON

Incorporated June 14, 1735

Approximately 50 Families

			1950	Federal Census	2656
2017	Town Census	7737	1940	Federal Census	2249
2016	Town Census	7613	1930	Federal Census	2026
2015	Town Census	7399	1900	Federal Census	1937
2014	Town Census	7431	1890	Federal Census	1878
2013	Town Census	7418	1880	Federal Census	2203
2012	Town Census	7360	1870	Federal Census	1989
2011	Town Census	7342	1860	Federal Census	1986
2010	Town Census	7366	1850	Federal Census	2018
2010	Federal Census	7542	1840	Federal Census	1658
2000	Town Census	6369	1835	Federal Census	1410
2000	Federal Census	5642	1830	Federal Census	1167
1990	Federal Census	4677	1820	Federal Census	1088
1980	Federal Census	3884	1810	Federal Census	955
1970	Federal Census	3484	1800	Federal Census	854
1960	Federal Census	3127	1790	Federal Census	833

Town Comprises 21.81 Square Miles

Land - 13,853.3 acres

Water 104.7- acres

Town Highways - 74 miles

Pratt Hill is approximately 595 ft. above mean sea level

To make the township of Upton, named for a village in Worcestershire, England, lands belonging to the Towns of Mendon, Uxbridge, Sutton and Hopkinton were set off by the General Court. First town meeting in the John Sadler house, Mendon Street was August 8, 1735.

U.S. SENATORS

Ed Markey

Elizabeth Warren

CONGRESSMAN 2nd DISTRICT

James McGovern

STATE SENATOR, SECOND WORCESTER DISTRICT

Michael O. Moore

REPRESENTATIVE, NINTH WORCESTER DISTRICT

David Muradian, Jr.

SHERIFF OF WORCESTER COUNTY

Lewis Evangelidis

CHAIRMAN & CEO WORCESTER REGIONAL RETIREMENT

Kevin P. Blanchette

CLERK MAGISTRATE WORCESTER COUNTY SUPERIOR COURT

Thomas J. Noonan

REGISTER OF PROBATE AND INSOLVENCY

Stephanie K. Fattman

REGISTER OF DEEDS, WORCESTER COUNTY

Anthony J. Vigliotti, Esq.

DISTRICT ATTORNEY, WORCESTER COUNTY

Joseph D. Early Jr.

In Memoriam



Keith D. Orrell
September 14, 1953 ~
December 25, 2017
30-year volunteer firefighter



Harvey J. Trask
Feb 13, 1934 ~ May 8, 2017
*Chairman of Development and
Industrial Commission and Board of
Commissioners of Trust Funds for
the Town of Upton.*



Joan E. (Delaney) Shanahan
June 23, 1938 ~ April 2, 2017
*Served on Upton Council on Aging
and the Finance Committee, served
six years on the Board of
Selectmen, member Upton Library
Trustees.*



Walter H. Williams
March 15, 1933 ~ June 9, 2017
Served many years as an EMT

Upton Town Officers

UPTON TOWN OFFICERS

Elected

Assessor of Taxes

James Earl	term expires 2020
Kelly A. McElreath	term expires 2018
William W. Taylor	term expires 2019
*Tracey Tardy, <i>Department Coordinator</i>	

Board of Health

Richard Desjardins	term expires 2020
Alfred C. Holman	term expires 2018
Richard V. Robinson	term expires 2019
* Patricia Parent, Rn, BsN, <i>Agent/ Town Nurse/Infection Control Coordinator</i>	
* Michael Moran, <i>Animal Control Officer</i>	
* Kelly A. McElreath, <i>Burial Agent</i>	
* Kenneth M. Pederson, Jr., <i>Assistant Burial Agent</i>	
* Janice Skinner, <i>Food Inspector</i>	
* Diane E. Tiernan, <i>Assistant Supervisor of Public Health</i>	
* Lenny Izzo, <i>Title V Agent</i>	
* Paul McKeon <i>Title V Agent</i>	

Board of Selectmen

Gary Daugherty	term expires 2019
Robert J. Fleming	term expires 2018
Stephen A. Matellian	term expires 2020

Cemetery Commission

Glenn H. Fowler	term expires 2019
Jay Ferris	term expires 2018
William Palmer	resigned 2017

Collector-Treasurer

Kenneth W. Glowacki	term expires 2018
*Ann L. Perkins, <i>Treasurer-Collector Assistant</i>	
*Jane Snellman, <i>Department Assistant</i>	

UPTON TOWN OFFICERS

Elected

Commissioner of Trust Funds

Kenneth W. Glowacki	term expires 2018
Jeanne Oliver	term expires 2020
Michael D. Oliver	term expires 2019

Constables

James R. Bates Jr.	term expires 2019
Steven P. Driver	term expires 2019
Sandra J. Hakala	term expires 2019
Michael G. Moran	term expires 2019
Steve McCaw	resigned 2017

Finance Committee

Jonathan Calianos (<i>Appointed by Moderator</i>)	term expires 2019
Shawn Craig (<i>Appointed by Selectmen</i>)	term expires 2018
Nicholas Ensko (<i>Appointed by Moderator</i>)	term expires 2019
Paul T. Flaherty (<i>Appointed by Selectmen</i>)	term expires 2018
Richard McGuire (<i>Elected</i>)	term expires 2020

Capital Budget Committee

Sub-Committee established by Finance Committee

Appointed by the Finance Committee

Frank Aniello	term expires 2018
David O'Brien	term expires 2020
Richard McQuire	term expires 2018
Kenneth W. Glowacki	term expires 2017
<i>Appointed by the Planning Board</i>	
Thomas Davidson	term expires 2018
Daniel Lazarz	term expires 2021

Mendon-Upton Regional School District Committee

Philip J. DeZutter	term expires 2020
Tanna Jango	term expires 2018
Dorothy Scally	term expires 2019

UPTON TOWN OFFICERS

Appointed by the Board of Selectmen

Affordable Housing Trust

Richard Desjardin	term expires 2019
Amanda Graham	term expires 2019
Karen Intinarelli	term expires 2019
Gary Daugherty	term expires 2018
Richard Whitehouse	term expires 2019

Cable Television Advisory Committee

Dominic Coombe	term expires 2020
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Central Massachusetts Regional Planning Delegate

Gary Bohan	term expires 2018
James R. Bates Jr. <i>Alternate</i>	term expires 2018

Community Preservation Committee

Appointments made per 2003 By-law

Appointed by the Board of Selectmen

Dave Adams	term expires 2020
Edward Darragh	term expires 2018
Richard Desjardins	term expires 2019

Appointed by the Conservation Commission

Chris Scott	term expires 2018
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Appointed by the Historical Commission

Russell Wood	term expires 2018
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Appointed by the Housing Authority

Rena Richard	term expires 2019
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Appointed by the Open Space Committee

Richard Holmes	term expires 2019
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Appointed by the Planning Board

Paul Carey	term expires 2018
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Appointed by the Recreation Commission

Rich Gazoorian	term expired 2019
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UPTON TOWN OFFICERS

Appointed by the Board of Selectmen

Conservation Commission

Scott Heim	term expires 2018
Sandra Lajoie	term expires 2019
Tom Jango	term expires 2019
Alan Miano	term expires 2018
Mary Overholt <i>Associate Member</i>	term expires 2020
Michael Penko	term expires 2020
Christine Scott	term expires 2020
Marcella Stasa	term expires 2019

*M. Denise Smith, *Department Assistant*

Land Stewardship Committee	term expires 2018
<i>Sub-Committee of the Conservation Commission by vote 2/22/2006</i>	
Eric Reustle	Michael Penko
Scott J. Heim	Marcella Stasa
Mary Overholt	William Taylor

Open Space Committee	term expires 2018
<i>Sub-Committee of the Conservation Commission</i>	
Tom Dodd	Mike Penko
Alan Miano	Bill Taylor
Marcella Stasa	

Council for the Aging

Myra Bigelow	term expires 2019
Maria Griffin	term expires 2019
Elizabeth Consigli	term expires 2018
Laura Fantini	term expires 2020
Paula Lepore	term expires 2018
Josephine McLaughlin	term expires 2019
Richard Provost	term expires 2020
Judie Pitts	term expires 2019
Grace Wadsworth	term expires 2018

UPTON TOWN OFFICERS

Appointed by the Board of Selectmen

County Advisory Board Member

Robert J. Fleming term expires 2018

Cultural Council

Jennifer Conrad	term expires 2019
Donna Marie Floyd	term expires 2020
Jean Marie Houskeeper	term expires 2019
Jennifer Johnson	term expires 2018
Julie Johnson	term expires 2018
Jodi McGowan	term expires 2019
Dawn Piekarski	term expires 2018
Shelly Ryan	term expires 2019

Custodian of Tax Title Properties

Kenneth W. Glowacki term expires 2018

Disability Affairs Grievance Coordinator

Janice Read Nowicki term expires 2018

Disability Commission

Karen Intinarelli	term expires 2018
Janice Read Nowicki	term expires 2020
Robert Carnegie	term expires 2019
Paula Lepore	term expires 2019
Christine Scott	term expires 2019

Green Community Designation Committee

Robert Jordan	term expires 2018
Brad Rolph	term expires 2018
Marcella Stasa	term expires 2018
William Taylor	term expires 2018

UPTON TOWN OFFICERS

Appointed by the Board of Selectmen

Fire & EMS Advisory Committee

Chief Aaron Goodale	
Anthony Cervasi	term expires 2018
Brian Kemp	term expires 2018
Douglas Cook	term expires 2018
Debbie Amorelli	term expires 2018

Forest Fire Warden

Fire Chief Aaron Goodale	term expires 2018
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Historical Commission

Barbara Burke	term expires 2018
Joan Burrell	term expires 2018
Donna Desjardins	term expires 2018
Howard Glassman	term expires 2019
Don Spargo	term expires 2020
Katherine Worsham	term expires 2020
Russell W. Wood	term expires 2018

Municipal Hearing Officer

Jennifer Welch	term expires 2018
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Opiate Task Force

Chief Michael Bradley	term expires 2018
Kristin Gauthier	Kelly McElreath
Amy Leone	Janice Nowicki

Other Post Employment Trust Commissioners

Kenny Costa, Town Accountant	term expires 2018
Kenneth Glowacki, Treasurer	term expires 2018
James Brochu, Chair BOS	term expires 2018

UPTON TOWN OFFICERS

Appointed by the Board of Selectmen

Parking Clerk Warrant Officer

Kelly A. McElreath term expires 2018

Personnel Board

Nathaniel Fischer term expires 2018

Marcia Kasilowski term expires 2018

Scott van Raalten term expires 2018

Michelle Rivers term expires 2018

*Deborah Teta, *Department Assistant*

Registrars of Voters

Margaret Laneri (U) term expires 2018

Kelly A. McElreath (U) Ex-Officio Clerk

Joseph Poirier (R) term expires 2018

Cynthia Robertson (D) term expires 2019

Senior Work-off Program Coordinator

Janice Read Nowicki term expires 2018

Tree Warden

Dennis E. Westgate term expires 2018

Town Counsel

KP LAW term expires 2018

Town Manager

Derek S. Brindisi Contract

Veterans' Graves Director

Robin Fletcher term expires 2018

Veterans' Services Director

Robin Fletcher term expires 2020

UPTON TOWN OFFICERS

Appointed by the Board of Selectmen

Zoning Appeal Board

Bill Andrews	term expires 2019
Stedman Briggs	term expires 2020
Richard Desjardins	term expires 2020
<i>*M. Denise Smith, Department Assistant</i>	

UPTON TOWN OFFICERS

Appointed by the Town Manager

Office of the Town Manager

Derek S. Brindisi

Executive Assistant/HR Asst.	Sandra J. Hakala
Facilities/Custodian	Paul Marchand
PEGAccess Provider/UCTV Producer	Glenn Fowler
Town Accountant	Kenny Costa
Town Accountant Department Asst.	Ann L. Perkins
Town Clerk/Asst. to the TM	Kelly A. McElreath
Assistant Town Clerk	M. Denise Smith

Council for the Aging

Janice Read Nowicki, Director

Department Specialist	Bernadette Denson
Social Services Coordinator	Jessica Mauro

Code Enforcement

Patrick H. Roche, Inspector of Buildings

Inspector of Buildings, Assistant	Stephen Johnson
Department Assistant (ZBA)	M. Denise Smith
Department Coordinator	Diane Judd
Gas Inspector	Walter A. Hopkins
Gas Inspector, Assistant	Thomas E. French
Oil Burner Inspector	Aaron Goodale
Plumbing Inspector	Kenneth Salsman
Plumbing Inspector, Assistant	Thomas E. French
Wiring Director (Inspector)	John Poirier
Wiring Inspector, Assistant	David Stanley

Department of Public Works

Vincent Roy, Director

Department Specialist	Carol A. Peterson
Supervisor of Highways/Parks	John Johnson
Water/Wastewater Supervisor	Scott Hennessey

UPTON TOWN OFFICERS

Appointed by the Town Manager

Fire & EMS Department

Aaron Goodale, Fire & EMS Chief

Assistant Fire Chief	Michael Marchand
Fire Captain	Daniel Lazarz
EMS Captain	Brian F. Kemp
Fire Lieutenant	Zachary Ward
Fire Lieutenant	David Cialdea
Fire Lieutenant	Bonnie Lopez
Fire Lieutenant, Acting	Anthony Cervassi
Fire Lieutenant	Shaun Marchand
Firefighter Paramedic	Charles De St Croix
ALS Coordinator/ Firefighter Paramedic	James Earl
Firefighter Paramedic	Robert Johnson
Firefighter Paramedic	Blake Montequin
Director Emergency Management	Brian F. Kemp
Trench Permitting Authority	Aaron Goodale
EMT/Financial Assistant	Barbara Harris

Police & Communications Department

Michael J. Bradley, Jr., Chief of Police

Police Lieutenant	Police Sergeant
Bruce D. Rivard	Alan J. Cyr
Patrol Officer	
Carl A. Ambrosino	Erik M. Mager
Michael D. Benjamin	Isaiah R. Poxon
John Bergstrom	Matthew R. Rankins
Kyle Bishop	Christopher Traynor
Michael F. Lupachini	

Part time Officer

Robert J. Miller

Thomas B. Stockwell

Communications Officer

Victoria L. Burnham

Tyler Coburn

Paula Deiana

Corey Eugster

Roberta L. Lamothe

Patrick Sheridan

MaryEllen Palmieri

Roybn Richards

Honorary Police Officer

James R. Bates

Donald R. Keniston

Joanne Kinney

John Lebrun

Henry J. Poirier, Jr.

Bruno Ragaini

Department Specialist

Paula Deiana

** Town employee appointments made by the Elected Board.
Bold=Chair*

Warrants
&
Proceedings

TOWN OF UPTON / 4 MAY 2017 /WARRANT

IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in Elections and in Town affairs, to meet in the Gymnasium at the Nipmuc Regional Middle/High School, 90 Pleasant Street, Upton on Monday, May 1, 2017, from Seven o'clock in the morning, until Eight o'clock in the evening, then and there to act on Article 1, and to meet at an adjourned session of the meeting in the Auditorium at said Nipmuc Regional Middle/High School on Thursday, May 4, 2017 punctually at Seven o'clock in the evening, then and there to act on the remaining Articles in the warrant.

ARTICLE 1: To choose necessary officers for the ensuing year, all to be voted for upon one ballot as follows: Moderator (1 for 1 year); Board of Selectmen (1 for 3 years); Board of Assessors (1 for 3 years); Mendon Upton Regional School Committee (1 for 3 years); Board of Health (1 for 3 years); Cemetery Commission (1 for 3 years); Cemetery Commission (1 for 1 year); Library Trustees (3 for 3 years); Library Trustees (1 for 1 year); Recreation Commission (1 for 3 years); Recreation Commission (1 for 2 years) Board of Trust Fund Commissioners (1 for 3 years); Planning Board (1 for 5 years); Finance Committee (1 for 3 years).

Explanation/

Submitted by:

Choose officers for the ensuing year/Board of Selectmen.

Recommendation: Not Applicable

ARTICLE 2: To hear reports of all Town Officers and Appointed Committees; or, to take any other action relative thereto.

Explanation/

Submitted by:

Town Reports/Board of Selectmen

Recommendation: Not Applicable

TOWN OF UPTON / 4 MAY 2017 / WARRANT

ARTICLE 3: (By Petition) To see if the Town of Upton will vote to form a temporary commission for the comprehensive review and rewrite of the Town Manager act as implemented by Chapter 391 of the Acts of 2008 as "An Act Establishing the Office of Town Manager in the Town of Upton" for further consideration and vote at a subsequent Town Meeting.

Whereas the Town of Upton has now had the experience of hiring a Town Manager and working with the result, to see if the voters of Upton will approve the formation of a special and temporary commission where the task will be;

- the complete and comprehensive review, and .
- the full restatement of the Town Manager Act

as established by Chapter 391 of the Acts of 2008.

The Commission is to be composed of five volunteer registered voters from Upton who will become voting members of this commission, where three members are to be appointed by the Board of Selectmen and two members are to be appointed by the Moderator. The Commission once formed will chose its chair person and immediately establish liaisons with at least one member from each and every board, commission, authority and department in the town of Upton as recited in the most recent publication of Upton Town Report.

And also to establish from a list of voting Upton residents, non-voting members for the special commission to serve as specialist to consult and guide on issues of:

- Compensation
- Law

TOWN OF UPTON / 4 MAY 2017 /WARRANT

- Professional representation of public interest and best practices
- Any other special skills as need may arise

This temporary commission is to develop and vote on the final text of a resolution and to present their work as a revised Town Manager Act to the voting body of Upton not later than three months from the day of approval of this resolution.

That no candidate for the permanent position of Town Manager be solicited, chosen or hired until this revised act has been approved by the Massachusetts Legislature.

Explanation/

Submitted by: Petitioners

Recommendation: N/A

ARTICLE 4: **(By Petition) Article 1 - To see if the Town will vote to authorize the Board of Selectman to petition the General Court for special legislation to amend the Town Manager Act as established by Chapter 391 of the Acts of 2008 by replacing Sections 3, 4 and 5 with the following:**

SECTION 3. The manager shall be appointed by the board on the basis of executive and administrative qualifications and other hiring requirements set forth by the board. The manager shall be a person especially suited by a combination of education, training and professional experience to perform the duties of the office. The manager shall not serve as a member of the Board of Selectman within the town's government for at least 12 months before his appointment. The manager shall devote his

TOWN OF UPTON / 4 MAY 2017 /WARRANT

full-time to the office and shall not hold any other public office, elected or appointed, nor engage in any other business or occupation during the term unless that service is approved in advance by the vote of the board. The manager shall be subject to the personnel by-laws of the town unless the board exempts specific provisions of those by-laws as defined in a signed contract between the town and the applicant. The board may enter into a contract with the manager, not to exceed 3 years in length, setting forth the terms and conditions of the manager's employment.

(Addition)Each member of the Board of selectman shall complete an annual written review of the job performance of the town manager. A summary of the overall evaluation shall be a public record.

SECTION 4. The manager shall be responsible and accountable to the board for the efficient and orderly conduct of the departments and functions placed in his charge as manager and for the proper execution of the following powers and duties. The manager shall:

(i) Be responsible for the administration of personnel matters, including the personnel by-laws and all personnel policies that the town may adopt. Responsibilities shall include consulting the Board and Personnel Board in implementation and enforcement of all actions regarding personnel policies, rules and regulations and managing personnel costs such as salaries, benefits, overtime and use of town-owned vehicles for employees under jurisdiction of the board.

TOWN OF UPTON / 4 MAY 2017 /WARRANT

- (j) Ensure all employee receive performance reviews annually and in accordance with the personnel by laws
- (m) To see that all laws, this charter, by-laws and other town meeting votes, and directives of the board of selectmen that require enforcement by him or officers or employees subject to his direction and supervision, are faithfully carried out.
- (p) Work in conjunction with the Personnel Board and its by-laws to arbitrate grievances with final say coming from the Board. To act as a negotiator for all collective bargaining agreements to which the board of selectman is a party. The board shall retain authority to execute the union contracts
- (s) Answer questions and attempt to resolve any non-personnel issues or complaints filed with the board or the manager. Maintain a log of all complaints or issues and submit a regular written report of all resolutions to the board.

SECTION 5. The manager shall have budgetary powers and responsibilities, the manager shall:

- (a) prepare and present annually to the board for its review, approval and recommendations to the finance committee detailed budgetary estimates of amounts necessary for the administration of all town boards, officers, committees, divisions and departments under the jurisdiction of the board or the manager for the ensuing fiscal year, including both capital and operating items. The manager shall present a

TOWN OF UPTON / 4 MAY 2017 /WARRANT

requested balanced budget to the finance committee. The Finance Committee shall, upon receipt of the budget from the Town Manager, consider in public meetings detailed expenditures for each town department and agency and may confer with representatives of each such agency in connection with its review and consideration. The Finance Committee may require the Town Manager, or any other town agency, to furnish it with such additional information as it may deem necessary to assist it in its review and consideration of the proposed budget

The town may solicit, choose and hire a new Town Manager with the understanding that these changes await the approval of the Massachusetts Legislature.

Explanation/
Submitted by:

Petitioners

Recommendation: N/A

ARTICLE 5:

To see if the Town will vote to fix the salaries and compensation of all officers of the Town as provided by M.G.L. Chapter 41, Section 108, as amended, and to raise and appropriate, appropriate from available unappropriated funds in the Town Treasury, or transfer, such sums as may be necessary to defray expenses of the Town Departments for the ensuing fiscal year; or, to take any other action relative thereto.

Explanation/
Submitted by:

Annual Town Operating Budget/Board of Selectmen

TOWN OF UPTON / 4 MAY 2017 /WARRANT

Recommendation: Favorable Action

ARTICLE 6: To see if the Town will vote to raise and appropriate, transfer from available unappropriated funds in the Town Treasury, or transfer a sum of money to operate the Water Enterprise Fund as set forth below for the fiscal year beginning July 1, 2017; or, to take any other action thereto.

That the following sums be appropriated for the Water Enterprise Fund:

Wages & Salaries	\$ 242,286.00
Expenses	340,771.00
Capital Outlay	235,000.00
Debt	335,601.00
Extra/Unforeseen	50,000.00
Budgeted Surplus	17,130.00
Total	\$ 1,220,788.00

And that **\$1,220,788.00** be raised for such purposes as follows:

Department receipts	\$ 902,988.00
Retained Earnings	150,000.00
Tax Levy	167,800.00*
Free Cash	-0-

*(NOTE: As raised and appropriated under Article 3)

Explanation/

Submitted by:

Annual budget for Water Enterprise Fund/Board of Selectmen

Recommendation: Favorable Action

ARTICLE 7: To see if the Town will vote to raise and appropriate, appropriate from available unappropriated funds in the Town Treasury, or transfer a sum of money to operate the Wastewater Enterprise Fund as set forth below for

TOWN OF UPTON / 4 MAY 2017 / WARRANT

the fiscal year beginning July 1, 2017; or, to take any other action thereto.

That the following sums be appropriated for the Wastewater Enterprise Fund:

Wage & Salaries	\$ 219,048.00
Expenses	326,817.00
Capital Outlay	82,000.00
Debt	250,596.00
Extra/Unforeseen	30,000.00
Budgeted Surplus	3,852.00
Total	\$912,313.00

And that **\$912,313.00** be raised for such purposes as follows:

Department receipts	\$ 677,015.00
Retained Earnings	110,000.00
Tax levy	125,298.00*
Free cash	-0-

* (NOTE: As raised and appropriated under Article 3)

Explanation/

Submitted by:

Annual budget for Wastewater Enterprise Fund/Board of Selectmen

Recommendation: Favorable Action

ARTICLE 8:

To see if the Town will vote to raise and appropriate, appropriate from available unappropriated funds in the Town Treasury, or transfer, including from enterprise funds, or borrow the sum of Five hundred eleven thousand three hundred seventy-two dollars (\$511,372.00), or any other sum, in conformity with M.G.L. Chapter 32, Section 22(7)(c)(ii) of the General Laws relative to the Pension, Expense, Worker's Compensation, and Military Service Funds of the Worcester Regional Retirement System for the fiscal year beginning July 1, 2017; or, to take any other action relative thereto.

TOWN OF UPTON / 4 MAY 2017 /WARRANT

Explanation/

Submitted by: Funding to meet the Town's obligations to the Regional Retirement System/Board of Selectmen

Recommendation: Favorable Action

ARTICLE 9: To see if the Town will vote pursuant to the provisions of G.L. c.44, §53E½, as most recently amended, to (1) establish the following revolving funds and fiscal year spending limits as set forth below, and further (2) to amend the General Bylaws by inserting a new bylaw establishing various revolving funds, specifying the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend each fund, such bylaw to provide as follows:

TITLE 2, Chapter 25, Revolving Funds

Section 1. There are hereby established in the Town of Upton pursuant to the provisions of G.L. c.44, §53E½, the following Revolving Funds, from which the specified department head, board, committee, or officer may incur liabilities against and spend monies from without appropriation in accordance with the limitations set forth in this by-law.

Section 2. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.

Section 3. No liability shall be incurred in excess of the available balance of the fund.

Section 4. The total amount spent during a fiscal year shall not exceed the amount authorized by Annual Town Meeting or any increase therein as may later be authorized by the Board of Selectmen and Finance Committee in accordance with G.L. c.44, §53E½.

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Section 5. Interest earned on monies credited to a revolving fund established by this by-law shall be credited to the General Fund.

Section 6. Authorized Revolving Funds

REVOLVING FUND PROGRAM OR PURPOSE	DEPARTMENT RECEIPTS TO BE CREDITED TO FUND	ENTITY AUTHORIZED TO SPEND
<i>Board of Health “Curbside Waste and Recycling Fund”</i> to pay costs of removing residential bulk items through curbside pick-up and purchase of recycling and/or trash bins	Fees for removal of bulk items and purchase of recycling and/or trash bins	Board of Health or Board of Health Chair as authorized by said board
<i>Board of Health “Title V Fund”</i> to pay costs of plan review, engineering services and related expenses for permitting of septic systems	Fees for septic system permits and field testing	Board of Health or Board of Health Chair as authorized by said board
<i>Conservation Commission “Wetlands Revolving Fund”</i> to pay costs associated with reviewing wetlands- related filings, processing certificates of compliance and related operating expenses and essential functions of the Conservation Commission	Filing fees under the Town of Upton Wetlands By-law	Conservation Commission or Conservation Commission Chair as authorized by said board

TOWN OF UPTON / 4 MAY 2017 / WARRANT

<p><i>Conservation Commission “Storm Water By-Law Fund”</i> to pay costs associated with reviewing Storm Water Bylaw applications and related operating expenses and essential functions of the Conservation Commission</p>	<p>Fees collected from filings made under the Town of Upton Storm Water Management By-Law</p>	<p>Conservation Commission or Conservation Commission Chair as authorized by said board</p>
<p><i>Council on Aging Programming</i> to pay for programming for the elderly of Upton as administered through the Senior Center and the Council on Aging</p>	<p>Fees and charges for Senior Center and Council on Aging programs shall be credited to the fund;</p>	<p>Director of the Upton Council on Aging, with the approval of the Council on Aging</p>
<p><i>Land Stewardship Committee “Community Garden Fund”</i> to pay costs associated with maintenance, upgrades, further expansion and related operating expenses for the Upton Community Garden fund;</p>	<p>Fees and other receipts collected for use of such Garden, including fees from participating gardeners</p>	<p>Land Stewardship Committee or Committee Chair as authorized by said committee</p>
<p><i>Land Stewardship Committee “Land Stewardship Fund”</i> to pay costs associated with management of conservation areas and open space parcels owned by the Town, to include, preparation of forestry and land stewardship plans,</p>	<p>Fees and other receipts received in connection with the sale and harvest of timber and other agricultural or forestry products derived from properties managed by the Land Stewardship Committee</p>	<p>Land Stewardship Committee or Committee Chair as authorized by said committee</p>

TOWN OF UPTON / 4 MAY 2017 / WARRANT

habitat management, trail development and maintenance, installation and maintenance of parking areas, bridges, boardwalks, fences, kiosks, and signage, and snow removal from parking areas		
<i>Town Library Fund</i> to pay for the replacement of items lost or damaged by those who borrow materials and items used in activities for which a fee is paid, and to purchase new materials and equipment	Fees and fines paid for lost or damaged materials, for overdue books, for use of the fax, copier and printing facilities, and for purchase of used library material	Library Director with approval of Board of Library Trustees
<i>Recreation Commission</i> to pay for various recreation programs administered by the Recreation Commission	Fees and other receipts collected in connection with Recreation Commission recreation Programs	Recreation Commission or Recreation Commission Chair as authorized by said commission

Section 7. Procedures and Reports. Except as provided in General Laws Chapter 44, §53E½ and this by-law, all applicable state and local laws and regulations that govern the receipt, custody, expenditure and payment of town funds shall apply to the use of revolving funds established and authorized by this by-law.

And, further, to establish the following fiscal year spending limit for such funds:

TOWN OF UPTON / 4 MAY 2017 / WARRANT

Authorized Revolving Funds	Fiscal Year Expenditure Limit
Board of Health “Curbside Waste and Recycling Fund”	\$15,000
Board of Health “Title V Fund”	\$10,000
Conservation Commission “Wetlands Revolving Fund”	\$20,000
Conservation Commission “Storm Water By-Law Fund”	\$7,000
Council on Aging Programming	\$10,000
Land Stewardship Committee “Community Garden Fund”	\$2,000
Land Stewardship Committee “Land Stewardship Fund”	\$5,000
Town Library Fund	\$6,000
Recreation Commission	\$169,000

Or, to take any other action relative thereto.

Explanation/

Submitted by:

Approve Revolving Funds for various activities/Board of Selectmen. This article also establishes a by-law for MGL Chap 44, Section 53E1/2 revolving funds in accordance with the Municipal Modernization Act/Board of Selectmen

Recommendation: Favorable Action

ARTICLE 10: To see if the Town will vote, pursuant to the vote taken under Article 8 of the May 5, 2016 Annual Town Meeting creating a Treasurer/Collector Tax Title Collection Revolving Fund, to establish a fiscal year spending limit of fifteen thousand dollars (\$15,000), with such limit to be applicable for each fiscal year until such time as Town Meeting votes prior to July 1 in any year to increase the same; provided, however, that the Board of Selectmen, with the approval of the

TOWN OF UPTON / 4 MAY 2017 / WARRANT

Finance Committee, may, at the request of the Treasurer/Collector increase such limit, for that fiscal year only, or to take any other action relative thereto.

Explanation/

Submitted by:

To establish an expenditure limit of \$15,000 for the Tax Title Collection Revolving Fund, into which fund monies received related to tax takings, redemptions and foreclosures of tax titles may be utilized to pay for out of pocket expenses by the Treasurer/Collector/ Board of Selectmen

Recommendation: Favorable Action

ARTICLE 11: To see if the Town will vote to raise and appropriate, appropriate from available unappropriated funds in the Town treasury, transfer, or borrow One-million, three-hundred thousand dollars (\$1,300,000.00), or any other sum, for the purpose of funding the debt to pay the costs associated with the legal fees, engineering, design, project management, construction costs and materials for the replacement of approximately 4220 feet of old water main along Hartford Ave North, including all costs incidental and related thereto, and further, to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow such sum pursuant to G.L. c.44, §§7 or 8 or any other enabling authority and issue bonds or notes therefore; and, while such bonds shall be general obligation bonds of the Town, it is anticipated that repayment of this borrowing, including interest and principal, shall be made pursuant to the following formula: 50% to be paid by general taxation, and 50% to be paid by the water system users; and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the

TOWN OF UPTON / 4 MAY 2017 / WARRANT

payment of costs approved by this vote in accordance with G.L. c.44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or, to take any other action relative thereto.

Explanation/

Submitted by:

Funds will be used to replace water main in preparation for the state funded Transportation Improvement Project (TIP). Half of the cost of the project will be paid by the Water Enterprise fund/ Board of Selectmen

Recommendation: Favorable Action

ARTICLE 12:

To see if the Town will vote to accept and expend such sum or sums of money allotted or to be allotted to the Town from the Commonwealth of Massachusetts under the provisions of M.G.L. Chapter 90 or under any other state roadway reimbursement programs for fiscal year 2018, and to authorize the Board of Selectmen to enter into a contract or contracts with the Massachusetts Department of Transportation Highway Division for such purposes; and further, to authorize the Treasurer with the approval of the Board of Selectmen, to borrow in anticipation of 100% reimbursement of said amounts; or, to take any other action relative thereto.

Explanation/

Submitted by:

Annual road repair appropriation from the State/Board of Selectmen

Recommendation: Favorable Action

ARTICLE 13:

To see if the Town will vote to amend the vote taken under Article 3 of the May 5, 2016 Annual Town Meeting appropriating the fiscal year 2017 budget, as amended under Article 2 of the November 15, 2016 Special Town Meeting, to make a supplemental appropriation for Town Counsel Expense for the

TOWN OF UPTON / 4 MAY 2017 / WARRANT

remainder of fiscal year 2017, and as funding therefor, to appropriate from available unappropriated funds in the Town Treasury, or transfer from Overlay Surplus or otherwise the total sum of Twenty thousand dollars (\$20,000.00), or any other sum; or, to take any other action relative thereto.

Explanation/

Submitted by:

To approve an additional to meet Town Counsel expense for the remainder of FY '17/Board of Selectmen.

Recommendation: Favorable Action

ARTICLE 14:

To see if the Town will vote to act on the report of the Community Preservation Committee on the fiscal year 2018 community preservation budget, and to appropriate the sum of Fifteen thousand dollars (\$15,000.00), or any other sum, from the Community Preservation Fund fiscal year 2018 estimated annual revenues to the Community Preservation Committee Administrative Expense Account for all necessary and proper administrative expenses of the Committee for fiscal year 2018; or, to take any other action relative thereto.

Explanation/

Submitted by:

To appropriate from CPA FY2018 estimated revenues for the Community Preservation Committee FY2018 Administrative Expense Account/ Community Preservation Committee.

Recommendation: Favorable Action

ARTICLE 15:

To see if the Town will vote to transfer from the Community Preservation Reserve Account, Historic Resources Reserve (2400-30003590-1000) the sum of Six Thousand dollars, (\$6,000.00), or any other sum, to

TOWN OF UPTON / 4 MAY 2017 /WARRANT

the Upton Historical Commission for the purpose of purchasing and installing up to five signs identifying Upton's Historical District; such funds to be expended by the Upton Historical Commission; or, to take any other action relative thereto.

Explanation/
Submitted by

Community Preservation Act funds will be used for signage to help identify Upton's Historical District/Historical Commission.

Recommendation: Favorable Action

ARTICLE 16:

To see if the Town will vote to raise and appropriate, appropriate from available unappropriated funds in the Town Treasury, or transfer, or borrow the sum of Ten thousand and seven hundred dollars (\$10,700.00), or any other sum, for the purchase of active shooter kits and replacement firearms for the Police Department; or, to take any other action relative thereto.

Explanation/
Submitted by

Funds will be used for needed upgrades to Police Department equipment/ Board of Selectmen

Recommendation: Favorable Action

ARTICLE 17:

To see if the Town will vote to raise and appropriate, appropriate from available unappropriated funds in the Town Treasury, or transfer, or borrow the sum of Three Hundred and three thousand and twenty five dollars (\$303,025.00), or any other sum, for the costs to complete engineering and design services required for easements related to the Town's Transportation Improvement Program (TIP) project, including all incidental and related expenses; or, to take any other action relative thereto.

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Explanation/

Submitted by: Easement and Right of Way survey work is necessary in preparation for the state funded Transportation Improvement Project (TIP)/ Board of Selectmen

Recommendation: Favorable Action

ARTICLE 18: To see if the Town will vote to raise and appropriate, appropriate from available unappropriated funds in the Town treasury, transfer, or borrow six hundred thousand dollars (\$600,000.00) to pay the costs associated with the engineering, design, project management, construction and materials for repairs to the Fowler Street Bridge, located at Davidson Road outlet, including all incidental and related costs, and further, to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow such sum pursuant to G.L. c.44, §§7 or 8 or any other enabling authority and issue bonds or notes therefor; that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c.44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; and further, that the amount authorized to be borrowed hereunder shall be reduced by the amount of any grants or gifts received by the Town prior to such borrowing for purposes of this article; or, to take any other action relative there to.

Explanation/

Submitted by: This article will fund the repair of the Fowler Street bridge under the terms of a state grant award. The Town has received a \$500,000.00 grant for the repair of the bridge which will reimburse Town costs, however,

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the Town is still required to authorize payment for the entire amount of the project/ Board of Selectmen

Recommendation: Favorable Action

ARTICLE 19: To see if the Town will vote to raise and appropriate, appropriate from available unappropriated funds in the Town Treasury, or transfer, or borrow the sum of One hundred thousand dollars (\$100,000.00), or any other sum, to the Other Post-Employment Benefits Liability Trust Fund established under Article 42 of the 2011 Annual Town Meeting, to meet the Town's obligations under the Government Accounting Standards Board (GASB) Statement 45 to fund the Town's future obligations for the cost of other post-employment benefits identified by the GASB 45 Report; or, to take any other action relative thereto.

Explanation/

Submitted by:

To add monies to the trust fund created to meet the Town's future OPEB obligations/Board of Selectmen

Recommendation: Favorable Action

ARTICLE 20: To see if the Town will vote to set Twenty thousand dollars (\$20,000.00) as the maximum spending limit for fiscal year 2018 expenditures for the "Senior Work Off" Program, under M.G.L. Chapter 59, Section 5K, which program allows senior citizens to work for the Town in exchange for credit on annual property tax assessments, and to adjust the maximum exemption allowed to \$1,500.00 per participant; or, to take any other action relative thereto.

Explanation/

Submitted by:

To set a limit of expenditure for this program at \$20,000.00 and the limit per participant at \$1,500.00 /Board of Assessors.

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Recommendation: Favorable Action

ARTICLE 21: To see if the Town will vote to raise and appropriate, appropriate from available unappropriated funds in the Town Treasury, or transfer, or borrow, the sum of Four hundred and thirty thousand dollars (\$430,000.00), or any other sum, to be used for the construction and/or improvement of Town Roads to supplement those provided for under the Commonwealth of Massachusetts M.G.L. Chapter 90 Program; or, to take any other action relative thereto.

Explanation/

Submitted by:

To provide for supplemental funding to address road repairs as called for in the Town's pavement management plan/Board of Selectmen.

Recommendation: Favorable Action

ARTICLE 22: To see if the Town will vote to amend the General By-laws, Section 1 of Chapter 9, Capital Budget Committee, with text to be inserted shown in bold underline and text to be deleted shown with strikethrough, as follows:

No motion relating to any capital expenditure in excess of ~~\$100,000~~ \$25,000 or any appropriation for such a capital expenditure shall be acted upon at any Town Meeting until it has been submitted to the Committee, except where provided otherwise by law. It shall be the duty of the Committee to make a recommendation, either verbally or in written form, to the Town Meeting concerning each article or transfer relating to capital expenditures of the Town; or, to take any action relative thereto.

TOWN OF UPTON / 4 MAY 2017 / WARRANT

Explanation/

Submitted by:

To increase the number of capital projects which would be reviewed by the Capital Budget Committee by decreasing the present threshold of \$100,000.00 for review to \$25,000.00/Board of Selectmen.

Recommendation: Favorable Action

ARTICLE 23:

To see if the Town will vote to raise and appropriate, appropriate from available unappropriated funds in the Town Treasury, or transfer or borrow the sum of Twenty-one thousand and eight hundred dollars (\$21,800.00), or any other sum, for use by the Board of Assessors to contract for measure and list services and the sum of Eleven thousand dollars (\$11,000.00), or any other sum, for use by the Board of Assessors for future recertification; or, to take any other action relative thereto.

Explanation/

Submitted by:

Funds would assist the Board of Assessors with their responsibilities in revaluing town properties/Board of Assessors

Recommendation: Favorable Action

ARTICLE 24:

To see if the Town will vote to raise and appropriate, appropriate from available unappropriated funds in the Town Treasury, or transfer or borrow the sum of Thirty-Five thousand dollars (\$35,000.00), or any other sum, to pay for costs associated with the development of cost estimates and schematic designs for the renovation of the property located at 3 Milford Street for Town uses, including all incidental and related costs; or to take any other action relative thereto.

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Explanation/

Submitted by: Structural and construction estimate tasks on 3 Milford St. are to be completed in order to provide information to the Town prior to purchase/Board of Selectmen

Recommendation: TBD

ARTICLE 25: To see if the Town will vote to raise and appropriate, appropriate from available unappropriated funds in the Town Treasury, or transfer or borrow the sum of Five thousand four hundred and fifty dollars (\$5,450.00), or any other sum, for the purchase of furniture and equipment for the Town Library; or, to take any other action relative thereto.

Explanation/

Submitted by: Funds will be used to purchase tables and chairs as well as audio/visual equipment for the Library/Library Trustees

Recommendation: Favorable Action

ARTICLE 26: To see if the Town will vote to amend its Zoning By-laws, Section 6.2 Wireless Data Transfer Facilities Section, 6.2.6 Design Requirements and Performance Standard, (2) Height, by adding a new sentence at the conclusion thereof, with text to be inserted shown in bold, as follows:

6.2.6 Design Requirements and Performance Standards: All wireless data transfer facilities erected, installed and/or used shall comply with the following design requirements and performance standards:

- 1) Shared Use: Shared use of towers by commercial wireless data transfer carriers is required unless such shared use is shown by substantial evidence to not be feasible.

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2) Height: The maximum allowed height of a tower shall be 150 feet. **The Planning Board may grant a waiver of the maximum allowed height limitation under this section for a tower not to exceed 200 feet in total if the Planning Board finds that the increased height is in the best interests of the Town.**

; or, to take any other action relative thereto.

Explanation/

Submitted by:

The Planning Board is considering an increase in the height of cell towers in answer to concerns about the quality of cell phone and data transfer services in Upton/Planning Board

Recommendation: N/A

ARTICLE 27: To see if the Town will vote to raise and appropriate, transfer from available funds in the Treasury or from Stabilization funds the sum of One-hundred and twenty thousand dollars (\$120,000.00), or any other sum, to purchase and equip a tanker truck for the Fire Department or, to take any other action relative thereto.

Explanation/

Submitted by:

Funds will be used to purchase a replacement for Tanker I which is no longer road worthy and has been taken out of service/ Board of Selectmen

Recommendation: Favorable Action

ARTICLE 28: To see if the Town will vote to raise and appropriate, appropriate from available unappropriated funds in the Town Treasury, or transfer, the sum of One-hundred and seventeen thousand dollars (\$117,000.00), or any other sum, to fund the snow and ice deficit for Fiscal Year 2017, or, to take any other action relative thereto.

TOWN OF UPTON / 4 MAY 2017 /WARRANT

Explanation/

Submitted by: This article is to fund additional costs for the removal of snow and ice in Upton/ Board of Selectmen

Recommendation: Favorable Action

ARTICLE 29: To see if the Town will vote to raise and appropriate, appropriate from available unappropriated funds in the Town Treasury, or transfer, or borrow, the sum of Twenty-five thousand dollars (\$25,000.00), or any other sum, to the Finance Committee Reserve Account for fiscal year 2018, said amount to be expended in accordance with M.G.L. Chapter 40, §6; or, to take any other action relative thereto.

Explanation/

Submitted by: To provide for the Finance Committee Reserve Fund Account/Finance Committee

Recommendation: Favorable Action

And you are directed to serve this Warrant, by posting up attested copies thereof at the U.S. Post Office, Town Library and Town Hall, in said Town seven days (7) at least before the time of holding said Meeting.

HEREOF FAIL NOT, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of meeting, as aforesaid.

Given under our hands this 18th day of April in the year of our lord two thousand seventeen.

UPTON BOARD OF SELECTMEN

James Brochu Chairman

Robert J. Fleming, Member

Gary Daugherty, Member

PROCEEDINGS OF ANNUAL TOWN ELECTION

May 1, 2017

M. Denise Smith, Warden, declared the polls open at 7:00 am.

Throughout the day, election clerks on duty at the check-in table for precinct one were Agnita Knott, Joan Varney, Ida Jette and Robyn Sharp. Elections clerks on duty at the check-in table for precinct two were Richard Robinson, Joan Burrell, Karen Varney and Kathy Ramsey. Carol Owczarzak, Kathy Langin, Patricia Phyllis and Betty Consigli were on duty at the checkout table for precinct one throughout the day. Also, Nancy Page, Lynne Gruber Harriet Fougere, and Mary Bradford were on duty at the checkout table for precinct two throughout the day.

At 8:01 pm the results of the election were printed from each of the two Accu-Vote tabulation machines. There were 1,013 votes (508 for precinct one and 505 for precinct two).

The following are the results of the election:

***Indicates Incumbent

Moderator (1 yr)

**David C. Loeper, 18 Nelson St, Upton	833
Write In - Other	3
Blanks	177

Selectmen (3 yrs)

Shawn Craig, 8 Thayer St, Upton	258
Stephen A. Matellian, 161 South St, Upton	526
Brett A. Simas, 7 Barbara's Path, Upton	211
Write In – Other	3
Blanks	15

Assessors of Taxes (3 yrs)

James R. Earl, 110 High St, Upton	769
Write In - Other	7
Blanks	237

PROCEEDINGS OF ANNUAL TOWN ELECTION

May 1, 2017

Mendon Upton Regional School Committee (1 yr)

Philip J. DeZutter, 177 East St, Upton	593
Edward A/ Darragh	316
Write In – Other	0
Blanks	104

Cemetery Commission (3 yrs)

William L. Palmer, 4 Tyler Rd, Upton	732
Write In – Other	3
Blanks	278

Cemetery Commission (1 yr)

Jeff Hall, Pearl St (DECLINED POSITION)	4
Write Ins – Other	40
Blanks	969

Board of Health (3 yrs)

**Richard Desjardins, 170 North St, Upton	745
Write In - Other	1
Blanks	267

Recreation Commission (3 yrs)

***Richard H. Gazoorian, 5 Briarwood Lane	714
Write In – Other	1
Blanks	294

Recreation Commission (2 yrs)

Richard T. Porter, Jr	761
Write In – Other	2
Blanks	250

Trustees of the Public Library (3 for 3 yrs)

**Charlotte L. Carr, 20 Goss Pond Rd, Upton	665
**Frances R. Gustman, 41 Pearl St, Upton	601

PROCEEDINGS OF ANNUAL TOWN ELECTION

May 1, 2017

Meghan E. Condon, 2 Bradish Farm Rd, Upton	689
Write In - Other	1
Blanks	1083

Trustees of the Public Library (1 for 1 yr)

William W. Taylor, 211 North St, Upton	727
Write In – Other	0
Blanks	286

Planning Board (5 yrs)

***Margaret Ann Carroll, 48 Oak Dr, Upton	723
Write In - Other	1
Blanks	289

Finance Committee (1 for 3 yrs)

Richard A. McGuire, 11 Whitney Ln Upton	724
Write In – Other	0
Blanks	289

Board of Commissioner of Trust Funds (3yrs)

Jeanne L. Oliver, 290 Westboro Rd, Upton	699
Write In – Others	0
Blanks	289

The total number of ballots voted was 1,013 out of 5,637, (5,394 active, 243 inactive) (18% turnout). This included 41 absentee ballots. Town Clerk Kelly McElreath read the official results of the election at 8:30 pm. The used and unused ballots were sealed in separate containers and returned to the Town Hall at 8:45 pm.

Attest:

Kelly A. McElreath
Town Clerk

PROCEEDINGS OF ANNUAL TOWN MEETING

May 4, 2017

Called to order at 7:00 pm by Moderator David Loeper.

During this meeting, 150 voters were checked in to the Nipmuc Regional Middle/High School by Ida Jette and M. Denise Smith, meeting the necessary quorum of 40 voters.

Robert Fleming, Chairman of the Board of Selectmen, addressed the voters. The Pledge of Allegiance was recited and a moment of silence was offered for the residents who have passed away over the past year.

By unanimous vote, guests present were: Robert Reed, Interim Town Manager; David Muradian, State Representative; Lauren Goldberg, Town Counsel; Michelle Sanford, Town Crier; Janice Nowicki, COA Director; Vincent Roy, DPW Director; Matthew Bachtold, Library Director; Kenny Costa, Town Accountant; Andrew St George, Recreation Director; Joseph Maruszczak, Superintendent, Jay Byer, Business Manager of MURSD; Michael Fitzpatrick, BVT; Paul Marchand, Michelle Vallencourt, David Ferreira, Jessica Mead, Matthew Mead, Derek Brindisi, Gregory Manning, Owen O'Brien.

Consent Calendar: Upon motion of Robert Fleming, it was moved the Town vote by unanimous consent the following Articles that have not been requested “hold”; those (consent calendar) Articles being: 8, 10, 12, and 29

The Moderator declared the motion carried unanimously

Approval of Annual Town Report

ARTICLE 2: Upon motion of Robert Fleming, it was moved the Town vote to accept reports of all Town Officers and Appointed Committees, as written in the 2016 Town Report.

Again, this year, it was noted the Graduation Ceremony from the Mendon Upton Regional School District was not included in the report. Town Clerk will obtain copies of the 2015 AND the 2016 Graduation Ceremonies and

PROCEEDINGS OF ANNUAL TOWN MEETING

May 4, 2017

will print a small number for history purposes. In the future, Town Reports will include the name of the graduates.

The Moderator declared the motion carried unanimously

ARTICLE 3: Upon motion of Debra Lazarz, it was moved to pass over this article

The Moderator declared the motion carried unanimously

ARTICLE 4: Upon motion of Debra Lazarz, it was moved to pass over this article

The Moderator declared the motion carried unanimously

FY2018 Budget

ARTICLE 5: Upon motion of Gary Daugherty, it was moved the Town vote to fix the salaries and compensation of all officers of the Town as provided by Chapter 41, Section 108, M.G.L. as amended, and to raise and appropriate \$20,863,304.00 as necessary to defray expenses of the Town Departments for the ensuing year, as set forth in the document entitled “Finance Committee Report, Town of Upton, Massachusetts, Fiscal Year 2018 Budget Recommendation” for all those items not requested “hold”, and as amended, if applicable, by vote of Town Meeting for those items requested “hold”.

Favorable recommendation from Finance Committee

Following lines items were held: 44, 139, and 339.

The Moderator declared the motion carried unanimously EXCEPT for held line items

PROCEEDINGS OF ANNUAL TOWN MEETING

May 4, 2017

Upon motion of Paul Flaherty, it was moved to raise and appropriate the sum of \$248,751 for line item 44.

The Moderator declared the motion carried by majority

Upon motion of Paul Flaherty, it was moved to raise and appropriate the sum of \$150,532 for line item 139.

The Moderator declared the motion carried unanimously

Upon motion of Paul Flaherty, it was moved to raise and appropriate the sum of \$59,860 for line item 217.

The Moderator declared the motion carried by majority

COMPLETE FY 2016-2017 BUDGET AT THE END OF THE PROCEEDINGS

Water Enterprise Budget

ARTICLE 6: Upon motion of Robert Fleming, it was moved that the Town vote to appropriate the sum of One million one hundred twenty-two thousand five hundred thirty-two dollars (\$1,120,778.00) to operate the Water Enterprise Fund as set forth below for the ensuing fiscal year:
That the following sums be appropriated for the Water Enterprise Fund:

Wages & Salaries	\$ 242,286.00
Expenses	340,771.00
Capital Outlay	235,000.00
Debt	335,601.00
Extra/Unforeseen	50,000.00
Budgeted Surplus*	17,130.00
Total	\$ 1,120,788.00

And that **\$1,122,532.00** be raised for such purposes as follows:

PROCEEDINGS OF ANNUAL TOWN MEETING

May 4, 2017

Department receipts	\$ 902,998.00
Retained Earnings	150,000.00
Tax Levy	167,800.00**
Free Cash	-0-

** (NOTE: As raised and appropriated under Article 5)

Favorable recommendation from Finance Committee

Moderator declared the motion passed unanimously

Wastewater Enterprise Budget

ARTICLE 7: Upon motion of Robert Fleming, it was moved the Town vote to appropriate the sum of Nine hundred twelve thousand three hundred thirteen dollars money to operate the Wastewater Enterprise Fund as follows for the ensuing fiscal year:

That the following sums be appropriated for the Wastewater Enterprise Fund:

Wage & Salaries	\$ 219,048.00
Expenses	326,817.00
Capital Outlay	82,000.00
Debt	250,596.00
Extra/Unforeseen	30,000.00
Budgeted Surplus*	3,852.00
Total	\$ 912,313.00

And that **\$859,507.00** be raised for such purposes as follows:

Department receipts	\$ 677,015.00
Retained Earnings	110,000.00
Tax levy	125,298.00**
Free cash	-0-

** (NOTE: As raised and appropriated under Article 5)

Favorable recommendation from Finance Committee

PROCEEDINGS OF ANNUAL TOWN MEETING

May 4, 2017

Moderator declared the motion passed unanimously

Pension Funding

ARTICLE 8: Unanimous Consent the Town vote to appropriate the sum of Five hundred eleven thousand, three hundred seventy two dollars (\$511,372.00), in conformity with M.G.L. Chapter 32, Section 22(7)(c)(ii) of the General Laws relative to the Pension, Expense, Worker's Compensation, and Military Service Funds of the Worcester Regional Retirement System for the fiscal year 2018, and for such purposes.

Upon motion of Robert Fleming, it was moved to reconsider Article 6 to specify funding.

The Moderator declared the motion carried unanimously

Upon motion of Robert Fleming, it was moved the Town vote to appropriate the sum of Five hundred eleven thousand, three hundred seventy two dollars (\$511,372.00), in conformity with M.G.L. Chapter 32, Section 22(7)(c)(ii) of the General Laws relative to the Pension, Expense, Worker's Compensation, and Military Service Funds of the Worcester Regional Retirement System for the fiscal year 2018, and for such purposes:

Tax levy - \$465,049

Water Enterprise Fund - \$23,162

Wastewater Enterprise Fund - \$23,161

The Moderator declared the motion carried unanimously

PROCEEDINGS OF ANNUAL TOWN MEETING

May 4, 2017

Revolving Funds Approval

ARTICLE 9: Upon motion of Robert Fleming, it was moved to vote as stated in the warrant.

The Moderator declared the motion carried unanimously

Tax Title Collection Revolving Fund Approval

ARTICLE 10: Unanimous Consent the Town vote pursuant to Massachusetts G.L. Chapter 60, § 15B to establish a tax title collection revolving fund for the Treasurer/Collector, and to establish a spending limit of \$15,000 for FY 2018, provided, however, that the Board of Selectmen, with the approval of the Finance Committee, may increase such limit at the request of the Treasurer/Collector.

Funding for Water Main Hartford Ave North

ARTICLE 11: Upon motion of Gary Daugherty, it was moved the Town vote to appropriate One-million, three-hundred thousand dollars (\$1,300,000.00) for the purpose of paying costs associated with the legal fees, engineering, design, project management, construction costs and materials for the replacement of approximately 4220 feet of old water main along Hartford Ave North, including all costs incidental and related thereto, and as funding therefor, to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow such sum pursuant to G.L. c.44, §§7 or 8 or any other enabling authority and issue bonds or notes therefor; and, while such bonds shall be general obligation bonds of the Town, it is anticipated that repayment of this borrowing, including interest and principal, shall be made pursuant to the following formula: 50% to be paid by general taxation, and 50% to be paid by the water system users; and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such

PROCEEDINGS OF ANNUAL TOWN MEETING

May 4, 2017

premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c.44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Favorable recommendation from Finance Committee

Favorable recommendation from Capital Budget

Moderator declared this motion needed a 2/3 majority

Moderator declared the motion passed unanimously

Chapter 90 Approval

ARTICLE 12: Unanimous Consent the Town vote to accept and expend such sum or sums of money allotted or to be allotted to the Town from the Commonwealth of Massachusetts under the provisions of M.G.L. c.90 or under any other state roadway reimbursement programs for fiscal year 2018, and to authorize the Board of Selectmen to enter into a contract or contracts with the Massachusetts Department of Transportation Highway Division for such purposes; and further, to authorize the Treasurer with the approval of the Board of Selectmen, to borrow in anticipation of 100% reimbursement of said amounts.

Town Counsel FY2017 Funding

ARTICLE 13: Upon motion of Robert Fleming, it was moved the Town vote to amend the vote taken under Article 3 of the May 5, 2016 Annual Town Meeting appropriating the fiscal year 2017 budget, as amended under Article 2 of the November 15, 2016 Special Town Meeting, to make a supplemental appropriation for Town Counsel Expense for the remainder of fiscal year 2017, and as funding

PROCEEDINGS OF ANNUAL TOWN MEETING

May 4, 2017

therefor, to appropriate from Free Cash the total sum of Twenty thousand dollars (\$20,000.00).

Favorable recommendation from Finance Committee

Moderator declared the motion passed unanimously

CPC Administration Expense

ARTICLE 14: Upon motion of Paul Carey, it was moved the Town vote to act on the report of the Community Preservation Committee on the fiscal year 2018 community preservation budget, and to appropriate the sum of Fifteen thousand dollars (\$15,000.00) from the Community Preservation Fund fiscal year 2018 estimated annual revenues to the Community Preservation Committee Administrative Expense Account for all necessary and proper administrative expenses of the Committee for fiscal year 2018.

Favorable recommendation from Finance Committee

Favorable recommendation from Community Preservation Committee

Moderator declared the motion passed unanimously

Purchase of signage for Historical District

ARTICLE 15: Upon motion of Don Spargo, it was moved the Town vote to transfer from the Community Preservation Reserve Account, Historic Resources Reserve (2400-30003590-1000) the sum of Six Thousand dollars, (\$6,000.00), to the Upton Historical Commission for the purpose of purchasing and installing up to five signs identifying Upton's Historical District; such funds to be expended by the Upton Historical Commission.

Favorable recommendation from Finance Committee

PROCEEDINGS OF ANNUAL TOWN MEETING

May 4, 2017

Favorable recommendation from Community Preservation Committee

Moderator declared the motion passed unanimously

Active Shooter Kits Purchase

ARTICLE 16: Upon motion of Michael Bradley, it was moved the Town vote to raise and appropriate the sum of ten thousand seven hundred dollars (\$10,700.00) to purchase active shooter kits and replacement firearms for the Upton Police Department.

Favorable recommendation from Finance Committee

Moderator declared the motion passed unanimously

Transportation Improvement Program Funding

ARTICLE 17: Upon motion of Gary Daugherty, it was moved the Town vote to raise and appropriate the sum of One hundred and twenty-one thousand four hundred and twenty-five dollars (\$121,425.00) to fund the completion of engineering and design services, including all incidental and related expenses, related to the Town's Transportation Improvement Program.

Favorable recommendation from Finance Committee

Moderator declared the motion passed unanimously

Fowler St Bridge Funding – Grant Received

ARTICLE 18: Upon motion of Robert Fleming, it was moved the Town vote to appropriate Six hundred thousand dollars (\$600,000.00) to pay the costs associated with the engineering, design, project management, construction and materials for repairs to the Fowler Street Bridge, located at Davidson Road outlet, including all incidental and related costs, and as funding therefor, to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow such sum pursuant to G.L. c.44, §§7 or 8 or

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any other enabling authority and issue bonds or notes therefor; that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c.44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; and further, that the amount authorized to be borrowed hereunder shall be reduced by the amount of any grants or gifts received by the Town prior to such borrowing for purposes of this article.

Favorable recommendation from Finance Committee

Favorable recommendation from Capital Budget

Moderator declared this motion needs a 2/3 majority

Moderator declared the motion passed unanimously

OPEB Funding

ARTICLE 19: Upon motion of Stephen Matellian, it was moved the Town vote to raise and appropriate sum of One hundred thousand dollars (\$100,000.00), to the Other Post-Employment Benefits Liability Trust Fund established under Article 42 of the 2011 Annual Town Meeting, to meet the Town's obligations under the Government Accounting Standards Board (GASB) Statement 45 to fund the Town's future obligations for the cost of other post-employment benefits identified by the GASB 45 Report.

Favorable recommendation from Finance Committee

Moderator declared the motion passed unanimously

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Senior Work off Program

ARTICLE 20: Upon motion of Robert Fleming, it was moved the Town vote to set Twenty thousand dollars (\$20,000.00) as the maximum spending limit for fiscal year 2018 expenditures for the “Senior Work Off” Program, under M.G.L. Chapter 59, Section 5K, which program allows senior citizens to work for the Town in exchange for credit on annual property tax assessments, and to adjust the maximum exemption allowed to \$1,500.00 per participant.

Moderator declared the motion passed unanimously

Funding for Road Repairs

ARTICLE 21: Upon motion of Stephan Matellian, it was moved the Town vote to raise and appropriate the sum of Four hundred thirty thousand dollars (\$430,000.00), to be used for the construction and/or improvement of Town Roads to supplement those provided for under the Commonwealth of Massachusetts M.G.L. Chapter 90 Program.

Favorable recommendation from Finance Committee

Tied vote from Capital Budget Committee

Moderator declared the motion passed unanimously

Capital Budget Committee Bylaw

ARTICLE 22: Upon motion of Ken Glowacki, it was moved the Town vote to amend the General By-laws, Section 1 of Chapter 9, Capital Budget Committee, by deleting the number “\$100,000” and inserting in place thereof the number “\$25,000”

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Moderator declared the motion passed by majority

Funding for Board of Assessors

ARTICLE 23: Upon motion of Bill Taylor, it was moved the Town vote to raise and appropriate the sum of Twenty-one thousand and eight hundred dollars (\$21,800.00) for use by the Board of Assessors to contract for measure and list services and the sum of Eleven thousand dollars (\$11,000.00) for use by the Board of Assessors for future recertification.

Favorable recommendation from Finance Committee

Moderator declared the motion passed unanimously

3 Milford Street Design Funding

ARTICLE 24: Upon motion Robert Fleming, it was moved the Town vote to raise and appropriate the sum of Twenty-four thousand two hundred and fifty dollars (\$24,250.00) and to transfer Ten thousand seven hundred and fifty dollars (\$10,750.00) from Article 30 of the June 4, 2015 Annual Town Meeting, to pay for costs associated with the development of cost estimates and schematic designs for the renovation of the property located at 3 Milford Street for Town uses, including all incidental and related costs.

Favorable recommendation from Finance Committee

Moderator declared the motion passed 89 Yes 43 No

Library Funding

ARTICLE 25: Upon motion of John Robertson, it was moved the Town vote to raise and appropriate the sum of Five thousand four hundred and fifty dollars (\$5,450.00) for the purchase of furniture and equipment for the Town Library.

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Favorable recommendation from Finance Committee

Moderator declared the motion passed unanimously

Zoning Change-Height of Cell Towers

ARTICLE 26: Upon motion of Paul Carey, it was moved the Town vote to amend its Zoning By-laws, Section 6.2 Wireless Data Transfer Facilities Section, 6.2.6 Design Requirements and Performance Standard, (2) Height, by adding a new sentence at the conclusion thereof, as follows,

The Planning Board may grant a waiver of the maximum allowed height limitation under this section for a tower not to exceed 200 feet in total if the Planning Board finds that the increased height is in the best interests of the Town.

Favorable recommendation from Planning Board

Moderator declared this motion needs a 2/3 majority

Upon motion of Donald Taylor, it was moved to amend the motion by substituting the following for paragraph 6.2.6, item 2:

2: Height: The maximum allowed height of a tower shall be 200 feet

Moderator declared the amendment lost

Moderator declared the original motion passed by 2/3 majority

Fire Truck Tanker Truck Purchase

ARTICLE 27: Upon motion of Aaron Goodale, it was moved the Town vote to raise and appropriate the sum of One-hundred and twenty thousand dollars (\$120,000.00) to purchase and equip a tanker truck for the Fire Department.

Favorable recommendation from Finance Committee

Favorable recommendation from Capital Budget

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Moderator declared the motion passed by majority

Funding for Snow/Ice Deficit

ARTICLE 28: Upon motion of Gary Daugherty, it was moved the Town vote to transfer from free cash the sum of One-hundred and twenty-three thousand dollars (\$123,000.00) to fund the snow and ice deficit for Fiscal Year 2017.

Favorable recommendation from Finance Committee

Moderator declared the motion passed by majority

FinCom Reserve Funding

ARTICLE 29: Unanimous Consent the Town vote to raise and appropriate the sum of Twenty-five thousand dollars (\$25,000.00), to the Finance Committee Reserve Account, said amount to be expended in accordance with M.G.L. Chapter 40, §6.

Upon motion of John Robertson, it was moved to dissolve this warrant and adjourn the Annual Town Meeting at 9:18 pm.

Motion passed unanimously.

A True Copy.

Attest:_____

Kelly A. McElreath
Town Clerk

PROCEEDINGS OF ANNUAL TOWN MEETING

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		FY2018 FINANCE COMMITTEE RECOMMENDED
1	ACCOUNTANT:	
2	Wages	41,314
3	Salaries	
4	Other Expense Detail	
5	Miscellaneous	2,000
6	Municipal Accounting Program	3,552
7	ACCOUNTANT TOTAL:	46,866
8	ANIMAL CONTROL:	
9	Wages	20,155
10	Salaries	
11	Other Expense Detail	
12	Kennel Rental	1,000
13	Miscellaneous	1,000
14	Rabies Vaccine	1,500
15	Vehicle Expense	1,200
16	ANIMAL CONTROL TOTAL:	24,855
17	BLACKSTONE VALLEY REGIONAL SCHOOL:	
18	Salaries	
19	<i>Other Expense Detail</i>	
20	Expansion Debt Service	17,306
21	Town Funded Op Exp	1,355,580
22	BLACKSTONE VALLEY REGIONAL SCHOOL TOTAL:	1,372,886
23	BOARD OF ASSESSORS:	
24	Wages	49,285
25	Salaries	1,750
26	Other Expense Detail	
27	Interim / In Home Valuation	6,800
28	GIS Mapping	
29	Mapping - Under Contract	3,850
30	Miscellaneous	4,000
31	Software-Hardware	5,700
32	Software	
33	Training and Certification	2,000
34	BOARD OF ASSESSORS TOTAL:	73,385

PROCEEDINGS OF ANNUAL TOWN MEETING

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35 **BOARD OF HEALTH:**

36	Wages	56,729
37	Salaries	1,750
38	Other Expense Detail	
39	Demolition/buildings- Emergency Housing Resp	10
40	Miscellaneous	4,000
41	Food Inspector	2,572

42 **BOARD OF HEALTH TOTAL:** 65,061

43 **BOARD OF SELECTMEN:**

44	Wages	248,751
45	Salaries	1,750
46	Other Expense Detail	
47	Town Manager Expenses	7,300
48	Annual Audit	18,000
49	General Computer Account	54,590
50	General Expenses	2,500
51	Insurance	1,037,186
52	Medical Testing	3,500
53	Printing	7,000
54	Telephone	15,840

55 **BOARD OF SELECTMEN TOTAL:** 1,396,417

56 **BONDING TOWN OFFICERS:**

57	Other Expense Detail	
58	Miscellaneous	1,200
59	BONDING TOWN OFFICERS TOTAL:	1,200

60 **CABLE ADVISORY**

61	Wages	53
62	Salaries	
63	Other Expense Detail	
64	Miscellaneous	
65	CABLE ADVISORY TOTAL:	53

66 **CAPITAL BUDGET COMMITTEE:**

67	Other Expense Detail	
68	Miscellaneous	500
69	CAPITAL BUDGET COMMITTEE TOTAL:	500

70 **CEMETERY COMMISSION:**

71	Wages	-
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PROCEEDINGS OF ANNUAL TOWN MEETING

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72	Salaries	1,750
73	Other Expense Detail	
74	Miscellaneous	
75	CEMETERY COMMISSION TOTAL:	1,750
76	CODE ENFORCEMENT:	
77	Wages	153,317
78	Salaries	
79	Other Expense Detail	
80	Continuing Education	1,500
81	Mileage	7,000
82	Miscellaneous	13,500
83	Office Expense	1,500
84	CODE ENFORCEMENT TOTAL:	176,817
85	CONSERVATION COMMISSION:	
86	Wages	20,566
87	Salaries	
88	Other Expense Detail	
89	Beaver Management	8,000
90	Miscellaneous	9,000
91	CONSERVATION COMMISSION TOTAL:	37,566
92	COUNCIL ON AGING:	
93	Wages	151,826
94	Salaries	
95	Other Expense Detail	
96	Electricity	6,000
97	Equip Maintenance	1,375
98	Gas (heat)	7,800
99	Membership Dues	300
100	Miscellaneous	2,000
101	Office Supplies	2,500
102	Programs	6,000
103	Rent	1
104	Training	2,500
105	Transportation	7,000
106	Water and Sewer	1,500
107	Computer Software	1,800
108	Telephone Expense	960

PROCEEDINGS OF ANNUAL TOWN MEETING

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109	Custodial Services	6,000
110	Cleaning Supplies	750
111	COUNCIL ON AGING TOTAL:	198,312
DEPT. OF PUBLIC WORKS:		
113	Wages	430,368
114	Salaries	
115	Other Expense Detail	
116	Animal Disposal	1,200
117	Cemetery Maintenance	
118	DPW General Expense	30,358
119	DPW Contracted Services	37,500
120	DPW General Highway Materials	22,500
121	DPW Oil & Paving	31,000
122	DPW Snow Removal	230,000
123	DPW Building Utilities	28,749
124	DPW Building Maint	8,500
125	DPW Radio Maintenance	1,275
126	DPW Training	2,750
127	DPW Clothing Allowance	4,200
128	DPW Consultant / Professional Services	11,000
129	Forestry Expense	
130	Parks Ramsey Building	
131	Parks Lawn Maintenance	
132	Pest Control	
133	Vehicle Fuel	25,908
134	Vehicle Maintenance/Repair	33,660
135	Weed Control	
136	StormWater Management	50,600
137	DEPT. OF PUBLIC WORKS TOTAL:	949,567
138	DPW PARKS, FORESTRY & CEMETERIES	
139	Wages	150,532
140	Salaries	
141	Other Expense Detail	
142	Cemetery Maintenance	20,245
143	Parks General Expense	4,217
144	Parks Radio Maintenance	300
145	Parks Training	400

PROCEEDINGS OF ANNUAL TOWN MEETING

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146	Parks Clothing Allowance	1,400
147	Forestry Expense	27,000
148	Parks Lawn Maintenance	33,475
149	Pest Control	1,545
150	Vehicle Fuel	2,298
151	Vehicle Maintenance / Repair	1,300
152	Weed Control	6,500
153	DPW PARKS, FORESTRY & CEMETERIES TOTAL:	249,212
154	ELECTIONS & TOWN MEETINGS:	
155	Other Expense Detail	
156	Miscellaneous	6,500
157	ELECTIONS & TOWN MEETINGS TOTAL:	6,500
158	EMERGENCY MANAGEMENT	
159	Wages	6,929
160	Salaries	
161	Other Expense Detail	
162	Miscellaneous	3,000
163	Reverse 911 Support	6,510
164	EMERGENCY MANAGEMENT TOTAL:	16,439
165	EMERGENCY MEDICAL SERVICES:	
166	Wages	88,890
167	Salaries	
168	Other Expense Detail	
169	Ambulance Supplies	31,616
170	Ambulance Maintenance	3,000
171	Clothing Allowance	1,800
172	Licensing & Certification	4,400
173	Miscellaneous Office & Billing	4,195
174	Training	12,500
175	Vehicle Fuel	7,000
176	Paramedic Expense	5,000
177	Ambulance Billing Expense	11,000
178	EMERGENCY MEDICAL SERVICES TOTAL:	169,401
179	FINANCE COMMITTEE:	
180	Salaries	
181	Other Expense Detail	

PROCEEDINGS OF ANNUAL TOWN MEETING

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182	Miscellaneous	1,000
183	FINANCE COMMITTEE TOTAL:	1,000
FIRE DEPARTMENT:		
185	Wages	798,810
186	Salaries	
187	Other Expense Detail	
188	Building Maintenance	20,000
189	Clothing Allowance	7,600
190	Copier / Computer Maintenance	2,200
191	Fire Alarm Maintenance	1,000
192	Forest Fire Expenses	4,000
193	Fuel Expense	9,000
194	General Expenses	20,110
195	New Equipment	15,500
196	Radio Maintenance	3,000
197	Training Expense	6,000
198	Utilities Expenses	40,000
199	Vehicle Maintenance	35,000
200	FIRE DEPARTMENT TOTAL:	962,220
201	INTEREST PAID:	
202	Other Expense Detail	
203	Fire Station	
204	Stefan's Property	
205	Route 140 Water Main	
206	General Obligation Bond 1	64,263
207	General Obligation Bond 2	6,024
208	General Obligation Bond 3	34,969
209	General Obligation Bond 4	11,425
210	BAN for Quint Fire Truck	2,500
211	INTEREST PAID TOTAL:	119,181
212	HISTORICAL COMMISSION	
213	Wages	641
214	Expenses	1,000
215	HISTORICAL COMMISSION TOTAL:	1,641
216	HOUSING AUTHORITY	
217	Salaries	2,250
218	Miscellaneous	

PROCEEDINGS OF ANNUAL TOWN MEETING

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219	HOUSING AUTHORITY	2,250
219	LIBRARY:	
220	Wages	191,313
221	Salaries	4,750
222	Other Expense Detail	
223	Library Materials	43,622
224	Library Network Membership	10,348
225	Miscellaneous Budget	10,960
226	Miscellaneous Credit	(9,753)
227	LIBRARY TOTAL:	251,240
228	MATURING DEBT:	
229	Other Expense Detail	
230	Admin Fee - Sewer	
231	Fire Station	
232	Sewer Plant Upgrade	116,964
233	Stefan's Property	
234	Route 140 Water Main	
235	General Obligation Bond 1	362,500
236	General Obligation Bond 2	51,000
237	General Obligation Bond 3	75,000
238	General Obligation Bond 4	15,000
239	BAN for Quint Fire Truck	50,000
240	MATURING DEBT TOTAL:	670,464
241	MENDON-UPTON REGIONAL SCHOOL:	
242	Salaries	
243	Other Expense Detail	
244	Town Funded Operating Expenses	10,732,757
245	Capital Assessment	
246	Nipmuc HS & Miscoe Bond	
247	Memorial School Bond	424,453
248	Miscoe Hill Repairs	87,690
249	MENDON-UPTON REGIONAL SCHOOL TOTAL:	11,244,900
250	MISCELLANEOUS:	
251	Other Expense Detail	
252	Memorial Day	2,400
253	Medicare - PR Taxes	69,500

PROCEEDINGS OF ANNUAL TOWN MEETING

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254	Weights and Measures	1,200
255	Parking Ticket Warrant Officer	0
256	Street Lighting	37,000
257	Unemployment Comp.	21,000
258	MISCELLANEOUS TOTAL:	131,100
259	MODERATOR:	
260	Wages	
261	Salaries	500
262	Other Expense Detail	
263	Miscellaneous	100
264	MODERATOR TOTAL:	600
265	MUNICIPAL BUILDINGS:	
266	Other Expense Detail	
267	Miscellaneous	82,585
268	MUNICIPAL BUILDINGS TOTAL:	82,585
269	NURSE - HEALTH SVCS:	
270	Wages - Town of Upton Nurse	34,402
267	Wages - Blackstone & Bellingham	17,201
268	Salaries	
269	Other Expense Detail	
270	Miscellaneous	1,900
271	NURSE - HEALTH SVCS TOTAL:	53,503
272	PERSONNEL BOARD:	
273	Wages	2,482
274	Salaries	
275	Other Expense Detail	
276	Longevity Bonus	2,500
277	MMPA Membership	200
278	Miscellaneous	450
279	Training	400
280	Merit Bonus Pool	5,000
281	PERSONNEL BOARD TOTAL:	11,032
282	PLANNING BOARD:	
283	Wages	18,354
284	Salaries	2,750
285	Other Expense Detail	
286	Advertising/Printing	1,200

PROCEEDINGS OF ANNUAL TOWN MEETING

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287	CMRPC	2,056
288	Membership & Training	320
289	Miscellaneous	250
290	Office Supplies	500
291	Postage	300
292	Professional Services	2,100
293	PLANNING BOARD TOTAL:	27,830
294	POLICE DEPARTMENT:	
295	Wages	1,517,392
296	Salaries	
297	Other Expense Detail	
298	Building Maintenance	15,800
299	Computer Maintenance	12,768
300	Cruiser	40,000
301	Cruiser Maintenance	11,000
302	Cruiser Gas	30,000
303	Clothing Allowance	15,300
304	General Expenses	21,700
305	Training	6,000
306	Utilities	36,000
307	POLICE DEPARTMENT TOTAL:	1,705,960
308	POLICE DEPT. - COMMUNICATIONS:	
309	Other Expense Detail	
310	Disp Clothing FT	1,600
311	Disp Clothing PT	400
312	Radio Maintenance	2,200
313	POLICE DEPT. - COMMUNICATIONS TOTAL:	4,200
314	RECREATION:	
315	Wages	4,275
316	Salaries	
317	Other Expense Detail	
318	Improvements to Programs & Infrastructure	13,000
319	Misc Expense	8,000
320	Beach Program	8,000
321	RECREATION TOTAL:	33,275
322	REGISTRARS OF VOTERS:	
323	Wages	

PROCEEDINGS OF ANNUAL TOWN MEETING

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324	Salaries	
325	Other Expense Detail	
326	Miscellaneous	3,850
327	REGISTRARS OF VOTERS TOTAL:	3,850
328	TOWN CLERK:	
329	Wages	75,398
330	Salaries	
331	Other Expense Detail	
332	Miscellaneous	3,800
333	TOWN CLERK TOTAL:	79,198
334	TOWN COUNSEL:	
335	Other Expense Detail	
336	Miscellaneous	75,000
337	TOWN COUNSEL TOTAL:	75,000
338	TREASURER-COLLECTOR:	
339	Wages	59,860
340	Salaries	58,269
341	Other Expense Detail	
342	Expenses	35,700
343	Tax Title Foreclosure	15,000
344	Tax Title Auction	0
345	TREASURER-COLLECTOR TOTAL:	168,829
346	TRUST FUND:	
347	Wages	
348	Salaries	1,750
349	TRUST FUND	1,750
350	VETERANS SERVICES:	
351	Wages	8,909
352	Salaries	
353	Other Expense Detail	
354	Benefit Payments	20,000
355	Miscellaneous	1,000
356	VETERANS SERVICES TOTAL:	29,909
357	WASTE REMOVAL:	
358	Other Expense Detail	
359	Curbside Pickup	283,000
360	Disposal	94,000

PROCEEDINGS OF ANNUAL TOWN MEETING

May 4, 2017

361	Trash Bags	32,000
362	Hazardous Waste	6,000
363	WASTE REMOVAL TOTAL:	415,000
364		
365	Total Operating Expenses	20,863,304

A True Copy.

Attest:

Kelly A. McElreath
Town Clerk

TOWN OF UPTON / 14 NOVEMBER 2017 /WARRANT

IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in Elections and in Town affairs, to meet in the Auditorium at the Nipmuc Regional Middle/High School, 90 Pleasant Street, in Upton on Tuesday, the fourteenth day of November 2017, at 7:00 o'clock in the evening, then and there to act on the following Articles:

ARTICLE 1:	To see if the Town will vote to amend Title II Chapter 25 Revolving Funds of the General Bylaws by inserting the following:
	Section 8. The Annual Report shall list for each revolving fund authorized hereunder the revenue, expenditures, and ending balance, as well as spending limit set was increased per Section 4 and whether the spending limit was exceeded for the fiscal year ending June 30 of that year.
	Or, to take any other action relative thereto.
Explanation/ Submitted by:	The proposed bylaw amendment will provide additional expense and revenue details for all revolving funds to be included within the Town's annual report. -Board of Selectmen
Recommendation:	Favorable Action/Board of Selectmen
ARTICLE 2:	To see if the Town will vote to appropriate from available unappropriated funds in the Town Treasury or transfer from available funds the total sum of Ten Thousand dollars (\$10,000.00) to pay bills of a prior fiscal pursuant to MGL Chapter 44, Section 64, or otherwise; or, to take any other action relative thereto.
Explanation/ Submitted by:	To appropriate sums for bills of a prior fiscal year.
Recommendation:	Favorable Action/Board of Selectmen
ARTICLE 3:	To see if the Town will vote to amend the Town's Zoning Bylaw by adding a new Section 6.7,

TOWN OF UPTON / 14 NOVEMBER 2017 /WARRANT

TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS, to provide as follows:

Section 6.7.1 Purpose

On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes, which was amended by Chapter 351 of the Acts of 2016, and by Chapter 55 of the Acts of 2017, was codified as G.L. c. 94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed. The law requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018 and to begin accepting applications for licenses no later than April 1, 2018. Currently the Zoning Bylaw does not address non-medical Marijuana Establishments (hereinafter, a “Recreational Marijuana Establishment”), as defined in G.L. c. 94G, §1. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments. The regulation of recreational marijuana raises novel legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments so as to allow sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

Section 6.7.2 Definition

TOWN OF UPTON / 14 NOVEMBER 2017 /WARRANT

The term “Recreational Marijuana Establishment” shall mean a “marijuana establishment” as defined in G.L. c.94G, §1, a “marijuana cultivator, independent testing laboratory, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana related business.”

Section 6.7.3 Temporary Moratorium

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to non-medical or recreational marijuana. The moratorium shall be in effect through December 31, 2018. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, and to consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments and shall consider adopting new Zoning Bylaws in response to these new issues. Or, to take any action relative thereto.

Explanation/ Submitted by:

The new state law regulating non-medical marijuana presents many policy and planning issues for municipalities. A zoning moratorium, which would impose a temporary limit on the ability of applicants to locate recreational marijuana establishments within a municipality, will provide additional time to consider how the Town will regulate recreational marijuana uses.
-Board of Selectmen

Recommendation: Favorable Action/Board of Selectmen

ARTICLE 4:

To see if the Town will vote to raise and appropriate, appropriate from available unappropriated funds in the Town Treasury, or transfer, or borrow the sum of Twenty-Eight thousand dollars (\$28,000.00), or any other sum, to purchase a breathing air compressor for the

TOWN OF UPTON / 14 NOVEMBER 2017 /WARRANT

Fire Department; or, to take any other action relative thereto.

Explanation/ Submitted by:

The Fire- EMS Department's Breathing Air Compressor is old and outdated. It is not large enough to fill the Department's air storage bank. The air storage bank is used to speed up the time it takes to refill the firefighters self-contained breathing apparatus (SCBA) bottles worn at fires and other emergency incidents. Due to the high pressure demands of SCBA today, the breathing air compressor must be replaced. - Board of Selectmen

Recommendation: Favorable Action/Board of Selectmen/Finance Committee

ARTICLE 5:

To see if the Town will vote to raise and appropriate, appropriate from available unappropriated funds in the Town Treasury, or transfer, or borrow the sum of Nine thousand seven hundred fifty dollars (\$9,750.00), or any other sum, for the Planning Board to participate in the Central Massachusetts Regional Planning Commission (CMRPC) Planning Board Assistance Program, or, to take any other action relative thereto.

Explanation/ Submitted by:

To acquire 150 hours of professional planning services from CMRPC to support the activities of the Planning Board- Planning Board

Recommendation: Favorable Action/Board of Selectmen/Finance Committee

ARTICLE 6:

To see if the Town will vote to authorize the Board of Selectmen to acquire, by gift, purchase, or eminent domain and upon such terms and conditions as it deems appropriate, such temporary and permanent easements for highway, utility, and other purposes in lands along Hartford Ave North, High Street and Hopkinton Road, as are needed to carry out the proposed reconstruction/improvement of said Hartford Ave North,

TOWN OF UPTON / 14 NOVEMBER 2017 /WARRANT

High Street and Hopkinton Road in the locations more or less shown on the right-of-way plan prepared for such Project, and as funding therefor, to raise and appropriate, appropriate from available unappropriated funds in the Town Treasury, transfer, or borrow the sum of One Hundred and Eighty-One thousand dollars (\$181,000), or any other sum, as may be required for the acquisition of the aforesaid interests, including all incidental and related expenses, and to authorize the Board of Selectmen to execute instruments and take such other action as may be necessary to carry out the vote taken hereunder, or, to take any other action relative thereto.

**Explanation/
Submitted by:**

For the purchase of permanent and temporary easements along the Hartford Ave North, High Street and Hopkinton Road, all related to the Transportation Improvement Plan (TIP) project. - Board of Selectmen.

Recommendation: Favorable Action/Board of Selectmen/Finance Committee

ARTICLE 7:

To see if the Town will vote to raise and appropriate, appropriate from available unappropriated funds in the Town Treasury, or transfer, or borrow the sum of Twenty-Five dollars (\$25,000.00), or any other sum, to hire a consultant including all expenses incidental and related, to manage the Transportation Improvement Project, or, to take any other action relative thereto

**Explanation/
Submitted by:**

To hire consulting services to assist the Town in identifying temporary and permanent easements and then negotiating cost or donations for said land takings. - Board of Selectmen

Recommendation: Favorable Action/Board of Selectmen

ARTICLE 8:

To see if the Town will vote to raise and appropriate, appropriate from available unappropriated funds in the Treasury, or transfer, or borrow the sum of Four thousand dollars (\$4,000) or any other sum to be used

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for repair and preventative maintenance of the Knowlton-Risteen building to include: tree trimming, window cleaning, thermostat replacement, siding repair and other building maintenance, and any other incidental or related expenses; or, to take any other action relative thereto.

**Explanation/
Submitted by:**

To provide funding for repairs of the Knowlton-Risteen Building. - Library Board of Trustees

Recommendation: Favorable Action/Finance Committee/Board of Selectmen

ARTICLE 9:

To see if The Town will vote to transfer from the Community Preservation Fund FY 2018 estimated revenues the sums set forth below to the following Community Preservation Fund accounts to meet the requirements of M.G.L.c.44B 6:

- Historic Resources Account
\$41,083.67
- Open Space Account
\$41,083.67
- Community Housing Account
\$41,083.67

and to place any remaining FY2018 estimated annual revenues in a so-called “FY2018 Undesignated Budgeted Reserve”, or, to take any other action relative thereto.

**Explanation/
Submitted by:**

To set aside 10% of CPA FY2018 estimated annual revenues into each of the three standard reserve accounts, and to place the remainder into a FY2018 “undesignated” reserve - Community Preservation Committee.

Recommendation: Favorable Action/Finance Committee/Board of Selectmen

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ARTICLE 10:

To see if the Town will vote to transfer the total sum of two hundred ninety-two thousand one hundred seventy-five dollars (\$292,175.00) from the Community Preservation Fund to meet the fifth year payment of debt service owed on the General Obligation Town Hall Renovation Bonds, with forty one thousand eighty-three dollars and sixty-seven cents (\$41,083.67) from the Community Preservation Historic Resources Account and two hundred fifty-one thousand ninety-one dollars and thirty-three cents (\$251,091.33) from the Community Preservation Undesignated Account, or, to take any other action relative thereto.

Explanation/ Submitted by:

To make the fifth-year principal and interest payments (i.e., debt service) on the Town Hall bonds, to be paid from CPA monies - Community Preservation Committee.

Recommendation: Favorable Action/Finance Committee/Board of Selectmen

ARTICLE 11:

To see if the Town will vote to accept the provisions of M.G.L. Chapter 40, Section 8J for the purpose of creating a Commission on Disability, and, in connection therewith, to amend the General Bylaws as follows:

Title II Chapter 26 Commission on Disability

There shall be in the Town of Upton a Commission on Disability of 5 members appointed by the Town Manager, with the approval of the Board of Selectmen, all pursuant to G.L. c.40, §8J. As provided for by said §8J, a majority of the members of the commission shall be people with disabilities, one member shall be a member of the immediate family of a person with a disability and one member shall be either an elected or appointed official of the town. A vacancy shall be filled in the same manner as the original appointment for the

TOWN OF UPTON / 14 NOVEMBER 2017 /WARRANT

remainder of the unexpired term. Any member of said commission may, after a public hearing, if so requested, be removed for cause by the Town Manager.

, or take any other action relative thereto.

Explanation/ Submitted by:

Although the Town has a Commission on Disability, the acceptance of this statue and the insertion of a General Bylaw formalizes the Town's commitment to ensure the rights of people with disabilities. – Board of Selectmen

Recommendation: Favorable Action/Board of Selectmen

ARTICLE 12: To see if the Town will vote to amend Title II, Chapter One of the General By-laws, Town Meetings, by inserting the underlined language and deleting the strikethrough language, as follows:

Section 1. The Annual Town Meeting Election for the ~~election of~~ Town Officers shall be held on the ~~first Monday~~ Tuesday ~~twelve days~~ following the first Thursday of May of each year. Official ballots shall be used as provided by law.

Section 2. The polls for the annual Town Meeting Election shall be opened at seven o'clock in the forenoon and shall remain open until eight o'clock in the evening.

Section 2a. The Annual Adjourned Town Meeting for the transaction of all businesses other than the election of Town Officers, and the determination of matters required to be by ballot, shall be at 7:00 P.M. on the ~~first Thursday~~ following the first Monday in May of each year.

or take any other action relative thereto.

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Explanation/ Submitted by:

The proposed change will allow those elected officials involved in the preparation for the Annual Town Meeting to serve in their elected position during Town Meeting, which occurs prior to the annual election. - Board of Selectmen.

Recommendation: Favorable Action/Board of Selectmen

ARTICLE 13:

To see if the Town will vote to authorize the Board of Selectmen to accept gifts of land for such purposes, and upon such terms and conditions, as it deems appropriate; and further, to memorialize such authority, to amend the Town Bylaws by inserting a new section for such purposes, as follows:

Title 2, Chapter 2, Section 12

The Board of Selectmen shall hereby be authorized to accept gifts of land and easements or any other interest in land for any and all purposes on behalf of the Town without a vote of Town Meeting vote, provided no funds need be appropriated therefor.

Or take any other action relative thereto.

Explanation/ Submitted by:

There are two residents who would like to donate land to the Town. This article authorizes the Board of Selectmen to accept such land and further amends the General Bylaws to affect the same. -Board of Selectmen

Recommendation: Favorable Action/Board of Selectmen

ARTICLE 14:

To see if the Town will vote to transfer \$25,000 from the Community Preservation Undesignated Fund Balance to make the Kiwanis Recreation area more functional for its intended use, in particular, to make the walkway leading to the upper parking lot adjacent to the soccer field compliant with the Americans with Disabilities Act and the regulations of the Massachusetts Architectural Access Board, or, to take any other action relative thereto.

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Explanation/ Submitted by:	Any forthcoming grants or donations earmarked for this project will reimburse the Recreation Commission funds and CPA funds in equal measure. This project will be under the supervision of the Recreation Commission and the Department of Public Works and must be completed within one year. - Community Preservation Committee.
Recommendation:	Favorable Action/Finance Committee/Board of Selectmen
ARTICLE 15:	To see if the Town will vote to transfer \$10,000 from the Community Preservation Open Space Account for the preservation and rehabilitation of the historic Schoolhouse #6 and site thereof located on North Street, including but not limited to the prevention of further damage to the stone foundation and retaining walls by removing 15 trees and 3 snags ranging in diameter from 5 to 24 inches, such project to be overseen by the Town Manager in consultation with the Land Stewardship Committee and the Upton Historical Commission, or, to take any other action relative thereto.
Explanation/ Submitted by:	To provide funding for the removal of trees that are damaging a historic foundation. – Community Preservation Committee
Recommendation: committee	Favorable Action/Board of Selectmen/Finance
ARTICLE 16:	To see if the Town will vote to raise and appropriate, appropriate from available unappropriated funds in the Treasury or transfer the sum of Fifteen- thousand dollars (\$15,000) to the Town Clerk's wages line item in the FY2018 operating budget for the purposes of restructuring the role and responsibilities of the Town Clerk, or take any action relative thereto.

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Explanation/ Submitted by:

The Town Clerk's position has expanded to take on additional roles throughout Town operations, to include managing all Town owned facilities and advancing Town operations by leveraging more efficient and effective information & technology. – Board of Selectmen

Recommendation:

Favorable Action/Board of Selectmen

ARTICLE 17:

To see if the Town will vote to raise and appropriate, appropriate from available funds in the Treasury, or transfer, or borrow the sum of Five-Thousand dollars (\$5,000.00), or any other sum, for a supplemental appropriation to the Conservation Fund, or, to take any other action relative thereto.

Explanation/ Submitted by:

To provide additional funding for the Town's Conservation Fund. – Conservation Commission

Recommendation: Committee

Favorable Action/Board of Selectmen/Finance

ARTICLE 18:

To see if the Town will vote to transfer the care, custody, management and control of the property shown below from the Town Treasurer for tax title purposes including sale at auction to the Board of Selectmen for general municipal purposes and for the purposes of sale, and further, to authorize the Board of Selectmen to sell such land or interests therein and to execute any and all instruments as may be necessary to effectuate the vote taken hereunder.

Description	Map	Parcel
0 Westboro Road	2	56

Or, to take any other action relative thereto.

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Explanation/ Submitted by:	To authorize the use of 0 Westborough Road for general municipal purposes and to authorize the property to be sold in accordance with G.L. c.30B, if the Board of Selectmen determines the same is appropriate. -Board of Selectmen
Recommendation:	Favorable Action/Board of Selectmen
ARTICLE 19:	To see if the Town will vote to transfer from available unappropriated funds in the Treasury a sum of money to reduce the tax rate for FY2018, or to take any other action relative thereto.
Explanation/ Submitted by:	To limit the tax impact on property owners by utilizing a portion of the Town's Free Cash to reduce the amount needed to be raised by taxation for FY 2018 - Board of Selectmen.
Recommendation:	Favorable Action/Board of Selectmen/Finance Committee
ARTICLE 20:	To see if the Town will vote to raise and appropriate, appropriate from available funds in the Treasury, or transfer, or borrow the sum of Two Hundred-Thirty-Five Thousand dollars (\$235,000.00), or any other sum, for the purchase of 3 Milford Street for general municipal purposes, and to authorize the Board of Selectmen to execute instruments and take such other action as may be necessary to carry out the vote taken hereunder or, to take any other action relative thereto.
Explanation/ Submitted by:	To purchase the former Holy Angels Church located at 3 Milford Street for future consideration. -Board of Selectmen
Recommendation:	Favorable Action/Board of Selectmen
ARTICLE 21:	To see if the Town will vote to authorize the Board of Selectmen to petition the General Court to amend various sections of Chapter 391 of the Acts of 2008 "An

TOWN OF UPTON / 14 NOVEMBER 2017 /WARRANT

act establishing the office of Town Manager in the Town of Upton", as set forth below, with strikethrough text to be deleted and underlined text to be inserted; provided, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court, provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives:

SECTION 2. There shall be an administrative officer in the town of Upton known as the manager. The manager, reporting directly to and supervised by the board, shall be the chief administrative officer of the town. The manager shall not set town policy but shall ensure that there is appropriate coordination in the implementation of town policy, working with the board and all elected and appointed boards and commissions. The following responsibilities and authority shall devolve from the board to the manager: (a) hiring, firing and disciplining employees under the jurisdiction of the board, pursuant to subsection ~~4~~ (a) of section 4;

SECTION 3. The manager shall be appointed by the board on the basis of executive and administrative qualifications and other hiring requirements set forth by the board. The manager shall be a person especially suited by a combination of education, training and professional experience to perform the duties of the office. The manager shall not serve as a member of

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the elected office board of selectmen in the town's government for at least 12 months before his appointment. The manager shall devote his full-time to the office and shall not hold any other public office, elected or appointed, nor engage in any other business or occupation during the term unless that service is approved in advance by the vote of the board. The manager shall be subject to the personnel by-laws of the town unless the board exempts specific provisions of those by-laws as defined in a signed contract between the town and the applicant. The board may enter into a contract with the manager, not to exceed 3 years in length, setting forth the terms and conditions of the manager's employment.

A vacancy in the position of town manager shall be filled as follows. The board of selectmen shall appoint a screening committee of five (5) Upton residents for the purpose of identifying candidates for appointment to the position of town manager. The screening committee shall recommend to the Board of Selectmen a minimum of three (3) qualified candidates. After receiving the recommendations of the screening committee, the Board shall appoint a town manager from the recommended candidates; provided, however that the Board may, at its discretion, instead request the screening committee to submit additional candidates, or appoint a new screening committee for such purposes.

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SECTION 4. The manager shall be responsible and accountable to the board for the efficient and orderly conduct of the departments and functions placed in his charge as manager and for the proper execution of the following powers and duties. The manager shall...

(m) ~~administer all applicable general and special laws, and all applicable by laws and regulations and implement all lawful goals and policies established by the board and provide reports to the board when appropriate; to see that all laws, bylaws, other town-meeting votes, and directives of the board of selectmen, that require enforcement by him or officers or employees subject to his direction and supervision, are faithfully carried out.~~

SECTION 7. ~~During the transition period from an active administrative board to the manager form of administration as defined by this act, the position of administrative assistant to the board may exist for a period of time not to exceed 90 days to assist the manager once hired. The length of the 90-day transition period may be shortened at the discretion of the board. Every five years, the board of selectmen shall appoint from among the residents of the town a committee to review this act, as it may be amended from time to time. Such committee shall make such recommendations to the board of selectmen as it deems appropriate concerning proposed revisions. The committee shall be comprised of an odd number of members to a maximum of 7.~~

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or, take any other action relative thereto.

Explanation/

Submitted by:

To accept recommendations to the Town Manager's Act as proposed by the Town Manager's Act Review Committee- Town Manager's Act Review Committee

Recommendation: Favorable Action/Board of Selectmen

And you are directed to serve this Warrant, by posting up attested copies thereof at the U.S. Post Office, Town Library and Town Hall, in said Town seven days (7) at least before the time of holding said Meeting.

HEREOF FAIL NOT, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of meeting, as aforesaid.

Given under our hands this 25th day of October in the year of our lord two thousand seventeen.

UPTON BOARD OF SELECTMEN

Robert J. Fleming, Chairman

Gary Daugherty, Member

Stephen Matellian, Member

PROCEEDINGS OF SPECIAL TOWN MEETING

NOVEMBER 14, 2017

Called to order at 7:00 pm by Moderator David Loeper.

Board of Selectmen Chair, Robert Fleming, led the audience in the Pledge of Allegiance.

During this meeting, 170 voters were checked in to the Nipmuc Regional Middle/High School by Tracey Tardy and M. Denise Smith meeting the necessary quorum of 40 voters.

By unanimous vote, guests present were: Lauren Goldberg, Town Counsel, Derek Brindisi, Town Manager; Paul Marchand, Town Employee; Vincent Roy, DPW Director; Matthew Bachtold, Library Directory; Kenny Costa, Town Accountant; Janice Nowicki, COA Director; Andrew St. George, Recreation Director; Michelle Sanford, Town Crier; Boy Scouts: Eric Rapiejko, Darnel Fransen, Sean Hurley and Justin Fransen

General Bylaw – Revolving Funds change

ARTICLE 1: Upon motion of Gary Daugherty, it was moved the Town vote to amend Title II Chapter 25 Revolving Funds of the General Bylaws by inserting Section 8 as written on the 2017 Special Town Meeting Warrant.

Moderator declared the motion passed unanimously

Funding for Previous Fiscal Year Bills

ARTICLE 2: Upon motion of Kenneth Glowacki, it was moved the Town vote to transfer from Free Cash the sum of Ten-thousand dollars (\$10,000) to pay bills of a prior fiscal year pursuant to MGL Ch 44, Sec 64.

Favorable recommendation from Finance Committee

Moderator declared the motion passed unanimously

PROCEEDINGS OF SPECIAL TOWN MEETING

NOVEMBER 14, 2017

Zoning Moratorium – Recreation Marijuana

ARTICLE 3: Upon motion of Robert Fleming, it was moved the Town vote to amend the

Town's Zoning Bylaw by adding a new Section 6.7, TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS as written on the 2017 Special Town Meeting Warrant.

Favorable recommendation from Planning Board

Upon motion of Bill Andrews, it was moved to question

Moderator declared this motion requires a 2/3 majority

Moderator declared this motion failed

Moderator declared this motion requires a 2/3 majority

Moderator declared the motion passed by 2/3 majority

Funding for Breathing Air Compressor

ARTICLE 4: Upon motion of Aaron Goodale, it was moved the Town vote to transfer from

Free Cash the sum of Twenty-Eight thousand dollars (\$28,000.00), for the purchase of a breathing air compressor for the Fire Department.

Favorable recommendation from Finance Committee and Capital Budget

Moderator declared the motion passed unanimously

Funding for Planning Services

ARTICLE 5: Upon motion of Gary Bohan, it was moved the Town vote to transfer from Free

Cash the sum of Nine-Thousand Seventy Hundred-Fifty dollars (\$9,750.00), for the Planning Board to participate in

PROCEEDINGS OF SPECIAL TOWN MEETING

NOVEMBER 14, 2017

the Central Massachusetts Regional Planning Commission (CMRPC) Planning Board Assistance Program.

Favorable recommendation from Finance Committee

Moderator declared the motion passed unanimously

Funding for TIP Required Easements

ARTICLE 6: Upon motion of Gary Daugherty, it was moved the Town vote to authorize the

Board of Selectmen to acquire, by gift, purchase, or eminent domain and upon such terms and conditions as it deems appropriate, such temporary and permanent easements for highway, utility, and other purposes in lands along Hartford Ave North, High Street and Hopkinton Road, as are needed to carry out the proposed reconstruction/improvement of said Hartford Ave North, High Street and Hopkinton Road in the locations more or less shown on the right-of-way plan prepared for such Project, and to transfer from Free Cash the sum of One Hundred and Eighty-One thousand dollars (\$181,000), as may be required for the acquisition of the aforesaid interests.

Favorable recommendation from Finance Committee

Upon motion of Robert Fleming, it was moved to lay the motion on the table

Moderator declared the motion lost

Upon motion of Robert Fleming, it was moved to question

Moderator declared this motion requires at 2/3 majority

Moderator declared this motion passed unanimously

PROCEEDINGS OF SPECIAL TOWN MEETING

NOVEMBER 14, 2017

Moderator declared this motion requires a 2/3 majority

Moderator declared the motion passed by 2/3 majority

Funding for Consultant for TIP

ARTICLE 7: Upton Motion of Stephen Matellian, it was moved the Town vote to transfer from

Free Cash the sum of Twenty-Five Thousand dollars (\$25,000.00), to hire a consultant including all expenses incidental and related to manage the Transportation Improvement Project.

Favorable recommendation from Finance Committee

Moderator declared the motion passed unanimously

Funding for Library Building Repairs

ARTICLE 8: Upon motion of John Robertson, it was moved the Town vote to transfer from the Library Wages line item the sum Four thousand dollars (\$4,000) to the Maintenance line item to be used for repair and preventative maintenance of the Knowlton-Risteen.

Favorable recommendation from Finance Committee

Moderator declared the motion passed unanimously

CPC Funding of Required Funds

ARTICLE 9: Upon motion of Rena Richards, it was moved the Town vote to transfer from the Community Preservation Fund FY2018 estimated annual revenues the sums set forth below to the following Community Preservation Fund accounts to meet the requirements of M.G.L. c.44B, §6:

• Historic Resources Account	\$41,083.67
• Open Space Account	\$41,083.67
• Community Housing Account	\$41,083.67

PROCEEDINGS OF SPECIAL TOWN MEETING

NOVEMBER 14, 2017

and to place any remaining FY 2018 estimated annual revenues in a so-called “FY2018 Undesignated Budgeted Reserve”.

Favorable recommendation from Finance Committee and CPC

Moderator declared the motion passed unanimously

Funding for Town Hall Bond Payment

ARTICLE 10: Upon motion of Rena Richards, it was moved the Town vote to transfer the total sum of two hundred ninety-two thousand one hundred seventy-five dollars (\$292,175.00) from the Community Preservation Fund to meet the fifth year payment of debt service owed on the General Obligation Town Hall Renovation Bonds, with forty one thousand eighty-three dollars and sixty-seven cents (\$41,083.67) from the Historic Resources Account and two hundred fifty-one thousand ninety-one dollars and thirty-three cents (\$251,091.33) from the Undesignated Account.

Favorable recommendation from Finance Committee and CPC

Moderator declared the motion passed unanimously

Establishment of Commission of Disability

ARTICLE 11: Upon motion of Gary Daugherty, it was moved the Town vote to accept the provisions of MGL Chapter 40 Section 8J and amend the General Bylaws as printed on the Warrant.

Moderator declared the motion passed unanimously

General Bylaw change of Town Election – Meeting Date

ARTICLE 12: Upon motion of Robert Fleming, it was moved the Town vote to amend Title II, Chapter One of the General By-laws, Town Meetings, by inserting the underlined language

PROCEEDINGS OF SPECIAL TOWN MEETING

NOVEMBER 14, 2017

and deleting the strikethrough language, as written in the 2017 Special Town Meeting Warrant.

Moderator declared the motion passed unanimously

General Bylaw – Selectmen Accept Land Donations

ARTICLE 13: Upon motion of Stephen Matellian, it was moved the Town vote to authorize the Board of Selectmen to accept gifts of land for such purposes, and upon such terms and conditions, as it deems appropriate; including but not limited to a property to be donated by Mr. Desjardins on Brooks St and Mr. Porter on Shore Dr. and further, to memorialize such general authority, to amend the Town Bylaws by inserting a new section Title 2, Chapter 2, Section 12 for such purposes, as written in the 2017 Special Town Meeting Warrant.

Moderator declared the motion passed unanimously

CPC Funding for Kiwanis Parking ADA Compliant

ARTICLE 14: Upon motion of Rena Richards, it was moved the Town vote transfer Twenty-Five Thousand Dollars (\$25,000) from the Community Preservation Undesignated Fund Balance to make the Kiwanis Recreation area more functional for its intended use, in particular, to make the walkway leading to the upper parking lot adjacent to the soccer field compliant with the Americans with Disabilities Act and the regulations of the Massachusetts Architectural Access Board.

Favorable recommendation from Finance Committee, Capital Budget and CPC

Moderator declared the motion passed unanimously

PROCEEDINGS OF SPECIAL TOWN MEETING

NOVEMBER 14, 2017

CPC Funding for Historic Schoolhouse

ARTICLE 15: Upon motion of Joan Burrill, it was moved Town will vote to transfer Ten-Thousand Dollars \$10,000 from the Community Preservation Open Space Account for the preservation and rehabilitation of the historic Schoolhouse #6 and site thereof located on North Street, including but not limited to the prevention of further damage to the stone foundation and retaining walls by removing trees and snags.

Favorable recommendation from Finance Committee and CPC

Moderator declared the motion passed by majority

Funding for Town Clerk Wage Increase

ARTICLE 16: Upon motion of Gary Daugherty, it was moved the Town vote to raise and appropriate the sum of Fifteen-thousand dollars (\$15,000) to the Town Clerk's wages line item in the FY2018 operating budget for the purposes of restructuring the role and responsibilities of the Town Clerk

Favorable recommendation from Finance Committee

Moderator declared the motion passed by majority

Funding for Conservation Fund

ARTICLE 17: Upon motion of Mike Penko, it was moved the Town vote to transfer from Free Cash the sum the sum of Five-Thousand dollars (\$5,000.00), for a supplemental appropriation to the Conservation Fund.

Favorable recommendation from Finance Committee

Moderator declared the motion passed unanimously

PROCEEDINGS OF SPECIAL TOWN MEETING

NOVEMBER 14, 2017

Remove Parcel from Tax Title to Selectmen Control

ARTICLE 18: Upon motion of Stephen Matellian, it was moved the

Town vote to transfer the care, custody, management and control of the property shown in the warrant under Article 18 from the Town Treasurer for tax title purposes including for sale at auction to the Board of Selectmen for general municipal purposes and for the purposes of sale and to authorize the Board of Selectmen to sell such land or interests therein; provided, further that said property shall be subject to an easement for public access to pass and repass, from Westborough Road to the Upton State Forest, identified as 0 Westborough Road and being Assessor's Map 2, Parcel 56; and further to authorize the Board of Selectmen to execute any and all instruments as may be necessary to effectuate the vote taken hereunder.

Upon motion of Glenn Fowler, it was moved to delete the following:
provided, further that said property shall be subject to an easement for public access to pass and repass, from Westborough Road to the Upton State Forest

Moderator declared amendment lost

Moderator declared the vote as 96 Yes and 35 No

Moderator declared motion passed by 2/3 majority

ARTICLE 19: Upon motion of Robert Fleming, it was moved to pass over Article 19

Moderator declared the motion passed unanimously

Purchase of 3 Milford St (Holy Angels)

ARTICLE 20: Upon motion of Robert Fleming, it was moved the Town to transfer from Free Cash the sum of One-Hundred-Fifty-

PROCEEDINGS OF SPECIAL TOWN MEETING

NOVEMBER 14, 2017

Two Thousand dollars (\$152,000.00), and transfer the sum of Thirty-Five Thousand dollars from Article 24 of the 2017 Annual Town Meeting, for the purchase of 3 Milford Street for general municipal purposes, and to authorize the Board of Selectmen to execute instruments and take such other action as may be necessary to carry out the vote taken hereunder.

Favorable recommendation from Finance Committee and Capital Budget

Upon motion of Bill Andrews, it was moved to question

Moderator declared this motion requires a 2/3 majority

Moderator declared this motion passed unanimously

Moderator declared the motion passed by 2/3 majority

Change in the Town Manager Act

ARTICLE 21: Upon motion of Dan Lazarz, it was moved the Town will vote to authorize the Board of Selectmen to **petition** the General Court to amend various sections of Chapter 391 of the Acts of 2008 "An act establishing the office of Town Manager in the Town of Upton", as written in the 2017 Special Town Meeting Warrant, with strikethrough text to be deleted and underlined text to be inserted; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court, and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

Moderator declared the motion passed unanimously

PROCEEDINGS OF SPECIAL TOWN MEETING

NOVEMBER 14, 2017

Upon motion of John Robertson, it was moved to dissolve this warrant and adjourn the Special Town Meeting at 10:20 pm.

Motion passed unanimously.

A True Copy.

Attest:

Kelly A. McElreath
Town Clerk

Town Officers
&
Appointed Committees
Reports

REPORT OF THE BOARD OF SELECTMEN

The Board of Selectmen saw a change in the make-up of the Board at the annual election, with Jim Brochu stepping down after 6 years of adding value to the position and serving the town. We thank him for his commitment and dedication. Steve Matellian was elected to a three-year term. We welcome Steve and as a lifelong resident of Upton and former member of the Finance Committee, he comes to the Board with a strong background in town government.

It is with sadness that the town lost one of its former Selectmen, Joan Shanahan. Joan was passionate about the town she loved and in addition to serving on the Board of Selectmen, she was a member, and in 1987, a founder of the Council on Aging, the Finance Committee and a member of the Upton Bloomer Girls, where she devoted endless hours helping people in need. She will be missed.

We lost another of Upton's citizens; Harvey Trask, a lifelong resident, who honored the town of Upton in his final will and testament by bequeathing to the town thirty acres of land on Mendon Street. The will reads; "To the Town of Upton, Massachusetts, the real estate located at 142 Mendon Street, and the nine plus acres across the street to The Town of Upton, Ma, to be utilized as a park, recreation and athletic facility to be known as the Harvey Julian Trask Park". The Board of Selectmen are assigned the care and custody of the land and working with the Recreation Commission, will begin the process of developing a recreational facility for all town citizens to enjoy.

Again, as in past years, the Board voted a single rate tax plan. With 94.6% of the town being residential classification and the balance being 2% commercial .9% industrial and 2.5% personal, it is felt any other tax structure would only penalize the smaller businesses in the community and would have an insignificant effect on residential taxation.

In January the Board appointed Bob Reed to serve as interim Town Manager. With over 30 years in municipal government Bob did an outstanding job from day one and for seven months managed effectively,

offering additional insight and experience. We are most appreciative of his commitment to the town and its people.

With the need for a Town Manager, the Board began the process of recruitment. After researching and interviewing municipal recruiting firms we contracted Municipal Resources Incorporated (MRI) of Meridith, New Hampshire to conduct a comprehensive executive recruitment process to assist Upton in the hiring of the Town Manager. The Board chose to appoint a Screening Committee to work with MRI and represent the town in the process. For objectivity, the Board elected to only become involved after there were three to five finalists and to allow the screening committee and MRI to perform the review process. The Screening Committee gathered input from town employees, boards and commissions, citizens and other community stakeholders. MRI established a profile of the desired candidate, advertised the position, vetted and interviewed candidates and along with the Screening Committee held public forums and candidate interviews. The Screening Committee and MRI brought three finalists before the Board for our decision. We unanimously selected Derek Brindisi, the Assistant Town Manager from Plymouth, Massachusetts, and after only a few weeks, agreed on contractual employment for Upton's second Town Manager. We are pleased to have him working for the town and his insights and experience have proven to be an asset.

Congratulations to our town! We were awarded the Senator Louis Bertonazzi Outstanding Citizenship Award for achieving the highest voter turnout in all elections for the years of 2015 and 2016. This award measures towns contiguous to Upton. Our voter turnout was 37.9% for this period. The Town Clerk received a check for \$1000.00 to be used at her discretion to improve voter turnout.

In January two citizen's petitions were initiated to revisit the Town Manager Act. After review with legal counsel it was determined that;" Petitions are directory and not resolute", and that town meeting cannot override the authority of the executive branch. Despite this, the Board felt the petition had some merit and along with the petitioners, we agreed to

bring the petitions to town meeting. In addition, the Board agreed to form a Town Manager Act Review Committee, to review the act and make recommended changes. A nine-member committee was formed inclusive of all who applied for membership, as well those solicited by the Board. The committee was charged with submitting their findings three weeks prior to the November 14th Special Town Meeting for possible enactment. The committee's recommendations were consistent with practices of the Board, excepting the requiring of a review of the act every five years. The recommended changes passed by 2/3 majority vote at the meeting.

Through the Governor's Community Compact Grant, the Board contracted with the firm, Scappini and Pena to develop a comprehensive set of financial policies and procedures for the town departments, boards and commissions. These policies will help the town's credit rating, define internal controls, respond to auditor's recommendations and maintain transparency. The Board enacted these policies and they will have a positive effect on all financial processes and management of the town's assets.

Working in conjunction with the Finance Committee we have set a process for appropriations at town meeting. Appropriation on the warrant for the annual town meeting in May will be for operational costs and all capital appropriations will be on the fall meeting warrant after the state has certified our free cash availability. This is a more prudent way to manage our budget and insures that our spending is reflective of available free cash.

The board has contracted a study to evaluate the acoustical problem within the town hall. It is estimated this study will be completed in early 2018 for appropriation at the Annual Town Meeting.

The Fiske Mill Bridge was completed this summer at a cost far below estimated costs. The original projections were much higher, but due to redesigns and some additional grant money the bridge was constructed in partnership with the Town of Milford for Upton's cost of \$411,000, a savings of close to \$200,000 over the original estimates. We also received

another grant from the state Small Bridges Grant program for \$400,000 to be used toward the reconstruction of the Fowler Street Bridge.

The Board established a Technology Committee to work in conjunction with Kelly McElreath, the town's IT Coordinator, to begin a review and projection of the town's needs going forward. As our government grows our demand for upgrades to systems and services have accelerated.

This November, our Director of Public Works, Vincent Roy, left us to pursue another position in the water/wastewater industry. We are grateful for all Vinnie did in his time in the position and wish him the best going forward. Prior to his departure, the town began recruiting for a replacement. In November, the Town Manager recommended the Board confirm appointment of Dennis Westgate to join our team as DPW Director. He comes to our town with over 25 years of experience in public works, having served in both Webster and Plymouth, Massachusetts.

A contract was initiated with Colonial Power for a community aggregation energy plan. Under the plan, citizens can enroll in a plan where they buy electric energy from Colonial as a town group plan, thereby reducing the cost and usage rate. The plan is transparent in that there is no separate billing and allows citizens the opportunity to opt out at any time should they please. This contractual agreement is for a one-year period.

Presently there exists a Fire and EMS Advisory Board that is comprised of members of both departments as well as the Chief. Its intent is to provide recommendations for ways to enhance the operations of both departments. The Board felt that the Advisory Board could be invaluable in assisting in the process of selecting of a firm to do a strategic analysis of the Fire and EMS department. With the population growth, new laws and regulations, as well as the town now going to a full staffing of paramedics, an analysis would set direction for the future. In early 2018 the Advisory Board will make recommendations as to the desired firm and a strategic analysis will begin.

After a year of evaluation, studies and negotiations, voters at the November 14th Special Town Meeting approved the purchase of 3 Milford Street, (the former Holy Angels Church). Now that the footprint for future development is owned and controlled by the town, the Town Manager, working with the Board, has begun the groundwork for a community partnership with private developers to develop the downtown area. This will, (except for the purchase of 23 Milford Street) be done at little to no cost to the town. The town appropriation could be recouped in the sale of the 3 Milford Street property as part of the redevelopment process. The development will be between private developers and the present landowners. The Board is looking to re-establish the Economic Development committee to assist in this process. As part of this process there are also plans to address the five-way intersection at the Town Hall.

The Board asked voters to approve a Moratorium on acting on the Massachusetts marijuana laws. The request to voters was based on the need to give the town's boards and commissions a chance to dissect the new state laws and to develop a plan that takes under consideration the aspects of the law, and to develop an action plan that is in the best interest of the community. The voters agreed and at the November 14th Special Town Meeting, voted majority in favor of the moratorium.

With demands on governmental responsibility, and to help foster a smoother transition for new members serving in elected positions, the Board sponsored and article at town meeting to change the date of elections to be held after the Annual Town meeting. Often Selectmen were asked to participate in an Annual Town Meeting after having only been in office for three days. The new change would allow all elected members to have served at least one year prior to attending the Annual Town Meeting. The Annual Town Meeting will be on the first Thursday in May, with the general election being on the second Tuesday after the first Thursday.

In closing, it is important that the Board recognize the private associations that provide so many contributions and benefits to the town. Annually these organizations provide thousands of dollars of financial support and endless hours of giving back to their community. Of particular note are,

the Upton Men's Club, the Upton Bloomer Girls, the Upton Women's Club and the Boys and Girls Scouts. We thank you for all you do to make Upton a better place for all of Upton's citizens.

Thanks to Derek Brindisi, Town Manager and to Sandy Hakala our Executive Assistant, for their support and commitment in assisting our Board.

Lastly, thanks go out to the volunteers, staff and personnel that give their time to the town. Although some citizens may not be witness to their contributions and dedication; however, from our vantage point we know what they do and are thankful to have them here to serve our town. The town is only as good and as successful as the people who come forward to make contributions to our quality of life.

Respectfully submitted,

Robert Fleming, Chairman
Gary Daugherty, Member
Stephen Matellian, Member

REPORT OF THE TOWN MANAGER

To the residents of Upton,

I am pleased to submit to you my first annual report as your town manager. During my short tenure in 2017, I discharged my duties under the guidance of the Board of Selectmen and as prescribed in Chapter 391 of the Acts of 2008- Town Manager's Act. These duties range from day to day administration, to personnel and fiscal management, to ensuring town officials adhere to countless general laws such as the procurement of goods and services, public records law and the open meeting law; just to name a few. These laws, although cumbersome to navigate, help ensure an open and transparent government that is here to serve the residents. I take that very seriously and ask for your support and understanding as I commit to you that we will always strive do better than the previous year.

As you may know, the town is under considerable financial constraints due to some long-term liabilities such as public pensions and other post-employment benefits (OPEB). We continue to contribute the required annual pension obligations through the Worcester Regional Retirement System. At the current pace, we are hopeful to have fully funded the net pension obligation of \$8.1 Million by 2035. The town's financial condition is further compounded by the \$6.8 Million OPEB liability. The Governmental Accounting Standards Board (GASB), Summary of Statement No. 45 suggests that the town should fully fund this obligation by 2046. These contributions will continue to stress the town's ability to address the many capital, personnel and service needs for the community.

With numerous pending retirements on the horizon in the next 3-5 years, there is a great need to develop a sound financial plan that identifies our priorities, revenues and liabilities as a way to live within our means and not further burden the tax payers beyond what is reasonably expected. There has been some early discussion about establishing a Free Cash policy that would provide a framework in which we as a community would pre-identify the appropriate use of annual free cash in major categories such as OPEB, Capital and/or Stabilization. Free Cash policies are considered a best practice and is currently being used throughout

Massachusetts as a management tool to address the many financial challenges facing municipalities.

Each year, I intend to file a Capital Budget for various projects as outlined by departments and boards over the next five years. There is always a concern because of the gap between resources and the various capital and building needs of this community. An overall a quick assessment of the status of our complete stock of municipal buildings fairs average, even considering some of the necessary general maintenance that will need to be accomplished within a few years. Although the town is in relatively good shape as compared to other municipalities, there are still some major capital considerations that must be properly addressed. The DPW building is in severe need for an upgrade. The garage itself is too small to properly store millions of dollars of equipment, the DPW administration is renting a trailer and the trucks are being washed outdoors in violation of the Department of Environmental Protection regulations. Additionally, there have been ongoing conversations over the past few years about upgrading the Library building. The current condition of the building does not provide for adequate services and is limited in its accessibility. Certainly, these are two major investments, but with proper fiscal planning and appropriate long-term decision making, the town should be able to upgrade these failing facilities with limited new tax burdens.

As mentioned earlier, Upton is a growing community, with an expanding and aging infrastructure, with added municipal services and in some cases more staff to maintain the level of services. These costs, coupled with ever increasing health insurance rates, pension liabilities and other fixed costs continue to further strain our taxpayers. Analysis shows opportunities for smart, calculated economic development which will allow for an expanded commercial tax base, ultimately alleviating some of these burdens.

The newest opportunity in expanding our commercial industry will be to reimagine what our downtown area can and should be. The purchase of 3 Milford Street at the Special Town Meeting is the first step in beginning this process. There continues to be a high level of interest by developers to tie together the adjacent parcels in order to create a mixed-use development consisting of residential, retail and commercial buildings.

Twenty-eighteen will be a turning point year as we start to develop conceptual plans for this area, while concurrently negotiating land acquisitions and work with our boards and committees to secure the necessary approvals to make this development a reality. The creation of an Economic Development Committee will provide a forum for open public dialogue on the many ideas and proposals that will be before the Town on this and future economic development opportunities. As we begin to think about such opportunities, I intend to work very closely with this committee to develop a short term and long term economic development plan with goals of: 1) re-identify areas for economic development growth potential, 2) propose new zoning changes, 3) develop a short-term and long-term buildout and financial impact analysis of the growth areas and how these areas can positively impact new growth and the tax rate, and 4) create a village center plan which includes a zoning analysis, identifies opportunity parcels, identifies needed streetscape and other public improvements, and produces renderings of key sites. A recent grant award through the Governor's Community Compact Agreement will provide for the technical and financial support in order to develop this plan.

In the midst, of preparing for a very active infrastructure improvement program in 2018, the town was faced with having to find a new DPW Director in the Fall of 2017. The town's DPW Director was replaced in December by Dennis Westgate who came to the town with decades of experience in the public works industry. Mr. Westgate entered his new role with numerous public work projects to organize, implement, and manage. At the top of this list is the long-awaited Transportation Improvement Project (TIP). The \$11,000,000 TIP project is nearing ground breaking in less than 12 months with Phase 1 scheduled for 2019. In early 2018, the DPW will work with the State on identifying the temporary and permanent easements and then meet with each individual homeowner to ensure equitable payments are made for such land takings. Our DPW will engage TIP abutters during the pre-construction and construction phases to ensure all residents have the most current construction information as we all navigate this project together. We recognize how this three-year project is going to pose a burden on all abutters and those folks that travel along this route on a regular basis. We

ask for your cooperation during this time. But in the end the town will benefit from:

- New Roadway pavement
- 30-foot cross section to meet bicycle accommodations
- New sidewalk and curbing on Hartford Ave North, Main Street intersection and east side of Hartford Ave north to Fiske Ave
- New ADA compliant crosswalks and wheel chair ramps including cross walk at Upton housing authority
- Upgrade traffic signal at Hartford Ave North and Main Street intersection
- Improved drainage and storm water system
- Improved pavement markings
- Traffic signal at the Westboro Road intersection
- Improved water quality of Pratt Pond due to the drainage improvements along High Street, Westboro Road, North Main Street, and Hopkinton Road.

Prior to the TIP beginning its initial transportation improvements, the DPW will be replacing 3,300 feet of 8-inch asbestos lined water main that was installed in 1950, with a newer more modern 12-inch ductile iron pipe to include all new service connections. This new main will save money by minimizing emergency repairs and preventing excavation in the new road surface. Additionally, the new main will increase system reliability and provide additional fire flow capacity to many areas of town.

The town continues to pursue grant opportunities through the State, which in turn allow us to improve our infrastructure with little or no cost to the tax payer. In 2017, the Town was able to secure \$500,000 to repair the Fowler Street Bridge through the State's Small Bridge Repair program. This funding will allow the town to repair a degrading bridge as well as

extend the water main across the bridge, providing sorely needed upgrades to some existing residential connections as well as fire protection in the immediate area.

I would like to thank the Board of Selectmen for their assistance and support during my first five months as your town manager. During this time, I always found their counsel and direction of great value to me as I discharged my duties. I am proud to work with the various department heads, employees, board, committee and commission members for their outstanding efforts to maintain Upton's excellent quality of life; and I commend their efforts.

A final thank you to the residents of Upton for the opportunity to serve as your town manager, as I look forward to our collective hard work in years to come.

Derek S. Brindisi
Town Manager

REPORT OF THE AFFORDABLE HOUSING TRUST

The Upton Affordable Housing Trust was approved by the Massachusetts Office of the Attorney General in September 2013 following a vote at the May 2012 Annual Town Meeting to add Chapter 23 entitled *Upton Affordable Housing Trust Fund* to the General By-Law and a May 2013 Annual Town Meeting vote to change the number of members from seven to five.

The purpose of the Upton Affordable Housing Trust shall be to provide for the preservation and creation of affordable housing in the Town of Upton for the benefit of low and moderate-income households. The Trust shall be governed by Trustees in accordance with Massachusetts General Laws Chapter 44, Section 55C and the authority granted and amended accordingly by Town Meeting.

The Trust requested two hundred thousand dollars from the CPA affordable housing account at the Special Town Meeting held on November 18, 2014. The motion passed and the requested amount was approximately half of the balance available. The Trust felt the amount was reasonable enough to perform action if an opportunity presents itself. As the Trust moves forward, and if the need arises, a transfer of a determined amount could be requested and made annually from the CPA affordable housing account to the Trust.

On July 13th 2015 a Community Preservation Act Grant Agreement was drawn up between the Town of Upton and the Affordable Housing Trust (AHT) set out the agreement for the use of this amount. It also outlined steps for future requests for AHT funds held by CPA account.

In August 2015 the AHT requested the BOS to donate the town land at Orchard Street for use for an affordable housing project and this was approved.

The Trust successfully bid on the town property at 28 Hartford Avenue North and the final purchase was complete on December 28, 2017. The final cost of the purchase was \$161,625.00. The Trust is in currently

structuring the RFP for both properties and the RFP will go out for bids with a view to starting on one of the projects by summer 2018. The Trust members have had discussions with other towns and members of Habitat for Humanity to explore the best opportunities and direction for the trust to move ahead with these and future projects.

Respectfully submitted,

Amanda M Graham, Chair

REPORT OF THE ANIMAL CONTROL OFFICER

In 2017 there were 206 calls received and 96 incidents that required a response by the ACO involving domestic and wildlife animals. There were 14 quarantines and 98 violations issued.

The Board of Selectmen conducted two dangerous dog hearings. There are 11 licensed dog kennels and 826 licensed dogs in Town.

There were 62 barn inspections as required by the state of Massachusetts to ensure a safe, healthy, and clean environment is maintained for livestock. All livestock was recorded and the information forwarded to Massachusetts Department of Agriculture. The number of small and large farms in Upton was also recorded and forwarded to the Town of Upton.

The livestock that resides in the Town of Upton is as follows:

Horses-157	Game Birds-19
Cows-14	Pigeons-25
Sheep-44	Peacocks-3
Goats-70	Pot belly pigs-2
Llamas-5	Deer-2
Alpacas-6	Ponies-7
Donkeys-10	Ducks -25
Mini horses-3	Geese - 8
Chickens-475	Rabbits-15
Water Fowl-12	Turkeys-4

Respectfully submitted,

Mike Moran
ACO

REPORT OF THE BOARD OF ASSESSORS

In November, the Department of Revenue (DOR) approved Upton's FY2018 tax rate of \$17.23 per \$1,000 of assessed value. This is a decrease of \$.93 per thousand over the FY2017 tax rate of \$18.16. DOR also approved the FY2018 assessed value of the real and personal property in Upton of \$1,148,127,169, a 7.7% increase over the FY2017 assessed value of \$1,066,151,429. The increase includes new growth and changes in the assessed value of existing property.

Upton has a single tax rate for all property classes. The FY2018 assessed value of real and personal property consists of 94.6% residential, 2.0% commercial, and .9% industrial real property and 2.5% personal property.

The FY2018 tax rate is based on the amount raised through the property tax levy to fund the FY2018 budget and other financial expenditures approved at Town Meetings. For FY2018, this amount is \$19,782,231.

The FY2018 tax rate of \$17.23 also includes seven previously approved debt exclusions. The exclusions account for \$0.99 of the \$17.23 tax rate.

TAX RATE COMPONENTS	AMOUNT	MATURES
Tax rate within Prop 2½	\$16.24	
Debt Exclusions:		
- Wastewater Treatment Plant	.09	2019
- Fire Station	.23	2020
- Stefans Farm	.10	2020
- Memorial School	.37	2024
- Miscoe Hill Middle School	.08	2025
- Blackstone Valley Tech	.02	2025
- Third Water Source	.10	2033

Upton property tax bills are paid quarterly. Since the first two payments are due before the new tax rate and assessed value are set, they are based on the FY2017 tax rate and assessed value. The second two quarterly payments are based the actual FY2018 tax rate and assessed value, and take into account the first two payments based on the FY2017 tax rate and assessed value. The CPA surcharge is determined the same way. The final two quarterly bills are mailed in late December and are due by February 1st and May 1st.

During 2017, the Board of Assessors completed the second phase of a 3-year inspection of all of the properties in Upton (also known as a measure and list

audit.) The final phase will begin in March/April of 2018. We are required by Massachusetts law to inspect the interior and exterior of every property at least once every 9 years. To comply with this, the Board periodically arranges for all properties in Upton to be inspected over a 3-year period.

The responsibilities of the Board include reviewing and making decisions on real and personal property tax abatement applications and property tax exemption applications. In 2017, 48 abatement applications and 73 exemption applications were submitted. The Board approved 30 of the abatement applications and 61 of the exemption applications. The Board also processed 266 vehicle excise tax abatement applications and 13 property tax abatements earned through the senior work-off program.

This past year, the Board participated in a hearing held by the Appellate Tax Board on an appeal of a Board decision to deny an abatement application for a property located on Prospect Street. The Appellate Tax Board ruled in favor of the Board. Also, in coordination with the State, a settlement was reached for the outstanding Verizon cases from FY2010-FY2017. The settlement required the town to abate a portion of FY2010 and FY2011. Verizon agreed to withdraw all other cases and agreed not to file an abatement or file with the Appellate Tax Board until after fiscal 2022.

Also, during this past year, the Board worked on various projects including tax title research for the Treasurer/Collector and researching owner unknown parcels to determine the correct owner. The owner unknown project is about $\frac{3}{4}$ complete. This project enables us to determine the correct owner and bill accordingly. When we are unable to determine the correct owner, we will work with the Treasurer/Collector and the State so that the Treasurer/Collector can take the parcels for the Town of Upton.

Please visit the Assessors page on the Town of Upton website for more information.

Respectfully submitted,

James Earl, Chairman, Kelly McElreath, William Taylor

REPORT OF THE BOARD OF HEALTH

The Board of Health respectfully submits the following report for the year 2017. Board members were as follows; Chairman, Al Holman; Member, Richard Robinson; and Member, Richard Desjardins.

The following were also appointed/re-appointed to their positions:

Animal Control Officer	Mike Moran
Burial Agent	Kelly McElreath
Assistant Burial Agent	Kenneth Pederson
Agent	Patricia Parent
Title 5 Agents	Lenny Izzo & Paul McKeon
Food Inspector	Janice Skinner
Asst. Public Health Supervisor	Diane Tiernan
Town Nurse	Patricia Parent
Town Physician	Dr. Donna Krauth

During the year 2017, BOH staff conducted routine barn, septic, food, and housing inspections. Complaints pertaining to housing, animals, restaurants, trash and other similar health concerns were addressed by the board members and its staff.

The Board meets every second and fourth Thursday of the month to address any public health issues and to review septic and subdivision plans.

The hazardous waste day and shredding event was held during the summer of 2017 for Upton residents, free of charge. This year the hazardous waste day event was limited to hazardous waste only. Residents who had large items to dispose of purchased bulk stickers for curbside pickup.

Food inspections were completed by the food inspector on all food establishments in town. These inspections are completed bi-annually with follow up inspections of any establishment with violations. Inspections indicate the establishments are clean and operational with only minor violations. These inspection reports are available to view at the Board of Health office.

The local swimming area, Kiwanis Beach is tested on a weekly basis for coliform, during the summer swim season as required by Massachusetts

state laws. During the end of the swim season, an algae bloom appeared at Pratt Pond, causing the Board to close the beach for the remainder of the season.

In the fall of 2017, the Board updated the local by-laws to include measures that would further protect residents, extend the life of a private septic system, and ensure the performance of quality workmanship.

The Town Nurse has continued to participate in Regional Public Health Emergency Preparedness Committees including acting as Public Health's representative to the Health and Medical Coordinating Coalition in Central Mass that encompasses core disciplines of Public Health, Hospitals, Long Term Care, Community Health Centers and Emergency Medical Services.

The idea of the coalition is to provide communication and situational awareness in the event of a health emergency that overwhelms local resources or affects the region as a whole. Our nurse has also investigated and monitored infectious/reportable diseases in Upton and the towns of Bellingham and Blackstone for which Upton provides nursing services.

The biggest change in the conditions seen this year has been the occurrence of tick borne diseases other than Lyme that have appeared with more frequency than in years past. The mosquito borne illness of Zika was also a new concern in 2017. Although Zika is not seen in mosquitoes in our area, travel by pregnant women to countries or areas experiencing disease from local mosquito populations then required testing and follow up on the state and local level. All testing for Zika was negative in our area.

Finally, Donna Krauth MD who has served as our Town Doctor for over a decade has now moved on and the Board of Health and especially the Town Nurse would like to publicly and sincerely thank her for her expertise and willingness to review policies and guidelines for the vaccine program allowing Upton to obtain flu and other vaccines to provide to our residents including the H1N1 outbreak where we were able to vaccinate over 3000 people. Thank you Dr. Krauth and our best wishes!

Case Totals: UPTON

Campylobacteriosis: 3

Chronic Hepatitis all forms: 7

Influenza: 14

Pertussis: 2

Salmonellosis: 2

Vibrio sp. 1

Lyme Suspect and Confirmed: 27

Human Granulocytic Anaplasmosis: 3

Influenza Vaccine for Upton, Bellingham and Blackstone: 445 doses

Permits issued under the BOH in 2017

Food 28

Garbage & Offal 8

Tobacco Permits 7

Installers 23

Well 09

Septic permits 33

Perc & Deephole 26

Dumpster 41

Trash Bags Sold 129,750

Complaints Received 37

Respectfully submitted,

Al Holman, Chairman

Richard Desjardins

Richard Robinson

REPORT OF THE CABLE ADVISORY COMMITTEE

There have been no meetings of the commission this year.

REPORT OF UPTON CABLE TELEVISION

Local access television continues with a daily program schedule on channel 192 with twelve to fourteen program items interspersed with bulletin board announcements from various local sources.

Several programs such as *Be My Guest*, *Road Trip*, town parades, and meetings are produced, edited and subsequently broadcast on Channel 192, our primary public service channel.

We continue to provide and operate channel 194 for academic use by our local schools. UCTV maintains current listings of school lunch plans and school sporting events whenever we can source information suitable for posting as a bulletin board. We welcome teachers, staff, and students to utilize this resource.

Early this spring, we had some major interruptions in broadcast services due to problems with the video server. A month of tech support diagnostics and testing provided no solution until a cold shut down and restart of the whole system. After a couple of false starts, everything was back to normal.

It is time to upgrade our server to match our established ability to produce and deliver full format HD video with the ever-changing industry.

Respectfully submitted,

Glenn Fowler
UCTV Local Access Provider

REPORT OF THE CAPITAL BUDGET COMMITTEE

Per Chapter 9 of the town by-laws

"Committee to be known as the Capital Budget Committee shall be established composed of one member of the Town Finance Committee appointed by it and from it, one member of the Planning Board appointed by and from it, and four additional members to be appointed by the Finance Committee. The members from the Finance Committee and the Planning Board shall be appointed for one-year terms. The other members shall be appointed for four-year terms such that one will expire each year. Vacancies shall be filled for the unexpired terms in the manner of the original appointments. The Committee shall annually prepare a Capital Budget program for use by the Finance Committee, the voters, other Town Boards and officials in their deliberations. The Committee shall publish such a report or a summary thereof in a suitable manner and deposit the original with the Town Clerk. No motion relating to any capital expenditure of in excess of \$100,000.00 or any appropriation for such a capital expenditure shall be acted upon at any Town Meeting until it has been submitted to the Committee, except where provided otherwise by law. It shall be the duty of the Committee to make a recommendation, either verbally or in written form, to the Town Meeting concerning each article or transfer relating to capital expenditures of the Town."

http://www.uptonma.gov/sites/uptonma/files/uploads/capital_improvement_program_1.pdf

Votes

The committee votes and issues on capital projects were as follows:

- Favorable for article 11 of the ATM. \$1,300,000 for construction of Hartford Ave North replacement water mains.
- Favorable for article 18 of the ATM. \$600,000 for repairs to Fowler Street Bridge.
- Tied vote for article 21 of the ATM. \$4,300,000 for supplemental funding of town roads.
- Favorable for article 4 of the STM. \$28,000 for purchase of breathing air compressor.
- Favorable for article 14 of the STM. \$25,000 for making Kiwanis Recreation area more functional.
- Favorable for article 20 of the STM. \$152,000 for the purchase of 3 Milford Street.

Respectfully submitted,

Kenneth Glowacki, Chairman

Dave O'Brien, Secretary

Tom Davidson, Member Planning Board

Richard McGuire, Member FINCOM

Frank Aniello, Member

REPORT OF THE CEMETERY COMMISSIONERS

Financials Ending 6/30/17

Revenue:

Sale of Lots	\$ 600.00
Perpetual Care	\$ 5,100.00
Open and Close Graves	<u>\$15,600.00</u>
Total:	\$21,300.00

Above as recorded by the commissioners

Expenses:

Sundry Expenses	\$ 19,902.00
Salaries	\$ 1,250.00
Dues/Fees	<u>\$.00</u>
Total:	\$ 21,152.00

Ledger Balance:

Perpetual Care	\$396,900.83
Change In Value	\$ 46,224.83
Interest Earned	\$ 9,777.42
Expendable Balance	\$ 68,903.65

In other business, the commissioners thank DPW staff for excellent support of our needs by timely response to commissioner requests for various services such as grave open/close, snow plowing, grass mowing, leaf removal, collection of tired adornments, etc.

Commissioner Jay Ferris became a volunteer upon retirement of William Taylor and was subsequently appointed for the remainder of the year while soon after, William Palmer submitted his resignation due to family needs. We thank William Palmer for his contributions toward evaluating a columbarium facility. The commission remains in search of a third member!

The commission has continued researching the idea of adding columbarium services. A columbarium provides secure above ground facilities at the cemetery for placement of cremated remains. The need is to conserve our available resources for full burials as much as possible.

Many cemeteries in this area provide such facilities but so far Upton does not. The commissioners would really appreciate any opinion our present or future customers may have on the subject as to the utility of this idea as a solution to extending the life of or present facility. Use our link on uptonma.gov to log your response.

Throughout the year, we have worked on identifying and reconciling inconsistencies between our improved computer-based records and what we find on the grounds. Part of this work involves purchase of new markers and replacement of corner posts which have disappeared over time.

Respectfully submitted,

Glenn Fowler, Chair
Jay Ferris, new volunteer
William Palmer, resigned

REPORT OF THE DEPARTMENT OF CODE ENFORCEMENT

While this past year has remained a productive one, we did see a slight decrease in the number of Building Permits due to the completion of the Crosswinds Sub-Division. Wiring, plumbing and gas permits however, were all up from the previous year. We do expect an increase for the upcoming year with the anticipated new construction of Upton Ridge, a 139 unit sub-division.

Some departmental changes have occurred this past year. Kenneth Salsman was appointed Assistant Plumbing & Gas Inspector, with Thomas French moving into the position of Plumbing & Gas Inspector, following the retirement of Walter Hopkins in November of 2016. Joseph Lurie resigned his position with the Upton Zoning Board of Appeals after having served the Board for 35 years. James Bates Jr. resigned his position as well, and Robert Humes was appointed as an alternate member.

CODE ENFORCEMENT

Patrick H. Roche	Building Commissioner / Zoning Officer
Stephen C. Johnson	Local Building Inspector
Thomas E. French	Plumbing & Gas Inspector
Kenneth Salsman	Assistant Plumbing & Gas Inspector
John G. Poirier, Jr.	Wiring Inspector
David A. Stanley	Assistant Wiring Inspector
Diane C. Judd	Department Coordinator

PERMITS ISSUED

Building Division

New Home Construction	31
Accessory Building	13
Additions	11
Alterations/Remodels	36
Basement Finish	8
Decks	10
Demolition	7
Doors & Windows	22
Garage	13
Insulation	9

Wiring Division

New Home Construction	35
Accessory Building	1
Additions	8
Alterations/Remodels	28
Basement Finish	14
Central AC	16
Commercial	5
Appliances	6
Furnace/Oil Burner	16
Garage	10

Other	7	Generator	10
Pools	14	Pools	13
Porch	4	Rewires	23
Repairs	20	Septic	1
Roof	37	Service Change	8
Sheet Metal	17	Solar	51
Solar	51	Security Alarm	9
Temporary Structure	3	Temporary Service	0
Solid Fuel	17	Other	25

PERMITS ISSUED

Building Permits	330
Wiring Permits	281
Plumbing Permits	143
Gas Permits	123

Building Permit Revenues	\$133,253.72
Wiring Permit Revenues	\$ 28,936.57
Plumbing & Gas Permit Revenues	\$ 24,385.00

Total Revenue **\$186,575.29**

ZONING BOARD OF APPEALS

William Andrews	Chairman
Stedman F. Briggs, Jr.	Member
Richard Desjardins	Member
Robert Humes	Alternate
Denise Smith	Department Assistant

Variances	20	Special Permits	11
Accessory Structures	10	Accessory Apartment	4
Building Line (80%)	1	Body Art & Permanent Tattoo Studio	1
Deck & Shed	1	Class II License	1
Demo Home & Rebuild	1	Dog Daycare	W
Frontage Lots	1	Dog Kennel/Daycare	1
In-ground Pool & Shed	1	Dog Training/Shows	1

Lot Size (1 w/drawn)	2	Medical Marijuana Grow Facilities	1
Signs	2	Signs	1
Solar Installation	1		
Variances Granted	16	Special Permit Granted	8
Variances Denied	0	Special Permit Denied	2
Variances Withdrawn	2	Special Permit Withdrawn	1
Variances Continued	2	Special Permit Continued	0
Variances No Action	0	Special Permit No Action	0
Appeal Hearings	1	Denied	
Total Hearings	27		

A special thank you, once again, to all of the Inspectors of the Code Enforcement Department for their hard work, integrity and diligence in the conduction of their inspections, as well as to commend them for their professionalism, attention to detail and ongoing professional development. With Safety Codes ever changing, it is crucial that we interpret and enforce the various Codes in order to ensure the safety and well-being of our residents. The Code Enforcement Department also wishes to thank Diane Judd, our Department Coordinator, for her outstanding support in the office. Diane keeps the office running on a day to day basis and works diligently to resolve any issues that may arise. She goes above and beyond to try and help the contractors and citizens of the town.

My thanks also to our Town Manager as well as the Board of Selectmen for their ongoing support of the Code Enforcement Department over the years.

Finally, my thanks to all the various boards, committees, and commissions with whom we deal, as well as the admirable residents of Upton, for their input, collaboration and support.

Respectfully submitted,

Patrick H. Roche, Building Commissioner / Zoning Officer

REPORT OF THE COMMUNITY PRESERVATION COMMISSION

The Community Preservation Committee (CPC) meets the first Wednesday of each month, unless otherwise posted, at the Upton Town Hall at 7:30 p.m. in the Ground Floor Conference Room.

In accordance with state law, the appropriate Community Preservation Act (CPA) funds were transferred to each of the required designated accounts, namely: historic resources, community housing and open space.

We were sorry to accept the resignation of Rick Holmes who was one of the earliest proponents and supporters of the CPA trust fund program. He served as the vice-chair of the committee since its inception. We thank him for his service and wish him well. He was replaced by Mike Penko who was appointed by the Open Space Committee to serve as its representative.

The fifth-year payment (\$292,175) of debt service on the general obligation Town Hall Renovation Bonds was approved at the November Special Town Meeting.

This year's project approvals include the purchase and placement of signs identifying the designated historic districts in the town of Upton (\$6,000); the funds required to preserve and protect the foundation of schoolhouse #6 located on North Street (\$10,000); and, funds to install railings and bring the walkway at the Kiwanis Beach Soccer Field into compliance with the MA ADA Code (\$25,000).

In November of 2017, the Town received \$127,046 from the Community Preservation Act Trust Funds. This was a 31% match of projected town revenues of \$410,836. This grant brings the total of CPA trust funds to the Town of Upton over the last 14 years to \$2,740,485. In conjunction with town revenues, CPA grant funds have allowed the Town of Upton to address the preservation and rehabilitation of the Upton Town Hall, the preservation of town records, the refurbishment of a number of recreational facilities, the preservation of open space and the opportunity to explore the need for affordable housing.

The CPC would like to thank the voters and other town officials for their help and cooperation in administering these funds.

Respectfully submitted,

Rena M. Richard, Chair

David Adams

Paul Carey

Edward Darragh

Richard Desjardins

Richard Gazoorian

Mike Penko

Chris Scott

REPORT OF THE CONSERVATION COMMISSION

The Commission administered the Massachusetts Wetlands Protection Act, the Town Wetland Protection Bylaw and the Town Stormwater Bylaw. One project was denied by the Commission in 2017. Regular public meetings were generally conducted bi-weekly and numerous site inspections were held during the year. Many sites were reviewed and approved for building permit application sign-offs by the Conservation Commission Agent. The Intermunicipal Agreement with Northbridge to share the agent's position was renewed. The following major projects were monitored in 2017: Crosswinds subdivision site work located between Plain and Station Streets, Rockwood Meadows on East Street, NEXAMP solar facility on Milford St and many Town roadway re-paving filings. The Commission also informally resolved several other minor violations of the Wetland Protection Act. Major enforcement actions included the Fox 4 Paintball Facility on Milford St and violations on West River Road, William Street and Barbara's Path. Conservation Restrictions held by the Commission at Kenneth Village and Five Fork Farm (formerly known as Sweet William Farm) were monitored.

Applications/Requests received:

- Notice of Intent (NOI) = 17 (including 2 withdrawn & 3 amended)
- Requests for Determination (RDA) = 5
- Abbreviated Notice of Resource Area Delineation (ANRAD) = 0
- Request for Certificate of Compliance (COC) = 12
- Order of Conditions (OOC) Extensions = 0

Decisions/Actions issued by the Commission:

- Order of Conditions (OOC) issued = 17
- Determinations = 5
- Order of Resource Area Delineation (ORAD) = 0
- Certificate of Compliance = 11 (including one partial)
- Order of Conditions Extension = 0
- Enforcement Orders = 3

Revolving Accounts	Start Balance 7/1/2016	Receipts	Expenditures	End Balance 6/30/2017
Wetlands By-Law	\$ 364.44	\$11,290.00	\$ 244.76	\$11,409.68
Storm Water By-Law	\$1,700.00	\$ 0	\$ 0	\$ 1,700.00
Community Garden	\$ 120.00	\$ 105.00	\$ 0	\$ 225.00
Land Stewardship	\$ 682.50	\$ 0	\$ 0	\$ 682.50

Other Accounts	Start Balance 7/1/2016	Revenue	Expenditures	End Balance 6/30/2017
Wetland Protection	\$ 3,619.36	\$14,241.78	\$15,163.32	\$ 2,697.82
Conservation Fund	\$ 8,661.48	\$ 2,886.11	\$ 4,500.00	\$ 7,047.59

The Commission with the Board of Health administered town funds allocated for beaver control. Funds were expended to maintain existing pond levelers to regulate the water levels at several locations. The Board of Health authorized trapping at several locations.

The Commission hired a consultant to develop a plan for turtle habitat enhancement at Stefans Farm using funds set aside for turtle projects. These funds were a result of the state levying a monetary penalty against a developer. The draft plan is under review by the Commission and the Massachusetts Natural Heritage program.

The Conservation developed a draft land stewardship plan for town owned properties off North Street, including the Warren Brook Watershed, Howarth Glen, Whitney Conservation areas, and two other town owned parcels managed by the Commission through its Land Stewardship Committee. A site walk with the Wampanoag Tribal Historic Preservation

Officer was held to identify cultural resources which could be impacted by logging activities.

The Commission has been monitoring Pratt Pond Ice-Out as an indicator of climate change since 2010. Pratt Pond Ice out is defined as first day in spring when no ice is visible in the pond from a vantage point near the intersection of School Street and North Main Street. In 2017, the pond was ice free on January 25th and refroze and thawed several times after January 25th, and was entirely ice free after March 29th.

Respectfully submitted,

Conservation Commission

Christine Scott, Chairperson

Mike Penko, Vice-Chairperson

Sandra Lajoie, Treasurer

Scott Heim, Member

Thomas Jango, Member

Alan Miano, Member

Marcella Stasa, Member

Mary Overholt, Associate member

Denise Smith, Administrative Assistant

David Pickart, Conservation Agent

REPORT OF THE COUNCIL ON AGING

We had another great year here at the Upton Center, in large part due to the teamwork and support of so many people. Our COA staff, which consists of myself, Social Services Coordinator Jessica Mauro, Department Specialist Bernadette Denson, and our van drivers, John Saulen, Lori McGann and volunteer driver Jim Earl worked amazingly well together to provide a tremendous number of programs, services, resources and transportation options to the residents of Upton. Our many volunteers, both here at the Center and throughout the community, also helped make the year a great success. Al Vautour, Nutrition Center Manager here at the Center, and his group of volunteers also added an invaluable service by providing the congregate meals here at the Center and coordinating the Meals on Wheels program which is helpful to so many throughout our town. We are also fortunate to have the support of some wonderful businesses in town, along with our local schools, churches and organizations such as the Bloomer Girls and the Upton Men's Club, all of which have generously supported us this year. In addition, we benefit from the assistance of the many departments in the town of Upton. Below are some highlights of our accomplishments from 2017.

Using our computer program, "My Senior Center", we are able to generate statistics regarding attendance at the Center. There were 3,286 "check ins" recorded in 2017. Unfortunately, we experienced some "down" time with the program, so in reality the numbers are higher. Thursdays were the busiest days of the week, followed by Tuesdays and Fridays. Mondays remained the slowest days at the Center. The month of May was the busiest month. We are also able to generate statistics regarding who comes to the Center. The majority of our folks who come fall between the ages of 75-79. A close second was the age group between 70 and 74. Fifteen percent of participants are over the age of 85. Sixty percent of our participants live alone, seventy-nine percent of those who come to the Center are female.

Regular weekly activities and programs included Tai Chi, Strength and Stretch, Wii Bowling, Library Table, Computer classes, SHINE (Serving Health Individual Needs of Everyone), Canasta, Knit & Crochet Group, Bingo and Card Games. Monthly programs included Coffee Socials, Holiday Parties, Crafts, Monthly Movie, Birthday Bash, Educational

Presentations, Out to Lunch Group, Creative Projects, Health Talks, trips to BVT salon and the Men's Club Supper. Annual events included the Upton Police Association's Senior Spaghetti Dinner, a Volunteer Appreciation Day in collaboration with Tri Valley, and multiple collaborations with Senator Michael Moore and State Representative David Muradian. In addition to repeating many of our popular programs, we introduced numerous new programs this year to provide a wide variety of options for our seniors.

Our monthly newsletter, The Chronicle, is used to communicate our programs and activities for the month as well as community activities and a variety of information. The newsletter is available on the town website and in print at several locations throughout town. A copy of the newsletter was delivered monthly to all seniors in the Millhaus and Coach Road apartments in 2017. A number of other seniors in town subscribe to our monthly email, or pay \$5 to have an annual subscription mailed to their home. Highlighted programs are publicized at the Upton Center, on the town cable station, the local newspaper, Facebook and on the Upton Town Website as well.

My title was changed from Council on Aging Director to Director of Elder and Social Services to better reflect my tasks and responsibilities. Information, services and referrals are available for any resident of Upton through the Center.

Jessica Mauro continued in her role of Social Services Coordinator. She had 321 appointments - up 128 from last year. She answered 1240 phone calls seeking information - up 555 from last year. Jessica is a Certified SHINE Counselor and assisted 96 residents with insurance questions. She completed 42 SMOC (fuel assistance) applications - up 18 from last year and 67 SNAP (food stamp) applications - up 8 from last year. In addition to the assistance she provided for residents, Jessica assisted the Bloomer Girls in delivery of holiday meals to Upton Residents in need. Jessica also became a certified ZENgevity instructor this year and she began offering a weekly program in September. This program incorporates mindfulness, music, movement and laughter.

Our Nutrition Site Manager for Tri Valley Services is Al Vautour. Carmine Janczyk retired from her position as New East Coordinator for Tri Valley. We will truly miss Carmine and her dedication to our folks. Congregate meals continue to be served Monday through Friday and Meals-on-Wheels are delivered to the towns of Upton and Hopedale. Congratulations to COA Board Member and volunteer Paula Lepore who was nominated for Tri Valley's "Volunteer of the Year".

Drivers John Saulen, Lori McGann, and Jim Earl provide transportation services weekdays to a variety of shopping destinations and medical appointments. During the year, 1127 rides were given. Special evening and weekend trips were also provided to the concert series at Kiwanis Beach, the Sheriff's Annual Picnic, and the Friends of Rachel's dinners at BVT, Christmas lights in Town, Holiday concert at Mechanics Hall in Worcester and much more.

Council on Aging Board: Myra Bigelow, Chair, Betty Consigli, Laurie Fantini, Maria Griffin, Paula Lepore, Josephine McLaughlin, Judie Pitts, Richard Provost, and Grace Wadsworth.

Upton Council on Aging Board Officers:

January to May	May to December
Chair- Myra Bigelow	Myra Bigelow
Vice Chair – Betty Consigli	Josephine McLaughlin
Secretary- Maria Griffin	Laurie Fantini

Mrs. Castonguay resigned from the Board in March. Thanks Annette for your service!

Thank you to all of the other Town Departments, our Town Manager and the Upton Board of Selectmen for their continued support.

Respectfully submitted,

Janice Read Nowicki
Director of Elder and Social Services

REPORT OF THE CULTURAL COUNCIL

The Cultural Council respectfully submits the following report for the year 2017. Council members were as follows: Co-Chairman, Donnamarie Floyd; Co-Chairman Shelley Ryan, Treasurer, Jen Johnson; and Members, Dawn Pekarski, JoAnn Fitts, Julie Johnson and Jen Conrad.

Since our last report the Upton Cultural Council received 14 applications, one less than the previous year. Our grant budget from the state of Massachusetts was \$5,185.00. Our Funding Summary:

- 93% of grant requests were approved for funding
- 92% of grants approved will be fully funded
- 8% of grants approved will be partially funded

The following is a list of grants funded. Lee Ann Murphy from the Upton Town Library - The Stupendous Mr. Magic Head, granted of \$310, approved. Also, at the Upton town Library, Spanky's Puppets, \$335, approved. John Root, "Organic Gardening for Everyone" to be held at the Upton Grange, \$550 approved. Gregory Maichack is back with the wildly popular Monet's Magic: Pastel Painting Monet's Wonderous Water. This adult paint night will be held at Memorial school. The full requested amount of \$495 was approved. Karen Arnold from Miscoe Hill was approved for \$280 to cover printing costs for The Miscoe Hill Newspaper Club, session 3-4. Cathy Taylor - "Luminaries in the Library", workshop at Nipmuc High School serving 20 people, luminaries will be displayed at Upton library for 2 months, requesting \$350, approved. Suzanne Venkataraman - MakerSpace Model & Its Influence on Creative Education, Nipmuc High School presentation, requesting \$300, serving 450 attendees, approved. Cathy Frary - Heat and Temperature Program, Traveling Museum of Science, Miscoe Hill 6th grade program, requesting \$555, 160 students served, approved. The Greater Milford Ballet was granted \$500 toward the Nutcracker Performance in Wretham. Upton Residents are encouraged to attend. Musician Gary Poplawski will be performing his music in Upton either at the town beach or the senior center this coming summer, with his grant for \$350. Bill Moffet and the Birch Alley Brass Christmas Concert was a huge success at Valley Chapel

in Uxbidge, \$200 approved. Finally, Blackstone Valley Community Concert Band – 70-member ensemble, pending venue at Kiwanis Beach in July, requesting \$500, approved.

The council, in compliance with MCC regulations, took the opportunity at the November 2017 special town meeting to survey the community in attendance. The Survey is ongoing through the UCC Facebook page. It will close in April of 2018 giving the community ample time to offer additional input. Results will be posted in early summer 2018.

Respectfully submitted by,

Donnamarie Floyd
Co-Chairperson

REPORT OF THE DEPARTMENT OF PUBLIC WORKS

The Department of Public Works hereby respectfully submits its Annual Report for the year ending December 31, 2017.

HIGHWAY DIVISION

The winter of 2016 – 2017 was a relief from the previous year's record setting season for snowfall accumulation. Though we experienced unseasonably mild temperatures throughout the season, the DPW had responded to 23 winter storm events, with total snowfall accumulation of 49 inches. The Highway Division worked tirelessly in their effort to keep the roads and sidewalks safe and clear for motorist, pedestrians and emergency vehicles. Other completed projects by the Highway Division include:

- Roadway repair (patched) various locations throughout Town
- Painted stop bars and crosswalks throughout the Town
- Conducted windshield survey for hazard trees on all public ways and removed several identified hazard trees and limbs.
- Cleaned and reshaped drainage trenches throughout Town
- Conducted extensive roadside brush cutting so to provide safe sight distance for motorist, cyclist and pedestrians.
- Submission of Annual Stormwater Report to the EPA
- Swept 75 miles of roadway
- Cleaned 858 catch basins
- Disposed of 230 yards of catch basin debris and street sweeping.
- Replaced various types of street and traffic signs throughout Town

The Highway Division reconstructed and paved 4.3 miles on the following roads with Massachusetts Department of Transportation (MassDOT) Chapter 90 funding and Town Meeting appropriation:

<u>STREET</u>	<u>LOCATION</u>	<u>WORK</u>
• Hazeltine Road	Full Length	Mill/Repaved & Curbed
• Whitney	Full Length	Mill/Repaved & Curbed
• Mendon Street	Mendon St-Chestnut to Grove	Mill/Repaved
• Elm Street	Rt. 140 to Walnut St	Mill/Repaved
• Forest Street	Walnut to Hopkinton Rd	Mill/Revaed
• Brooks Street	Picadilly to End	Full Depth Reconstruction
• Walker Dr.	Cul De Sac	Full Depth Reconstruction
• North Street	Mechanic St-Mass Pike Bridge	Mill/Repaved

Crack Sealing will take place in the spring of 2018.

This past year also included the assignment of special projects taken on by the Highway Division. These special projects include:

- 1200' Water Main Brooks Street
- Storm Drainage – Built manhole & installed 200' of pipe

Our new Hot-Box was put into service allowing the Highway Division to repair trenches and potholes in a more efficient and effective manner, saving time and money.

Other notable items the Highway Division completed this past year:

- Constructed new tent at Public Works facility
- Assisted the Water Division with sewer and main breaks
- Adjusted manholes and water boxes for paving projects
- Excavated six test pits on Rt. 140, Hartford Ave N, and High Street for the TIP project
- Repaired/replaced 14 catch basins and manhole structures
- Repaired roadway deficiencies at various locations throughout Town

On July 12, 2017, a micro burst hit the center of Town causing numerous tree issues.

On October 29, 2017, a major wind and rain event caused Town-wide power outages and flooding.

I would like to thank John Johnson, Highway Supervisor and his team of the Highway Division for their hard work and dedication throughout the year.

PARKS, FORESTRY, & CEMETERY DIVISION

The Department of Public Works - Parks, Cemetery and Forestry Divisions hereby respectfully submit their Annual Report for the year ending December 31, 2017.

The Parks, Cemetery and Forestry Divisions maintains 28 acres of Town owned property at Kiwanis Beach, Leland Field, West River athletic field; as well as the three Town cemetery's; First Cemetery located on Grove Street, Lakeview located on North Main Street, and Bradish Cemetery located on Westboro Road at North Street. In addition to these locations, the Division also maintains the grounds at Town Hall, Library, Town Common, Police and Fire Stations, Heritage Park, Wildwood Park, and street islands located throughout Town. Other tasks performed by the **Parks Division** includes the following:

Infield renovations to Kiwanis softball field

Performed routine maintenance of irrigation systems

Invasive Aquatic Species Program:

Full scale treatment - Lake Wildwood, spot treatment - Pratt Pond

Annual spring and fall cleanup

Brush clearing and chipping

Mow, fertilize, lime, aeration, over seeding, and application of compost top dressing on all fields throughout the growing season

Dam maintenance, monitored water level throughout year

Shrub and Tree trimming

Soil analysis

Beach water quality-sampling and maintenance, performed weekly

Pesticide and herbicide applications

Fencing repairs as needed

Playground equipment safety inspections and maintenance

Collected trash weekly in 25-barrel throughout Town

Annual installation and removal of docks at Kiwanis Beach
Refinished 16 picnic tables and 25 trash barrels
Submission of Annual Report to the Massachusetts Department of Agricultural Resources for the application of pesticides and herbicides.

Tasks performed at ***Lakeview Cemetery*** include:

Application of Grub control in portions of the cemetery
Extensive brush trimming throughout all three Town cemeteries
Extensive loaming and seeding at Lakeview Cemetery
Application of grub control in the front portion of the cemetery
17 full burials
18 cremations

Tasks performed within the ***Forestry Division*** include:

Removal of dozens of dead, diseased, and hazardous trees
Removal of several tree stumps through a stump-grinding process
20 tree butts removed

July 12, 2017, a micro burst hit the center of Town, knocking down dozens of trees blocking roadways and causing widespread power outages.

October 29, 2017, a severe wind event toppled dozens of trees, blocking roadways and causing widespread power outages.

WATER & WASTESEWER DIVISION

The Department of Public Works, Water and Wastewater Division hereby respectfully submit the Annual Report for the year ending December 31st, 2017.

The Water and Wastewater Division utilized in-house staff for several projects, resulting in savings to the Town and its ratepayers. The Department also began to perform several repairs, upgrades and planning to economically update its aging infrastructure and assets.

Wastewater:

Installation of new environmental monitoring equipment in the Station Street pump station.

Cut-out, raised and replaced 5 sewer manhole covers to reduce noise and Stormwater infiltration.

Ongoing reformatting and updating of record keeping to improve the accuracy and efficiency of operations and asset management.

Performed extensive upgrades, modifications and purchases throughout the facilities to improve safety for staff and public.

Purchased a new Chlorine and pH analyzer unity for the WWTF to improve monitoring capabilities and no longer have to purchase and change out chemical reagents which will save approximately \$600 annually.

Purchased and installed a new influent grinder unit to reduce "wear & tear" and maintenance time spent removing wipes and other debris from our many pumps.

Water:

The staff of the Water & Wastewater Division along with the assistance of the Highway Division and one private contractor, installed approximately 1,200 linear feet of 8" Ductile Iron water main on Brooks Street. This project included installing three new fire hydrants, transferring service connections for 19 homes on Brooks and Piccadilly Streets. The in-house performance of this project saved the Town and estimated \$180,000.

Two of our three water stations received new reagent free chlorine and pH analyzer unit, which will save an estimated \$1,200 annually in maintenance and supplies. The third station is scheduled to be done after the first of the year.

Performed a thorough, but modified spring and fall hydrant flushing program with respect to the regions drought concerns.

Performed professional leak detection town wide.

Began planning and design for 3 water main replacement projects.

Performed extensive upgrades, modifications and purchases throughout our facilities to improve safety for staff and the public.

Installed a new standby generator system at the West River Pump Station to more effectively and safely provide water to residents in the event of power interruptions.

Performance:

The Water Division pumped and treated 111,595 MG gallons of potable water from its 3 municipal well fields in accordance with federal, state and local regulations.

The Wastewater Division treated and discharged 72,91 MG gallons of wastewater within permitted levels for the year.

49.95 dry tons of waste sludge were processed and disposed of by the wastewater division

Responded to 31 after hour's water alarms and 12 after hour's wastewater alarms.

I'd like to give thanks to the Water/Wastewater team of Dean Parker, Todd Broberg, Jason Fleury and Ed Dela Motte for their hard work and efforts in achieving our many goals and accomplishments. I'd also like to acknowledge their efforts in attending and obtaining a lot of advanced training, licensing and certifications to better serve the department and community. Thanks as well to the Highway Division and our

Administrative Specialist, Carol Peterson for their efforts and team work assisting us on some difficult undertakings and long hours this past year.

Respectfully submitted,

Vincent Roy
Director

REPORT OF THE OFFICE OF EMERGENCY MANAGEMENT

Upton's Emergency Operations Center, located in the first floor of the Fire EMS Headquarters, is a "hot" EOC meaning it is always ready. Many communities similar to Upton must spend valuable time to set up their EOC before it is operational. Upton's, with concrete walls and ceilings, heavy doors and Lexan storm shutters is equipped with multiple radio systems providing local and statewide communications, computers with large screen displays to track storms and power outages and a secure place for our Public Safety Officials to meet. Federal and state grants have provided Upton with emergency radios, storm shutters, computers, LCD displays, roadside message boards, meters that detect hazardous gases and radiation, emergency flashlights to supply to residents, portable generators, an emergency response trailer and a road barricade trailer. Our 2017 Homeland Security Grant provided new radio pagers our Fire EMS Department. Pagers are the primary method used to notify our On Call First Responders.

Nor'easters, hurricanes, tornados, ice storms and damaging thunder storms have crippled our town for days, leaving our residents without power. As Emergency Management Director, I continually monitor events that could impact the citizens of Upton. The National Weather Service and Massachusetts Health and Homeland Alert Network distribute critical information that is passed on to Upton residents 24 hours a day by our Community Notification Systems; Channel 191, Code Red and new in 2017, Twitter. Please follow us @UptonEmergMgt. These systems provide emergency, preparedness and recovery information to our citizens.

The Code Red Notification System, maintained by the Emergency Management Director, is designed specifically for public safety. Code Red maintains a data base of our resident's telephone numbers. Residents can enter their home or cell phones and email addresses through the Code Red link on Upton's website. Using advanced mapping programs, we notify the entire town or specific neighborhoods. Several preplanned and prerecorded notifications for specific hazards can be launched in as little as 2 minutes with the entire town notified in 6 minutes. Code Red will bring you emergency information, advisories, hurricane warnings, tornado warnings and storm recovery information specific to Upton. Remember, if

you sign up for voice, text and email, you will get all three in the event a notification is sent.

For 14 years, Charter Cable Channel 191 has been broadcasting emergency preparedness information for Upton. Emergency warnings are updated 24 hours a day including severe weather alerts and health or safety advisories. Preparedness and safety presentations specific to Upton are broadcast when there are no advisories present. Upton Fire EMS radio transmissions can also be heard on Channel 191.

Upton Emergency Management's constant focus is community preparedness. Our updated Emergency Preparedness Resource Guide, available on the Upton Emergency Management webpage, was written for Upton citizens to use before, during and after a disaster. It contains valuable information such as our response plans to certain events, preparedness guides and sections for residents to enter their family's emergency information.

As Chairman of the Blackstone Valley Regional Emergency Planning Committee, I am happy to report that we continue to operate with Full Certification from the State Emergency Planning Committee. Our member towns maintain a Regional Hazardous Materials Emergency Plan that continually strives to minimize the risks from hazardous materials and protect the public health and environment of our communities. Each city or town is required to either have its own Emergency Planning Committee or participate in a Regional Planning Committee. As a regional committee, we have greater access to federal grants to provide regional training and fund preparedness projects to our individual towns. Meetings are open to the public as we bring together public safety officials, boards of health, town management, public utilities, transportation and private industry to better protect our health and environment.

Respectfully submitted,

Brian F. Kemp, Director

REPORT OF THE FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT

The past year has once again been busy for the Upton Fire – EMS Department. The Department provides emergency and non-emergency services to the Town including but not limited to fire prevention inspections and SAFE Education. We are grateful and thankful for the dedication and professionalism of our staff. We are also grateful and appreciate the generous support the Town has shown for us throughout the past year.

Fire and EMS Training:

Training and preparing for emergencies is an important element of our overall responsibilities. Much of our focus continues to be on required training that is needed to maintain certifications such as CPR, EMT and Paramedic, continuing education, required first responder training, hazardous materials training or training related to professional credentialing such as fire prevention. Our Firefighters' train a minimum of two times each month on subjects such as crash extrication, interior firefighting operations, and ice rescue. Our EMS staff participate in both local training as well as training and education required for professional certification by the Massachusetts Office of Emergency Medical Services (OEMS).

Our EMT's and Paramedics are required to recertify with the State or Nationally every two years. Those members receive continuing education training on a variety of topics such as cardiac emergencies and advanced treatment protocols. A benefit of operating our service at the Advanced Life Support (ALS) level is that it allows us to provide advanced level interface training and skills for our Basic Life Support (BLS) providers as well. These skills allow our EMT's to assist our paramedics while providing top quality care to our residents.

Advanced Life Support (ALS):

Our EMS services are licensed by the Commonwealth of Massachusetts Office of Emergency Medical Services (OEMS). OEMS inspects and

provides oversight for our Advanced Life Support (ALS) level service each year particularly during our license renewal process. We receive medical direction and are provided with standing orders from our medical control physician Dr. Greg Steinberg through an affiliation with Milford Hospital. We have been providing EMS services since 1941 and ALS level services since 2014.

We provide 24/7 coverage using a staggered combination staffing model. On weekdays we have Fire and EMS staff on duty full-time during the hours we expect the on-call staff are working in the field of their personal careers. After 9:00PM, four fire and EMS groups alternate to provide dedicated coverage throughout the night until 6:00AM.

This past year, we received funding at Town Meeting to provide 24/7 paramedic level coverage with our own dedicated Firefighter / Paramedics. This funding allowed us to hire two additional full-time staff members in September. Both new members will receive firefighter training locally, as well as required attendance and certification at the Massachusetts Recruit Firefighting Academy in Stow.

EMT's are scheduled each night along with one Firefighter / Paramedic to complete our primary staffing. We cared for over 730 patients in the past year, and of these responses, more than 300 were at the ALS level. We are grateful to the Town for its support which has allowed us to advance EMS services for the residents. We are also grateful to our Paramedics and EMT's who have provided so much time and expertise to insure the success of our ALS program.

Fires and Smoke Detectors:

The Department responds each year to serious fires where smoke detectors are a factor in the overall outcome. It is proven that working smoke detectors which are properly installed save lives, reduce injuries, and save property. Sadly, it is not uncommon for us to go into homes or commercial buildings for other types of incidents and find missing or disconnected smoke detectors.

All residential buildings in Massachusetts are required to have a system of working smoke and carbon monoxide detectors. There are several factors that are used to determine the type and location of the detectors needed such as age, size, and layout of the building. There is a valuable guide available online from the Massachusetts Department of Fire Services entitled “A Guide to the Massachusetts Smoke and Carbon Monoxide Requirements”. This free guide is available from the Commonwealth at Mass.gov or by contacting the Fire – EMS Department. It can be used to help residents answer questions about the requirements for detectors in their home.

Residents are encouraged to contact the Fire Department when they need assistance or have questions regarding smoke or carbon monoxide detectors. The Department does have a limited supply of smoke and carbon monoxide detectors available to residents who are over age 65 through a grant program at cost. Please contact us to request these detectors.

In 2017 the National Fire Protection Association slogan during Fire Prevention Week was “Every Second Counts: Plan Two Ways Out”. It is an important reminder and reinforces why everyone needs to have an escape plan from their home and to include children in the plan as well.

Strategic Planning Process:

In 2007, the Town contracted a management study of the then separate Fire and EMS Departments with Emergency Response Systems, Inc. This comprehensive study recommended ten overall elements in their final report. We have now completed all ten of the recommendations outlined in that report. With the Town’s support, we will once again be contracting with a professional fire service consulting firm to assist us in developing a strategic plan to provide the Department with guidance over the next five to ten years. We anticipate this process taking six or more months to complete.

In closing, I would like to send my sincere thanks to the staff at the Upton Fire-EMS Department for their unselfish dedication to the Town each and every year. Whether it is night or day, good weather or bad, they unselfishly answer the call and serve not only the residents Upton, but visitors in Town, and neighboring communities through mutual aid. It is their tireless dedication and expertise that allows us to maintain the professional services we do. Our staff are the highest trained, knowledgeable, and truly care about their community and neighbors. The members of the Department are the backbone of this operation and I am grateful for all their efforts. It has once again been a pleasure and an honor to serve as the Chief of the Upton Fire-EMS Department. I look forward our continued growth and success in 2018.

Respectfully submitted,

Aaron Goodale
Fire – EMS Chief

REPORT OF THE GREEN COMMUNITY COMMITTEE

The Green Community Committee works with the Town Manager and other town departments on applying for grants for energy conservation measures from the Green Communities Division of the Department of Energy Resources (DOER), procuring the related materials and installation services, reporting on the status of energy conservation projects to the Green Communities Division, and on the Green Communities program annual report. The annual report confirms the town's compliance with the five Green Communities designation criteria – progress towards meeting the five-year 20% reduction in energy use goal, purchase of fuel-efficient vehicles, meeting the stretch energy code, and permitting within a year by-right large-scale ground-mounted solar photovoltaic systems. In 2016 and 2017 the town received grants that paid for the assistance of the Central Massachusetts Regional Planning Council in preparing the annual reports. In 2017 the Committee also worked on the Solarize Upton program.

Three of the four projects funded through a Green Communities competitive grant of \$170,633 awarded to the town in 2016 were completed in 2017. The fourth project, upgrading the Fire and Police station lighting to LED lighting, is expected to be completed by January 31, 2018. The four projects and their estimated energy savings are:

Project	Net Project Cost	Projected Energy Savings (MMBtu)	Projected Annual Cost Savings
Police Station HVAC System Upgrade	\$68,321	146	\$5,545
Fire Station HVAC System Upgrade	52,377	172	3,724
Fire and Police Station LED Lighting Upgrades	47,823	113	3,325
Wastewater Treatment Plant Weatherization	2,110	6	71
	\$170,631	437	\$12,665

Energy savings are shown in million Btu (MMBtu). As a Green Community, Upton committed to reduce its energy use by 20% over 5

years. Energy use for our baseline year was 17,631 MMBtu, so the target for energy use reduction is 3,526 MMBtu. These projects are expected to account for 12% of the targeted energy use reduction. The twelve projects funded through the Green Communities designation grant in 2015 and 2016 are expected to account for 47% of the targeted reduction.

In 2017, the Committee and SolarFlair Energy ran the Solarize Upton program. Solarize Upton was a Solarize Massachusetts program (a partnership of DOER and the Massachusetts Clean Energy Center), which is a community-based program that helps drive down the cost of small-scale solar photovoltaic systems by aggregating community buying power and by selecting a solar installer through a competitive process. In June 2016, Upton was selected to participate in Solarize Massachusetts and in late 2016 the Green Community Committee selected SolarFlair Energy of Ashland MA, to be the solar installer for the Solarize Upton program. The program kicked-off in January 2017 and ran through May 2017.

The Committee worked with SolarFlair Energy to publicize the program through two Meet the Installer events, tabling at town events, advertising and mailings. The cost of advertising and mailings was supported in part by a \$2,500 grant included in being selected to participate in the Solarize Massachusetts program. Thirty-two small-scale solar photovoltaic systems with a generating capacity of 264 kW were contracted for by Upton residents and small businesses under the Solarize Upton program. These systems were offered for a 20-25% discount over the typical prices and the combined savings of all the systems are estimated to be about \$2.5 million over their 25-year life.

Respectfully submitted,

Robert Jordan
Brad Rolph
Marcella Stasa, Secretary
Bill Taylor, Chairperson

REPORT OF THE HISTORICAL COMMISSION

The Historical Commission respectfully submits the following report for the year 2017. Commission members were Chair, Donna Desjardins, and Don Spargo; Treasurer, Howard Glassman; and members Barbara Burke, Joan Burrell, Russell Wood and Catherine Worsham. Desjardins served as Chair until Don Spargo was elected Chairman at the October meeting. The Commission was delighted to add Worsham and Burke as the newest members. Worsham brings energy and a willingness to contribute. As many know, Burke was an original member of the Commission and with her return, the Commission gains a wealth of knowledge and expertise. George Patterson, a long-serving member, resigned in May. Throughout his membership, he evidenced a deep appreciation for Heritage Park and in June, continued his commitment and directed the spring cleanup of the park grounds.

The successful cleanup of Heritage Park owes a big “thank you” to many different individuals. Once again, Liz Evans of “Taproot Horticulture” offered assistance as well as former Commission member, Cathy Taylor. The spring cleanup is important not only to the general maintenance of the park but, for the removal of invasive plants. The goal is to nurture native plants while manually removing non-native species.

The preservation of historical buildings continues to be significant to our mission. No request for demolition of a historical building was forwarded to the Commission this year under the Demo Delay By-Law. However, members actively continue to learn means of protecting the town’s heritage. This included a field trip to tour 3 Milford Street, hosting members of Mendon’s Historical Society to discuss their process in gaining support for their Historical District, and, attending a Central Mass Regional Planning Commission workshop on preserving historical buildings. All were instructive.

The workshop stressed the importance of community awareness and support. In support of increasing community awareness, the Commission arranged for the placement of five signs indicating borders of our Historical District. The undertaking was led by Spargo and involved the cooperation of several town departments. Funding was through the

Community Preservation Commission with approval gained at the Annual Town Meeting. Site location involved the Police Department and the Department of Public Works, (DPW). The DPW physically installed of the signs to ensure safety guidelines were met.

The DPW is also working with the Commission to place a commemorative marker at the site of one of the town's original district schools. Located on North Street, a brass plaque will be placed on a granite post near the original school's foundation. The Land Stewardship Committee is teaming with the Commission to preserve the remainder of the school's foundation and to make the site accessible. Burrell is leading this project and is fully engaged in determining the placement of plaques for four more original school districts.

We are grateful for Upton's support and look forward to a productive 2018.

Respectively submitted,

Don Spargo, Chair

REPORT OF THE HOUSING AUTHORITY

Background

Upton Housing Authority is a public body that exists for providing decent and affordable housing for elderly and disabled persons of low income. This Public Housing Authority receives direct funding from the Department of Housing and Community Development a state Agency (DHCD) located in Boston, MA

Mission

Our mission is to create an environment that enables residents to live responsibly and with dignity. To support residents on achieving self-sufficiency, honor public commitments in a fiscal and ethically responsible manner, create and maintain public confidence in the Housing Authority operations and staff.

Board of Commissioners

Mildred Morin Galeone, Chairperson
Rena Richard
Linda Jones
Richard Kennedy
Judith McGee, State Appointee

Executive Director

Betty Roche

Monthly Commissioners Meetings

Upton Housing Authority Board of Commissioners holds meetings on the second Wednesday of every month. All meetings are held at the Coach Road Apartment Community room at 6:00 p.m. As public officials, they hold meetings according to M.G.L. chapter 39 sections 2B of the open meeting law and posted with the Town Clerk.

Current Housing Programs

Massachusetts Rental Voucher Program MRVP

Seven subsidized family/elderly units located at the Upton Inn in Upton, MA. Eligibility income limits is based on family size and income. There is no asset limit but the values of assets are included in gross income when determining applicant eligibility.

Public Housing Program 667

There are 40 units located at Coach Road. Applicants must be sixty years of age or disabled to apply for housing. Residents who work or live in the Town of Upton may receive a preference when reviewed and verified by the Authority. When applications are completed, applicants are then placed on a waiting list. The income limits for state public housing are one person-\$45,100 and two persons-\$51,150.00.

Office

Upton Housing Authority located at 4 Hartford Avenue North, office hours are as follows:

Monday	9:00 a.m.	2:00 p.m.
Wednesday	9:00 a.m.	2:00 p.m.
Friday	9:00 a.m.	2:00 p.m.

Anyone interested in applying for housing may call the office at (508) 529-3293 to have an application mailed. If you prefer, applications may be picked up at the office during office hours.

Respectfully submitted,

Betty Roche
Executive Director

REPORT OF THE LAND STEWARDSHIP COMMITTEE (ULSC)

We welcome a new member to the Committee, Eric Reustle, whose input and participation are much appreciated.

In 2017 the ULSC continued with the implementation of the Land Stewardship Plan for the Stefans Farm Open Space. Trail work and clearing of vegetation along the periphery of one of the historic fields were the primary focus of work dates and some of the fields were mowed in the fall, the intent being to restore the fields and to remove invasive plants.

Trail markers were installed along some of our unmarked and sparsely marked trails.

The ULSC oversaw three Eagle projects. Gillieson Hobart built a boardwalk through a wet section of trail at the Peppercorn Conservation Area; Lucas Nickelson and Douglas Cook each built two kiosks at trailheads on town conservation land.

Plots at the community garden were made available to Upton residents who were asked to pay a \$5 participation fee to help defray costs. Interest in gardening plots continues to increase.

ULSC members, Dan Stimson of the Sudbury Valley Trustees (SVT) and Upton Conservation Agent, David Pickart, conducted routine yearly monitoring of the Fivefork Farm, (formerly Sweetwilliam Farm) Conservation Restriction and members of the ULSC accompanied SVT on its yearly monitoring of the Whitney Conservation Area Conservation Restriction.

Trees and low vegetation threatening to cause damage to the foundation of Schoolhouse #6 on North Street were removed from the site. The LSC will be hiring professionals to remove the remaining large trees with funds approved in 2017 through the Community Preservation Act and the Upton Conservation Commission. This is one of several sites to be marked with plaques by the Upton Historical Commission. It is the only one of those sites which is on town land and accessible to the public.

Detailed maps of North Upton were designed and printed in large format for installation in the newly built kiosks.

Two members of the ULSC are on the Conservation Commission sub-committee to develop the North Upton Open Space Stewardship Plan which is nearly complete.

Volunteers and Committee members contributed an estimated 180 hours to develop trails, oversee the community garden, map trail networks, prepare GIS maps, work with land owners, and perform administrative work. Scouts working on service projects contributed another estimated 220 hours. The value of all the hours contributed by volunteers, and committee members was \$5,378.40. The Scouts' hours are valued at an additional \$6,573.60. The total value of volunteer hours is \$11,952. (Go to http://www.independentsector.org/volunteer_time for more information on valuing volunteer time.)

Respectfully submitted,

Scott Heim
Mary Overholt
Mike Penko-Secretary
Eric Reustle
Marcella Stasa-Chair
William Taylor

REPORT OF THE LIBRARY DIRECTOR

In 2017, the Upton Town Library revised its services to address our steadily declining circulation activity, and explored options for improving our facility outside of the State construction grant program.

Planning and Design Activities: The Board of Library Trustees extended our design services contract with Tecton Architects, and tasked them with developing a conceptual plan to increase the accessibility of the Knowlton-Ristein Building and expand library services by utilizing multiple floors in the building. In July of 2017 a report was submitted to the Trustees with two options: a minimal renovation of the first floor to increase accessibility, and a full renovation of the entire building to expand library services into three floors, which would approximately double the amount of usable library space. No further action was taken on these designs as the Trustees consider funding sources and the future of library services.

New Services: During the spring of 2017, the Library Trustees decided to add two new types of library services – public meeting spaces and a range of in-house adult programs. After planning, these new services were implemented in July 2017.

Public Meeting spaces – The adult fiction and non-fiction collections were reduced by approximately 20% to make room for two public meeting spaces. The study room is an 80 square foot space with seating for 4 and a public access computer. The gathering room is a 300 square foot space with seating for 12 and audio-visual equipment. Both rooms are available for drop-in use, and can be reserved online. These rooms have seen consistent use and are appreciated by the community.

Evening Programs – Library staff developed a variety of monthly programs including trivia night, travel tips, movie nights and additional book groups. Programs were advertised on a monthly calendar on our website and distributed at the circulation desk, and were boosted on social media. Attendance at events consistently failed to meet expectations and most offerings were discontinued in December 2017.

Bicycle Racks – Funded by a grant program, a bicycle rack was installed outside the library.

Library Staff: Children’s and Young Adult Librarian Nicole Claire resigned from her position to join another library. Lee Ann Murphy was promoted into the position and will enroll in a Masters of Library Science course of study. The Circulation Clerk position vacated by Lee Ann was filled by a new staff member, Marisa Clark.

Revolving Fund: The library is authorized by Town Meeting to maintain a revolving fund to replace library items and materials. In FY2017, this fund started with \$600.04, received \$1,980.32 in income, expended \$2,208.62 and had an ending balance of \$371.74.

Library Holdings: The library’s collection of print materials was reduced to make space for new services. Audio-visual collection shelving space was unchanged. We continue to access downloadable materials through C/WMARS and the Massachusetts Library System.

Print Books – 20,362. Volumes of Periodicals – 109. Audio Materials – 1,489. Video Materials – 4,355. Downloadable materials – 79,289.

Library Usage and change from 2016: 4,376 people are registered borrowers at the Upton Town Library (+5.8%), and 23,244 visits were made to the Upton Library (-5.2%) during the 2,126 hours we were open.

Borrowing of physical items: Print Books – 29,755 (-1.7%). Volumes of Periodicals – 1,218 (+39.7%). Audio Materials – 2,457 (-11.4%). Video Materials – 13,953 (-6.1%). Downloads of electronic items: 7,139 (6.1%).

Future Goals: In 2018, the top priority of the Upton Town Library should be to act upon the completed feasibility / design studies and improve the accessibility of library services.

Respectfully submitted,

Matthew R. Bachtold, Library Director

REPORT OF THE OF THE LIBRARY TRUSTEES

What can be done about the library in Upton? Now that the opportunity for the state grant has passed, the total cost of any project will fall upon the Upton taxpayers. Meanwhile, the citizens of Upton have been voting with their feet by not coming into or using the library. Why should they? Space limitations have constricted every aspect of library services including access for the handicapped. Change will happen whether we like it or not! Books and materials will no longer be the mainstay of library services. They will be replaced with alternatives that will attract patrons back into the library, and these changes will use a minimum of space.

The Trustees and the Director spent considerable time contemplating the options for the future. Fortunately, the remaining funds from the State Planning and Design Grant were available to evaluate the different paths to follow. Renovating the Knowlton-Risteen building was the one decided on. Costs and schematics were provided by the architect but prior to proceeding, the Selectmen requested that further action be put on hold until a plan can be created for the revitalization of the town center. Something has to be done about handicapped access whether it is the Trustees' choice or the revitalization plan. Such action must not be deferred much longer.

In the meantime, the Trustees approved an intermediate step involving the reduction of the collection size to gain space for other library services. That space was then dedicated for the expansion of computer services for the patrons, meeting space for programs and a quiet study room. These changes began as an experimental program at the beginning of the fiscal year with some of them attracting interest and others not. Flexibility of approach makes it possible to modify the plan when necessary.

Otherwise, the operation of the library has continued to provide services to its patrons in a friendly manner offering the services that we are able to provide.

During the year Trustee John Minnucci decided not to run for another term leaving his chair vacant. Over the many years he served, the trustees appreciated his suggestions and sense of humor. He will be missed. Meghan Condon successfully ran for his seat and the trustees welcomed

her to the committee. Our Children's and Young Adult librarian, Nicole Claire resigned and a replacement was promoted from the existing staff. Lee Ann Murphy has stepped in and has been contributing from the start. With an open Circulation Clerk position, Marisa Clark was hired to fill the vacancy.

Support of the community and its representatives is important to the Trustees, and they would like to extend their thanks to those who have made our task a little lighter and our future a little brighter. The Friends of the Library, the Town officers and employees who have helped us and most of all, our patrons, because they are the reason we exist, all merit our deep appreciation.

Respectfully submitted

John Robertson Jr., Chairman
Charlotte Carr, Secretary
Frances Gustman
Camille Hamlet
Meghan Condon

William Taylor, Vice Chairman
Katie Kelly, Treasurer
Judith Katz
Laurie Wodin

REPORT OF THE TOWN MODERATOR

It was again my privilege to preside at the Annual Town Meeting on May 4, 2017. Additionally, there was a Special Town Meeting on November 14th.

As usual, in addition to a number of traditional warrant articles that were discussed at the Annual Town Meeting and the Special Town Meeting; there were a few articles that sparked special interest amongst the citizenry and allowed for lively debate on Town Meeting floor. Including (but not limited to) addressing the state-wide issue regarding the legalization of recreational Marijuana and the purchase of the former Holy Angels Church and property on Main St. While I realize that for many citizens it is these articles that spark their interest and get them to attend town meeting; as your Moderator I would love it if people would show the same interest in all warrant articles, all the time. But, the reality is that it is those special (or as some may consider controversial articles) that get the juices flowing and ensures that the voters will continue to come out and attend the Town Meeting.

The Annual Meeting of the Massachusetts Moderators Association (MMA) was held at Old Sturbridge Village in Sturbridge on October 27th. Since I was President this year of the MMA, it was my responsibility to plan and organize the Annual Meeting. We did the traditional workshops with new and experienced moderators in the morning. For the afternoon session we had as our guest speaker Margaret Hurley from the Attorney General's Office to speak with us about the establishment of Marijuana dispensaries across the Commonwealth. During the Business Meeting a new President with a new slate of officers were elected to serve for the upcoming year; with my new role serving as Immediate Past President.

Thank you again to all the people who help with the smooth running of the Town Meeting. I would like to especially thank Upton Cablevision who records all town meetings on the Upton cable channel. Also, I would like to thank the tellers, counters, Town Clerk, Board of Selectmen and Town Manager, Upton Police and the Nipmuc Regional School District.

Finally, as I alluded to above, a continued special thanks to all of the citizens of Upton that attend the Town Meetings. Citizen involvement

continues to be the critical link that allows for the appropriate checks and balances that must occur in our community. However busy our lives may be, it is our right and our responsibility to be a part of the governmental process. We must ask ourselves how we can get involved to help make Upton an even better community to live in for our families and for our fellow citizens.

Respectfully submitted,

David C. Loeper

REPORT OF THE OPEB COMMITTEE

Massachusetts General Law Chapter 32B, Section 20 allows a town to set up a special trust fund, the Other Post-Employment Benefits (OPEB) Liability Trust Fund with the governmental unit's treasurer is the custodian of the fund. Investment of fund monies by the custodian must be consistent with the prudent person standard set forth in MGL 203C for private trust funds. Interest earned on the investment of fund monies belongs to the fund.

Given the foregoing:

- The committee conducted quarterly meetings throughout calendar 2017.
- The Committee has received the OPEB actuarial valuation report for the date of July 1, 2015. Per GASB and the Town's schedule, that is the most recent evaluation date required. It was noted by the Committee that the overall unfunded liability has increased significantly since the last valuation in 2012 and it is now just over \$6.9 million. The annual required contribution (ARC) had also increased from \$520,000 per year to over \$739,000 Money set aside for the valuation was \$195,000. A new evaluation will be conducted in 2018.
- The Committee had adopted an investment strategy of aggressive-moderate option that consisted 65% of Equity Securities and 35% of Fixed Income Securities. Mr. Alex Bartholomew stated that the OPEB Trust portfolio return on investment has increased by 10.10% since inception, which is from November 8, 2016 to September 30, 2017.
- OPEB balance at the end of December 2017 was \$434,383.

Respectfully submitted,

Kenneth Glowacki, Chairman
James Brochu, Selectman
Kenny Costa, Town Accountant
Nicholas Ensko, Member

REPORT OF THE OPEN SPACE COMMITTEE

The Open Space Committee:

- Sponsored or co-sponsored walks and events to encourage the public use and appreciation of Upton's open spaces. These included the following:
 - "Wildlife in Your Backyard," a program presented by Joy Marzolf, Education Coordinator-Public Programs, Mass Audubon Broadmoor Wildlife Sanctuary and co-sponsored with the Friends of Upton State Forest.
 - Mushroom hunt and identification program presented by the Boston Mycological Club and co-sponsored with the Friends of Upton State Forest.
 - Winter walk at Stefans Farm co-sponsored with the Upton Recreation Commission.
- Maintained the town's open space maps and the open space pages on the town's website.
- Members of the committee represented Upton at West Suburban Conservation Council meetings, the 2017 Massachusetts Land Conservation Conference, and the Massachusetts Trail Conference.
- Continued to work with Sudbury Valley Trustees (SVT), a regional land trust, to explore land preservation opportunities in Upton. SVT recently went through a process of evaluating the conservation values of the open spaces in its service area, the Sudbury, Assabet and Concord river watersheds, using proximity to currently protected open space, priority habitat, resilience to climate change, and other data from the state, the University of Massachusetts, and the Nature Conservancy and determined that north Upton and east Grafton have land with significant conservation values.
- Worked with the Town Manager and Board of Selectmen on the November Special Town Meeting warrant article related to the transfer of control of town-owned land on Westboro Road to the Board of Selectmen on language to ensure that public will always have access to the Upton State Forest parcel that abuts the town-owned land.

- Selected Mike Penko as the new Open Space Committee representative to the Community Preservation Committee.
- Advised the Community Preservation Committee of potential open space acquisitions.
- Worked with Metacomet Land Trust on a Conservation Restriction on a parcel of land located on Crockett Road.

Finally, the Open Space Committee would like to thank Rick Holmes for his many years of service on the Committee and as the Open Space representative to the Community Preservation Committee. Rick not only retired from the committees, he retired from his job. We wish him a long healthy and prosperous retirement.

Respectfully submitted,

Tom Dodd
Alan Miano
Mike Penko
Marcella Stasa
Bill Taylor, Chairperson

REPORT OF THE PERSONNEL BOARD

The Board began the year with 4 members – Chairperson Debbie Amorelli, Bob Carnegie, Dave Scribner, Ken Picard and Jane Gienger, with Deb Teta ably filling the role of Department Assistant. Throughout the year, the Board resigned and was replaced by a new Chairperson Nathaniel Fischer, and members Marcia Kasilowski, Michelle Rivers, and Scott van Raalten.

The Board conducted eight regular meetings throughout the year.

- Recommended a Meritorious Bonus for three employees under the provisions of Section VI B of the Personnel By-Law which the Board of Selectmen approved.
- Reviewed and approved changes to the position description for the following positions:
 - Executive Assistant/Human Resources Assistant
 - Director of Elder and Social Services
 - Payroll Clerk
 - Assistant Treasurer/Collector
 - Town Clerk/Assistant to the Town Manager
 - Department Assistant for the Affordable Housing Trust
 - Recreation Program Staff
 - Recreation Program Team Leader
 - Recreation Program Director
 - Lifeguard
- Personnel Board members assisted in interviewing and hiring for the following positions:
 - Heavy Equipment Operator
 - Laborer
 - Police Officer
 - Part-Time Circulation Clerk
 - DPW Director
 - Assistant Treasurer/Collector
- Throughout the year, Personnel Board Members reviewed and distributed appropriate longevity bonuses as per the Personnel Bylaws

- In November, Personnel Board Members met with Human Resources Services, Inc for Compensation and Classification Training.
- Began reviewing the Personnel Bylaw, which was last amended in May, 2015. The board expressed concern about the current policies regarding Sick Time Legislation, DVLA, Attendance Policies, Merit Bonuses, Grievances, and other minor grammatical changes and determined it is appropriate to review the entire bylaw. The review will continue into 2018 with the hope of submitting the first updates for the May Town Meeting.

The Board wishes to thank Derek Brindisi, Sandra Hakala, and Deb Teta for all their hard work and assistance to the Board during its change this year and to the Board of Selectmen for allowing us to serve.

Respectfully submitted,

The Personnel Board

Nathaniel Fischer, Chair

Marcia Kasilowski

Michelle Rivers

Scott van Raalten

Deb Teta, Department Assistant

REPORT OF THE PLANNING BOARD

Summary

Throughout the calendar year 2017 the Planning Board reviewed or continued the review process of the various subdivisions, special permit and site plan approval applications.

With assistance from other Town Boards & Committees and Central Massachusetts Regional Planning Commission (CMRPC) we continued to implement items from Upton's Master Plan (adopted 2005) and to update and/or amend zoning bylaws as applicable.

Proposed Zoning and Regulation amendments:

1 – The Board in conjunction with the Board of Selectmen proposed an amendment to the Zoning Bylaws by adding a new Section: "Temporary Moratorium on Recreational Marijuana Establishments". A public hearing was held on October 24, 2017. An article for this amendment was submitted for the Special Town Meeting on November 14, 2017. The amendment was approved.

2 – Amendment to the Subdivision of Land Rules & Regulations Section V. Required Improvements for an Approved Subdivision; Subsection B. Street and Roadway – by correcting a numbering issue; and creating a new #4 relative to Common Driveways. A public hearing was held on October 24, 2017 and upon closing the amendment was approved.

Definitive Subdivision Plans reviewed/in progress:

- “Crosswinds” 32-lots located between Plain St. and Station St. Construction continued and to date all houses have been built and sold.
- “Governor's Landing” 59-lots off Milford St. The owner's representative presented a plan for discussion purposes only with a change from single-family houses to multi-unit residential buildings. To date no plans or modification have been filed.
- “Hartford Highlands” 4-lots located off Hartford Ave South. Infrastructure is complete and construction of houses has begun with two sold to date.

- “Sylvan Springs” 54-lots located off Northbridge Rd in Mendon; 6 houses located in Upton and 48 houses in Mendon. Construction has begun on the Mendon side.
- “Whitney Farms at Cotton Gin Circle” 8-lots located off Grove St. Definitive subdivision plan submitted January 2014. The Board voted to approve with conditions the subdivision in October 2016. Infrastructure has been completed and construction of the homes has begun.

Special Permits reviewed/in progress:

Large Lot Frontage Reduction:

Application for 2 reduced frontage lots for residential construction was received in December 2016. These lots are located off West River St. A public hearing was held and upon review the Board approved the application in February 2017. Both lots have been sold and are under construction.

Large-Scale Ground Mounted Solar Installation:

- Installation has been completed for the 327 kW installation located at 5 Walker Dr.
- Installation has been completed for the 2.0± megawatt installation located off Milford St.

Open Space Residential Subdivision:

- “JR Estates” 5-lots located off West River St. Roadway and infrastructure have been completed. All houses have been built, sold and occupied.

Senior Housing Residential Community:

- “Upton Ridge North & Upton Ridge South” 139-unit Senior Housing Community located off Hartford Ave S. Definitive application was filed in November 2016 and a public hearing was opened in January 2017. Upon review the application was approved in October 2017. Construction is expected to begin in the spring of 2018.

- “Rockwood Meadow” a 62-unit Senior Housing Community located off East St. Construction of the infrastructure, roadways and homes is being done in 2 phases. Infrastructure is complete and construction of homes in both phases is nearly complete.

Site Plan Approval Applications reviewed/in progress:

- Application for a restaurant and parking at 118 Main St was submitted in July. Upon review the Board voted to approve with conditions. Renovations have begun.

Plan Review

The data table below summarizes the Board’s review activity for CY2017.

<u>Plan Type</u>	<u>Reviewed</u>	<u>Lots/Parcels</u>	<u>Fees Collected</u>
81P (ANR)	8	9 lots/1 parcel	\$850.00
Definitive Plan	0	NA	NA
Site Plan	1	1 lots	500.00
Special Permits	0	0	NA
Street Acceptance	0	NA	NA
Subdiv. (started)	2	12	NA
Special Permits (started)	0	NA	NA

Goals

- Continued implementation of items from the Master Plan.
- Review and propose amendments to the Upton Zoning Bylaws as may be necessary.
- Review and amend the Rules & Regulations for various projects/applications as may be necessary.
- Attend workshops, seminars and training sessions in order to keep up-to-date on information pertinent to the Planning Board.

General

- Office is located in Town Hall Room 101, adjacent to the Town Clerk’s office. Office hours are Tuesday and Thursday 8:00 am – 3:00 pm. Phone number: (508) 529-1008;

- E-Mail: planningboard@uptonma.gov or dsmith@uptonma.gov

The Planning Board's meetings are held on the second and fourth Tuesday each month at 7:00 p.m. Meetings are held at Town Hall, Conference Room 203. Town Hall is handicap accessible, air conditioned, and has comfortable seating.

At the Annual Town Meeting in May 2017 Margaret Carroll was re-elected to a 5-year term. Paul Carey continues to represent the Planning Board on the Community Preservation Committee. Gary Bohan serves as the delegate to the CMRPC and Thomas Davidson continues to serve as the representative to the Capital Budget Committee. William Tessmer was reappointed as the Associate Member.

We would like to thank the various Town Boards, Commissions, Departments and the citizens of Upton for their continued cooperation, participation and support during the year.

Respectfully submitted,

Thomas Davidson, Chair

Raymond Smith, Vice-Chair

Gary Bohan, Treasurer

Margaret Carroll, Clerk

Paul Carey, Member

William Tessmer, Associate Member

Denise Smith, Department Coordinator

REPORT OF THE POLICE AND COMMUNICATIONS DEPARTMENT



Calls for Service/Activity 2017

Abandoned 911 Call	61	Lockout House	21
Alarm.....	256	Lockout Motor Vehicle.....	63
Animal Complaint	114	Lost Animal	53
Animal Injured.....	22	Lost/Missing Person	5
Assault and Battery.....	3	Lost/Missing Property	50
Assist EMS	517	Loud Music Complaint.....	3
Assist Fire Department	262	Motor Vehicle Crash.....	201
Assist Other Agency.....	54	Motor Vehicle Violation.....	3890
Assist Other P.D.	132	Motor Vehicle Complaint	299
Assist W/Pedestrian Traffic.....	14	Neighbor Dispute	3
Assist W/Traffic	22	Obstruction in Roadway	209
ATV Complaint.....	8	Open Door	11
Breaking and Entering	9	Parking Complaint/Viol.....	77
Building Check.....	1830	Power Outage	33
Car Seat Installation	25	Restraining Order Viol	13
Disabled Motor Vehicle	119	Restraining Order Issued	18
Disorderly Person	4	Serve Legal Process	149
Disturbance.....	76	Shots Fired	7
Deliver Message	21	Solicitation.....	4
Domestic Disturbance	19	Suicidal Person	22
Extra Patrols Requested.....	18	Suspicious Motor Vehicle.....	139
Found Property	45	Suspicious Package.....	1
Fraud/Forgery	13	Suspicious Person	80
Fundraiser Scam	86	Threats	8
General Assistance	516	Trespassing	7
Harassment Prevent Order.....	7	Vandalism.....	22
House Check.....	57	Water Leak.....	12
Hunter Complaint	5	Well Being Check.....	88
Illegal Dumping.....	14	Wires Down.....	43
Larceny	30	911 Hopedale	786

Offenses 2017

Aggravated Assault.....	19
Arson.....	1
Simple Assault	16
Intimidation.....	10
Breaking and Entering	16
Shoplifting.....	2
Theft from a Building	4
Theft from a Motor Vehicle	3
All Other Larceny	30
Motor Vehicle Theft	4
Impersonation	17
Destruction of Property.....	20
Drug Violations.....	27
Disorderly	5
Operating Under the Influence....	32
Protective Custody	7
Liquor Law Violations	10
Other Offenses	67
Criminal Traffic Offenses	226
Pornography/Obscene Material	1
Counterfeit	4
Weapons Law Violations.....	10

Top Ten Offenses Charged

1. Criminal MV Violations
2. Operating Under the Influence
3. Larceny
4. Drug/Liquor Law Violations
5. Destruction of Property
6. Impersonation/Fraud
7. Breaking & Entering
8. Assault and Battery
9. Intimidation
10. Weapons Violations

Arrests by Shift

Day Shift (8AM – 4PM)	97
Evening Shift (4PM-12AM)	62
Night Shift (12AM-8AM)	60

Arrests by Day of Week

Sunday.....	41
Monday	20
Tuesday	23
Wednesday	28
Thursday	29
Friday	33
Saturday	30

Offenses by Month

January	28
February	27
March	33
April	35
May	45
June	37
July	68
August	73
September	88
October.....	70
November.....	86
December	71

Motor Vehicle Violations 2016

Arrests	61
Civil Violations.....	497
Criminal Complaint	113
Written Warning	1258
Verbal Warning.....	1438

Top Ten Violations Cited

1. Speeding
2. Inspection Violation
3. Defective Equipment
4. Stop Sign/Light Violation
5. Marked Lanes Violation
6. Suspended/Revoked License.
7. Unregistered MV
8. Seat Belt Violation
9. Unlicensed Operator
10. Uninsured MV

MV Violations by Location

Breton Road	1
Chestnut Street.....	2
Christian Hill Road	18
Church Street	7
Cider Mill Lane.....	4
East Street	246
Elm Street.....	10
Fiske Avenue	3
Fiske Mill Road.....	4
Florence Circle.....	4
Forest Street	4
Glen Avenue	12
Glen View Street.....	46

Grafton Road.....	5
Grove Street	32
Hartford Avenue North	227
Hartford Avenue South	16
High Street	180
Hopkinton Road.....	513
Josiah Drive	2
Kiwanis Beach Road.....	1
Knowlton Circle.....	4
Laurel Lane	3
Main Street.....	727
Maple Avenue.....	161
Maple Street	2
Mechanic Street	17
Mendon Street.....	349
Merriam Way	2
Milford Street.....	256
North Main Street	28
North Street.....	12
Old Grafton Road.....	1
Pearl Street.....	3
Pease Road	1
Plain Street	10
Pleasant Street.....	362
Pond Street	1
Prospect Street	3
School Street	209
South Street.....	18
Southboro Road	1
Station Street.....	2
Stoddard Street.....	1
Taft Street.....	4
Tyler Road	5
West Main Street.....	111
Walnut Street	5
Warren Road	2

Westboro Road.....	115
Williams Street.....	95

MV Accidents by Location Over \$1,000 Damage

Breton Road	1
Chestnut Street.....	1
Christian Hill Road	1
Church Street	1
East Street	4
Farm Street.....	1
Fiske Avenue	1
Fiske Mill Road.....	2
Forest Street	1
Glen Avenue	2
Glen View Street.....	1
Grove Street	1
Hartford Avenue North	9
High Street	3
Hopkinton Road.....	9
Kiwanis Beach Road.....	1
Main Street.....	21
Maple Avenue.....	4
Mechanic Street	5
Mendon Street.....	10
Merriam Way	2
Milford Street.....	17
North Main Street	4
North Street.....	2
Pearl Street.....	1
Pleasant Street	15
Plumbly Road.....	1
School Street	8
Shore Drive	1
South Street.....	3

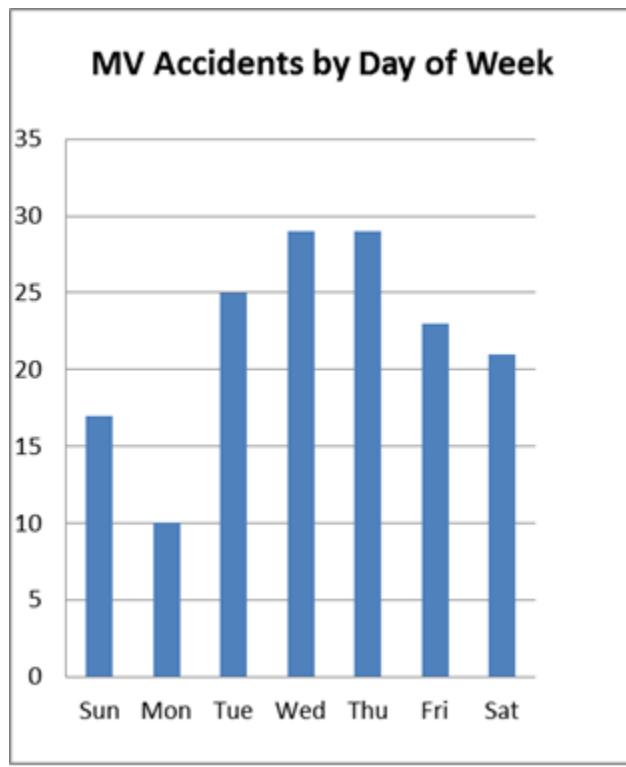
Southboro Road	1
Taft Street.....	2
West Main Street.....	5
West River Street	2
Warren Street	1
Westboro Road.....	9
Williams Street.....	1

Top Five Driver Contributing Code for MV Accidents

1. Driver Inattention
2. Failure to Yield Right of Way
3. Following Too Closely
4. Speed Greater Than Reasonable
5. Failure to Keep in Proper Lane

MV Accident Injury Status

Fatal Injury.....	0
Incapacitating.....	3
Visible injury	17
Minor injury	18
No Visible Injury	258



Age and Gender Breakdown of Operators

	Male	Female	Total
<19	20	18	38
19-21	9	7	16
22-25	9	8	17
26-35	31	11	42
36-45	13	11	24
46-60	38	28	66
>60	15	18	33
Total	13	101	236

Training:

Full-Time Police Officers received the following mandatory in-service training:

- Firearms Training (Pistol and rifle qualification)
- C.P.R., First Responder Training, Nasal Naloxone Training and EPI Pen
- A.E.D. (Automatic External Defibrillator) Training
- Educational Incentive Program (EIP) Class Training (monthly)
- Policy Manual Testing (monthly)
- Defensive Tactics Training
- Conflict of Interest Law Training
- Legal Updates
- Interventions with Persons with Alzheimer's and Dementia
- Dynamics of Addiction and Police Interactions
- Police Interactions with Youth

In addition to the mandatory training, Officers received training in the following specialized areas:

- DCJIS CJIS online training
- MPI LE & Suicide Investigations
- Sergeants Leadership Conference
- MPI Field Training Officer Certification
- Child Passenger Safety Certification, Certified Technician
- Assessor Training, MA Police Accreditation Commission
- DPH MA Prescription Monitoring Program
- MSP Crime Lab Offender Collection Training
- Active Shooter Incidents - Dispatch
- Patrol Rifle Instructor
- Level III Firearms Instructor Certification
- Power Phone – Protecting LE Responders
- Bias Based Policing
- Eyewitness Identification
- Managing Critical Incidents

- Community Engagement
- Dispatch Response to Persons with Mental Illness

Grants:

The Upton Police & Communications Departments received the following grants for 2017:

- **Traffic Enforcement Equipment Grant: \$1,0000.00**

Funding provided through the Massachusetts Executive Office of Public Safety, Highway Safety Division for patrols to target seat belt safety, impaired driving, and aggressive driving.

- **State 911 Department Support Grant: \$54,376.00**

Funding was provided by the Massachusetts State 911 Department for equipment purchases within the communication center and for wage reimbursement that may be used for additional training.

- **911 Training Grant: \$25,000.00**

Funding was provided by the Massachusetts State 911 Department for E911 approved courses and overtime replacement costs for employees attending training.

Community Policing & Special Programs:

The Upton Police Departments continues to support the philosophy of community policing by offering the following programs:

- R.A.D. Program for Adults and Children
- Officer Phil Program at Memorial School
- Annual Fishing Derby
- Seniors Spaghetti Supper
- Santa Claus Visit on Christmas Eve
- SRO (School Resource Officer)
- Massachusetts Police Certification/Accreditation Program
- Youth Recreation Program

Conclusion:

The Upton Police Department continues its pursuit of excellence through involvement with the Massachusetts Police Accreditation Commission. On

September 27-29, 2017, the Upton Police Department was assessed for re-accreditation. I am pleased to report that the Upton Police Department successfully passed this review and will receive our award in February of 2018. The Massachusetts Police Accreditation Commission's Accreditation Program provides the following benefits:

- Provides a norm for the Upton Police Department to judge its performance.
- Provides a basis to correct deficiencies before they become public problems.
- Provides accountability among agency personnel.
- Provides a means of independent evaluation of agency operations for quality assurance.
- Enhances the reputation of the agency and promotes public confidence in it.
- Reduces liability exposure by following best practices for delivery of services and supervision of personnel.

2017 was also a year of change for the Police Department in the personnel department. We welcomed three new Patrol Officers to our ranks; Kyle Bishop, John Bergstrom and Christopher Traynor. We look forward to these officers serving our community for years to come. I would like to thank the Board of Selectman, Town Manager's Office, Town Departments, School Departments and residents for their support and cooperation while we pursue our mission.

Mission Statement

"The Upton Police Department is dedicated to providing quality and professional policing to our community. Through the use of proactive community policing programs, we strive to reduce crime, the fear of crime and to enhance the quality of life for all residents. We value honesty, integrity, compassion, and fairness, while delivering police services in partnership with the community we serve."

Respectfully submitted,
Chief Michael J. Bradley, Jr.

REPORT OF THE RECREATION COMMISSION

In 2017 we ended our search for a new Recreation Director and hired Andrew St George. Andrew spent a lot of time this year understanding our various programs and has made several recommendations that we are implementing. He has also provided Recreation with more of a social media presence which is very helpful in communicating information to program participants as well as parents. Working with Andrew, the Recreation Commission is committed to expanding our offerings in 2018 for Upton residents.

Our overall enrollment numbers for existing programs remained fairly consistent. Our goal for 2018 is to continue offering more diverse activities, both passive and active for people of all ages and abilities.

The Upton Town Beach had another successful (and safe!) season. This would not have been possible without all of the good work done by the Swim Instructor, Swim Aides, Lifeguards, Gatekeepers, and the Groundskeepers. This program's success as well as the terrific condition of our fields would not have been possible without the assistance and support from Parks Supervisor John Johnson, Jr. and Gary Harper who keeps the fields in great shape. One change was made to the Beach Pass Program. Previously passes had to be purchased at the town hall but now they can be purchased either online or at the beach.

Our attendance in the 13th year of the Kids@Play Summer Program at the Upton Town Beach and Athletic Facility was slightly lower (177) than previous years as were our expenses. We incorporated a Ropes Course and STEM activities into the program, both of which were well received. It goes without saying that without the hard work of Andrew, our Directors and Counselors, the consistent high quality of this program would not be possible, so we thank them for their important contributions.

More changes are scheduled for Kids@Play in 2018 including extending the camp for two weeks, providing early drop-off and late pickup, re-structured program pricing and a Leader in Training (LIT) program to develop leadership skills in youth.

Working with an outside consultant we developed an ADA Transition Plan which addresses handicap accessibility at Kiwanis Beach. As a result, a handicap ramp will be installed in the Spring which will provide handicap access to the new parking lot. And, we now have a plan which will guide us as we move forward with making the Kiwanis facility more handicap accessible.

The Kiwanis Beach Softball/Baseball field was used by the Nipmuc Cal Ripken baseball teams as well as the Upton Men's and Women's Softball Leagues. The soccer/lacrosse field was extensively utilized by the Mendon Upton Youth Soccer Association, the Upton Women's Soccer League and the Mendon Upton Youth Lacrosse Association who held practices and a full slate of games in the spring.

2017 was the fourth year of our concert series and we were pleased with the groups and attendance. We expanded the concerts to seven and ended up with six (one was rained out). Our goal is to increase the attendance in 2018 and add one or two more concerts.

In 2017, the Upton Recreation Commission offered the following recreation opportunities:

- Swim Lessons at Upton Town Beach
- Life Guard coverage at Upton Town Beach
- Kids@Play Summer Program for grades K-8
- Recyclable Boat Race at Town Beach
- Children's Youth Theater
- Adult Volleyball – pickup
- Coed Youth Volleyball
- Adult Yoga classes
- Zumba workout classes
- Total Fitness
- ABT Boot Camp
- Outdoor Adventure Program (Fin and Feather)
- Lego STEM Class

The Recreation Commission and Director are working hard to expand our offerings to the residents of Upton. If you have a program idea please drop us a note at: Rec-Com, One Main Street, PO Box 14, Upton or via e-mail to astgeorge@uptonma.gov – we would like to hear from you. We look forward to working with and for the citizens of Upton to provide more diverse recreation opportunities in 2018.

Respectfully submitted,

Rich Gazoorian, Chairman

Rick LaCross

Rick Porter

**RECREATION COMMISSION
CALENDAR YEAR 2017 FINANCIAL RESULTS SUMMARY**

Recreation Revolving Fund

Beginning Balance 1/1/2017	\$ 56,226.04
Revenue	\$ 197,093.31
Expenses	<u>\$ (203,873.55)</u>
Ending Balance 12/31/2017	\$ 49,446.80

Parks DPW Revolving Fund

Beginning Balance 1/1/2017	\$ 10,000.00
Revenue	\$ 10,624.50
Expenses	<u>\$ (392.63)</u>
Ending Balance 12/31/2017	\$ 20,231.87

Recreation Site Improvement Fund

Beginning Balance 1/1/2017	\$ 5,750.45
Funding	\$ 13,000.00
Expenses	<u>\$ (8,550.45)</u>
Ending Balance 12/31/2017	\$ 10,200.91

REPORT OF THE REGISTRAR OF VOTERS

I respectfully submit the following report for year ending 2017:

During 2017, 2 members of our Board, Eva Fowler (D) and Jane Gienger (R) resigned. Eva and Jane were a great help to the Board over the past years and we thank them for their service and wish them well. We were happy to welcome Margaret Laneri (D) and Joseph Poirier (R) to the Board of Registrar of Voters in August. The other members are Cynthia Robertson (D), and Kelly A. McElreath (U).

In 2017, we had 1 election in the Town of Upton. The Board of Registrars held extended registration hours for this election. We encourage residents to register to vote and participate in all elections. The voter turnout for the election was 18%

In 2017, the number of total voters decreased by 46 voters. Most of the new voter registrations are completed at the Registry of Motor Vehicles or online. Also, again this past year, in order to encourage young people to vote, I visited the Nipmuc High School to register the students who are 18 or older.

Our voter list is maintained through the state computer known as the Central Voter Information System. We update the CVR with information received from the annual town census and other sources. For the past 17 years, Denise Smith works hard to maintain the voter list on the CVR and keep our paperwork work up to day. The Board of Registrars would like to thank Denise Smith for her dedication maintaining the voter list.

At the end of 2017, there were 5,622 registered voters in the Town of Upton. The breakdown is as follows:

Unenrolled	3,644	Democrats	1,008
Republicans	894	United Independent	41
All other	36		

Respectfully submitted,
Kelly A. McElreath, Ex-Officio Clerk to Registrars

REPORT OF THE TECHNOLOGY COMMITTEE

The recently formed Technology had its initial meeting on December 7. The members, Kelly McElreath and Derek Brindisi discussed ideas for areas of improvement. The plan is to gather data on the current environments to identity where we might provide the most positive impact. Areas identified included: improved mobile/wireless services, financial systems, IT, website and improved meeting audio and options for remote meeting attendance.

Summary

The newly formed Technology Committee is investigating possible areas of improvement.

Respectively submitted,

John Bouthiette
Nate Fischer
Ken Glowacki
Marcia Kasilowski, Chair
Steve Rakitin
Donald Spargo
Donald Taylor
Kelly McElreath – Committee Support

REPORT OF THE TOWN ACCOUNTANT

Combined Balance Sheet- All Fund Types and Account Group

	General Fund	Special Revenue	Capital Projects	Agency & Trust	Enterprise Funds	Long Term Obligations	Combined Total
ASSETS:							
Cash	2,821,701	2,511,801	2,817	6,489,440	1,867,424		13,693,183
Receivables:							0
Property Taxes (Comm/Pay) 147,914	650,308	10,619					660,927
Excise Taxes							147,914
Water/Sewer							130,562
Tax Liens	741,681	8,943					767,379
Other	68,542						68,542
Bonds Authorized							878,702
Amt to be provided long-term debt							878,702
							9,815,500
							9,815,500
	Total Assets	4,430,146	2,531,363	2,817	6,489,440	2,014,741	10,694,202
							26,162,709
LIABILITIES & FUND EQUITY							
Liabilities:							
Accrued Payroll	115,205	14,603		962	7,479		138,249
Accrued P.R. Withholdings	7,654						7,654
Deferred Revenue	1,086,170	19,562				147,317	1,253,049
Reserved for Abated Taxes	519,245						519,245
Notes Payable			212,007				212,007
Long Term Debt							9,815,500
Bonds Authorized & Unissued							9,815,500
Warrants Payable	179,259	25,214		13,413	81,964		878,702
Other Liabilities	5,396			309,931			299,850
							315,327
	Total Liabilities	1,912,929	59,379	212,007	324,306	236,760	10,694,202
							13,439,583
FUND EQUITY							
Reserved for Various Purp	535,271	346,069	(209,190)	6,165,134	582,844		7,920,128
Reserved for Deficit							0
Reserved for Bn Proceeds							0
Unreserved	1,981,946	1,625,915				1,195,137	4,802,998
Other							0
	Total Fund Equity	2,517,217	2,471,984	(209,190)	6,165,134	1,777,981	0
							12,723,126
	Total Liabilities, and Fund Equity	4,430,146	2,531,363	2,817	6,489,440	2,014,741	10,694,202
							26,162,709

WATER ENTERPRISE

Revenue	
Interest	5,017.60
Water Usage Charges	875,277.03
Water Liens	67,851.58
Connection Fees	40,386.41
Misc. Revenue	1,738.27
Other Financing Sources - Transfers In	201,438.00
Total	1,191,708.89

WASTE WATER ENTERPRISE

Revenue	
Interest	3,878.07
Connection Fees	40,000.00
Waste Water Charges	619,364.18
Waste Water Liens	49,885.47
Misc. Revenue	1,498.45
Other Financing Sources - Transfers In	156,753.00
Total	871,379.17

Expenses	
General Labor	225,971.89
Worcester City Retirement Pension Fund	20,389.00
Water Expenses	305,104.76
Capital Outlay	61,945.97
RE STM FY17 11/15/2016 A9 DPW Purchase & GIS Map	1,690.44
Debt Service Expenses	402,425.00
Total	1,017,527.06

Expenses	
General Labor	206,141.37
Worcester City Retirement Pension Fund	20,388.00
Wastewater Expenses	264,469.75
Capital Outlay	9,137.00
Debt Service Expenses	252,760.26
Total	752,896.38

Encumbrances Summary

Town Accountant - GASB 45 FY08	3,400.00
Debt - ATM 5/5/11 A15 Design Roadway Improvements	4,260.35
ATM FY13 5/10/12 Art 13 Classification Plan	1,500.00
ATM FY13 5/10/2012 A 28 Road Construction & Drainage Projects	20,200.40
ATM FY13 5/10/2012 A32 DPW Garage Add	17,254.00
Debt - FY14 ATM 5/9/2013 A9 Town Hall Renovations	2,062.18
ATM FY14 5/09/2013 Electronic Permitting System	1,355.04
ATM FY14 5/09/2013 A32 Supplement Towns Conservation Fund	2,000.00
ATM FY14 5/09/13 A15 Classification and Compensation Plan Review	3,500.00
FC ATM FY14 05/09/2014 A27 DPW Oshkosh Truck	3,428.42
OS ATM FY14 05/08/2014 A36 Assessors - Title Research	350.00
FC ATM FY15 06/04/2015 A30 Lib. & COA Facility - Feasibility Study	10,750.00
ATM FY16 05/05/2016 A19 Fire Dept. Station Replace Flooring	100.00
STM FY16 11/17/2015 A7 DPW-Used Oshkosh Truck Painting & Equip	7,500.00
STM FY16 11/17/2015 A10 Police - Purchase Armored Vests	900.00
ATM FY16 06/04/2015 A20 Fire - CPR Machines	392.85
ATM FY16 06/04/2015 A23 DPW - Purchase 5 Ton Truck	1,600.00
ATM FY16 06/04/2015 A25 DPW - Various Roadway Signs	7,817.88
ATM FY16 06/04/2015 A29 Assessor Revaluation	2,900.95
STM FY16 03/03/2016 A5 DPW - Purchase Hot Box Paving Machine	1,000.00
FC STM FY17 11/15/2016 A16 DPW Recon. & Repair Fisk Mill Bridge	280,000.00
FC STM FY17 11/15/2016 A17 TC Tax Title -Rem. Contents from 28 Hartford Ave	2,320.00
FC STM FY17 11/15/2016 A5 DPW Purchase & Equip One Ton Dump Truck	4,014.03
FC STM FY17 11/15/2016 A6 DPW Purchase Two Ton Paving Roller	11,114.00
FC STM FY17 11/15/2016 A8 DPW Purchase Various Roadway Signs	16,637.37
ATM FY17 05/05/2016 A16 Police Dept. Purchase Portable and Mobile Radios	25,000.00
ATM FY17 05/05/2016 A17 Police and Fire Dept. Purchase Defibrillators	15.00
ATM FY17 05/05/2016 A18 Fire Department Purchase Turnout Gear	1,313.21
ATM FY17 05/05/2016 A20 Fisk Mill Bridge Engineering & Design Services	13,516.48
ATM FY17 05/05/2016 A25 Town Roads Construction and Improvements	106,547.61

Total 552,749.77

Expense Summary

Town Meetings - Elections	15,410.96	Fire Alarm Maintenance	1,000.00	Board of Health Expense	9,181.09
Moderator Salary	500.00	Computer/Copier Maintenance	2,200.00	Health Board - Trash Bags	31,587.84
Moderator Expense	70.00	Fire Dept - Training	5,997.85	BOH - Hazardous Waste	6,000.00
>Selectmen-Wages	220,968.39	Fire Dept. Expense	23,300.72	Nurse Wages	34,012.20
Selectmen - Salaries	1,750.00	Fire Dept. Vehicle Fuel	6,113.73	Nurse Wages - Blackstone & Bellingham IMA	13,750.32
Selectmen -Weights Measures Services	1,000.00	Fire Dept. Vehicle Maint	30,000.00	Health Service Expense	1,429.03
Printing	2,981.53	Fire Dept. Clothing Allowance	5,427.65	Council on Aging - Wages	139,255.23
Telephone Expense	13,763.07	New Equipment	15,500.00	COA Expense	27,466.97
Selectmen Expense	2,170.54	Asst Serv. - Wages	132,471.12	Veteran Service - Wages	8,135.19
Town Manager Expense	6,080.86	Ambulance Service Supplies	62,808.46	Veterans Service Expense	429.99
Finance Committee Expense	771.50	Asst Service - Licensing and Cert	4,304.37	Veteran Benefits	16,132.92
Finance Committee Reserve	0.00	Asst Serv. - Clothing Allowance	1,790.40	Library -Wages	177,720.18
Town Accountant Wages	40,344.96	Paramedics Expense	2,825.00	Library -Salaries	4,750.00
Audit Financial Records	17,000.00	Ambulance Billing	11,000.00	Library Expense	53,642.00
Town Accountant-Accounting Program	3,382.47	Code Enforcement - Wages	141,643.98	Recreation - Salaries	0.00
Town Accountant Expense	1,148.08	Code Enforcement - Training	800.00	Recreation - Wages	26,128.95
Capital Budget Committee Expense	0.00	Building Inspector Expense	13,958.37	Recreation - Beach	0.00
Assessors -Wages	48,053.79	Code Enforcement - Mileage	5,745.93	Recreation - Mix Expense Beach Programs	8,000.00
Assessors - Salaries	1,750.00	Emergency Management - Wages	6,793.28	Recreation - Site Improvements	13,000.00
Assessor - Software/Hardware	5,480.00	Emergency Management - Expense	2,952.95	Parke Playground Maintenance	32,477.81
Assessors - Mapping	3,850.00	Emergency Mgmt - Reverse 911 System	6,510.00	Historical Commission - Salaries	479.57
Assessors - Training	1,800.00	Animal Control Wages	17,951.25	Historical Commission Expense	28.00
Assessor Expense	3,681.29	Kennel Rental	1,060.00	Memorial Day	2,335.87
TreasColl - Wages	51,020.27	Animal Control Expense	1,136.95	Long Term Principal	521,000.00
TreasColl - Salary	56,725.00	Animal Control - Rabies Vaccine	0.00	Short Term Interest	1,959.39
TreasColl Expense	34,968.62	Animal Control Transportation	1,348.44	Long Term Interest	78,106.26
Town Counsel Expense	73,731.38	DPWParks Forestry & Cen - Wages	134,038.51	Air Pollution Control	2,358.00
Personal Committee -Wages	1,261.39	DPWParks - Radio Maintenance	0.00	Boston Metro District	50,585.00
Personal Committee NMPA/Membership	200.00	Forestry Expense	24,822.21	RMV Surcharge	4,800.00
Personal Board - Merit/Bonus Program	4,150.00	Pest Control	1,500.00	Wor. City Retirement Pension Fund	409,206.00
Medical Testing	2,915.00	DPWParks - Training	0.00	Unemployment Compensation Fund	17,669.21
Personal Comm - Longevity/Bonus	2,531.42	Forest Fire Expense	3,999.97	Medicare	68,125.10
Personal Committee - Training	0.00	DPWParks - General Expense	3,748.47	Bond Town Officers	734.00
Personal Committee Expense	53.06	DPWParks Forestry & Cen - Veh/Fuel	2,262.00	Insurance	836,789.48
Tax Titles - Foreclosures	6,495.23	DPWParks Forestry & Cen - Veh/Maint	1,000.00	Trust Fund Committee - Salaries	1,750.00
Cable Comm - Wages	0.00	DPWParks - Clothing Allowance	1,394.91	Other Financing Use Transfers Out	610,691.00
Technology - Expense	58,141.19	Animal Disposal Service	405.00	Town Accountant - GASS 45 FY08	5,800.00
Town Clerk - Wages	73,982.11	MURSD - Salaries	0.00	Debt - ATM 5/11/15 Design/Roadway Improvements	86,543.63
Town Clerk Expense	4,423.32	BVT - Salaries	0.00	ATM FY13 5/10/12 Art 13 Classification Plan	2,000.00
Registrar of Voters Expense	3,697.50	Mendon-Upton Operating Expense	10,398,708.00	ATM FY13 5/10/2012 A28 Road Construction & Drainage Projects	9,999.00
Conservation Comm - Clerk Wages	18,948.34	Mendon-Upton Debt Exclusions	998,828.00	ATM FY13 5/10/2012 A32 DPW Garage Add	7,746.00
Aquatic Wast Control	10,000.00	Blackstone Valley Operating Expense	1,183,457.00	ATM FY14 5/09/2013 Art 100 Electric Permitting System	2,100.00
Conservation Commission Expense	7,487.46	Blackstone Valley Capital Assessment	17,771.00	ATM FY14 5/09/2013 A25 PHII NPDES Storm Water Program	14,355.42
Beeve Control	1,450.00	DPW - Wages	421,354.78	Debt - ATM FY14 05/08/2013 Assessors - Title Research	5,650.00
Planning Board - Salaries	2,750.00	DPW/Consultant	11,500.00	ATM FY15 05/08/2014 A35 Assessors - Revaluation	12,461.25
Planning Bd. Clerk Wages	17,994.65	DPWB Building Utilities	27,421.52	ATM FY16 05/05/2016 A17 Fire Dept. Station Replace Flooring and Carpeting	17,900.00
Regional Planner	2,005.61	Radio Maintenance	1,235.00	STM/FY16/11/17/2015 A5 Animal Control - Purchase & Equip Used Vehicle	20,000.00
Planning Board Expense	3,146.75	DPWB/Building Maintenance	8,423.47	STM/FY16/11/17/2015 AB DPW - Engineering Assessment for Fisk Mill Bridge	2,500.00
Housing Authority - Salaries	1,000.00	DPW - Contracted Services	33,416.11	STM/FY16/11/17/2015 AF Paint - Parting & Equip Tarker 2 Truck	2,845.76
Town Bldg. Expense	87,987.08	DPW - Training	2,307.50	STM/FY16/11/17/2015 AII Planning Bd - CMRPC Assistance Program	9,750.00
Police Wages	1,481,330.18	DPW/Expense	27,994.94	ATM FY16/06/04/2015 A19 Fire - SCBA	1,616.21
Police Utilities	35,879.20	DPWVehicle Fuel	14,075.80	ATM FY16/06/04/2015 A22 Phase II NDES Storm Water	3,801.58
Radio Maintenance	1,289.94	DPWVehicle Maintenance	33,301.38	ATM FY16/06/04/2015 A23 DPW - Purchase 5T on Truck	63,400.00
Police Building Maintenance	12,172.43	Highway Material	21,499.26	ATM FY16/06/04/2015 A25 DPW - Various Roadway Signs	1,878.32
Police Training	5,999.94	Oiling Paving	36,606.86	ATM FY16/06/04/2015 A29 Assessor Revaluation	15,099.05
Police Expense	20,527.83	DPW - Clothing Allowance	4,050.69	ATM FY16/06/04/2015 A32 Town Roads Construction and Improvements	29,482.82
Cruiser Gas	22,760.12	Snow Removal	342,969.88	FC STM/FY17 11/15/2016 A17 CT Tax Title - Re: Contents from 28 Harford Ave	7,680.00
Cruiser Maintenance	10,542.11	Street Lights	36,669.04	FC STM/FY17 11/15/2016 A5 DPW/Purchase & Equip One Ton Dump Truck	50,485.97
Police Clothing Allowance	19,892.06	Waste Removal - Disposal	87,752.28	FC STM/FY17 11/15/2016 A6 DPW/Purchase & Equip One Ton Pickup Truck	42,300.00
New Cruiser	39,891.00	Waste Removal - Curbside Services	274,812.00	FC STM/FY17 11/15/2016 A6 DPW/Purchase Two Ton Paving Roller	18,886.00
Computer Maintenance	13,268.00	DPW - Storm Water Management	40,101.95	FC STM/FY17 11/15/2016 A8 DPW/Purchase Various Roadway Signs	3,362.63
Dispatcher Clothing Allowance PT	1,600.00	Cemetery - Salaries	1,250.00	FC STM/FY17 11/15/2016 A12 Fire Purchase & Install Access Control System	9,722.00
Dispatcher Clothing Allowance PT	400.00	Cemetery Maintenance	19,902.00	ATM FY17/05/05/2016 A17 Police and Fire Dept. Purchase Defibrillators	26,985.00
Fire Dept - Wages	68,307.72	Health Board - Wages	48,086.67	ATM FY17/05/05/2016 A18 Fire Department Purchase Turnout Gear	19,836.79
Fire Dept. - Utilities	35,000.00	Health Board - Salaries	1,250.00	ATM FY17/05/05/2016 A20 Fisk Mill Bridge Engineering & Design Services	36,483.52
Radio Repair	3,000.00	Health Board - Food Inspections	1,300.00	ATM FY17/05/05/2016 A25 Town Roads Construction and Improvements	24,452.39
Fire Dept Bldg. Maintenance	19,988.56	Demolition of Buildings	0.00	Total Expenditure	22,093,556.63

Parks Revolving Summary

Beginning Balance 7-1-16	\$	10,000.00
Revenue	\$	1,300.00
Expenditures	\$	1,300.00
Ending Balance 6-30-17	\$	10,000.00

Revenue Summary

Personal Property	\$485,683
Real Estate	\$18,784,238
Tax Liens	\$176,453
Motor Vehicle Excise	\$1,257,326
Payments in lieu of taxes	\$4,136
Penalties/Interest	\$142,517
Fees	\$140,477
Other Dept Revenue	\$530,038
Licenses and Permits	\$279,891
State - Cherry Sheet	\$736,402
Fines and Forfeits	\$13,000
Misc. Revenue	\$82,417
Invest Income	\$6,782
Transfers In	\$1,300
Total General Fund Revenue	\$22,640,660

Revolving Funds

FUND	Balance Forward	Current Year	Current Year	Funds Available	Expenditure	Exceeded
	7/1/2016	Other Receipts	Expenditures	6/30/2017	Limit	Expenditure Limit
RECREATION REVOLVING	\$ 90,189.38	\$ 211,257.70	\$ 197,045.21	\$ 104,401.87	\$ 169,000.00	\$ 28,045.21
LIBRARY REVOLVING	\$ 590.54	\$ 1,980.32	\$ 2,454.50	\$ 116.36	\$ 6,000.00	\$ -
COA REVOLVING	\$ 1,606.31	\$ 5,767.53	\$ 2,090.37	\$ 5,283.47	\$ 10,000.00	\$ -
UPTON WETLAND BYLAW FEE REVOLVING	\$ 364.44	\$ 11,290.00	\$ 244.76	\$ 11,409.68	\$ 20,000.00	\$ -
BOH BULK ITEM REVOLVING	\$ 11,700.39	\$ 9,508.00	\$ 3,092.00	\$ 18,116.39	\$ 15,000.00	\$ -
STORM WATER BY-LAW FUND - CON. COMM.	\$ 1,700.00	\$ -	\$ -	\$ 1,700.00	\$ 7,000.00	\$ -
COMMUNITY GARDEN FUND	\$ 120.00	\$ 105.00	\$ -	\$ 225.00	\$ 2,000.00	\$ -
LAND STEWARDSHIP REVOLVING	\$ 682.50	\$ -	\$ -	\$ 682.50	\$ 5,000.00	\$ -
TAX TITLE COLLECTION REVOLVING FUND	\$ -	\$ 5,211.20	\$ 4,132.84	\$ 1,078.36	\$ 15,000.00	\$ -
BOH - TITLE V REVOLVING FUND	\$ -	\$ 9,325.00	\$ -	\$ 9,325.00	\$ 10,000.00	\$ -
	<u>\$ 106,953.56</u>	<u>\$ 254,444.75</u>	<u>\$ 209,059.68</u>	<u>\$ 152,338.63</u>		

Respectfully submitted,

Kenny Costa
Town Accountant

REPORT OF THE TOWN CLERK

I respectfully submit the following report for year ending 2017:

This past year, the Town Clerk's office managed one election, the Annual Town Elections. Without the additional elections, other projects were accomplished.

In order to achieve the goal of registering all the dogs in Town, letters were sent to dog owners who did not register their dogs before the expiration date of March 31. These letters generated over more 100 dogs getting registered for 2017. We will monitor this for 2018 as well.

The Town Clerk was assigned the additional responsibility as the Records Access Officer for the Town. The changes in the public records law requires an appointment of a RAO. Thus, I have been closely following any records requests received by the Town to ensure we are compliant with the changes in the regulations.

The Town received a grant to implement an electronic permitting system for accepting permit and license applications. This past year, the Board of Health, Fire Department and Building Department and Town Clerk's office have worked together to determine the best program for all of our departments. Once it was selected, I have been managing the conversion of the data and customizing the program to best meet our needs. This program will be online the beginning 2018. Also, during the past year, I continue to keep website up to date and maintain the Town Hall facility. Also, due I have participated in the DPW Feasibility Committee and the 3 Milford St Feasibility Committee.

Again, this past year, the Third Grade Class from Memorial School came to Town Hall to learn about Town Government and participate in a Mock Town Meeting. It was a great time to have them visit.

I continue to be a member of 4 different Town Clerk's associations. These memberships have allowed me to attend training with the Massachusetts Town Clerk's Association and the Worcester County Town Clerks Association. I am thankful for the support to attend these conferences to keep up to date on changes. I have also decided to contribute my knowledge to assist newer Town Clerks from other Towns learn about the

many job responsibilities. As a member of the Executive Board of the Massachusetts Town Clerk Association, I participate in the Mentoring program. This program has been a rewarding experience and I look forward to meeting new clerks in the future.

A major function of the Town Clerk's office is to record documents for the Town. The following records were recorded at the Town Clerk's office during 2017:

VITAL STATISTICS

78 Births

33 Marriages

42 Deaths

DOG LICENSES

864 Dog licenses

10 Kennel licenses

The Town Clerk's office generated approximately \$16,300.00 in revenue for FY2017. These funds were transferred to the Town Treasurer.

The Town Clerk office hours coincides with the hours the Town Hall is opened to the public: Monday, Wednesday, and Thursday: 8:00 am – 4:00 pm, Tuesday 9:00 – 6:00, Fridays 8:00 – 12:00.

To all the various boards, commissions and committees who have helped me this past year, thank you for your support. I look forward to your continued support.

Lastly, to Denise Smith, once again thank you for all of your hard work this past year. Your support and dedication to the office have supported me during this past year and every year.

Respectfully submitted,

Kelly A. McElreath, Town Clerk

REPORT OF THE TOWN MANAGER ACT REVIEW COMMITTEE

The Town Manager Act Review Committee was formed by the Board of Selectmen in April 2017 to review the special legislation that establishes the Office of the Town Manager in the Town of Upton promulgated by Chapter 391 of the Acts of 2008 enacted by the Senate and House of Representatives in General Court on December 17, 2008.

Formation of this committee was in response to multiple requests by citizens beginning in special town meeting in November 2016 and in response to the submission of two citizen petitions. These petitions were dismissed by the citizen petitioners at the annual Town Meeting in May 2017 because the Committee was formed and organized by the Board of Selectmen. The committee was comprised of nine citizens of Upton. All nine members had Town or School District committee experience. Three committee members were past Board of Selectmen (BOS) members, three of the members are current elected officials of a Board, Committee or Commission other than the BOS and three committee members were citizen petitioners.

The committee began its work on April 2017 and met approximately twice a month from May until early October 2017. The committee took testimony from the current Board of Selectmen; the previous Board who served since the formation of the Office of the Town Manager was established; the previous Manager who served in the position from September 2009 until December 2016; and the Interim Manager who served in the position from January to July 2017 and citizen input via public comments in each meeting and via email correspondence.

A written committee report was completed and forwarded to the Selectmen in early October. The report contained proposed language changes to the Act and recommendations to improve procedures, processes and communication to citizens in areas of Town Government under the auspices of the Selectmen and the Manager. The proposed language changes to the Act were accepted by the Selectmen and brought forward to the voters as Articles in a Fall Special Town Meeting in November 2017. The Town Meeting Articles were accepted by the voters and approved for submission to the Senate and House of Representatives

in General Court as the first revisions to Upton's Town Manager Act Special Legislation.

Respectfully submitted,

Daniel J Lazarz

REPORT OF THE TOWN MANAGER SCREENING COMMITTEE

The Board of Selectmen appointed the Town Manager Screening Committee at their meeting on January 10, 2017. At their meeting on January 17, 2017, the BoS selected the recruiting firm Municipal Resources, Inc. (MRI) to assist in the recruitment process.

On January 24, 2017, the Town Manager Screening Committee met and organized itself. Representatives from MRI were present and presented the process they use to recruit and vet qualified candidates based on input received from the BoS. At this meeting, it was noted that the town had recently received two citizen petitions related to hiring a new Town Manager and the Town Manager Act of 2008. These petitions were included on the warrant for the Annual Town Meeting on May 4, 2017 and after much discussion, both were passed over in favor of forming a Town Manager Act Review Committee. An open meeting was held to solicit input from citizens on the next town manager. An MRI representative was available for citizens to meet with in confidence.

MRI advertised the position and received 77 responses. MRI narrowed the list down to 15 candidates based on qualifications, experience, education and other factors identified by the BoS and citizen input. Each of the 15 candidates was sent several essay questions on topics identified by the BoS and input from citizens and town employees.

Eleven essay responses were received and reviewed by MRI by the deadline. MRI performed a thorough Internet search and conducted a phone interview for each of the 11 candidates who responded to the essay questions. Based on responses and phone interviews, MRI narrowed the candidate list to 6. The 6 candidates were then invited to interviews with the Search Committee and a panel of experts from MRI.

Six candidates were interviewed at Town Hall on June 10, 2017. At the conclusion of the interviews, the committee met with MRI's expert panel. Both groups agreed on three finalists who were then referred to the BoS for additional interviews. The committee met for the last time on June 15, 2017.

Respectfully submitted,

Jean-Robert Jette, Marcia Kasilowski, Jim Langin, Craig Preston, Steven Rakitin, Chairperson

REPORT OF THE TREASURER/COLLECTOR

Fiscal Year End June 30, 2017

TREASURER'S GENERAL FUND CASH ACCOUNT

Beginning Balance, June 30, 2016	not incl. trusts	\$ 6,160,221
Receipts 2017		\$ 26,758,505
GF Interest 2017		\$ 4,205
CPA Int/Earnings		\$ 25,470
Warrants 2017		\$ (26,221,379)
Ending Balance, June 30, 2017	not incl. trusts	\$ 6,727,022

BORROWINGS

<u>Type</u>	<u>Purpose</u>	<u>FY 17 Retired</u>	<u>FY2017 YE</u>	<u>Ending Term</u>
		<u>Amount</u>	<u>Balance</u>	
GOB	Stefan#1	\$ 96,000	\$ 307,500.00	2020
GOB	Fire Station	\$ 224,000	\$ 717,500	2020
GOB	Ambulance	\$ 18,500	\$ 92,500	2022
GOB	TIP Engineering	\$ 120,000	retired	2017
GOB	Trackless Plow	\$ 29,000	retired	2017
GOB	Dump Truck	\$ 18,500	\$ 75,000	2022
GOB	Town Hall Renovation	\$ 175,000	\$ 4,010,000	2034
MWPAT	Sewer Treatment Plant	\$ 235,211	\$ 717,589	2019
GOB	Main Street Water Line	\$ 54,275	\$ 826,375	2028
GOB	Pump Station	\$ 10,725	\$ 174,725	2028
GOB	3rd Water Source	\$ 150,000	\$ 2,810,000	2033
GOB	Glenn Well Repair	\$ 29,000	\$ 140,000	2022
GOB	3rd Water Source Design	\$ 60,000	retired	2017
BAN	Quint Fire Truck	\$ 50,000	\$ 212,007	yearly
TOTAL		\$ 1,174,211	\$ 10,083,196	

Authorized and Unissued

Chapter 90 Roads	\$ 878,702
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Interest/Fees Collected 2017

Interest/Demand fees from R.E. and P.P.	\$ 70,814
Interest/Demand fees from MVE	\$ 15,726
Interest/Demand fees from Tax Title	\$ 56,288
Treasurer/Collector fees	\$ 7,476
Water/sewer enterprise interest	\$ 8,958

Respectfully submitted,
Kenneth Glowacki, CMMC, CMMT
Treasurer/Collector

2017 PAYROLL – CALENDAR YEAR

Acciavatti	Travis	DPW Highway	62,575.38	11,558.42		74,133.80
Addy	Randy	Fire EMS on call	5,386.73			5,386.73
Ambrosino	Carl	Police	77,350.72	13,915.52	1,872.00	93,138.24
Bachtold	Matthew	Library	71,345.01			71,345.01
Barron	Raymond Jr	DPW Highway	25,400.73	5,359.65		30,760.38
Bartelloni-Keds	Steven	Recreation	1,537.50			1,537.50
Benjamin	Michael	Police	84,403.19	55,306.11	9,946.00	149,655.30
Bennett	Richard	Fire EMS on call	940.00			940.00
Bergman	Edward	Fire EMS on call	4,073.57			4,073.57
Bergstrom	John	Police	57,564.06	5,274.11		62,838.17
Bishop	Kyle	Police	33,028.50	7,894.57	8,652.00	49,575.07
Blais	Corey	Fire EMS on call	810.00			810.00
Bloznalis	Sarah	Recreation	2,442.00			2,442.00
Bohan	Gary	Planning Board	500.00			500.00
Bolotin	Meghan	Recreation	3,003.00			3,003.00
Bradford	Mary	Town Clerk	60.00			60.00
Bradford Jr.	Michael	Fire EMS on call	4,586.71			4,586.71
Bradley	Michael	Police	143,891.19		15,262.00	159,153.19
Bradley	Nolan	Recreation	2,909.50			2,909.50
Briggs	Derek	Recreation	3,908.26			3,908.26
Brindisi	Derek	BoS Town Manager	55,208.33			55,208.33
Broberg	Todd	DPW Water/WW	61,284.89	15,262.14		76,547.03
Brochu	James	BoS Town Manager	750.00			750.00
Burrell	Joan	Town Clerk	80.00			80.00
Carey	Paul	Planning Board	500.00			500.00
Carr	Charlotte	Library	500.00			500.00
Carroll	Margaret	Planning Board	750.00			750.00
Carron	Christopher	DPW Highway	5,929.00			5,929.00
Carron	Mark	DPW Highway	522.00			522.00
Cervassi Sr.	Anthony	Fire EMS on call	13,553.89			13,553.89
Chamberlain	Scott	DPW Highway	47,718.37	8,387.84		56,106.21
Cialdea	David	Fire EMS on call	6,552.91			6,552.91
Claire	Nicole	Library	21,096.48			21,096.48
Clark	Paul	Fire EMS	1,675.00			1,675.00
Clark	Marisa	Library	1,578.24			1,578.24
Coburn	Tyler	Police - Communica	1,863.57			1,863.57
Connors	Ryan	Fire EMS on call	8,479.42			8,479.42
Consigli	Elizabeth	Town Clerk	80.00			80.00
Cook	Douglas	Fire EMS on call	7,139.78			7,139.78
Cooney	Joshua	Recreation	4,709.25			4,709.25
Costa	Kenny	Town Accountant	34,444.48			34,444.48
Cote	Michelle	Recreation	1,036.75			1,036.75
Cowen	Michael	DPW Highway	18,446.80	700.77		19,147.57

2017 PAYROLL – CALENDAR YEAR

Craemer	Patrick	Recreation	962.50		962.50
Crosby	James	Police	2,552.00	768.00	3,320.00
Crosby	Elijah	Recreation	1,072.50		1,072.50
Cyr	Alan	Police	102,228.76	58,563.69	160,792.45
Daugherty Jr	Gary	BoS Town Manager	500.00		500.00
Davidson	Thomas	Planning Board	500.00		500.00
De St. Croix	Charles	Fire EMS	18,955.72	3,125.32	22,081.04
Deiana	Paula	Police	49,287.36	5,893.31	55,180.67
Dela Motte Jr	Edward	DPW Water/WW	51,560.02	8,052.59	59,612.61
Denson	Bernadette	Council on Aging	18,764.59		18,764.59
Desjardins	Richard	BoH	750.00		750.00
Dunster	Willow	Recreation	2,455.25		2,455.25
Earl	James	BoA	750.00		750.00
Earle Jr.	James	Fire EMS	72,328.28	7,618.15	79,946.43
Elliott	Meghan	Recreation	2,821.50		2,821.50
Eugster	Corey	Police - Communica	14,116.22		14,116.22
Fallon	Chloe	Recreation	2,236.00		2,236.00
Fleming	Robert	BoS Town Manager	500.00		500.00
Fleming	James	Police	7,715.06		7,715.06
Fletcher	Robin	Veteran's	8,246.07		8,246.07
Fleury	Jason	DPW Water/WW	26,746.05	5,552.40	32,298.45
Fougere	Harriet	Town Clerk	80.00		80.00
Fowler	Glenn	UCTV	31,054.51		31,054.51
French	Thomas	Code Enforcement	16,843.84		16,843.84
Gallagher	R Neil	DPW Highway	8,522.80	1,045.60	9,568.40
Gallagher	Victoria	Police - Communica	57,353.38	2,325.10	59,678.48
Glowacki	Kenneth	Treasurer/Collector	59,048.27		59,048.27
Goodale IV	Aaron	Fire EMS	110,022.73		110,022.73
Gordon	Matthew	Fire EMS on call	142.60		142.60
Gould	Richard	DPW Highway	7,894.00		7,894.00
Grill	Seth	Fire EMS on call	7,054.40		7,054.40
Gruber	Lynn	Town Clerk	60.00		60.00
Gustman	Frances	Library	500.00		500.00
Hakala	Sandra	BoS Town Manager	60,393.79		60,393.79
Hamed	Nader	Fire EMS on call	3,992.62		3,992.62
Hamlet	Camille	Library	500.00		500.00
Harper	Gary	DPW Highway	67,825.60	14,926.62	82,752.22
Harper	Mallory	Recreation	781.00		781.00
Harris	Barbara	Fire EMS	58,262.57	19,970.40	78,496.73
Henderson Sr.	Richard	Fire EMS on call	1,261.93		1,261.93
Hennessey	Scott	DPW Water/WW	76,982.04	23,507.28	100,489.32
Hill	James	Fire EMS on call	7,557.63		7,557.63
Iadarola	Geoffrey	Police	11,136.50	358.90	11,495.40
Jette	Ida	Town Clerk	60.00		60.00
Johnson	Stephen	Code Enforcement	16,440.42		16,440.42

2017 PAYROLL – CALENDAR YEAR

Johnson	John	DPW Highway	78,274.64	30,988.37		109,263.01
Johnson Jr.	Robert	Fire EMS	20,862.28	2,027.07		22,889.35
Jones	Linda	Housing Authority	500.00			500.00
Judd	Diane	Code Enforcement	44,878.01			44,878.01
Katz	Judith	Library	500.00			500.00
Kelley	Kathleen	Library	500.00			500.00
Kemp	Brian	Fire EMS	76,939.47	14,943.09	286.72	92,169.28
Kennedy	Richard	Housing Authority	500.00			500.00
Kenney	Seema-Jayn	Town Clerk	210.00			210.00
Kerr	Matthew	DPW Highway	59,402.61	10,778.20		70,180.81
Kiritsis	Olivia	Recreation	3,206.50			3,206.50
Knott	Agnita	Town Clerk	80.00			80.00
Krongard	Keith	Fire EMS on call	11,640.00			11,640.00
Lamothe	Roberta	Police - Communica	54,189.80	10,022.59		64,212.39
Lazarz	Daniel	Fire EMS on call	9,065.51			9,065.51
Leblanc	Elizabeth	Recreation	3,091.00			3,091.00
LeBow	Jake	Recreation	2,392.50			2,392.50
Lloyd	Lisa	Fire EMS on call	64.17			64.17
Loeper	David	Moderator	500.00			500.00
Lopez	Bonnie	Fire EMS	66,541.21	6,895.90		73,437.11
Lupachini	Michael	Police	78,486.24	7,825.72	2,884.00	89,195.96
Mager	Erik	Police	73,717.26	11,541.07	27,281.75	112,540.08
Maljanian	Mark	Fire EMS on call	6,950.72			6,950.72
Marchand	Shaun	Fire EMS	109,990.23	16,313.42		126,303.65
Marchand	Michael	Fire EMS on call	24,681.22			24,681.22
Marchand	Paul	Town Clerk	43,775.41	1,817.02		45,592.43
Mauro	Jessica	Council on Aging	48,513.01			48,513.01
McCaw	Steven	Trust Funds	500.00			500.00
McElreath	Kelly	Town Clerk	66,056.95			66,056.95
McGann	Lori	Council on Aging	8,478.21			8,478.21
Mespelli	Collin	Recreation	2,904.00			2,904.00
Mespelli	Dominic	Recreation	3,014.00			3,014.00
Mespelli	Joseph	Recreation	4,191.00			4,191.00
Minnucci	Cello	Library	500.00			500.00
Montequin	Blake	Fire EMS	65,295.10	8,849.18	274.05	74,418.33
Moran	Michael	Animal Control	11,458.43	6,329.16		17,787.59
Morris	Edward	Recreation	2,788.50			2,788.50
Murphy	LeeAnn	Library	24,719.36			24,719.36
Nasif	Sarah	Recreation	2,805.00			2,805.00
Norton	Paul	UCTV	4,753.80	178.08		4,931.88
Nowicki	Janice	Council on Aging	63,225.20			63,225.20
O'Hagan	Dallas	Recreation	2,469.50			2,469.50
Oliver	Michael	Trust Funds	500.00			500.00
Orcutt	Jeremy	DPW Snow	710.00			710.00
Osgood	Jake	Recreation	3,641.64			3,641.64

2017 PAYROLL – CALENDAR YEAR

Overholt	Emily	Recreation	456.50			456.50
Owczarzak	Carol	Town Clerk	60.00			60.00
Palmieri	Nicholas	Police	28,320.98	2,866.50	560.00	31,747.48
Palmieri	Mary Ellen	Police - Communica	9,168.39	897.00		10,065.39
Parker	Dean	DPW Water/WW	64,736.18	13,565.67		78,301.85
Pastore	Matthew	Recreation	1,151.25			1,151.25
Paul	Megan	Recreation	2,216.50			2,216.50
Perkins	Ann	Treasurer/Collector	40,448.89			40,448.89
Peterson	Carol	DPW Highway	49,142.01	5,789.87		54,931.88
Peterson	Lea	Recreation	3,069.00			3,069.00
Pfeiffer	Susan	Library	18,933.24			18,933.24
Pfeiffer	Rebecca	Recreation	2,945.25			2,945.25
Phylis	Patricia	Town Clerk	60.00			60.00
Pickart	David	Conservation	24,010.64			24,010.64
Pighetti-Parent	Patricia	BoH	49,638.69			49,638.69
Poirier III	Henry	Fire EMS on call	5,729.73			5,729.73
Poirier Jr.	John	Code Enforcement	26,076.18	1,260.00		27,336.18
Pollen	Katie	Recreation	632.50			632.50
Pollinger Sr.	Joseph	DPW Highway	49,036.99	7,141.85		56,178.84
Poudrier	Kayleigh	Recreation	2,695.00			2,695.00
Poxon	Isaiah	Police	82,368.67	6,170.89	8,508.00	97,047.56
Puchovsky	Gabrielle	Recreation	1,989.00			1,989.00
Ramsey	Kathleen	Town Clerk	60.00			60.00
Rankins	Matthew	Police	78,740.22	25,194.13	8,296.13	112,230.48
Rapiejko	Abigail	Recreation	3,476.00			3,476.00
Rausch	Marie	Recreation	1,740.75			1,740.75
Rausch	Rebecca	Recreation	1,980.00			1,980.00
Reed	Robert	BoS Town Manager	47,250.00			47,250.00
Richards	Robyn	Police - Communica	4,831.40	113.24		4,944.64
Rick	Timothy	DPW Snow	144.00			144.00
Rivard	Bruce	Police	102,325.95	17,468.65	24,308.25	144,102.85
Rivers	Donald	BoS Town Manager	909.72			909.72
Rivers	Scott	Fire EMS on call	5,536.95			5,536.95
Robertson	John	Library	750.00			750.00
Robinson	Blythe	BoS Town Manager	9,859.13			9,859.13
Robinson	Colin	Recreation	3,003.00			3,003.00
Roche	Patrick	Code Enforcement	31,658.01			31,658.01
Roecker	Susan	Library	15,030.74			15,030.74
Rook	Kevin	Fire EMS on call	891.25			891.25
Roy	Vincent	DPW Highway	100,526.71			100,526.71
Roy	Anthony	DPW Water/WW	3,905.00			3,905.00
Runyan	David	Fire EMS on call	536.36			536.36
Salsman	Kenneth	Code Enforcement	3,616.53			3,616.53
Sampson	Benjamin	Fire EMS on call	3,247.50			3,247.50
Saulen	John	Council on Aging	4,818.59			4,818.59

2017 PAYROLL – CALENDAR YEAR

Scanlon	Sheridan	Recreation	2,395.25		2,395.25
Scherer-Teta	Deborah	Treasurer/Collector	12,703.57		12,703.57
Schmitt	Cody	DPW Highway	29,961.54	3,120.75	33,082.29
Schrafft	Peter	Fire EMS on call	51,857.59	8,404.77	60,262.36
Schreiber	Jack	DPW Highway	1,936.00		1,936.00
Schultz-Ofria	Heidi	Police - Communica	485.06		485.06
Scott	Kayla	Recreation	3,388.00		3,388.00
Sharp	Robyn	Town Clerk	50.00		50.00
Shepherd	Vanessa	Recreation	2,607.00		2,607.00
Sheridan	Patrick	Police - Communica	60,975.78	7,755.01	68,730.79
Shults	Conner	Fire EMS on call	9,368.36		9,368.36
Shults	Gary	Fire EMS on call	10,638.15		10,638.15
Smith	Raymond	Planning Board	500.00		500.00
Smith	Mary	Town Clerk	40,046.96		40,046.96
Snellman	Jane	Treasurer/Collector	16,603.35		16,603.35
Spindel	Ashley	Recreation	4,456.27		4,456.27
St. Pierre	Christian	Recreation	632.50		632.50
St. George	Andrew	Recreation	43,181.10	2,256.30	45,437.40
Stanley	David	Code Enforcement	4,007.82		4,007.82
Steele	Ryan	Recreation	2,818.75		2,818.75
Sullivan	Cole	Recreation	632.50		632.50
Tardy	Tracey	BoA	48,923.06		48,923.06
Taylor	William	BoA	1,500.00		1,500.00
Tiernan	Diane	BoH	50,938.54		50,938.54
Tong	Christina	Recreation	891.00		891.00
Traynor	Christopher	Police	3,660.78	45.76	3,706.54
Usher	Douglas	Fire EMS on call	2,860.68		2,860.68
Varney	Karen	DPW Highway	8,155.07		8,155.07
Varney	Joan	Town Clerk	90.00		90.00
Vass	Lisa	Police	98,281.03	12,936.66	576.00 111,793.69
Ward	Zachary	Fire EMS on call	13,340.38		13,340.38
Welch	Jennifer	BoS Town Manager	1,250.00		1,250.00
Westgate	Dennis	DPW Highway	2,307.69		2,307.69
Wodin	Laurie	Library	500.00		500.00
Young	Regina	Library	18,323.61		18,323.61

REPORT OF THE TRUST FUND COMMISSIONERS

The Town of Upton's Trust Fund Commissioners met during the course of 2017 on a monthly basis to review the various Trust Fund accounts. On a quarterly basis we consulted with our Financial Advisor relative to the investments of the Trust fund accounts.

The Trustees in conjunction with the Financial Advisor review the individual positions for performance relative to their investment styles. Changes to the holdings are made considering risk adjusted performance measures and the overall allocation of funds.

Although there have been changes to the portfolio over the year the overall asset allocation is consistent with prior years.

The expendable portions of the Trust Funds are conservatively invested in fixed income securities. As these funds are potentially needed as appropriated, the investments consist of shorter duration fixed income investments. The returns for calendar year 2017 for the expendable portion of the portfolio were 3.53%.

The non-expendable portions of the Trust Funds are invested in a diversified portfolio of equity and fixed income investments. The fixed income investments similarly are more focused on shorter duration fixed income. The returns for calendar year 2017 for the non-expendable funds were 12.75%.

The Board has continued to diversify the funds and maintained its investment discipline and adherence to our Investment Policy Statement. We believe that diversification and investment discipline helped to protect the town's trust funds during the past and is the prudent course of action going forward.

Respectfully submitted,

Michael Oliver, Chairman
Jeanne Oliver
Kenneth Glowacki

REPORT OF THE TRUST FUND COMMISSIONERS

	FY2016 <i>Nonexpendable</i>	FY2016 <i>Expendable</i>	FY2017 <i>Nonexpendable</i>	FY2017 <i>Expendable</i>	<i>Trust Fund Specified Use</i>
1	Stabilization(s)		\$1,382,029.42		\$1,394,631.15 per town meeting
2	Post Emp. Benefits		\$95,224.67		\$316,899.80
3	Law Enforcement		\$848.39		\$848.39 police drug enforcement
4	Conservation		\$8,661.48		\$7,047.59 conservation commission
5	Cemetery Interest	\$354,126.00	\$61,851.22	\$396,900.83	\$68,903.65 spendable and pric. earnings by cemetery comm
6	Knowlton Distress	\$6,904.05	\$84,651.23	\$7,667.57	\$88,558.73 by selectmen for townspeople in distress
7	Industrial Accident		\$1,451.96		\$1,516.96 for workmen's compensation iaw selectmen's rules
8	Batchelor School	\$6,904.05	\$32,203.05	\$7,667.57	\$33,772.53 support & maintinence of town schools
9	Schultz Library	\$2,761.62	\$6,007.03	\$3,067.03	\$6,328.02 library books
10	Risteen Scholarship	\$1,380.81	\$124.89	\$1,533.51	\$157.24
11	Carpenter Library	\$1,380.81	\$3,329.35	\$1,533.51	\$3,504.55 books or art prints
12	Batchelor Library	\$6,904.05	\$3,095.23	\$7,667.57	\$3,367.57 support & maintinence of town library
13	Johnson Library	\$1,355.35	\$1,380.81	\$1,533.51	\$1,442.55
14	W. Knowlton	\$653,093.59	\$106,773.72	\$724,655.19	\$64,139.97 controlled by the Selectmen for any public purpose
15	Keith Library	\$1,380.81	\$722.13	\$1,533.51	\$781.11 library
16	Batchelor & Knowlton	\$97,202.44	\$181,569.62	\$107,974.02	\$191,483.51 by school committee for care of school in Upton
17	Lora Davee Dearth	\$10,624.57	\$9,839.51	\$11,799.55	\$10,484.26 library books
18	Bates Scholarship	\$1,147.45	\$179.29	\$1,274.35	\$209.55
19	E. W. Risteen B	\$540,460.48	\$745,110.97	\$600,404.45	\$694,728.91 welfare
20	E. W. Risteen C	\$540,460.48	\$21,627.82	\$600,404.45	\$15,572.69 schools(cy pres completed)
21	E. W. Risteen D	\$540,460.48	\$144,215.39	\$600,404.45	\$97,593.94 beautification
22	Newton	\$1,380.81	\$2,350.38	\$1,533.51	\$2,481.95 library books
23	Ramsey Scholarship		\$6,260.02		\$6,539.07
24	Goodridge		\$15,544.55		\$16,237.49 Upton senior center
25	Wilson Library		\$2,978.71		\$3,211.50 childrens section of the library
26	Library Good Fortune		\$12,829.79		\$12,842.83
27	Shraft Armstrong		\$2,619.14		\$2,735.90 benefit the library by the board of trustees & librarian
28	Frost Magnuson	\$3,452.02	\$2,548.98		\$2,729.58 library

FY 2017 Expenditures

Library Good Fortune	\$2,508.00
Conservation	\$4,500.00
Risteen B	\$20,717.78
Risteen C	\$20,186.60
Risteen D	\$66,646.21
W. Knowlton	\$55,655.33

REPORT OF VETERANS' GRAVES

The Veteran's Graves Officer this is a composite function of the Veteran's Services Officer for the town. Since that appointment, I have been coordinating with the Cemetery Commissioners, the Veterans of Foreign Wars, and American Legion Posts (with the participation of the Boy Scouts) to identify, record, and mark the graves of veterans who are interred in town cemeteries. Flags are placed at graveside in memorium each year as we approach Memorial Day and generally are removed after Veterans Day each year.

We continue the process of updating the electronic record of graves where veterans are interred, and updating the list of Upton veterans for the roll call at the Memorial Day activities in the community. We encourage anyone with knowledge of the locations of interred military veterans to contact us if it appears that there is no grave marker, flag, or identifying plaques of their service.

Respectfully submitted,

Robin Fletcher
Veterans' Graves Officer

REPORT OF VETERANS' SERVICES

Once again, the past year has been one of significant growth with respect to the number of cases applying for federal and state benefits. The number of cases where an applicant has filed for federal benefits has significantly increased as has the number of pensions and compensatory receipts. This means that the benefits are coming into the community directly from the federal treasury, resulting in increased local economic value.

As always, we are seeing the shift from one veteran era (World War II) to another (Korea and Vietnam,) where veterans from each of these eras are, in greater and greater numbers, needing help. As large numbers of veterans from the Vietnam War Era become eligible for Medicare, VA benefits, and other needs, the extent of their awareness and participation is evident. So also grows the need for educating these individuals on the Medicare requirements and the options for health insurance coverage as well as prescription coverage. Many veterans are being enrolled in the VA Health Care System and are finding that many aspects of the system are beneficial to their situation.

As mentioned in last year's report, we are seeing a greater awareness of the benefits that are available to veterans by those who were not involved in declared wartime activity. I have steadfastly strived to make these veterans aware of the myriad of available programs and benefits, and to assist them in enrolling in and applying for educational, job training opportunities, health care programs, or VA loans.

As your Veteran's Services Officer, I continue to place the highest priority on working with our veterans, widows of veterans, and in some cases, dependent families of veterans, in applying for their earned benefits, where the nation has been honorably served.

Respectfully submitted,

Robin Fletcher
Upton Veteran's Services Officer

School Report

REPORT OF THE MENDON-UPTON REGIONAL SCHOOL DISTRICT

Superintendent's Report

Dr. Joseph P. Maruszczak
Mendon-Upton Regional School District

The state of the Mendon-Upton Regional School District remains very strong as 2017 showed remarkable growth and success for the district. I am fortunate to be leading a district where there are caring and committed teachers, administrators, and support staff. Equally strong is our student body, which comes to school ready to learn, bolstered by supportive parents and community members. While there are short-term and long-term challenges ahead, I know that there is a deep commitment to continuous improvement in our school district.

As it has been over the past five years, our blueprint for continuous improvement is detailed in *Forward: The Mendon-Upton Regional School District Strategic Plan, 2013-18*. This document is a robust strategic plan that contains a shared vision of improving teaching and learning in the MURSD. This plan has guided the district's initiatives, programming, and budgeting and will continue to over this and the next school year. The plan is focus around four big goals, or strategic objectives, which are: 1) Improving Curriculum & Instruction; 2) Expanding Options & Opportunities for All Students; 3) Improving Performance Feedback to Students & Professionals; and 4) Improving Communication, Collaboration & Outreach.

The district is able to see through our many initiatives in these four strategic objectives through the generous support of our communities. Successful implementation of all of these objectives will help us to focus on improving outcomes for all children. Each of these objectives has several strategic initiatives to support its successful achievement. Over the past five fiscal years, the district has been able to make smart, targeted investments in our annual budget that support specific strategic initiatives. These have been done in direct response to the priorities that have been

identified by all of our stakeholders: parents, students, teachers, and community members. The ongoing improvements include:

- The maintenance of reasonable class sizes at all levels: At present. The average class sizes are the following: grades K-2: 17-20; Grades 3-4: 23; Grades 5-8: 22-24; Grades 9-12: 20-22. These class sizes are highly conducive to personalized learning where individual student needs may be met.
- The success of the inclusion model. With greater frequency, students receiving special education services across the grades receive them through a co-teaching model, within the regular classroom, rather than through pull-out services. The district has invested significant resources in staffing and professional development of regular and special educators who co-teach.
- A greater emphasis on hands-on and project-based learning. Across all grade levels, educators in the MURSD are changing their approach to include more hands-on learning where students can pursue topics of their personal interest. Structures and formats such as *Genius Hour*, *20 Time*, and *Makerspaces* are found in all four of our schools. All of these incorporate technology in a meaningful manner, but most importantly they allow students to research and create new products that are aligned with their passion of learning. Nipmuc has been branching this approach through school-wide events such as the *21st Century Learning Conference* and the *Financial Wellness Fair*, where all students connect with parents and community members to apply their learning in career-based explorations.
- Unprecedented participation and success in both middle school and high school athletics. At present, there are 25 interscholastic sports at the high school and 13 sports available to student athletes at the middle school. There are also two co-op opportunities (boys hockey and boys and girls swimming) at the high school level. Significantly, there is an increase in participation (up 21% in the past two years) and also success as measured by numerous league championships, MIAA Tournament appearances, and in 2017, the Division III State Championship in Boys Soccer. Most important

is the athletic program's focus in promoting greater connections between the school and community, providing leadership opportunities for student athletics, and creating the "whole" athlete.

- Restoration of critical programs and electives at the secondary level. Within the last three years, the district has restored: the library media center at Miscoe, world languages (Spanish, French, and Mandarin) at Miscoe, and numerous elective courses at Nipmuc Regional HS (e.g., *Environmental Chemistry, Introduction to Criminal Justice, Marine Science, and Critical Lenses in Literature* to name a few).
- Continued upgrades to district technology, networking, and infrastructure. Our successful 1:1 Learning Initiative, where each student in the middle school and high school uses an iPad to access and create content, directly addresses the 21st century skills our kids need to be successful in college and beyond. All elementary teachers employ the use of a SMARTBoard (interactive whiteboard) to make content more tangible to their students. Recently the district has made a significant investment in purchasing devices, easing the burden on parents. The district also upgraded the WiFi speed (to 1GB/sec for per 1000 students) in all four schools so the network remains robust with the increased demands of new educational and productivity applications.

We are proud of the improvements the district has made in recent years and look forward to continuing the trend. The investment that our communities make in the Regional District continues to bear fruit. By both traditional and qualitative measures, student performance remains very strong in the MURSD, the highest of any district in the Blackstone Valley. Amongst our district and students' accomplishments in the past year are the following:

- Last year Nipmuc Regional High School was named as one of *Newsweek's Top High Schools in America* based upon several indicators related to college and career readiness. The school was also designated as a *Commendation School* by the Massachusetts

Department of Elementary & Secondary Education for exemplary MCAS (Massachusetts Comprehensive Assessment System) scores as well as outstanding growth by our students. The high school results are a common benchmark of a district's performance as it is a high-stakes test required for graduation. The Nipmuc Regional High School student performance on the 10th grade MCAS tests is outstanding with 98% of students scoring proficient or higher in English language arts, 92% scoring proficient or higher on the mathematics exam, and 94% scoring proficient or higher on the science exam. Of all students tested on the redesigned MCAS in grades 3-8 in 2017, 64% are meeting/exceeding expectations in English language arts and 61% are in mathematics, and 71% in science. These rates are among the highest in the Blackstone Valley.

- Nipmuc Regional High School has continued its excellence in expanding opportunity and improving achievement in Advanced Placement coursework. In 2017, 167 students accessed this rigorous coursework in 18 different AP courses with 65% receiving qualifying scores on 379 AP exams that were administered.
- The district's Performing and Visual Arts Programs in the schools remain remarkably strong! Each year, the work of between 50-60 Nipmuc and Miscoe Hill students are recognized in the annual *Art in the Valley* exhibition. A dozen Miscoe students had their juried works exhibited at the State Transportation Building in Boston during Youth Art Month last spring. At Miscoe Hill, over 70% of our students are involved in at least one performing arts group (band, chorus, or drama). During this current school year alone, 21 Mendon-Upton students were named as Central Massachusetts District Performers for their excellence in chorus, band, or jazz. A remarkable feat!
- Our district emphasis on social-emotional learning continues on a daily basis, The *Rachel's Challenge* program has been implemented in all of the district's schools. At the Clough and Memorial Schools, the KCR (Kindness, Caring & Respect) Club is embedded in the specialist curriculum as well as school life.

Our children continue to do good deeds and have partnered with such organizations such as the United Parish Food Pantry, the Dana Farber Cancer Institute, and the ALS Association to raise funds and awareness.

I am grateful for the significant investment that the communities of Mendon and Upton make in the public education of our children. We have made forward progress and continuation of this journey will require ongoing support. I thank you for the investment in our most valuable commodity, our children. I will strive to lead the district in producing outstanding returns on that investment, namely increased achievement for *every* student.

Cordially,

Dr. Joseph P. Maruszczak
Superintendent of Schools

Mendon-Upton Regional School District
Administrator's Report
Maureen Cohen, Assistant Superintendent

Curriculum Office

The Curriculum Office is responsible for coordinating the following activities:

- Professional development opportunities for the district
- Curriculum review, revision, and alignment to the Massachusetts Curriculum frameworks
- Ongoing development and articulation of curriculum both vertically and horizontally
- State and Federal Entitlement Grants and Competitive Grants
- Mentoring and New Teacher Induction Program
- Support, resources and professional development for the new Educator Evaluation System
- Evaluation and recommendations of instructional materials, methods, and programs to support curriculum
- Analysis of student performance using multiple data sources
- Adhering to and implementing Department of Elementary and Secondary Education mandates

Professional Development

The Mendon-Upton Regional School District is dedicated to helping its educators improve their practice through participation in high quality professional development. High quality professional development is a set of coherent learning experiences that is systematic, purposeful, and structured over a sustained period of time with the goal of improving teacher practice and student outcomes. Through our district strategic planning, we prioritize our professional development to support our district initiatives. In 2017, assessment design, curriculum revisions, and social-emotional learning were at the core of our professional development focus.

Professional Development Days

The following is a highlight of the key objectives for our professional development days in 2016:

- January 13: Common formative assessments, curriculum alignment, Go Math! Training
- March 10: Inspire '17: Jessica Minahan keynote, social-emotional learning, makerspaces, executive functioning, RTI, inclusion, curriculum revisions, common assessments, technology integration
- May 12: Curriculum revisions, KCR, student transitions, co-teaching, common assessments
- August 29: Will Richardson keynote, modern learning pathways: design thinking, project-based learning, global education, personalized learning, genius hour/20% time, maker education, connected learning, blended learning
- October 6: Bill Daggett and Linda Dusenbury keynotes. Social-emotional learning and re-imagining learning experiences for students, EdCamp

One of the greatest highlights of our professional development days in 2017 was our kick-off to the school year on August 29. The day began with an inspirational keynote by internationally renowned speaker Will Richardson and was followed by our teachers and staff participating in modern learning pathways, which focused on increasing opportunities for inquiry-based, student-driven, and real-world learning experiences that excite and empower our students. Teachers explored topics such as makerspaces, design-thinking, project-based learning, and genius hours and collaborated on how to bring in more meaningful learning experiences for students.

Professional Development Affiliations

The district maintains support of professional development for our faculty and staff not only within the district but through a variety of regional options. Our teachers are constantly seeking to update their skills and content knowledge with outside professional development as well. There are many external organizations that provide opportunities for professional growth. The staff is encouraged to attend seminars and workshops that

address district goals and/or areas of certification. Ongoing support for conference attendance, study group activities, and partial tuition reimbursement for graduate courses are some of the strategies used to support our staff. To view our district professional development website, go to: www.murspd.weebly.com

Blackstone Valley Curriculum Consortium

A vital group that our district is an active member of is the Blackstone Valley Curriculum Consortium (BVCC). The BVCC consists of eleven local districts (Bellingham, Blackstone Valley Technical High School, Blackstone-Millville, Grafton, Hopedale, Milford, Millbury, Northbridge, Sutton, and Uxbridge). All of the BVCC directors and assistant superintendents work together to plan shared professional development for our specialists (Librarians, P.E./Health, Art, Music and Technology), as well as other specialty areas such as Nurses, O.T., P.T, Guidance, World Language and the Speech and Language staff. Furthermore, the BVCC provides professional development workshops and courses at no-cost to member districts. More information can be found at: www.blackstonevalleycc.weebly.com

Local Staff Development Opportunities

Another collaborative our district belongs to is the Local Staff Development Opportunities Organization (LSDO). LSDO is a collaborative group of educational administrators from Bellingham, Blackstone-Millville, Foxboro, Franklin, Mansfield, Mendon-Upton, Milford, Millis, Norfolk, North Attleboro, Norton, Plainville, Uxbridge, and Wrentham who work together to effectively offer high quality, content-related professional development programs to their respective faculties. All LSDO courses are developed through a comprehensive multi-district needs assessment, which targets topics the teachers have requested. LSDO offerings on common professional development days in 2017 included sessions for school nurses, music, and world language. Additional workshops offered throughout the year included: Engaging Students of Diverse Cultures, Promoting Academic Discourse, All About ELLs for the Specialists, Math Problem Solving for Diverse Learning, Meeting the Needs of All Students with Guided Math, Assistive

Technology, Social Emotional Supports, and PBIS. More information on the LSDO offerings can be found at: www.localstaffdevelopment.weebly.com

Summer Professional Development

The summer of 2017 was an extremely busy summer for our Mendon-Upton educators. The district offered numerous in-district learning opportunities in technology integration, curriculum, and mathematics. In addition to attending workshops, many educators also worked on curriculum development and revision, as well as collaborative learning projects. The following courses and workshops were offered to teachers in the summer of 2017:

- Seesaw: A Digital Portfolio
- SMART Board Tips/Tricks
- Problems to Blend the Practices, Standards, and Math Talk
- Notability
- Increasing Student Engagement through Active Learning Strategies
- Google Classroom
- Implementing Project-Based Learning and Design Thinking

Grants

In 2017, the district was successful in receiving numerous entitlement grants. The Curriculum Office is responsible for the writing and management of many of the district grants. For example, in total, the district was able to receive over \$120,000 in grant money. We have seen a decline over the last year in the amount of funding being provided by the federal government. Below is a listing of some of the grants received:

- Title I Grant: targeted assistance to students in reading, writing, and mathematics to students through Title I tutors at Clough Elementary School, Memorial Elementary School, and Miscoe Hill Middle School
- Title IIA Grant: teacher quality/mentoring program and professional development

- Title IV Grant: exploration of modern learning pathways that are personalized and blended
- ExSEL Network Grant: participation in state-wide network to enhance social-emotional learning

Instructional Resources

In 2017, we implemented new math resources K-5, expanded online reading support, and implemented new science materials. First, we implemented a new math instructional resource for grades K-5, called *Go Math!*, to meet the demands of the MA standards. Second, we expanded our online reading supports and interventions with access for grades PreK-4 with Lexia, which has shown immediate positive gains in reading outcomes. Third, we realigned our science curriculum to the newly released MA Science and Technology standards and implemented Mystery Science K-4 in the fall of 2017.

Curriculum Revision and Alignment

One of the district's strategic initiatives is the alignment of curriculum to the Massachusetts standards and communication of the curriculum using a common template. As a result, in 2017, the district continued to complete district curriculum maps using an online tool called Atlas Rubicon. Over the course of the year, teachers met in departments and across grade levels to create curriculum maps that are aligned to our Massachusetts standards. Teachers analyzed the state standards and identified the following in their curriculum units:

- Enduring understandings: Big ideas that give meaning and importance to the facts and are at the heart of the discipline
- Essential questions: Questions that recur throughout one's learning and spark curiosity
- Content: What students should know in the unit
- Skills: What students should be able to do in the unit
- Standards: State content standards

In 2017, the teachers also expanded their mapping project to incorporate the wide array of assessments aligned to the standards and began the process of Stage 3 in curriculum mapping, which outlines the learning

activities for each unit. To view our currently published district curriculum maps go to the following link:

<https://mursd-public.rubiconatlas.org/Atlas/Public/View/>

Respectfully Submitted,
Maureen Cohen, Assistant Superintendent

Mendon-Upton Regional School District
Administrator's Report
Director of Student Support Services

The Student Support Services department of the Mendon-Upton Regional School District is responsible for the special education services for eligible students ages three through twenty-one. The district provides special education and or related services to 362 students with Individualized Education Programs. Mendon-Upton school faculty and administration adamantly adhere to including students with disabilities in the general education classrooms and follow the mission to create a classroom environment that respects all ability levels and learning styles, and one that offers the full range of the curriculum and the full resources of our teachers and our facilities to all students.

Research and literature on the best inclusionary practice overwhelmingly supports including students with disabilities with their non-disabled age-appropriate peers. The Mendon-Upton Regional School District acknowledges the significance of meaningful inclusion and instructional excellence. An on-going strategic initiative described in the district's five-year plan is to support the delivery of special education through inclusion at all levels. To this end, in all four of our district school buildings, general education teachers, special education teachers, and paraeducators are working collaboratively in the planning, teaching, and assessing students' progress in the general education curriculum. A focus over our last four school years has been to move as much as possible to co-teaching learning environments. A co-teaching classroom features a general education teacher and a special education teacher sharing instructional responsibility for all students and work as equal partners in a single classroom. The district has been very successful in meeting this goal at both of our elementary schools in grades 1-4. Miscoe Hill Middle School and Nipmuc Regional High School are beginning year two of this co-teaching initiative. Miscoe Hill has co-teaching classrooms in grades 5-8 for English Language Arts, and Mathematics. Nipmuc has co-teaching classrooms for grade specific English Language Arts, Mathematics, History, and Biology.

Educating students in the least restrictive environment is mandated by state and federal standards and recognized as best practice by the district. Due to unique and varied learning profiles some students need more supportive programs and more intense instruction in order to make effective progress academically, socially, and behaviorally. In addition to a comprehensive inclusion model, the district has various educational opportunities in all four buildings that can support the diverse education needs of the student body.

The Mendon-Upton Regional School District offers an Integrated Pre-Kindergarten Program that provides a structured learning environment for children both with and without disabilities. The integrated pre-kindergarten program follows the Tools for the Mind curriculum, which combines activities specifically designed to promote self-regulation and executive functioning skills, with research-based academic activity content. Children with disabilities are provided additional support and specialized instruction as directed by their Individualized Education Programs. These services are not only provided by the pre-kindergarten staff, but also the speech/language therapist, occupational therapist, and physical therapist as needed in an integrated service learning approach. The therapists work within the pre-kindergarten classrooms and specialized locations throughout the buildings. The district works collaboratively with early intervention programs to ensure eligible students are ready to receive specialized instruction and/or related services starting on their third birthday.

The elementary and secondary levels support a STAR Program (Success Through Alternative Resources). The curriculum practiced in the STAR classrooms is varied but is primarily based on the principles of Applied Behavioral Analysis that features teaching methods including: task analyzed instruction, discrete trial training, fluency-based instruction, incidental teaching methods, and behavior reduction strategies. The STAR program offers behavioral interventions, student specific inclusion opportunities, parent support, as well as consultative support to general education teachers.

Students also receive support in a small group setting at the elementary and middle school levels using Language Based instruction which features explicit instruction within a teaching/learning framework that isolates and directly teaches to the individualized student's needs (i.e. reading, written, spoken language, and/or math skills) consistently across the instruction. In this setting teacher directed instruction and information is presented in a highly structured, organized manner, using oral and visual methods to support both written and spoken language comprehension and to emphasize important concepts and main ideas. Language Based instruction can be concentrated in a small group setting with opportunities to practice and generalize skills in the large group setting.

The Mendon-Upton Regional School District recognizes the importance of social and emotional learning and the larger influence it has on student performance, school culture, and community access. Miscoe Hill Middle School's BRAVES Center (Be Respectful, Accommodating, and Value Every Student) supports students in grades 5-8 who experience emotional and behavioral dysregulation so they can be more successful in their home, school, and community settings. A full-time school adjustment counselor in the BRAVES Center is responsible for providing therapeutic interventions as well as coordinating wraparound services for those students who require assistance from various social service agencies and community care providers.

Nipmuc Regional High School is the home of the Vista Program. The Vista curriculum is provided in a small group setting, but allows for opportunities for inclusion as well as outside activities within the community. Academically, reading, written language, mathematics, social studies and science are the core, base curricula within the academic day. A life skills component related to current events, health, nutrition, safety, money handling skills, and community involvement, including travel within the area, is also part of this comprehensive curriculum.

A Transition Program is offered for students with disabilities from the ages of 18 through 21. The Transition Program curriculum covers a wide

range of functional skills that students will need to lead independent and productive adult lives. Core elements of the program integrate specific academic, social, communication, self-determination, and activities of daily living skills into learning environments that include the school setting, the community, home, and vocational training sites. The Transition Program is the bridge from school services to adult services. The district works collaboratively with state agencies such as the Bureau of Transitional Planning, Department of Mental Health, Department of Developmental Services, Department of Children and Families, and/or the Massachusetts Rehabilitation Commission to foster a seamless transition from school to adult services for our students.

The Mendon-Upton Regional School District's Special Education Parent Advisory Committee (SEPAC) meets regularly across the context of the school year. SEPAC meetings provide a forum for parents to share relevant information and create a network of support. Contact information regarding the Mendon-Upton SEPAC and meeting schedule can be found on the district's website and/or on social media outlets including Facebook and Twitter.

The mission of the Mendon-Upton Regional School District, in partnership with our communities, is to deliver a progressive, modern learning educational experience focused on the unique needs of each child, providing them a competitive advantage in the 21st century. The Student Support Services department affirms this commitment and uses this goal as a benchmark when developing and maintaining programs worthy of distinction. These programs, described in the aforementioned paragraphs, provide all students with an education that promotes intellectual rigor, responsible citizenship, and lifelong learning.

Respectfully submitted,
Dennis Todd, Director of Student Support Services

Mendon-Upton Regional School District
Administrator's Report
Nipmuc Regional High School

Nipmuc Regional High School entered 2017 with momentum from its recognition as one of *Newsweek*'s Top 500 schools in America, one of five high schools to be celebrated as a Department of Elementary and Secondary Education Commended School, and one of approximately 100 schools across the country to gain membership to the National Consortium of Secondary STEM Schools. The positivity of these accolades established a sense of pride and excitement that drove the Nipmuc school community throughout the school year. Beyond these accomplishments, our school continued its work to establish programming that inspires our students and provides them with a competitive advantage needed for success in life beyond high school. Included among the highlights of the year are the following:

- On June 2, 2017 Nipmuc Regional celebrated its fifty-seventh commencement as 120 students received their diplomas. The Class of 2017 included talented students, leaders, athletes, musicians, performers, and volunteers. Eighty-nine percent of graduates continued their education in colleges or universities, including 84% attending four-year schools. Members of the Class of 2017 were accepted to 142 colleges and universities.
- In 2017, Nipmuc continued its tradition of achievement and growth on the Massachusetts Comprehensive Assessment System (MCAS). Some of the highlights of students' achievement with the 2017 MCAS include:
 - 97% of students scored proficient or advanced in ELA
 - 92% of students scored proficient or advanced in mathematics
 - 95% of students earned proficient or advanced in science
- During 2017, Nipmuc continued to provide innovative programming that emphasize authentic, real-world learning

experiences to all students through “21st Century Learning Conferences”. These events provide full day, conference-style learning opportunities in which students network with professionals, choose sessions of personal interest, and connect their learning in classrooms with the world beyond the school campus. Nipmuc’s spring conference emphasized “Skills all Kids Need to Know but are Never Taught”. The conference offerings were determined through a school-wide brainstorming session in which students identified areas of interest beyond the traditional curriculum. More than 100 professional partners connected with students during workshops, keynotes, and hands-on sessions.

- In 2017, Nipmuc continued to embrace the power of technology integration in driving teaching and learning. The school participated in a 1:1 learning program evaluation, receiving formal feedback about the degree to which technology enhances the ability of students to communicate, collaborate, and innovate. The study included site visits and classroom observations from a Boston College research team, focus groups, and school-wide surveys. Through the program evaluation, Nipmuc received feedback that reinforced our best practices and provided guidance about how to further shape the way technology impacts teaching and learning at the high school.
- In the fall of 2017, Nipmuc expanded its base of community partners by establishing the Nipmuc Community Advisory Board. The advisory board is comprised of parents and community members who represent a range of professional expertise and personal interests. This group works with educators to provide their insight into how to develop and implement programming that educates, excites, and empowers students to achieve success beyond high school.
- Nipmuc continued to offer a diverse range of programs to help students tap into their curiosity and explore their passions. For example, the school’s business and marketing program, DECA, inspired a culture of entrepreneurship at the school with more than 100 students participating in the state DECA competition and 25 students attending the international competition in Anaheim,

California. The school's art department hosted its annual Fine Arts Festival, providing a community showing of more than 1,000 pieces of student artwork. The music program continued to shine while receiving a variety of local and state awards for their performances. Students in Nipmuc's drama program entertained audiences in their productions of *The Wizard of Oz*, *Twelve Angry Jurors* and the annual one act play competition.

- As principal of Nipmuc, I was grateful to be recognized by the Massachusetts Secondary School Administrators' Association (MSSAA) as the Massachusetts 2017 Principal of the Year. I was fortunate to be recognized at the MSSAA annual conference and the National Association of Secondary School Principals (NASSP) conference in Washington, D.C. allowing me to meet with my peers from across the nation, meet with senators on Capitol Hill, and take home valuable information and develop connections for the success of our school. I am grateful for the chance to accept the award on behalf of the students, teachers, parents, and community members who provide such remarkable support to our school.

From graduation to collaboration to innovation, 2017 provided a year of achievements, exploration, and continued growth. I am thankful to be part of a school community that is supportive, reflective, and dedicated in its ongoing mission to provide students with an education that excites, inspires, and empowers them for success. I look forward to the work we will undertake in 2018.

Respectfully submitted,

John K. Clements
Principal

Mendon-Upton Regional School District
Administrator's Report
Miscoe Hill School

The mission of Miscoe Hill School is to provide all students with a safe and respectful school community that engages each student in a meaningful and challenging curriculum while promoting responsible citizenship and the desire for lifelong learning.

In service to the Mission Statement above, Miscoe Hill Middle School identified and focused on several goals throughout the 2016 - 2017 school year. These goals served to build upon the foundation set in prior years in regard to communication, curriculum, assessment, inclusion, and social emotional learning. During the course of the school year, many actions were initiated to address these goals.

Staff at Miscoe Hill strive to effectively communicate to keep parents informed in an efficient, timely manner with a variety of tools to better serve our population and to highlight best practices and achievements. The adoption of *Blackboard Connect* supported more streamlined communication, while employment of Google Classroom school-wide now allows for ease of navigating academic information and creating a consistent platform across grade spans. Administration worked to ensure that communication was consistent and that all stakeholders felt connected and appreciated as contributing members of the school community at Miscoe Hill.

In collaboration with the curriculum director and department chairs, faculty formalized the development, review, and revision of curriculum to support teaching and learning. Initially, this entailed surveying all school constituents regarding the level of rigor and expectations for student learning. Vertical team time was then implemented to finalize the scope and sequence of learning standards. In particular, the social studies curriculum underwent significant revision. The use of common assessments developed through the collaborative efforts of departments set the stage for the final stage of curriculum mapping. Teachers worked on the calibration of scoring of common assessments and the use of data to

improve teaching and learning. The decision was made to increase the number of lab experiences in science classrooms. Lastly, staff feedback was collected and evaluated regarding the progress of the 1:1 technology program.

Miscoe Hill School has worked to increase and improve the quality of full inclusion opportunities for all students, grades five through eight. A review committee was established to analyzed Miscoe Hill's inclusive practices and the roles of special education staff, and to continue with the school-wide implementation of the co-teaching model of instruction.

Professional development was offered to all staff relating to the impact of social-emotional issues on student learning and strategies on how to best address these challenges within the classroom. Miscoe hosted two Wellness Weeks for students to focus attention on physical and social-emotional wellbeing, highlighting significant issues faced by middle school students and providing positive options to relieve stress and anxiety within our school community. Outside speakers such as Chris Sullivan and “Ben Speaks” addressed significant social issues such as stress, anxiety, teen suicide, and substance abuse. Miscoe Hill staff are members of a district-wide committee working to determine how best to raise the awareness of all stakeholders in regard to student needs for social emotional learning (SEL), assessing programming/resources, and planning for research-based SEL programming.

Lastly, Miscoe Hill School established predictable systems for communicating and tracking all building-based physical plant issues. Development of a building based Environmental Quality Committee allowed for a comprehensive analysis of the air quality in the building. Staff was happy to learn they work in a healthy environment.

In addition to the above, Miscoe Hill bid farewell to Principal Ann Meyer who retired from a successful career as teacher and administrator at Miscoe. She will be missed, and Miscoe will continue to build on the solid foundation she established.

Respectfully submitted, Jennifer Mannion, Principal

Mendon-Upton Regional School District
Administrator's Report
Memorial Elementary School

Memorial School's Mission Statement is, "In partnership with families and the community, Memorial School empowers our students to become active learners and to be socially responsible in an ever-changing world." We strive to promote a love of learning by providing all students with a safe, supportive, and child-centered learning environment. Our programs are aligned with state standards and promote rigor through relevance. We focus on the development of the "whole child" and provide opportunities for students to grow in their love of learning, social interactions and curiosity.

Students in Kindergarten through Grade 4 receive literacy instruction through the Wonders Reading program and Empowering Writers program. Both programs provide resources that enable teachers to differentiate their instruction effectively, providing both remediation and enrichment. All classrooms have leveled-libraries that contain books addressing the same topic at different reading levels, including below grade level, at grade level, beyond grade level, and for English language learners. The Wonders Reading Program also includes numerous online tools that classroom teachers can utilize with their SMART Boards and laptops to provide interactive opportunities for their students. The GoMath mathematics program is our primary resource for students from kindergarten through fourth grade. This program is aligned with the new Massachusetts Curriculum Frameworks. Through this program there is greater emphasis on automaticity with math facts, as well as more in-depth instruction in numeracy, fractions, decimals, and problem-solving strategies. Recently, the state of Massachusetts has adopted new science standards. In response to the changes in the Curriculum Frameworks teachers at the third and fourth grade have been piloting the Inspire Science Program, as well as the on-line Mystery Science programs. Students at the lower grade levels are also accessing Mystery Science and exploring the use of the leveled readers and on-line components of Inspire Science. We continue to implement lessons that

provide students with meaningful and exciting hands-on experiences in all STEAM (science, technology, engineering, arts, and mathematics) areas.

At Memorial School, we continue to explore meaningful ways to integrate technology in all areas of our curriculum. Students and staff utilize desktops, laptops, document cameras and iPads to conduct research, communicate with others around the country and throughout the world, share their learning through presentations and blogs, as well as design and create their own videos and books. This year, students have begun creating digital portfolios, which will be shared with parents during spring conferences. Every classroom is also equipped with an interactive whiteboard to promote greater engagement through the use of online features of our literacy, math, and science programs. Programs such as Razz Kids and IXL allow students to practice their literacy and math skills from home. Teachers at Memorial Elementary School strive to remain current in the area of technology integration and share their strategies with colleagues through “Lunch and Learns” as well as by offering workshops before and after school.

The 2017 MCAS Accountability Report indicates that Memorial School has once again met their targets and has been identified by the Department of Elementary and Secondary Education as a Level 1 School. Students in Grades 3 and 4 outscored the state in both English language arts and mathematics.

In addition to taking pride in the exceptional work that they do in the classroom, the students had the opportunity to display their work with the specialists at the Memorial Elementary School Specialists’ Night. The evening consisted of dance performances, digital portfolios, artwork that was showcased throughout the building, poetry and fairy tales written by the students, as well as musical performances. Students and staff have been exploring additional hands-on learning opportunities through project-based units and Makers Ed opportunities.

Memorial Elementary School has been recognized as an International Spanish Academy. The International Spanish Academy Program was established by the Ministry, through the Education Office of the Embassy

of Spain to promote the development of quality Spanish-English bilingual education programs that promote high academic standards, as well as provide students with the values of multicultural education. This year students have had the opportunity to communicate weekly with a class in Spain through Skype. They will also be providing a virtual tour of our school as they expand their use of Spanish and 21st Century communication skills. Beginning in August 2017, Memorial School houses all grade levels of Spanish Immersion from kindergarten through Grade 4.

As a result of the coordinated efforts of our reading specialist and tutors, Memorial School continues to conduct universal screenings at all grade levels in the area of reading and mathematics. Through our Response to Intervention (RtI) program, we are able to provide intensive remediation with letter recognition, letter/sound correspondence, decoding, blending, fluency, and reading comprehension as part of our regular education support system. Ongoing progress monitoring allows us to identify areas of concerns quickly and document student growth for more personalized interventions. This year we added third grade to our kindergarten, first and second grade groups. In addition to providing RtI, Memorial School also supports struggling students in regular education, grades one through four, through Title I. Many of our teachers have also completed the Sheltered English Immersion Endorsement program through the Department of Elementary and Secondary Education. SEI endorsed teachers and our teacher of English language learners provide support to students who speak another language at home and/or have English as their second language.

Memorial Elementary School is fortunate to have committed groups of community members working in partnership with our school toward a common vision, and with a commitment to education, to ensure that all students are successful. The Memorial Elementary School Council and Memorial Elementary School Parent Teacher Organization are critical members of the school community.

The staff and students of Memorial Elementary School are committed to creating a safe learning environment for all. In an effort to promote conflict resolution and prevent bullying, the Second Step Program is utilized at all grade levels. The Specialist Team meets with students bi-weekly to implement Rachel's Challenge lessons promoting kindness and caring, as well as lessons from the Choose to be Nice curriculum. The tradition of inviting our community's senior citizens to the first grade Caring Breakfast continued with excited guests attending this event. Our guests enjoyed artwork, songs and poems, as well as a special souvenir made by the first graders as part of their Character Education Curriculum.

To meet the needs of our families, the Before and After School Program continues to offer childcare at Memorial Elementary School. Parents are able to access care from 7:00 a.m. until 6:00 p.m. This program also offers an exciting variety of activities through their Summer Fun Program. Students are also invited to participate in a number of enrichment activities, which are offered before and after the typical school day. The enrichment activities are taught by Memorial Elementary School teachers and include titles such as Silly Sports, Basketball, Legos, Running Club, Music with Computers, Science Club, Art Club, and CrossFit for Kids, Fun with Bugs, Spanish, and Crazy Crafts.

In addition to the important academic programs that define Memorial Elementary School, the school community has come together to support others through their participation in a number of charitable opportunities. Students and staff raised eighteen thousand, five hundred ninety-seven dollars (\$18,597.) for the American Heart Association through the *Jump Rope for Heart* program. Together the students and staff at Memorial Elementary School raised one thousand two hundred seventy-five dollars (\$1,275.00) for the United Parish Food Pantry of Upton through our Kindness and Caring in our Community Project. In response to the two hurricanes that hit the United States mainland in September, Memorial School students and staff raised one thousand nine hundred forty-four dollars (\$1944.) for the One America Appeal. The school community also raised two thousand forty-three dollars (\$2043.) for the Juvenile Diabetes Research Foundation. We have collaborated with Alternatives Unlimited

of Whitinsville. They visit once a week to update our Principal's Pride bulletin board. The Memorial Elementary School staff participated in the *Giving Tree* program, providing support to families in need during the holiday season. Working with St. Gabriel's Church, we distributed groceries and gifts for Thanksgiving, Christmas, and Easter. To support our students during the summer months, "Beyond Bundles" were shared with several families. Students and families walked from Memorial School to Millhaus Apartments to share holiday songs with senior citizens.

Social emotion learning continues to be a priority in our school. During staff meetings, with the assistance and support of our school counselor and nurse, information has been shared regarding sensory integration, Zones of Regulation, data collection, psychotropic drugs, and supporting the traumatized child in an effort to provide all staff members with resources and strategies to support all students in every school settings. The PTO generously funded an initiative to provide a make-it/take-it workshop for staff to create their own personalized sensory basket for the classroom.

The staff of Memorial Elementary School believes in supporting family friendly activities to promote a strong home-school partnership. Families were invited to participate in numerous activities, including the kindergarten playdate prior to the beginning of the new school year. First graders shared their discoveries at a Science Fair. The Travel the World Celebration with second graders was a big success. Our fourth graders wrote and performed a Mystery Dinner Theater. We enjoyed welcoming community members to our first Veterans Day Concert and shared holiday cheer with our Community Caroling. In addition, first graders hosted an Author's Tea in which they shared books they had written.

Respectfully submitted,

Debra Swain, Principal

Mendon-Upton Regional School District
Administrator's Report
Henry P. Clough Elementary School

Henry P. Clough Elementary School's Mission Statement is: "We, at Henry P. Clough Elementary School are committed to working collaboratively with students, parents and the community to create a trusting and caring environment where excellence is achieved through high quality, research-based instruction that is focused on the unique needs of each child. Exemplary teaching and a high-quality curriculum equip our students with the skills to create solutions for a rapidly changing, technologically rich, and culturally diverse world."

The faculty at Clough has fully embraced the Superintendent's challenge to re-think instruction and to focus on students and their learning interests first. All grade level teachers have been using aspects of the "Maker" movement to enhance education. One example is when every single Clough student Pre-K through grade 4 took part in the district wide Maker Ed Marshmallow Challenge. Another example of this is the eight-week maker-ed workshops offered to our fourth graders. Clough specialists, along with the fourth-grade teachers, surveyed the students to better understand their learning interests. Eight makerspace themes were designed around the identified student interests. The themes included coding, cooking, fashion design, sports, robotics/Legos, 3D art, game making and video production. Each student chose a theme and was assigned to a teacher/facilitator who would act as a mentor over the eight-week learning adventure. In the end, birdhouses were made, new sports invented, fudge was perfected, and games, videos and robots were developed. Most importantly, the children learned skills that they will continue to fine tune throughout their lives. They learned how to plan a major project, how to seek advice from experts, how to troubleshoot when things go wrong, how to collaborate and communicate and how to hustle to meet deadlines. As educators, we are confident that these types of learning experiences will prepare our students for the challenges they will face in an ever-changing, high-tech, global economy.

At the Henry P. Clough School, technology plays a vital role in the delivery of education to our students be it woven into the daily classroom curriculum, weekly technology-based classes with our technology specialist, or offered as an Enrichment class such as Robotics. Students have daily exposure to the use of Ipads, laptops, and desktop computers to explore a variety of applications such as Type to Learn, Internet Research projects that incorporate the Microsoft suite; Paint, Excel, Word, and PowerPoint. Students K - 4 are also taught an in-depth unit revolving around Internet Safety and an understanding of their digital footprint. Computer programming or coding is also being taught to students K-4. A very important skill for our students to be exposed to in order to prepare them for the IT market which is growing more rapidly year after year. All classrooms are also outfitted with interactive SMART boards, which support and enhance each of the curriculum areas, literacy, math, science and social studies. We are most fortunate that our dedicated, tech-driven staff is provided with many on and off-site professional development opportunities, which regularly exposed them to new ways to use purposeful technology in each of their educational settings. These new tools, applications and technology-infused methods of teaching, enhance student learning and effectively enrich the lives of each and every child's learning experience.

Clough School incorporates a full inclusion model with special education teachers, a reading specialist, and RtI (Response to Intervention) support staff working directly in the classrooms to help support students. RtI is a general education multi-tiered approach designed to maximize student achievement, address the needs of struggling learners, and to reduce behavior problems. With RtI, staff identifies students at risk and those students, who are ready to be challenged, monitor student progress, provide evidence-based interventions and adjust the intensity and nature of those interventions depending on a student's responsiveness, and identify students with learning disabilities or other disabilities.

The School Counseling Program offers both individual and small group counseling sessions for our students. Small counseling groups give students a chance to belong, a chance to express themselves, and a chance to benefit from the support of group members while learning essential

social/emotional skills. Throughout the year, the school counselor organizes programs to help Clough families in financial need. In collaboration with St. Gabriel the Archangel Church, we have provided families with holiday meals and grocery store gift cards for Easter, Thanksgiving, and Christmas; a summer lunch program for kids. The Mendon- Upton Knights of Columbus provided winter coats for students in need. Clough staff sponsored the annual Giving Tree in order to provide holiday gifts for Clough families. Clough PTO and the school counselor have coordinated ways to assist students experiencing financial hardship through the Good Neighbor Program. In an effort to promote conflict resolution and prevent bullying, we utilize the Second Step Social-Emotional Learning Curriculum at all grade levels. The Second Step Program is a research-based curriculum that integrates academics with social and emotional learning. Students in Pre-Kindergarten through Grade 4 learn and practice vital social skills, such as empathy, emotion management, problem solving, and cooperation. These essential life skills help students in the classroom, on the playground, and at home. An at-home parent component is also incorporated. To ensure that students experience a more humanistic learning environment in which they are responsible for their actions, respect all individuals, and establish positive relationships outside of their school community, we have “KCR Time” (Kind, Caring and Respect) embedded into our specialists’ curriculum. Our school focuses on three main character traits throughout the school day: being Kind, Caring, and Respectful. Every week the students have “KCR” time with the specialists and school counselor. Our dynamic KCR program offers students the opportunity to learn about the above three-character traits plus many others such as teamwork and sportsmanship through a variety of projects, role-playing, videos, group discussions, literature, hands-on activities, and guest speakers from the community. KCR is a great way for our students to come together and grow as a school, and as individuals. As part of this initiative, students participate in many community-based projects such as a Caring Breakfast for Senior Citizens, Pen Pal Program with Mendon Senior Citizens, collections for the local food pantry, and monthly school-wide walks as fundraisers for various charities. We also incorporate the Principal’s Principle every day into our morning announcements. This offers a

concise communication resource that creates a character driven focus for the entire day. It has made it possible for all staff and students to learn a specific character word each week and allow everyone to have discussions and mini lessons around this topic. The Principal's Principle along with our KCR program sets consistent and high expectations for student behavior. We continue to work with Nipmuc students in the DECA Program, School Council, and National Honor Society by helping them with their service projects.

The H.P. Clough Elementary School community is most fortunate to have the support of our PTO. They are an outstanding group of parents that continuously work to support our staff and students. They provide wonderful cultural and fine arts programs, social activities that are important for developing the social culture as well as making important purchases to support the students and staff. They sponsored their Annual Golf Tournament in September, which was once again a huge success. PTO also brought back the Holiday Shoppe in December and utilized volunteers from the Mendon Senior Center to help with the students. Veterans were honored at Clough's annual Memorial Day Concert. Specialist night was held in April for all students and their parents. This was an opportunity for students to showcase what they do in art, music, technology, library and physical education classes.

Our school garden flourished this year and produced over 135 pounds of vegetables and herbs that were used in our cafeteria. Students are responsible to plant, take care of, and pick the vegetables. The garden even inspired students to attend before school to learn about growing, maintaining and harvesting fresh vegetables. With help of local families, the garden was watered, weeded and harvested throughout the summer. Vegetables that were harvested in the summer were donated to the Mendon Senior Center. Our Tower Garden continues to grow herbs and different varieties of lettuces and spinach for our salad bar. Our Fuel Up to Play 60 program continues to grow and be successful. Monthly school wide walks occur to support fund like the Hurricane Relief Fund and to promote physical fitness as well as allow our Student Ambassadors to take on the leadership role of leading the walk. Morning enrichment classes are

offered during the week to promote the importance of exercise and breakfast.

Henry P. Clough Elementary School continues to be recognized by the Spanish Ministry of Education for our academic excellence in language education. We were also selected for membership in ISA (International Spanish Academy) to promote high academic standards, as well as to provide students with the values of multicultural education.

The Henry P. Clough School, in conjunction with Charles River Bank, offers our Clough students the opportunity to learn the principles of saving through our school-banking program. First Grade Students visited the Taft Library and received their very own Library card. The children in our school are indeed fortunate to have the support from Mendon Fireman, Jim Huth, and Mendon Police Officer, Eddie Pokornicki, who come into our school regularly and work with the students during KCR time. Additionally, we would like to thank all the members of the Mendon Fire Department who assist us in our fire drills.

H.P. Clough Elementary School is grateful to have the continuous support from parents, community members, and the school committee. The success of our students is a direct result of this strong partnership. We are thankful for the ongoing opportunity to work with both communities towards a common goal: to assist each student to reach his or her highest potential. With this continued involvement and support, we will continue to enhance our reputation for excellence.

Respectfully submitted,

Janice Gallagher, Principal

Mendon-Upton Regional School District
Administrator's Report
Director of Technology Operations

In 2017, we continued to upgrade and maintain our existing fleet of computers and instructional hardware to keep up with the state mandated programs and services. The district continued the 1:1 learning initiative at the middle school and the high school, serving students in grades 5-12.

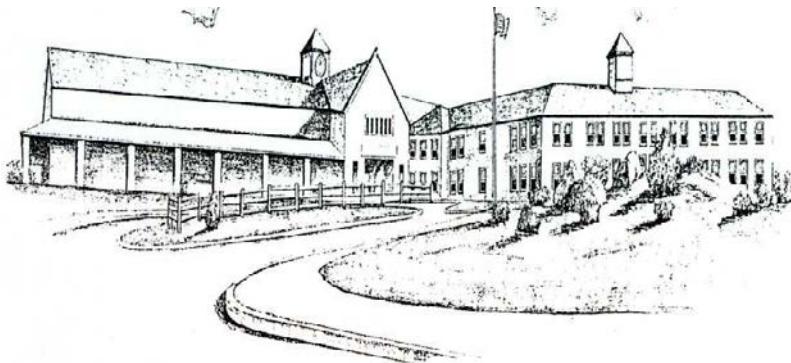
The district increased its investment in instructional technology replacing aging out—of-date projectors, smartboards, and sound hardware to pair with our existing fleet of Apple laptops, tablets, and other mobile devices. We successfully updated our existing fleet of Apple devices to the newest operating systems and applications available. We continue to expand and further our investment in Google products for classroom communications, operations, and management.

The Director of Technology Integration coordinated and provided regular technology professional development to staff throughout the year, and coordinated the annual technology showcase, the Community iFair in May. We also have made significant time and program investments in the areas of science and technology at all levels adding programs to give students more access and exposure to technology in their classrooms.

The district made advancements in following the current MURSD Technology Plan adopted in 2016. The District's annual technology plan was approved by the Massachusetts Department of Elementary and Secondary Education, and the district is eligible for state and federal grant funding opportunities in the 2017-2018 school year.

Respectfully submitted,
Joseph S. Leacu
Director of Technology Operations

**Fifty-Seventh Annual
Commencement Exercises**



Mendon-Upton Regional School District

Nipmuc Regional High School

Upton, Massachusetts

High School Gymnasium

Friday, June 2, 2017
6 p.m.

PROGRAM

* Processional.....	High School Band
	<i>Pomp and Circumstance</i> by Edward Elgar, arranged by Merle J. Isaac
* National Anthem.....	All Present
Welcome	Sarah L. Bloznalis, Senior Class President
Principal's Address.....	John K. Clements
Musical Selection	High School Chorus
	<i>Back Home</i> , arranged by Brymer
Essay.....	Bailey D. Vogt
	<i>A Small Token of Our Appreciation</i>
Musical Selection...Madison L. Kimball, Dean P. Sheehan, Rene E. Venable	
	<i>For Good</i> (Wicked) by Stephen Schwartz
Essay.....	Jillian R. Carey
	<i>Yes, Mom, I'm Ready</i>
Musical Selection.....	High School Band
	<i>Shenandoah</i> arranged by Frank Ticheli
Essay.....	Kylie J. Gallagher
	<i>Peace Out, Nipmuc</i>

Remarks.....Joseph P. Maruszczak, Ed.D.

SUPERINTENDENT OF SCHOOLS

Presentation of DiplomasDiane E. Duncan

SCHOOL COMMITTEE

* Recessional.....High School Band
Marche Romaine by Charles Gounod, arranged by John Cacavas

Director of the High School Band.....Simon Harding
Director of the High School Chorus.....Whitney Simmonds

Marshal..... Ashley E. Round, Class of 2018 President

* Audience Standing

Reception following graduation ceremony

Nipmuc Regional High School
Class of 2017

Carol Edward Abedelnour

Sarah Lynne Bloznalis

Megan Elizabeth Agro

Meghan Marie Bolotin

Alisha Morgan Allers

Drew Linscott Bowman

Nicholas James Anderson

Samuel Patrick Broe

Steven Marc Anderson

Ryan Paul Burke

Dylan Thomas Applegate

Mackenzie Ann Callahan

Michelle Elizabeth Arsenault

Christopher Greggory Cannavo

Patrick Richard Edward Steven
Beaupre

Jillian Rowin Carey

Matthew Taylor Benoit

Samuel Bodenheimer Carter

Mary Kate Berner

Aleah Meredith Castonguay

Kyle Jeffrey Bernero

Grace Pearl Caughey

Jaclyn Marie Bianchi

Mario Edward Cicconi

Nathan Michael Cieply	Jenna Nicole Gillespie
Monica Elizabeth Collins	Brianna Marie Heffron
Emma Katharine Crisfield	Sophia Welsh Hegarty
Annika Elizabeth Dankwardt	Annabelle Leigh Hentz
Joshua Anthony Davis	Sarah Catherine Hetu
Zachary William Dawson	Viola Akiko Hibbett
Patrick Michael Donelan	Amber Skye Hogue
Benjamin Ferris Evans	Maxwell Foster Hubley
Troy Michael Fallon	Zachary Benson Hunter
Kaelan Barrett Farragher	Mark Anthony Jango
Kimberly Ann Frary	Joshua Wyman Jones
Kylie Jane Gallagher	Hunter Elisabeth Kadra
Marco Roberto Giannozzi	Sean Patrick Kelleher
Olivia Marie Giardini	Madison Lynn Kimball

Andre' Michael Kinne	Joanne Katherine Michel
Zackary John Lapointe	Christopher Jed Miller
Colleen Louise Lavoie	Taylor Alexis Moore
Elizabeth Barbara Leblanc	Rutger Austin Bae Mosher
Brandon Ross Lefebvre	Margaret Anne Moss
Gabriel James Lenart	Trevor James Moutinho
Mia Rose Lucerini	Paige Rose Murphy
Meaghan Elizabeth MacKay	Haley Elizabeth Natterstad
Jillian-Marie Emelia Magliano	Dallas Matthew O'Hagan
Michael Terrence Manning	Adam Paul Ober
John Ambrose Marshall	Ethan Ray Paine
Cameron Reed Martino	Ciara Marie Pape-Rasco
Sophia Maria Matellian	Lauren Elizabeth Parent
Cameron William Charles McCulloch	Jared Michael Pathiakis

Logan Jonathan Pazol	Cameron Pinho Robinson
Jessica Taja Perkins	Jake William Rofrano
Julia Marie Perrone	Meredith Nicole Sarah
Bethany Michelle Perry	Katie Anne Sauer
Lea Michelle Peterson	Dean Patrick Sheehan
Rebecca Claire Pfeiffer	Vanessa Lillianne Shepherd
Hannah Nicole Poe	Brett Harrison Siegel
Catherine Daisy Prescott	Kayma Grace Snook
Seth Michael Prescott	Sean David Southland
Noah Miloslav Puchovsky	Ryan Thomas Steele
Abigail Rose Rapiejko	Abigail Marie Sterling
Rebecca Margaret Rausch	Alexander Joseph Sullivan
Ryan Louis Richards	Brooke Ann Sylvester
Kayla Elizabeth Riordan	Jake Matthew Szymko

Benjamin Austin Taft	Rene Elizabeth Venable
Amber Annette Tancrell	Brian Robert Vennard
Edward Jay Tarabey	Ryan Joseph Victor
Isabelle Theresa Todd	Bailey Donovan Vogt
Sarah Elizabeth Tong	Connor Kieran Walz
Mercedes Rose Tredeau	Olivia Louise Whitney
Lucas Edward Vanslette	Samantha Marie Williams
Richard Alexander Vargas	

CLASS OFFICERS

President	Sarah Lynne Bloznalis
Vice President	Hunter Elisabeth Kadra
Secretary	Paige Rose Murphy
Treasurer	Dallas Matthew O'Hagan

CLASS ADVISOR

Julie Ahmed-Jussaume

CLASS MOTTO

“Enjoy the little things in life because one day you'll look back and realize they were the big things.”- Kurt Vonnegut

SCHOOL COMMITTEE

Philip DeZutter Diane Duncan

Tanna Jango Leigh Martin

Sean Nicholson Dorothy Scally

SUPERINTENDENT OF SCHOOLS

Joseph P. Maruszczak, Ed.D.

PRINCIPAL

John K. Clements, M.Ed.

ASSOCIATE PRINCIPAL

Mary Anne Moran, M.Ed.

Director of Curriculum Maureen M. Cohen, Ed.D.

Director of Student Support Services Dennis G. Todd, M.Ed, CAGS

Director of Technology Integration David J. Quinn, M.A.T.

REPORT OF THE BLACKSTONE VALLEY VOCATIONAL REGIONAL SCHOOL DISTRICT

Fiscal Year 2017 Annual Report July 1, 2016 – June 30, 2017

A Message from the Superintendent-Director

In true BVT fashion, we have once again chosen to use our Annual Report as an opportunity to integrate our student successes in academic and vocational classrooms with the achievements of the District as a whole and the facts and figures of our operation. Our students have experienced tremendous success during this fiscal year thanks in part to the financial support of our 13 District towns. Perhaps the most telling indicator of the impact of your investment comes from the letters, e-mails, and phone calls we receive from our alumni sharing their accomplishments.

We first heard of 2013 Business Technology graduate Jennifer “Jen” Lannon’s career success when she was featured as the cover story of the July 2015 edition of Plumbing & Mechanical magazine. Jen is building a lucrative career in the plumbing industry as a member of a very small demographic of female plumbers. Of course, breaking boundaries was not unusual for Jen who earned a co-op placement as a junior, and spent her senior year participating in a dual enrollment — completing a co-op education and taking classes at Quinsigamond Community College.

Jen’s initiative and drive, along with the myriad of customer service skills and general “people skills” she says she learned while walking the halls of BVT, has earned her company a stellar reputation throughout the Cape Cod region. Jen’s success in an industry so outside of her original comfort zone is not unusual for BVT graduates. Our students are given the tools and knowledge to succeed in a highly competitive and ever-changing world by our faculty and staff. While we celebrate the accolades our alumni have earned, we also continue to commit ourselves to providing the best quality education for our current and future students. I invite you to join me in exploring Jen’s story and the stories of our current students and staff who are breaking boundaries along the road to success at Blackstone Valley Tech.

Dr. Michael F. Fitzpatrick, Superintendent-Director

Jennifer Lannon – Breaking Boundaries

Overwhelmed. Hesitant. Unsure.

It's a simple description of how Jennifer "Jen" Lannon felt walking through the maze of display tables boasting the majors offered at the University of Rhode Island in Kingston, RI. Registered to be a freshman in the fall, Jen came to an important realization as she stood surrounded by excited co-eds at the orientation: college was not for her.

"I didn't like the college experience," she said. "I didn't like living in a dorm, and none of the majors I thought I was interested in interested me enough to want to study them for four years."

Deciding not to pursue a college degree was simple, but choosing a career path was difficult for the 2013 Business Technology graduate. She explored a variety of options including working as a personal trainer and completing an internship with the District Attorney's office, but neither experience inspired her.

"With both jobs, I thought 'I like working out, but I don't like being a personal trainer' and 'I like Law and Order, but I don't like sitting in a courtroom,'" she said. "I was really stressed out trying to figure out what I wanted to do."

As Jen struggled to find a career path to fit her passions, her father, John Lannon, was looking for a career change. The 1975 BVT graduate was tired of the stress and long hours associated with his work as a VP for JJ Bafaro, the plumbing company he worked at for 30 years.

"He said to me, 'well, what about the trades?' and I said, 'well, what about them?' Then he said, 'well, what about plumbing?' and I said 'well, what about it?'" Jen said. "I had never even considered working in the field."

John had experienced a lucrative career as a plumber. He has held a master plumbing license for more than 40 years, worked on his own, ran his own small business, and worked his way up the ranks of JJ Bafaro. He proposed starting a father-daughter owned and operated plumbing company. Jen would have dual responsibilities using her BVT education to run the business and learning the plumbing trade as his apprentice.

The father-daughter duo did exactly that taking their idea and turning it into Jen's Plumbing & Heating. With two hours' worth of work lined up, John and Jen moved to Sandwich, MA where they had owned a summer home before becoming full-time Cape Cod residents. They completed their first job — replacing a water heater in Osterville — on March 31, 2014.

"It was interesting because I had never seen anything like it, and I had never done anything like it before," Jen said. "I knew the more I worked in the field the more I'd get the hang of it. It definitely got my attention watching things go from start to finish."

A love of seeing projects through each stage to the final product was one she had previously discovered while working at Consigli Construction Co., Inc. through BVT's cooperative education program. As a junior, Jen began her placement at the company bouncing throughout the office working with project management, marketing, accounting, business management, and engineering. During her senior year, she landed on a job site working directly with the project management team.

"When I was working at Consigli, I realized how fascinating it is watching a project from start to completion and everything that goes into it," she said. "I got the construction bug."

Now a registered plumbing apprentice, the construction bug is serving her well. Each day, she and her father set out to replace water heaters, complete the plumbing of new homes, repair leaks, and more throughout the Cape Cod region. Jen and John make an ideal team as he teaches her the ins and outs of the trade.

“She has a great work ethic and great people skills,” John said. “The one thing we’ve heard from the day we set up shop is that none of the plumbers call anybody back. Even if we can’t do it, we call them back and give them somebody else’s name. We make it a point to call people back, always the same day they call.”

Jen credits her time at BVT for teaching her the importance of customer service. Answering the phones in the Business Technology shop, working at the school store, and interacting with students and instructors taught her to value the customer experience by returning phone calls, beginning appointments on time, and responding to each job with a smile and friendly face.

There is one other factor Jen says helps her customers feel at ease with her — she is female.

“I think that our customers really appreciate that I am a female,” she said. “When we first started, my dad made a point that typically when we go to someone’s house for a service call a woman is home during the day, and usually the woman would be more comfortable with me showing up at the door versus your typical male plumber.”

Most of her customers are so comfortable with her in fact that they greet her at the door with a hug and offer her coffee and lunch while she is working in their homes. The relationships she’s built with customers has allowed Jen’s Plumbing & Heating to run without advertising.

“When we first started we did advertising. We placed an ad in the church bulletin, in the Cape Cod Times, in Prime Time Magazine, and we did BNI [Business Network International]. After spending all this money on advertising, we came to the conclusion that 90 percent of our business was word of mouth.”

Simply driving to different jobs in their work van with the pink logo Jen designed brought business to the company.

“We have the white truck with pink and blue letters and pink shirts and pink business cards. We capitalize on it being father-daughter owned and operated and a woman plumber,” she said. “The pink and blue shiny business cards, the pink shirts... it’s just the little things that people appreciate.”

As a female in the plumbing trade, Jen will have a multitude of options once she receives her journeyman’s and master’s plumbing license. She and her father can choose to continue to be simply father-daughter operated, they can hire additional plumbers or apprentices, or Jen can choose to join a large corporation.

Jen’s career in the plumbing industry is bright as only 1.3 percent of all plumbers are female.

“A woman licensed plumber could get a job in a minute,” said John.

Jen will go for her journeyman’s license in early 2019. The journeyman’s license will allow Jen to work on her own in the field. One year after she earns her original license, Jen plans to go for the master’s license test, which will allow her to hire additional plumbers and apprentices.

“We’ve talked about getting a high school student who wants to go on a co-op program and working with him or her,” Jen said. “I think that’s the most important advice I’d give to students now. If you can get a job on co-op, get a job on co-op no matter what that job is. It will open so many doors for you.”

Confident. Focused. Determined.

It’s a simple description of how Jen feels walking up to a new jobsite ready to install or repair water lines, waste piping, vent piping, and more. More than three years into her apprenticeship, Jen and her father have turned their simple idea into a lucrative business and countless opportunities for Jen’s future.

Is There Anything More American Than Apple Pie?

The participants of the 2016 WorldSkills General Assembly, co-hosted by Canada's Skills Competencies Canada and the United States' SkillsUSA, were treated to an All-American Barbecue including the American culture's signature dessert: Apple Pie.

BVT students baked 300 individually wrapped mini apple pies for delegates of the WorldSkills General Assembly over two days before sending them off with the US delegation of SkillsUSA to be enjoyed at the event.

“It was an honor to present each participant with an individual apple pie made by our students,” said Karen Ward, Executive Director of SkillsUSA Massachusetts. “The pies not only represented America’s pastime, but the extraordinary talent and skill of our career and technical education students. We were very proud as participants raved about the pies.”

The 2016 WorldSkills General Assembly marked the first time the General Assembly was held in North America, and the first time two countries co-hosted the event. As a co-host, the United States had the opportunity to showcase students and national pastimes.

“The pies became a gathering point to welcome the world — 63 countries from Austria to Zambia enjoyed a slice of America thanks to the talents of our students,” said Ward. “Thank you to Blackstone Valley Regional Technical High School, the teachers, students, and members of the school’s administrative team for bringing our vision to reality and our hospitality to the world. We are very grateful.”

BVT’s own Stacey Muanya represented the United States as the official spokesperson for SkillsUSA at the international event.

BVT Celebrates the Class of 2017

Showing off their artistic and technical talents with colorful, 3-dimensional, and LED lit mortarboards, members of the Class of 2017

celebrated their graduation from Blackstone Valley Tech on June 1st at Worcester's Hanover Theatre for the Performing Arts. This year, 286 students officially concluded their dual high school education by crossing the graduation stage and receiving their industry-recognized vocational certificates and diplomas.

Superintendent-Director Dr. Michael F. Fitzpatrick commended students for their academic achievement, technical prowess, community service dedication, and humility during their high school careers. He advised students to continue to pursue educational opportunities in all areas to become masters of lifelong learning.

"As you write your next story, be a curious seeker of adventurous learning. Acquire new skills and view the world as an ocean of opportunity," Fitzpatrick said. "Recognize that occasional challenges and disappointment will likely be part of your journey, and strive to spread goodness wherever you go."

After receiving their dual credentials, members of the BVT Class of 2017 were greeted outside the Hanover Theatre with cheers, balloons, and congratulations from hundreds of proud parents, guardians, family members, and friends.

See the photo gallery at: www.valleytech.k12.ma.us/classof2017

FY17 – Another Outstanding Year of Achievements

BVT students continue to display their mastery of rigorous academic topics and industry validated vocational technical competencies.

409

During the 2016–2017 school year, a total of **409 AP course exams** were given to 262 students in English Language & Composition, English Literature & Composition, U.S. History, Biology, Chemistry, Calculus AB, Computer Science A, Physics 1, and Spanish Language & Culture.

15 years

The Massachusetts Comprehensive Assessment System's (MCAS) Spring 2016 test results revealed a tremendous performance by BVT students for the **15th straight year**. In English Language Arts, 100% of our students scored Advanced or Proficient compared favorably to the statewide average of 91%. In Math, 95% of students scored Advanced or Proficient compared favorably to the statewide average of 78%.

95%

The Department of Elementary and Secondary Education also requires passing the MCAS Science and Technology/Engineering exams as an additional prerequisite for a diploma. An impressive **95%** of BVT students scored Advanced or Proficient compared to 73% statewide.

100%

In Spring 2016, 174 freshmen took the High School Science MCAS and **100%** scored in the Advanced and Proficient categories. This was the third straight year 100% of the BVT freshmen taking the Science exam scored in the two highest categories.

\$4.2 million

Members of the BVT Class of 2017 earned more than 200 scholarships and awards with a collective renewable value in excess of **\$4.2 million**.

302

A total of **302** BVT juniors and sophomores participated in the fall PSAT/NMSQT and new spring PSAT 10 test administrations. Designed by the College Board, the tests are an early indicator of potential student success on the College Board's SAT tests and Advanced Placement program.

An Integrated History Lesson

The students enrolled in the Culinary Arts program at BVT never thought they'd learn about the Civil War as a part of their shop curriculum. Neither did the Health Services students, or the students in English and Art classes. Nevertheless, instructors throughout BVT used the Civil War

Reenactment held at Daniels Farmstead on October 8th and 9th as an opportunity to integrate the Civil War into seemingly unrelated subjects.

The fusion of history into different programs allowed students to understand the complexities and multifaceted nature of the Civil War.

The Culinary Arts program used the reenactment as a springboard to teach students about the availability and quality of food during the Civil War period. The students created a beef stew using ingredients and techniques from the era. The stew used substitutions when necessary, but the final version gave students and guests an idea of what soldiers ate while serving in the war.

The history lesson continued to transcend the history department when students in the Health Services program discovered the many ways modern medicine differs from Civil War era medicine. Through an in-class project, students traced the path medicine followed through the Civil War to evolve into what they are learning about today by researching the medical care and treatment of wounded and sick soldiers.

“The students were astounded by the crude instruments and the simple medications used. The class research showed students how the Civil War aided in the evolution of medical care,” said Health Services Instructor Judith Lavallee.

The vocational programs were not the only ones integrating social studies into their curriculum by using the event to bring a more detailed understanding of the time period. The English and Art programs teamed up to create a contest for students to display their new knowledge. Students were encouraged to create a short story, poem, comic strip, or other piece of art based on the reenactment. Students were able to take in the sights and sounds of the event, couple them with their knowledge of the time period from their social studies classes, and create something new.

The students' knowledge of the Civil War was further developed by an interactive presentation where two reenactors, dressed in Union soldier uniforms, answered students' questions about the Civil War and the process of planning and executing a reenactment of one of the most turbulent times in American history. The reenactors gave detailed answers about everything from women's role in the war to how soldiers set up their camps.

"Our multifaceted Civil War reenactment project, established in partnership with Daniels Farmstead, served as a recipe for active and applied learning," said Superintendent-Director Dr. Michael F. Fitzpatrick. "The venture was a biology lesson blended with a history lesson, spiced with a culinary arts lesson, incorporated within a creative writing lesson, and embedded within a health services field hospital setting."

The integrated history lessons provided by the Civil War reenactment created a school-wide learning initiative. The reenactment, which was well attended by students, teachers, and the general public, allowed history to take center stage and inspired students to see how history is involved in every facet of education.

SkillsUSA: A BVT Triumph

The annual SkillsUSA competition series, an elite vocational technical skills event, gives BVT students the chance to prove that their technical skills are among the best in the country. Competing in trade-based events judged by panels of business and industry experts, our students kept their impressive winning streak alive in 2017 by earning 153 medals at the district, state, and national levels.

Massachusetts District V Conference
35 GOLD, 33 SILVER, and 30 BRONZE

Massachusetts State Leadership and Skills Conference
24 GOLD, 14 SILVER, and 6 BRONZE

National Leadership and Skills Conference

2 GOLD - Connor Andrews of Sutton and Zachary Rivernider of Mendon (Mobile Robotics Technology – Team Event).

1 SILVER - Elizabeth Stallcup of Upton (Restaurant Service).

8 BRONZE - Steven Alger of Uxbridge and Bryan Desrosiers of Millville (Robotics & Automation Technology – Team Event); Rachel Arnold of Northbridge and Jonathan Lynch of Mendon (Robotics: Urban Search and Rescue – Team Event); Gabrielle DeCosta of Grafton (First Aid-CPR); Matthew Keith of Douglas (Heating, Ventilation, Air Conditioning & Refrigeration); Priya Patel of Douglas (Job Skills Demonstration Open); Olivia Rice of Grafton (Health Occupations Professional Portfolio).

TOP 15 – Bailey Martin of Upton (4th Diesel Equipment Technology); Sarah Arnold of Northbridge (7th Commercial Baking); Kevin Konieczny of Upton (7th Welding); Kristina Richardson of Uxbridge (7th Photography); Alexandra Valoras of Grafton (7th Principles of Technology); Christopher Coley of Upton (8th Culinary Arts); Mackenzie Varieur of Blackstone (10th Medical Math); Donovan Tames of Northbridge (12th Telecommunications Cabling).

STATE OFFICER - Adam Cavanaugh of Milford

NATIONAL VOTING DELEGATES - Anika Koopman of Northbridge; Kelley Muanya of Milford

NATIONAL OFFICER - Stacey Muanya of Milford

Students Lured to Fishing

The sound of a 3 a.m. alarm clock is often met with enthusiasm by Corey Smith and Conner Polymeros because it means a morning of bass fishing at tournaments throughout Massachusetts.

In 2016, Smith and Polymeros created a bass fishing team at BVT. In its inaugural season, the team had four members who traveled to compete in tournaments. After a successful first year, Smith and Polymeros recruited new members through social media and the school's daily announcements.

In 2017, the 19 members of the bass fishing team competed in three tournaments during their April–June season. At each tournament,

participants are judged by the weight of their catches with a maximum of five fish per person. The tournaments also give students the chance to learn from older fishers who offer advice on the sports' best practices.

“The older fishers like to teach us different things. They might give advice about where to fish because of the time of day or water temperature. I’ve learned a lot from them,” said Smith, an Electrical student from Uxbridge.

In a typical BVT entrepreneurial approach, the students raised outside funding versus relying upon operational budget support. They received sponsorships from area businesses, and the supports coupled with the students’ and school’s contributions allowed each student to receive a personalized fishing jersey. This education in sales is just one life skill the club has provided.

“I learned a lot about getting familiar with people and starting different conversations and asking for advice,” said Polymeros, an Engineering Technology student from Northbridge.

Smith and Polymeros are enjoying the fruits of their labor with their well-received club while looking towards the future.

“The club grew a lot in a single year,” said Polymeros. “It exploded, and we know there will be people to carry it on when we graduate.”

The bass fishing team created another place for students to showcase and hone their skills thanks to the passion of two students, the school, and local community that supported their drive.

FY17 Awards & Accolades

Presidential Scholar

Class of 2017 graduate Stacey Muanya of Milford was selected as a national semifinalist for the prestigious U.S. Presidential Scholars program.

Muanya was one of only 722 semifinalists selected from nearly 5,100 candidates nationwide.

According to the U.S. Department of Education, inclusion in the U.S. Presidential Scholars Program is one of the highest honors bestowed upon graduating high school seniors. Scholars are selected on the basis of superior academic and artistic achievements, leadership qualities, strong character, and involvement in the community and school activities.

Green Up New England Challenge

The students in the Students for Environmental Awareness (S.E.A.) club gave area residents a quick, simple, environmentally friendly option to rid themselves of excess waste through their Trex Plastic Film Recycling Challenge, and they received the Honorable Mention award at the Green Up New England Challenge.

The students collected plastic grocery bags, bread bags, newspaper sleeves, Ziploc bags, bubble wrap and more from December 2016 through April 15, 2017. The students weighed and recorded the amount of plastic film received through the recycling bins spread throughout the school. In total, the S.E.A. club redirected 565 pounds of plastic away from landfills.

Citizenship Awards

In April 2017, Sarah Arnold, a junior Culinary Arts student from Northbridge, and Silvana Reid, a junior Manufacturing and Engineering Technology student from Mendon, received Citizenship Awards from the Leukemia & Lymphoma society.

The award recognizes their dedication to the society's mission of curing leukemia, lymphoma, Hodgkin's Disease, myeloma, and improving the quality of life for patients and families, as well as their efforts to get the community involved in fundraising to find a cure for blood cancers.

CareerSafe Spotlight

In December, Information Technology Instructor John Kelly was recognized by CareerSafe, an organization dedicated to delivering safety

education for America's future, for his commitment to educating students about workplace safety. Kelly was featured in several CareerSafe publications including their website and print magazine, and drew praise from the Massachusetts Association of Vocational Administrators for the accomplishment.

While teaching at BVT, Kelly saw a need for a safety protocol upgrade within his program, as well as surrounding programs. Kelly thought it was important to stay ahead of safety issues and grow safety protocols in accordance to the technology and resources available to the district. The CareerSafe spotlight showcased Kelly's drive to bring safety to all students, and the success he is finding with his lessons.

The Oscars of Food

The James Beard Foundation presented its 2017 James Beard Award for Outstanding Service to Blue Hills at Stone Barns in Pocantico Hills, New York — a restaurant managed by 2007 Culinary Arts graduate Christine Langelier. The Outstanding Service award is presented to a restaurant in operation for five or more years that demonstrates high standards of hospitality and service.

“As the General Manager, I’ve helped train and mentor the staff that contributed in this year’s award,” said Langelier. “Having my team able to stand beside me to accept one of the industry’s highest awards was such positive affirmation for the hard work we all put into the restaurant.”

PN Program Earns Top Spot

PracticalNursing.org, an organization that promotes the growth of nursing professionals through education, ranked BVT’s Practical Nursing as the number one LPN program in Massachusetts.

The ranking assessed 17 practical nursing programs in Massachusetts, focusing on how well a program supports students towards licensure and beyond. The National Council Licensure Exam for Practical Nurses (NCLEX-PN) pass rates for the previous five years were analyzed and

weighted by year. Blackstone Valley Tech received an overall score of 100 to secure the top spot.

Community Projects

Each year, community projects give District residents a tangible return on their investment while providing BVT students with real-world experience. Throughout our 13-town District, Valley Tech's work on capital improvement projects is a welcome source of financial relief for local budgets. As a vocational technical school, we maximize the impact of stakeholder investments by using internal talent and resources on campus improvements and renovations. District residents realize further savings by enjoying the discounted services offered in our student-run restaurant, salon, and school store.

In FY17, a total of 332 projects and services resulted in significant savings for District communities and residents:

Direct Savings to Towns	\$372,105
In-School Projects, Installations, and Repairs	<u>\$194,464</u>
Total Savings to Taxpayers	\$566,569

A few of the FY17 community projects and services include:

Retrofitting the Temporary Millville Town Hall

The town of Millville received a helping hand from BVT students as it worked to retrofit the town's American Legion Hall into a temporary town hall. Approximately 100 students offered their drafting, plumbing, electrical, and HVAC skills to the project.

For the next three years, the American Legion Hall will house municipal offices and town operations while the town develops and builds a new town hall. The existing Longfellow Municipal Center was closed in the summer of 2015 due to structural issues.

BVT students were heavily involved in taking the American Legion building apart to create offices, meeting rooms, bathrooms, and other

things necessary for it to function as a town hall. Drafting students created renderings, Construction Technology students were involved in demolition work and built a ramp for the rear entry, Plumbing students re-plumbed the bathroom to make it ADA (Americans with Disabilities Act) compliant, Electrical students rewired approximately two-thirds of the building, HVAC students installed a central cooling system, and Painting & Design Technologies students painted the interior of the building.

Upton State Forest CCC Camp Restoration

The Construction Technology and Painting & Design Technologies students teamed up to restore the CCC Camp at Upton State Forest. Students in the Construction Technology program removed a portion of the old, weathered siding from the building before replacing it with new siding that matched the original grain. Once the new siding was installed, Painting & Design Technologies students went on location to stain it to blend with the existing siding.

Refurbished Uxbridge Fire Truck

A focus on the details and pride in their work led BVT students to go above and beyond when working on the Uxbridge Fire Department's 2006 Ford Maintenance 1 pickup truck. The project began as a replacement of the rear bed, which was almost completely rotted. As the students worked on the truck, they identified other rust spots, a dent in the hood, and a faulty starter. With the guidance of instructors David Beaudreau and Benjamin Bertrand, students fixed each problem before painting the entire vehicle. The Painting & Design Technologies students also created and applied lettering identifying the truck for the Fire Department.

“It looks brand new!” the Uxbridge Fire Department said on its Facebook page. “This partnership with BVT saved us a lot of expense and will keep this 11 year old vehicle in service for several more years.”

Return on Investment

BVT’s Budget Helps to Connect Skills, Workforce, and Post-Secondary Training

As the BVT School Committee advanced the District's FY17 budget, they developed a blueprint that was responsive to Governor Charlie Baker's concerns of the looming skills shortage. Valley Tech's budget includes those resources necessary to respond to the challenges posed by both the state and its regional employers. Utilizing relationships with industry partners and securing grant opportunities and other monetary gifts, the operating budget was held to a modest 3.00% increase. In order to further mitigate the state's increase in the minimum contribution rates of our District towns, the School Committee authorized the use of \$250,000 in available reserve funds.

Significant among a variety of cost containment measures is the ongoing green efforts of our faculty, staff, and students with regards to printing, energy consumption, and waste recycling. Additionally, the District continues to seek solar power opportunities (Net Metering Credits) that will reduce energy costs and return valuable dollars to the classroom.

The District's FY17 operating budget of \$21,956,739 was funded primarily by \$8,840,232 in Chapter 70 & 71 State Aid and \$12,718,507 in Member Assessments. As a dedicated partner of our District towns, we remain committed to further assisting their fiscal management, austerity, and planning by presenting a single, consolidated annual request. Valley Tech operates within the dollars requested regardless of any unforeseen variables within anticipated revenue streams.

Grants: Additional Funding to Support Our Mission

BVT continues to aggressively pursue any non-taxpayer resources available through public and private grants or donations to support enhanced learning, programs, and services for students. In FY17, local assessments were complemented by nearly \$1.3 million in grants, private sector support, and efficiencies.

In FY17, Governor Charlie Baker and Lieutenant Governor Karyn Polito announced that Valley Tech was selected to receive a portion of an \$11.8

million grant aimed at expanding opportunities and training programs for careers in growing industries.

“These investments have a major impact for the educational institutions training our workforce and the students who stand to benefit from enhanced skills and career paths,” said Governor Baker. “Strengthening relationships between educational institutions and local industry as this program seeks to do is crucial to the success of our communities and Commonwealth as a whole.”

The \$495,000 Workforce Skills Capital Grant will help BVT train students on specific equipment identified as “must-haves” by the school’s 300-plus business and industry advisors. Key pieces of equipment include a SIMS Mother & Baby Birth Simulator, a Mock Pharm Tech Lab, a Panoramic X-Ray Machine, a 3D printer, and a Roland 30” Printer/Cutter among other exciting STEM opportunities.

In addition to grants, BVT saved on capital expenses throughout FY17 by accepting donations of equipment and funding from business and industry partners. Our athletic program received one such gift when UniBank generously donated \$30,000 to install a new digital scoreboard on the athletic field. BVT also secured financial support from National Grid to mitigate the cost of installing energy efficient LED lights throughout the building.

Class of 2017: Upton

NHS = National Honor Society NTHS = National Technical Honor Society

Patrick Thomas Adler, Heating, Ventilation, Air Conditioning and Refrigeration; Kayla Domenica Ambrosino, Business Technology; Alyssa Nicole Andrade, Cosmetology (NHS/NTHS); Gabrielle Rose Bavaro, Cosmetology; Katie Eileen Briggs, Business Technology (NHS); Paige Elizabeth Chenevert, Dental Assisting; Christopher Charles Coley, Culinary Arts (NTHS); Skyler Munroe Colwell, Drafting and Engineering Technology (NHS); Bridgette Michelle Donelan, Multimedia Communications; Kyle Patrick Gorman, Heating, Ventilation, Air

Conditioning and Refrigeration; Sophia Lataheanga Harris, Health Services (NHS/NTHS); Thomas John Hawkins, Manufacturing and Engineering Technology; Alexandra Mae Killeen, Cosmetology; Kevin Thomas Konieczny, Manufacturing and Engineering Technology; Taylor Nicole Kuczinski, Auto Collision Repair and Refinishing; Emily Lynne Maloney, Cosmetology; Bailey Alan Martin, Automotive Technology (NHS/NTHS); Toros James Matellian, Heating, Ventilation, Air Conditioning and Refrigeration; Liam Patrick Maynard, Heating, Ventilation, Air Conditioning and Refrigeration; Joseph Thomas Napolitano, Electronics and Engineering Technology (NHS/NTHS); Taylor Marie Nasuti, Culinary Arts (NTHS); Allison Suzanna Perry, Construction Technology (NHS/NTHS); Gregory David Renk, Jr., Manufacturing and Engineering Technology; Alexis Chante Sherwin, Cosmetology (NHS/NTHS); Anna Claire Shobe, Multimedia Communications; Emma Elizabeth Tomas, Health Services; Casie Mae Uhlman, Culinary Arts (NTHS); Timothy Arthur Welch, Manufacturing and Engineering Technology (NHS, NTHS); Brent Kenneth Willey, Heating, Ventilation, Air Conditioning and Refrigeration.

Our School Committee

Valley Tech's School Committee is comprised of 13 dedicated individuals, elected district-wide, with representation from each of our member towns. With many years of experience in fields ranging from business and industry to law and education, they provide invaluable expertise in overseeing operations and setting District policy.

Chairman - Joseph M. Hall of Bellingham

Vice Chairman - Gerald M. Finn of Millville

Assistant Treasurer - Arthur E. Morin, Jr. of Milford

Secretary - Anthony M. Yitts of Grafton

Joseph A. Broderick of Blackstone

John C. Lavin, III of Douglas

Mitchell A. Intinarelli of Hopedale

Dennis P. Braun of Mendon

Chester P. Hanratty, Jr. of Millbury

Jeff T. Koopman of Northbridge

Julie H. Mitchell of Sutton

David R. Bartlett of Upton

James H. Ebbeling of Uxbridge

Superintendent-Director – Dr. Michael F. Fitzpatrick

Assistant Superintendent-Director/Principal – Anthony E. Steele, II

Assistant Superintendent for Finance and Operations – Kurtis W. Johnson

District Treasurer – Barbara A. Auger

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TOWN DIRECTORY

EMERGENCY Police / Fire / Ambulance	911
Animal Control Officer	612-9752
*Assessors.....	529-1002
*Code Enforcement	529-2633
*Collector/Treasurer <i>Monday-Thursday 9:00am-4:00pm</i>	529-3737
*Conservation Commission	529-6286
Council on Aging Center	529-4558
Emergency Management Director.....	529-3421
Fire Department Business	529-3421
*Health, Board of	529-6813
Highway Department.....	529-3067
Historical Commission	529-3019
Historical Society.....	529-6600
Housing Authority.....	529-3293
Library	529-6272
*Nursing and Health Service <i>Mon-Thurs 8:00am-2:00pm</i>	529-3110
Parks and Recreation Building <i>(Summers Only)</i>	529-3232
*Planning Board.....	529-1008
*Plumbing Inspector	529-2633
Police Department Business.....	529-3200
Public Works Department	529-3067
*Selectmen.....	529-6901
Superintendent of Schools	634-1585
*Town Accountant	529-1013
*Town Clerk.....	529-3565
*Town Manager	529-6901
Tree Warden	529-3067
*Upton Cable Television.....	529-1736
*Veterans' Services.....	529-6723
Water/Wastewater Department	529-3993/529-3216
Water Department Emergencies.....	529-3200
*Wiring Inspector	529-2633
*Zoning Board of Appeals.....	529-2633

*TOWN HALL HOURS

Monday, Wednesday, Thursday	8:00 am - 4:00 pm
Tuesday	8:00 am - 6:00 pm
Friday	8:00 am - 12:00pm

**Treasurer/Collector's Office
Monday-Thursday 9:00am-4:00pm Closed Friday*

Please check our website at uptonma.gov for additional information.