



# 2020 Annual Report



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# 2020





# TOWN OF UPTON



## CENSUS

2020	Town Census	7702	1960	Federal Census	3127
2019	Town Census	7828	1950	Federal Census	2656
2018	Town Census	7728	1940	Federal Census	2249
2017	Town Census	7737	1930	Federal Census	2026
2016	Town Census	7613	1900	Federal Census	1937
2015	Town Census	7399	1890	Federal Census	1878
2014	Town Census	7431	1880	Federal Census	2203
2013	Town Census	7418	1870	Federal Census	1989
2012	Town Census	7360	1860	Federal Census	1986
2011	Town Census	7342	1850	Federal Census	2018
2010	Town Census	7366	1840	Federal Census	1658
2010	Town Census	7542	1835	Federal Census	1410
2000	Town Census	6369	1830	Federal Census	1167
2000	Federal Census	5642	1820	Federal Census	1088
1990	Federal Census	4677	1810	Federal Census	955
1980	Federal Census	3884	1800	Federal Census	854
1970	Federal Census	3484	1790	Federal Census	833

Incorporated June 14, 1735 - Approximately 50 Families

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.



## MASSACHUSETTS OFFICIALS

### U.S. SENATORS

*Ed Markey*

*Elizabeth Warren*

### CONGRESSMAN 2<sup>nd</sup> DISTRICT

*James McGovern*

### STATE SENATOR, SECOND WORCESTER DISTRICT

*Michael O. Moore*

### REPRESENTATIVE, NINTH WORCESTER DISTRICT

*David K. 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**

The Town Report of 2020 recognizes the following individuals who served the Town of Upton with commitment and distinction.





**Barbara Burke**

**May 30, 1929 ~ July 17, 2020**

*Board of Library Trustees, Upton Historical, Upton Heritage  
Homecoming Committee, Elections Official  
Elected to the Heritage Hall of Honor*



**Maurice Capistran**

**September 14, 1930 ~ March 22, 2020**  
*Assistant Building Inspector*



**Carol Owczarzak**

**December 4, 1945 ~ September 26, 2020**

*Parking Clerk, Warrant Officer, Election Worker*



**Robert Richard**

**February 6, 1934 ~ January 22, 2020**

*Upton Fire Department, Cemetery Commission*



**Gail Snow**

**October 20, 1938 ~ April 22, 2020**

*Board of Library Trustees, Board of Health*

## TOWN OFFICERS



## ELECTED

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### BOARD OF ASSESSORS OF TAXES

James Earl	term expires 2023
Kelly A. McElreath	term expires 2021
<b>Bill Taylor</b>	term expires 2022

\*Tracey Tardy, *Assistant Assessor*

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### BOARD OF HEALTH

<b>Richard Desjardins</b>	term expires 2023
Alfred C. Holman	term expires 2021
Stedman Briggs	term expires 2022
<i>* Patricia Parent, RNA, BsN, Agent/ Town Nurse/Infection Control</i>	
<i>* Michael Moran, Animal Control Officer</i>	
<i>* Kelly A. McElreath, Burial Agent</i>	
<i>* Andrew Pickering, Assistant Burial Agent</i>	
<i>* Janice Skinner, Food Inspector</i>	
<i>* Diane E. Tiernan, Assistant Supervisor of Public Health</i>	
<i>* Lenny Izzo, Title V Agent</i>	
<i>* Paul McKeon Title V Agent</i>	

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### BOARD OF SELECTMEN

Maureen L. Dwinnell	term expires 2022
Stephen A. Matellian	term expires 2023
<b>Brett A. Simas</b>	term expires 2021

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## CEMETERY COMMISSION

Glenn H. Fowler	term expires 2022
Ed Phillips	term expires 2021
<b>Robert Pray</b>	term expires 2023

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## COLLECTOR-TREASURER

Kenneth W. Glowacki	retired June 30, 2020
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## COMMISSIONER OF TRUST FUNDS

<b>James Brochu</b>	term expires 2022
Robert Fleming	term expires 2023
Deborah Teta	term expires 2021

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## CONSTABLES

James R. Bates Jr.	term expires 2022
Steven P. Driver	term expires 2022
Michael G. Moran	term expires 2022

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## FINANCE COMMITTEE

Stephen Bern ( <i>Moderator</i> )	term expires 2022
Shawn Craig ( <i>Selectmen</i> )	term expires 2021
Nicholas Ensko ( <i>Moderator</i> )	term expires 2022
<b>Paul T. Flaherty</b> ( <i>Selectmen</i> )	term expires 2021
Richard McGuire ( <i>Elected</i> )	term expires 2023

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## CAPITAL BUDGET COMMITTEE

*Appointed by the Board of Selectmen*

<b>Daniel Lazarz</b>	term expires 2021
Krystyn Moen	term expires 2022
David O'Brien	term expires 2023
Justin Pollard	term expires 2022

*Appointed by the Finance Committee*

Richard McGuire	term expires 2021
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*Appointed by the Planning Board*

Thomas Davidson	term expires 2021
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## MENDON-UPTON REGIONAL SCHOOL DISTRICT COMMITTEE

Philip J. DeZutter	term expires 2023
Vikki Ludwigson	term expires 2021
Dorothy Scally	term expires 2022

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## MODERATOR

David C. Loeper	term expires 2021
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## PLANNING BOARD

Gary M. Bohan, Jr.	term expires 2023
Paul Carey	term expires 2022
<b>Margaret Carroll</b>	term expires 2022
Thomas C. Davidson	term expires 2023

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Raymond P. Smith	term expires 2021
William Tessmer, <i>Associate Member</i>	term expires 2022
<i>*M. Denise Smith <i>Department Coordinator</i></i>	

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#### PUBLIC LIBRARY TRUSTEES

Charlotte L. Carr	term expires 2023
Anne C. O'Brien	term expires 2022
Judith Katz-Goodman	term expires 2022
Debra Amorelli	term expires 2023
Michelle Antinarelli	term expires 2022
John Robertson, Jr.	term expires 2021
<b>William Taylor</b>	term expires 2021
Laurie Wodin	term expires 2021
Sadalit Van Buren	term expires 2021

---

#### RECREATION COMMISSION

Debbie Amorelli	term expires 2021
<b>Richard Gazoorian</b>	term expires 2023
Richard Porter Jr.	term expires 2022
<i>*Andrew St. George <i>Recreation Director</i></i>	

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#### UPTON HOUSING AUTHORITY

Linda M. Jones	term expires 2023
Richard P. Kennedy	term expires 2024

**Mildred F. Galeone**

term expires 2021

Rena Richard

term expires 2025

## APPOINTED BY THE BOARD OF SELECTMEN

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### AFFORDABLE HOUSING TRUST

Brett Simas	term expires 2021
Richard Desjardins	term expires 2021
<b>Amanda Graham</b>	term expires 2021

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### CABLE TELEVISION ADVISORY COMMITTEE

Dominic Coombe	term expires 2022
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### CENTRAL MASSACHUSETTS REGIONAL PLANNING DELEGATE

Gary Bohan	term expires 2019
James R. Bates Jr. <i>Alternate</i>	term expires 2019

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### COMMUNITY PRESERVATION COMMITTEE

*Appointed by the Board of Selectmen*

Dave Adams	term expires 2023
Richard Desjardins	term expires 2022
Joan Scribner	term expires 2021

*Appointed by the Conservation Commission*

Chris Scott	term expires 2021
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*Appointed by the Historical Commission*

Russell Wood	term expires 2021
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*Appointed by the Housing Authority*

<b>Rena Richard</b>	term expires 2022
<i>Appointed by the Open Space Committee</i>	
<b>Mike Penko</b>	term expires 2022
<i>Appointed by the Planning Board</i>	
<b>Paul Carey</b>	term expires 2021
<i>Appointed by the Recreation Commission</i>	
<b>Rich Gazoorian</b>	term expired 2022

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#### CONSERVATION COMMISSION

<b>Scott Heim</b>	term expires 2021
<b>Sandra Lajoie</b>	term expires 2022
<b>Tom Jango</b>	term expires 2022
<b>Alan Miano</b>	term expires 2021
<b>Mary Overholt Associate Member</b>	term expires 2022
<b>Michael Penko</b>	term expires 2023
<b>Christine Scott</b>	term expires 2023
<b>Marcella Stasa</b>	term expires 2022

*\*M. Denise Smith Department Assistant*

*\*Trisha Marville Department Assistant*

*\*David Pickart Conservation Agent*

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#### Land Stewardship Committee

<b>Scott J. Heim</b>	term expires 2021
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Mary Overholt	term expires 2021
Michael Penko	term expires 2021
Eric Reustle	term expires 2021
Alan Rosenfield	term expires 2021
<b>Marcella Stassa</b>	term expires 2021
William Taylor	term expires 2021

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*Open Space Committee*

Tom Dodd	term expires 2021
Alan Miano	term expires 2021
Mike Penko	term expires 2021
Christine Scott	term expires 2021
<b>William Taylor</b>	term expires 2021

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**COUNCIL FOR THE AGING**

Myra Bigelow	term expires 2022
Elizabeth Consigli	term expires 2021
<b>Laura Fantini</b>	term expires 2023
Paula Lepore	term expires 2021
Greg Manning	term expires 2021
Lori McGann	term expires 2021
Josephine McLaughlin	term expires 2022
Judie Pitts	term expires 2023
Richard Provost	term expires 2023

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Linda Sanders	term expires 2022
Margaret Watson	term expires 2023

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#### COUNTY ADVISORY BOARD MEMBER

Vacant

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#### CULTURAL COUNCIL

Jennifer Conrad	term expires 2022
Joann Fitts	term expires 2022
Lyn Haggerty	term expires 2022
Robin Jokela	term expires 2023
Sandy Leduc	term expires 2021
<b>Megan Ronzio</b>	term expires 2021
<b>Shelly Ryan</b>	term expires 2022

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#### CUSTODIAN OF TAX TITLE PROPERTIES

Kenneth W. Glowacki *retired June 30, 2020*

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#### DISABILITY AFFAIRS GRIEVANCE COORDINATOR

Janice Read Nowicki term expires 2021

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#### DISABILITY COMMISSION

Michelle Antinarelli	term expires 2021
<b>Robert Carnegie</b>	term expires 2022
Paula Lepore	term expires 2021

Janice Read Nowicki	term expires 2023
Christine Scott	term expires 2021

---

#### DPW FEASIBILITY COMMITTEE

Daniel Lazarz	term expires 2021
Andy Leonard	term expires 2021
<b>Richard McGuire</b>	term expires 2021
Jonathan Moen	term expires 2021
David O'Brien	term expires 2021

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#### ECONOMIC DEVELOPMENT COMMITTEE

Gene Bernat	term expires 2021
David Brooks	term expires 2021
Donna Desjardins	term expires 2021
Steven Rakitin	term expires 2021
<b>David Ross</b>	term expires 2021
Craig Weinfuss	term expires 2021
Katherine Worsham	term expires 2021

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#### FIRE & EMS ADVISORY COMMITTEE

Chief Mark DiFronzo	
Douglas Cook	term expires 2021
Mathew Kerr	term expires 2022

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## FOREST FIRE WARDEN

Fire Chief Mark DiFronzo term expires 2020

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## GREEN COMMUNITY DESIGNATION COMMITTEE

**Bill Taylor** term expires 2021

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## HISTORICAL COMMISSION

Maureen Byrne <i>Associate Member</i>	term expires 2022
Joan Burrell	term expires 2021
Donna Desjardins	term expires 2021
Howard Glassman	term expires 2022
Donna Kempton	term expires 2022
<b>Don Spargo</b>	term expires 2023
Katherine Worsham	term expires 2023
Russell W. Wood	term expires 2022

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## MUNICIPAL COMMUNITY CENTER BUILDING COMMITTEE

<b>James Brochu</b>	term expires 2021
Paul Flaherty	term expires 2021
Dee Hakala	term expires 2021
Mike Howell	term expires 2021
Justin Pollard	term expires 2021
Steve Rakitin	term expires 2021
Jay Rodriguez	term expires 2021

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## MUNICIPAL COMMUNITY CENTER STEERING COMMITTEE

Debbie Amorelli	term expires 2021
Dave Kennedy	term expires 2021
<b>Gregg Manning</b>	term expires 2021
Bill Taylor	term expires 2021
Matthew Bachtold	<i>ad hoc member</i>
Janice Nowicki	<i>ad hoc member</i>

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## OTHER POST EMPLOYMENT TRUST COMMISSIONERS

Kenny Costa, Town Accountant	term expires 2022
Kenneth Glowacki, Treasurer	retired June 30, 2020
Bret Simas, Chair BOS	term expires 2021

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## PERSONNEL BOARD

Maria Glynn	term expires 2021
Marcia Kasilowski	term expires 2021
<b>Scott van Raalten</b>	term expires 2023
Michelle Rivers	term expires 2022
John Westerling	term expires 2022

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## RECORDS ACCESS OFFICER

Chief Michael Bradley	term expires 2021
Kelly McElreath	term expires 2021

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## REGISTRAR OF VOTERS

Kelly A. McElreath (U)	Ex-Officio Clerk
Joseph Poirier (R)	term expires 2021
Cynthia Robertson (D)	term expires 2022
Vacant	

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## RFP COMMITTEE *DISSOLVED 8-18-2020*

Maureen Dwinnell  
**Dave Ross**  
Craig Weinfuss  
Katherine Worsham  
Steve Johnson *Associate Member*

---

## SENIOR WORK-OFF PROGRAM COORDINATOR

Janice Read Nowicki term expires 2020

---

## TECHNOLOGY COMMITTEE

John Bouthiette term expires 2021  
David Brooks term expires 2021  
Dominic Coom term expires 2021  
**Steve Rakitin** term expires 2021

---

## TREE WARDEN

Dennis E. Westgate term expires 2021

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## TRENCH PERMITTING AUTHORITY

Patrick Roche	term expires 2022
Steve Johnson	term expires 2022

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## TOWN COUNSEL

KP LAW	term expires 2021
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## TOWN MANAGER

Derek S. Brindisi	Contractual
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## VETERANS' GRAVES

Patrick Morris	term expires 2021
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## ZONING APPEAL BOARD

Bill Andrews	term expires 2022
<b>Stedman Briggs</b>	term expires 2021
Richard Desjardins	term expires 2021
Robert Humes <i>Associate Member</i>	term expires 2022
Eric Reustle <i>Associate Member</i>	term expires 2021

\*M. Denise Smith *Department Assistant*

## APPOINTED BY THE TOWN MANAGER

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### OFFICE OF THE TOWN MANAGER

Derek S. Brindisi, Town Manager

Sandra J. Hakala, Director Human Resources, Executive Assistant

Paul Dell'Aquila, Economic Development Coordinator/Town Planner

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### COUNCIL FOR THE AGING

Janice Read Nowicki, Director

Department Specialist

Bernadette Denson

Social Services Coordinator

Jessica Mauro

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### CODE ENFORCEMENT

Patrick H. Roche, Building Commissioner

Local Inspector

Stephen Johnson

Department Coordinator

Diane Judd

Department Assistant (ZBA)

M. Denise Smith

Plumbing & Gas Inspector

Thomas E. French

Plumbing & Gas Inspector, Assistant

Kenneth Salsman

Wiring Inspector

John Poirier

Wiring Inspector, Assistant

David Stanley

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## FINANCE DEPARTMENT

Kenny Costa, Director of Finance, Town Accountant

Deborah Teta, Treasurer Collector

Jane Snellman	Department Specialist
Ann L. Perkins	Payroll Clerk
Joy Foster	Department Assistant

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## FIRE & EMS DEPARTMENT

Mark DiFronzo, Fire & EMS Chief

Financial Assistant	Barbara Harris
Assistant Fire Chief	Michael Marchand EMT-B
Captain	Daniel Lazarz
Fire Lieutenant (Acting)	David Cialdea
Fire Lieutenant (Acting)	Doug Cook
Fire Lieutenant	Bonnie Lopez
Fire Lieutenant	Shaun Marchand
Career Firefighter	James Earle EMT-P
Career Firefighter	Robert Fadgen EMT-P
Career Firefighter	Jacob Hertz EMT-P
Career Firefighter	Bonnie Lopez EMT-B
Career Firefighter	Shaun Marchand EMT-P
Career Firefighter	Blake Montequin EMT-P
Career Firefighter	Thomas Norton EMT-P

Call Firefighter	Jason Basoli EMT-B
Call Firefighter	Michael Bradford Jr.
Call Firefighter	Anthony Cervassi
Call Firefighter	Damon Clark
Call Firefighter	Ryan Connors EMT-B
Call Firefighter	Gwen Costello EMT-B
Call Firefighter	Seth Grill EMT-B
Call Firefighter	Jason Hall
Call Firefighter	Nader Hamed
Call Firefighter	James Hill
Call Firefighter	John Jango
Call Firefighter	Mathew Kerr
Call Firefighter	Jonathan Moen
Call Firefighter	Michael Merusi
Call Firefighter	Scott Rivers
Call Firefighter	Peter Schrafft EMT-P
Call Firefighter	Conner Shults EMT-B
Call Firefighter	Gary Shults
Call Firefighter	Danielle Schiloski EMT-B
Call Firefighter	Scott Young
Call Firefighter	Timothy Wagner
Call EMT	Edward Bergmann EMT-B
Call EMT	Barbara Harris EMT-B

Call EMT	Patrick Hazard EMT-B
Call EMT	Mark Maljanian EMT-B
Call EMT	Jack McCabe EMT-B
Call EMT	Jared Plumb EMT-B
Per Diem Paramedic	Robert Edmunds EMT-P
Per Diem Paramedic	Timothy Hutton EMT-P
Per Diem Paramedic	Matt Libby EMT-P
Per Diem Paramedic	Brian Sullivan EMT-P

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#### POLICE & COMMUNICATIONS DEPARTMENT

Michael J. Bradley, Jr., Chief of Police

Department Coordinator	Paula Deiana
Police Lieutenant	Bruce D. Rivard <i>(retired)</i>
Police Sergeant	Michael D. Benjamin
Police Sergeant	Alan J. Cyr <i>(retired)</i>
Police Sergeant	Paul Mansfield
Detective	John Bergstrom
School I Resource Officer	Matthew R. Rankins
Patrol Officer	Carl Ambrosino <i>(retired)</i>
Patrol Officer	Ian Boroczky
Patrol Officer	Mason Brown
Patrol Officer	Kyle Bishop
Patrol Officer	Cory Eugster

Patrol Officer	Michael Gonsalves
Patrol Officer	Michael F. Lupachini
Patrol Officer	Erik M. Mager
Patrol Officer	Ciara O'Connor
Patrol Officer	Isaiah R. Poxon
Patrol Officer	Matthew R. Rankins
Patrol Officer	Javier Valdivieso
Part time Officer	Robert J. Miller
Part time Officer	Thomas B. Stockwell
Reserve Officer	Alan Cyr
Reserve Officer	Lisa C. Vass
Communications Officer	Victoria L. Burnham
Communications Officer	Gwen Costello
Communications Officer	Patrick Cozza
Communications Officer	Jessica Negrotti
Communications Officer	Jared Vitale
Communications Officer	Patrick Sheridan
Communications Officer	Maryellen Palmieri

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## PUBLIC WORKS DEPARTMENT

Dennis Westgate, Director

Department Specialist	William Taylor
Department Assistant	Patricia Marville

Supervisor of Highways/Parks	John Johnson
Supervisor Water/Wastewater	Scott Hennessey
Supervisor Water/Wastewater	Joseph Marcinkus

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#### TOWN CLERK

Kelly McElreath, Town Clerk/Assistant to the Town Manager

Assistant Town Clerk	M. Denise Smith
Custodian	Paul Marchand
PEG Access Provider/UCTV Producer	Glenn Fowler

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#### VETERANS' SERVICES

Patrick Morris, Director

*\* Town employee appointments made by the Elected Board or Town Manager.*

***Bold=Chair***

# WARRANTS & PROCEEDINGS



PRESIDENTIAL PRIMARY / 3 MARCH 2020

**COMMONWEALTH OF MASSACHUSETTS**  
**WILLIAM FRANCIS GALVIN**  
**SECRETARY OF THE COMMONWEALTH**

## Worcester, SS.

To either of the Constables of the Town of Upton

## **GREETINGS:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Primaries to vote at

00/001 & 00/002  
Nipmuc High School Gymnasium

on **TUESDAY, THE THIRD DAY OF MARCH, 2020**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the Presidential Primaries for the candidates of political parties for the following offices:

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 3 day of February, 2020.

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## PROCEEDINGS OF PRESIDENTIAL PRIMARY / 3 MARCH 2020

Rena Richard, 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, Pat Phyllis, Joan Scribner and Rosemary Quirk. Elections clerks on duty at the check-in table for precinct two were Kelly Carey, Megan Ronzio, Kathy Ramsey and Robyn Sharp. Betty Consigli, Cindy Page, Paula Deiana, and Nancy Page on duty at the checkout table for precinct one throughout the day. Also, Carol Owczarzak, Harriet Fougere, Mary Bradford, and Lynne Gruber 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 machine. There were 1,772 Democratic votes (935 for precinct one and 837 for precinct two), 466 Republican votes (238 for precinct one and 228 precinct two), 1 Green-Rainbow votes and 11 Libertarian Party votes.

The following are the results of the election:

Democratic Presidential Preference	Precinct One	Precinct Two	Total
Deval Patrick	4	0	4
Amy Klobuchar	12	9	21
Elizabeth Warren	180	133	313
Michael Bennet	0	0	0
Michael R. Bloomberg	106	106	212
Tulsi Gabbard	7	10	17
Cory Booker	0	1	1
Julian Castro	0	0	0

Tom Steyer	4	4	8
Bernie Sanders	246	228	474
Joseph R. Biden	333	318	651
John K. Delaney	0	0	0
Andrew Yang	1	0	1
Pete Buttigieg	39	28	67
Marianne Williamson	0	0	0
No Preference	0	0	0
Write-In Other	1	0	1
Write-In Donald Trump	1	0	1
Blank	1	0	1
	935	837	1772
State Committee Man			
Blank	919	828	1747
Write-In - Jim Martin	8	0	8
Write-In - Others	8	9	17
	935	837	1772
State Committee Woman			
Blanks	374	291	665
Mary Anne Dube	561	543	1104
Write Ins - all others	0	3	3
	935	837	1772
Town Committee			
Blanks	18575	16701	35276
Write ins - all others	18	16	34
Annie Derood	5	2	7
Jasmine Duffy	9	5	14
Cindy Leakas	7	3	10
Bruce Leymaster	7	2	9
Libby Moore	11	3	14

Cynthia Robertson	12	2	14
Kathleen Robertson	11	2	13
Kuldeep Singh	10	1	11
Laurie Wodin	15	3	18
	18680	16740	35420
<b>Republican Presidential Preference</b>	<b>Precinct One</b>	<b>Precinct Two</b>	<b>Total</b>
William F. Weld	40	27	67
Joe Walsh	3	6	9
Donald J. Trump	177	186	363
Roque "Rocky" De La Fuente	2	1	3
No Preference	10	5	15
Write-In	0	3	3
Blank	6	0	6
	238	228	466
State Committee Man	0		0
Paul K Frost	119	126	245
James Knowlton	77	74	151
Write-In	0	0	0
Blank	42	28	70
	238	228	466
State Committee Woman	0		0
Mindy J McKenzie	115	120	235
Brenda M. Brown	80	74	154
Write-In- Other	1	0	1
Blank	42	34	76
	238	228	466
Town Committee	0		0
Blanks	8312	7969	16281

Kenneth Glowacki	5	1	6
Joseph Poirier	4	1	5
John Wilcox	3	1	4
John Patrick	3	1	4
Write ins all others	3	7	10
	8330	7980	16310
<b>Libertian Presidential</b>	<b>Precinct One</b>	<b>Precinct Two</b>	<b>Total</b>
Arvin Vohra	0	1	1
Vermin Love Supreme	0	1	1
Jacob George Hornberger	1	0	1
Samuel Joseph Robb	0	0	0
Dan T.I.T. Behrman	2	0	2
Kimberly Margaret Ruff	2	1	3
Kenneth Reed Armstrong	0	1	1
Adam Kokesh	1	0	1
Jo Jorgensen	0	0	0
Max Abramson	0	0	0
No Preference	0	1	1
Write-In	0	0	0
Blank	0	0	0
	6	5	11
<b>State Committee Man</b>			
Blanks	6	5	11
Write Ins	0	0	0
	6	5	11
<b>State Committee Woman</b>			
Blanks	6	5	11
Write Ins	0	0	0
	6	5	11

Town Committee				
Blanks	59	50	109	
Write ins	1	0	1	
<b>Green</b>	<b>Precinct One</b>	<b>Precinct Two</b>	<b>Total</b>	
Dario Hunter	0	0	0	
S. K.C. Moyowasifza-Curry	1	0	1	
Kent Mesplay	0	0	0	
Howard Hawkins	0	0	0	
No Preference	0	0	0	
Write-In	0	0	0	
Blank	0	0	0	
State Committee Man				
Blanks	1	0	1	
Write Ins	0	0	0	
State Committee Woman				
Blanks	1	0	1	
Write Ins	0	0	0	
Town Committee				
Blanks	10	0	10	
Write ins	0	0	0	

The total number of ballots voted was 2250 out of 5,850 voters (199 inactive voters) which represents a 38% turnout. This included 71 absentee ballots, 1 provisional ballot (3 provisional ballots were cast) and 291 Early Votes. Warden Rena Richard read the unofficial results of the

election at 8:45 pm. The used and unused ballots were sealed in separate containers and deposited in the town vault at 9:05 pm.

Attest:

Kelly A. McElreath, Town Clerk

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**ANNUAL ELECTION WARRANT / 16 JUNE 2020**

**TOWN OF UPTON  
ANNUAL ELECTION WARRANT  
THE COMMONWEALTH OF MASSACHUSETTS**

**WORCESTER, SS**

To the Constables of the Town of Upton, in the county of WORCESTER,

Greetings:

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 to vote at the Nipmuc Regional Middle/High School, 90 Pleasant Street, in Upton on Tuesday, the sixteen day of June 2020 from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the Annual Town Election for the candidates for the following offices:

Moderator for 1 year

Selectman for 3 years

Assessor of Taxes for 3 years

Mendon-Upton Regional School District Committee member for 3 years

Cemetery Commission for 3 years

Cemetery Commission for 1 year

Board of Health for 3 years

Recreation Commissioner for 3 years

Trustees of the Public Library (3) for 3 years

Planning Board for 5 years

Upton Housing Authority for 5 years

Upton Housing Authority for 4 years

Upton Housing Authority for 3 years

Finance Committee for 3 years

Board of Commissioner of Trust Funds for 3 years

Board of Commissioner of Trust Funds for 2 years

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 do 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 2nd day of June in the year of our lord two thousand twenty.

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## PROCEEDINGS OF ANNUAL ELECTION WARRANT/ 16 JUNE 2020

Denise Smith, Warden, declared the polls open at 7:00 am. Diane Judd was the Election Clerk for precinct one and Seema Kenney was Election Clerk for precinct two. This is the first election in the Town of Upton using the DS200 tabulator at each precinct. This election occurred during the COVID-19 pandemic. The voting booths were set up 6 feet apart and cleaned throughout the day. Precautions were taken throughout the day to ensure safety for the election workers and voters.

Due to the COVID-19 pandemic, permission was granted to use one clerk for check in and check out for each precinct. Throughout the day, election clerks on duty at the check-in table for precinct one were Mary Drainville and Robyn Sharp. Elections clerks on duty at the check-in table for precinct two were Kelly Carey and Megan Ronzio. Shelley Armstrong and Sara Gladu were on duty at the checkout table for precinct one throughout the day. Also, Patrick Carey, and Nancy Burdzel 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 DS200 tabulation machines. There were 1,083 votes (538 for precinct one and 545 for precinct two).

The following are the results of the election: (\*\*Indicates Incumbent)

### **Moderator (1 yr)**

***David C. Loeper, 18 Nelson St, Upton	892
Write In - Other	1
Blanks	190

### **Selectmen (3 yrs)**

***Stephen A. Matellian, 161 South St, Upton	558
David Ross, 23 Plumby Rd, Upton	519
Write In – Other	0
Blanks	6

### **Assessors of Taxes (3 yrs)**

888James R. Earl, 110 High St, Upton	856
Write In - Other	1
Blanks	226
<b>Mendon Upton Regional School Committee (3 yr)</b>	
***Philip J. DeZutter, 177 East St, Upton	818
Write In – Other	8
Blanks	257
<b>Cemetery Commission (3 yrs.)</b>	
Write In - Robert Pray, Wildwood Ave, Upton	21
Write In – Other	61
Blanks	980
<b>Cemetery Commission (1 yr)</b>	
Edward Phillips, 25 Oak Dr, Upton	801
Write Ins – Other	6
Blanks	276
<b>Board of Health (3 yrs.)</b>	
***Richard Desjardins, 170 North St, Upton	833
Write In - Other	8
Blanks	242
<b>Recreation Commission (3 yrs.)</b>	
***Richard H. Gazoorian, 5 Briarwood Lane	805
Write In – Other	1
Blanks	277
<b>Trustees of the Public Library (3 for 3 yrs.)</b>	
***Charlotte L. Carr, 20 Goss Pond Rd, Upton	789
***Debra Amorelli, 28 Merriam Way, Upton	791
Write In – Lyn Hagerty	22
Write In – Sadalit Van Buren	22

Write In - Other	22
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Blanks	1603
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**Planning Board (5 yrs.)**

***Thomas Davidson, 99 Fowler St, Upton	796
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Write In - Other	1
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Blanks	286
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**Upton Housing Authority (5 yrs.)**

***Rena Richard, 125 Westboro Rd Upton	849
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Write In – Other	0
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Blanks	234
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**Upton Housing Authority (4 yrs.)**

***Richard P. Kennedy, 55 West Main St, Upton	822
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Write In – Other	1
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Blanks	260
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**Upton Housing Authority (3 yrs.)**

***Linda Jones, 4 Hartford Ave, C03, Upton	804
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Write In – Other	6
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Blanks	273
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**Finance Committee (1 for 3 yrs.)**

Write in – Michelle Antinarelli	17
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Write in - Richard A. McGuire	18
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Write In – Other	36
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Blanks	1012
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**Board of Commissioner of Trust Funds (3 yrs.)**

James Brochu, 17 Warren Rd, Upton	856
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Write In – Others	3
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Blanks	224
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**Board of Commissioner of Trust Funds (2 yrs.)**

Robert Fleming, 54 East St, Upton	806
Write In – Others	2
Blanks	275

The total number of ballots voted was 1,083 out of 5,850 (19% turnout). This included 442 absentee/vote by mail ballots. Town Clerk Kelly McElreath read the unofficial 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 9:00 pm.

Attest: Kelly A. McElreath, Town Clerk

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## ANNUAL TOWN MEETING WARRANT / 23 JUNE 2020

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 said Nipmuc Regional High School, 90 Pleasant Street, Upton, MA on Tuesday, June 23, 2020 punctually at seven o'clock in the evening, to act on the Articles in the warrant.

**ARTICLE 1:** 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

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**ARTICLE 2A:** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of two-hundred fifty-nine thousand six hundred ninety-nine dollars (\$259,699.00), or any other sum for the purpose of funding the Town's additional assessment for the Mendon-Upton Regional School District (*two-hundred two thousand two-hundred sixty-one dollars (\$202,261.00)*); and for the purpose of funding the Town's assessment for the Blackstone Valley School District (*fifty-seventy thousand four hundred thirty-eight dollars (\$57,438.00)*, for the fiscal year beginning July 1, 2020, or take any other action relative thereto.

**Explanation/**

**Submitted by:** Schools Additional Operational Budget/Board of Selectmen

**Recommendation:** Favorable Action Finance Committee

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**ARTICLE 2B:** 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, §108, and to raise and appropriate or transfer from available funds<sup>1</sup>, such sums as may be necessary to defray expenses of the Town Departments for FY 2021; or, to take any other action relative thereto.

**Explanation/**

**Submitted by:** Annual Town Operating Budget/Board of Selectmen

**Recommendation:** Favorable Action Finance Committee

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**ARTICLE 3:** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the Water Enterprise Fund as set forth below for FY 2021; or, to take any other action relative thereto.

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

Wages & Salaries	\$270,866
Expenses	370,640
Capital Outlay	100,000
Debt	297,795

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<sup>1</sup> Note that this warrant uses the words “transfer from available funds” to refer to transfers from Free Cash (previously described as “appropriate from available unappropriated funds in the Town Treasury”) and/or transfers from appropriations made at prior Town Meetings (previously described as “transfer”).

Extra/Unforeseen	50,000
<b>Total</b>	<b>\$ 1,089,301</b>

And that **\$1,089,301.00** be raised for such purposes as follows:

Department receipts	\$790,404
Retained Earnings	150,000
*Tax Levy	148,897
<b>Free Cash</b>	<b>-0-</b>

\*(NOTE: As raised and appropriated under Article 2)

**Explanation/ Submitted by:** Annual budget for Water Enterprise Fund/Board of Selectmen

**Recommendation:** Favorable Action Finance Committee/  
Capital Budget Committee

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**ARTICLE 4:** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the Wastewater Enterprise Fund as set forth below for FY 2021; or, to take any other action relative thereto.

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

Wage & Salaries	\$ 294,835
Expenses	325,519
Capital Outlay	100,000
Debt	10,813
Extra/Unforeseen	30,000
<b>Total</b>	<b>\$761,167</b>

And that **\$761,167.00** be raised for such purposes as follows:

Department receipts	\$ 655,760
Retained Earnings	100,000
Tax levy	5,407*
<u>Free cash</u>	<u>-0-</u>

\* (NOTE: As raised and appropriated under Article 2)

**Explanation/**

**Submitted by:** Annual budget for Wastewater Enterprise Fund/Board of Selectmen

**Recommendation:** Favorable Action Finance Committee/ Capital Budget Committee

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**ARTICLE 5:** To see if the Town will vote to approve annual spending limits for FY 2021 for revolving funds established in Section 6 of Title 2, Chapter 25, of the General Bylaws, in accordance with G.L. Chapter 44, §53E ½, and for the Treasurer/Collector Tax Title Revolving Fund, in accordance with M.G.L. Chapter 60, §15B, with such expenditure limits 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 for the ensuing fiscal year; provided, however, that at the request of the entity authorized to expend such funds, the Board of Selectmen, with the approval of the Finance Committee, may increase such limit, for that fiscal

year only, all as set forth below; or to take any other action relative thereto:

<b>Authorized Revolving Funds (G.L. c.44, §53E ½)</b>	<b>Fiscal Year Expenditure Limit</b>
Board of Health "Curbside Waste and Recycling Fund"	\$15,000
Board of Health "Title V Fund"	\$10,000
Conservation Commission "Wetlands By-law 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"	\$10,000
Town Library Fund	\$6,000
Recreation Commission	\$260,000
<b>Authorized Revolving Fund (G.L. c.60, §15B)</b>	<b>Fiscal Year Expenditure Limit</b>
Treasurer/Collector Tax Title	\$15,000

**Explanation/**

**Submitted by:** To approve spending limits for the various town revolving funds, to be applicable from year to year unless later changed by Town Meeting/Board of Selectmen.

**Recommendation:** Favorable Action Finance Committee

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**ARTICLE 6:** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for PEG Access and Cable Related Fund as

set forth below for FY 2021; or, to take any other action relative thereto.

That the following sums to be appropriated for the Peg Access and Cable Related Fund:

Wage & Salaries	\$43,500
Expenses	\$ 3,200
Capital Outlay	\$20,000
Extra/Unforeseen	\$6,670
<b>Total</b>	<b>\$73,370</b>

And that **\$73,370** to be raised for such purposes as follows:

Department receipts	\$73,370
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**Explanation/**

**Submitted by:** In November 2019, the town voted to accept the provisions of General Laws Chapter 44, Section 53F 3/4, establishing a special revenue fund known as the PEG Access and Cable Related Fund in order to reserve cable franchise fees and other cable related revenues for appropriation by Town Meeting to support PEG access services and oversight and renewal of the cable franchise agreement. The fund is to begin operation for fiscal year 2021 which begins on July 1, 2020.

**Recommendation:** Favorable Action Finance Committee

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**ARTICLE 7: Withdrawn**

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**ARTICLE 8:** 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 FY 2021, 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 Commonwealth/Board of Selectmen.

**Recommendation:** Favorable Action Finance Committee

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**ARTICLE 9:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow, the sum of five hundred sixty-two thousand three hundred eighty dollars (\$562,380), 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 Finance Committee / Capital Budget Committee

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**ARTICLE 10: Withdrawn**

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**ARTICLE 11: Withdrawn**

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**ARTICLE 12 A:** To see if The Town will vote to transfer from the Community Preservation Fund FY 2020 CPA Trust Fund matching revenues of One-Hundred Ninety-Six Thousand Eight Hundred Thirty-Six dollars (\$196,836.00) the sums set forth below to the following Community Preservation Fund reserve accounts to meet the requirements of M.G.L.c.44B 6:

- Historic Resources Account - \$19,683.60
- Open Space Account - \$19,683.60
- Community Housing Account - \$19,683.60

and to place any remaining FY2020 CPA Trust Fund matching revenues in a so-called “FY2020 Undesignated Budgeted Reserve”, or, to take any other action relative thereto.

**Explanation/  
Submitted by:**

To transfer 10% of CPA Matching Trust Funds to Reserve Accounts /Community Preservation Committee.

**Recommendation:** Favorable Action Finance Committee

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**ARTICLE 12 B:** To see if the Town will vote to act on the report of the Community Preservation Committee on the FY 2021 community preservation budget, and to appropriate the sum of fifteen thousand dollars (\$15,000), or any other amount, from the Community Preservation Fund FY 2021 estimated annual revenues to the Community Preservation Committee Administrative Expense Account for all necessary and proper administrative expenses of the Committee for FY 2021; or, to take any other action relative thereto.

**Explanation/**

**Submitted by:** To transfer an amount from estimated annual revenues for the administrative and operating costs of the Community Preservation Committee for FY 2021. /Community Preservation Committee.

**Recommendation:** Favorable Action Finance Committee

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**ARTICLE 12 C:** To see if the Town will vote to transfer up to thirty-five thousand dollars (\$35,000) from the Community Preservation Undesignated Fund Balance to fund 50% of the design and engineering for Leland Field per the concept outlined in the Recreation Master Plan; including all expenses incidental and related, or, to take any other action relative thereto.

**Explanation/**

**Submitted by:** In the Recreation Master Plan, renovations and improvements to Leland Field were outlined which will improve and repair the courts and also reorient the fields to allow for more usage of the space/Recreation Commission.

**Recommendation:** Favorable Action Finance Committee/ Capital Budget Committee

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**ARTICLE 12 D:**

To see if the Town will vote to transfer the sum of ten thousand dollars (\$10,000) from the Community Preservation Act Historic Preservation Reserve Account to fund the repair of the slate roof and the painting of the ceiling of the historic storage shed at Maplewood Cemetery; including all expenses incidental and related, or, to take any other action relative thereto.

**Explanation/**

**Submitted by:** The Historical Commission is requesting funds of \$10,000 from the Community Preservation Historic Preservation Reserve account to rehabilitate the roof of the storage shed at Maplewood Cemetery. The small stone structure has been a landmark in the Town of Upton since 1905 and is one of the photos which appears on the Town website. The slate roof and the copper flashing around the chimney will be repaired and the interior ceiling will be repainted. This will require interior staging since the ceiling, which has been evaluated for structural soundness, is quite high/ Community Preservation Committee

**Recommendation:** Favorable Action Finance Committee

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## **ARTICLE 12 E: Withdrawn**

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**ARTICLE 13:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of the sum of eleven thousand dollars (\$11,000), or any other sum, for use by the Board of Assessors for recertification work required to comply with state law; including all expenses incidental and related, or, to take any other action relative thereto.

**Explanation/**

**Submitted by:** The requested appropriation would allow the Board of Assessors to carry out its on-going statutory responsibilities to reevaluate Town properties/Board of Assessors.

**Recommendation:** Favorable Action Finance Committee

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## **ARTICLE 14: Withdrawn**

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**ARTICLE 15:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of ten thousand dollars (\$10,000.00), or any other sum, for use by the Board of Assessors to contract for a utility appraiser; including all expenses incidental and related, or, to take any other action relative thereto.

## **Explanation/**

**Submitted by:** The requested appropriation would assist the Board of Assessors with their responsibilities in assessing utility infrastructure/Board of Assessors.

**Recommendation:** Finance Committee Favorable Action

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**ARTICLE 16:** To see if the Town will vote to amend Section 6.1 of the Zoning By-laws, "Common Driveways", by inserting the underlined language as follows:

6.1 COMMON DRIVEWAYS. A common driveway is any road to be used for vehicular access to two or more dwellings or places of business. Common driveways shall only be allowed by special permit, subject to the provisions of §9.3 of this bylaw. For the purposes of this section, the special permit granting authority shall be the Planning Board of the Town of Upton. All persons constructing common driveways in any and all districts of the Town of Upton shall meet the following standards:

- 1) Common driveways shall be of sufficient design so as to provide safe travel for vehicles and pedestrians and to obtain maximum amenities for future residents.
- 2) All common driveways shall be

identified by a sign posted at the intersection with public way, and the sign shall state "NOT A PUBLIC WAY".

- 3) The driveway shall be graded and prepared according to all requirements of Subdivision Control Laws, Sections V (Required Improvements for an Approved Subdivision), subsection B. 2, 3, and 4.
- 4) Common driveways shall have an easement width of not less than twenty-four feet (24') and shall have a paved width of not less than eighteen (18') feet.
- 5) A three-foot shoulder shall be constructed along at least one side of the paved driveway.
- 6) The maximum centerline grade shall not exceed 8%. No grade shall exceed 3% within seventy-five (75') of street right of way lines.
- 7) Property lines at street intersections shall be rounded or cut back to provide for a curb radius of not less than thirty-degrees.
- 8) Common driveways shall not exceed five hundred feet (500') in length.

- 9) In the circular turning area at the end of the cul-de-sac the minimum easement shall be of a diameter of not less than one hundred twenty feet (120') and the paved area shall not be less than one hundred feet (100') in diameter.
- 10) In addition to the above standards, the following standard conditions shall apply to all special permits granted under this section:
  - No building permits shall be issued until the driveway layout and base have been inspected by a third party engineer pursuant to Section V, subsection B.4 of the Town of Upton, "Rules and Regulations Governing the Subdivision of Land.
  - No occupancy permit shall be issued until the completed driveway has been inspected by a third party engineer pursuant to Section V, subsection B.4 of the Town of Upton, "Rules and Regulations Governing the Subdivision of Land.

or take any other action relative thereto.

#### **Explanation/**

**Submitted by:** The proposed zoning amendment would change a common driveway from being a by-right use to being a use requiring a special permit/Planning Board.

**Recommendation:**

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**ARTICLE 17: Withdrawn**

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**ARTICLE 18:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of one hundred fifty-nine thousand dollars (\$159,000.00), or any other sum, to purchase portable radio equipment including all expenses incidental and related, or, to take any other action relative thereto.

**Explanation/**

**Submitted by:** The current radio equipment is at the end of life, unsupported by the manufacturer and are not P25 compliant. This radio equipment is essential for our operations when working at any type of incident/Fire Department.

**Recommendation:** Favorable Action Finance Committee/Capital Budget Committee

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**ARTICLE 19:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of eleven thousand and seventy dollars (\$11,070.00), or any other sum, to purchase 3 sets of personal protective firefighter gear (PPE) including all expenses incidental and related, or, to take any other action relative thereto.

**Explanation/**

**Submitted by:** NFPA 1851, Standard on Selection, Care and Maintenance of Protective Ensembles for

Structural Fire Fighting and Proximity Fire Fighting, states that all “ensembles and ensemble elements shall be retired...no more than 10 years from the date the ensembles or ensemble elements were manufactured.” This includes helmets, hoods, coats, pants, gloves, and boots. The intention of the department is to continue its long term and ongoing replacement plan so that turnout gear will meet this standard at all times/Fire Department.

**Recommendation:** Favorable Action Finance Committee

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**ARTICLE 20:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of twenty-five thousand dollars (25,000.00), or any other sum, to fund the repair and replacement of the heating and HVAC systems at the Fire Station and all incidental and related costs, and or to take any other action relative thereto.

**Explanation/**

**Submitted by:**

Funds are needed to repair the heating system components and replace the A/C condensing unit for the second floor at the Fire Station. The building has been having heating and cooling issues for the past 1.5 years. This past Fall required a repair to the A/C system on the second floor which resulted in the identification of needed heating system upgrades. These systems and units are original to the building which is over 18 years old, and they need to be repaired and/or replaced/Fire Department.

**Recommendation:** Favorable Action Finance Committee/ Capital Budget Committee

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**ARTICLE 21: Withdrawn**

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**ARTICLE 22:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of ten thousand dollars (\$10,000), or any other sum, to fund the purchase of a used replacement forklift for the DPW Highway Division, including all expenses incidental and related, or, to take any other action relative thereto.

**Explanation/**

**Submitted by:**

The Highway Division currently utilizes one (1) 1963 Clark propane driven forklift. This piece of equipment is utilized weekly for a variety of tasks including but not limited to; unloading pallets of pelletized deicer, pallets of cold patch bags for emergency pothole repair, drums of paint for line painting, pallets of fertilizer and lime, raw stock that is used for fabrication, plow blades, etc. The current forklift is 57 years old and in disrepair/ Department of Public Works.

**Recommendation:** Favorable Action Finance Committee/ Capital Budget Committee

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**ARTICLE 23: Withdrawn**

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**ARTICLE 24: Withdrawn**

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**ARTICLE 25:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of thirty thousand dollars (\$30,000), or any other sum, to fund the purchase a replacement turf truck for the DPW Parks/Forestry/Cemetery Division, including all expenses incidental and related, or, to take any other action relative thereto.

**Explanation/**

**Submitted by:** The Parks/Forestry/Cemetery Division currently utilizes one (1) 2001 Cushman gas driven turf truck. This piece of equipment is instrumental in maintaining and grooming 28 acres of athletic fields and cemeteries during the spring summer and fall. The turf truck assists with many tasks including but not limited to; hauling bulk materials, top dressing fields, trash removal, dragging infields and Kiwanis beach, etc. To not replace this vehicle would have a serious impact on our small crew's ability to provide the maintenance and repairs necessary to keep our fields and recreation areas in top condition/Department of Public Works.

**Recommendation:** Favorable Action Finance Committee/ Capital Budget Committee

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**ARTICLE 26:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of two hundred eighty thousand dollars (\$280,000), or any other sum, for the purpose of funding the Water Division's Capital

Improvement Program including all expenses incidental and related, or, to take any other action relative thereto.

**Explanation/**

**Submitted by:** A Comprehensive Assessment and Analysis was performed by Tighe & Bond including an updated capital plan. The plan acknowledges previously identified needs of the Water Division including updated repairs and maintenance necessary for the continued operation of the Water Treatment & Distribution System. A detailed inventory of these repairs is included in the report/ Department of Public Works.

**Recommendation:** Favorable Action Finance Committee/ Capital Budget Committee

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**ARTICLE 27:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of four hundred fifty thousand dollars (\$450,000), or any other sum, for the purpose of funding the Wastewater Division's Capital Improvement Program including all expenses incidental and related, or, to take any other action relative thereto.

**Explanation/**

**Submitted by:** A Comprehensive Assessment and Analysis was performed by Tighe & Bond including an updated capital plan. The plan acknowledges previously identified needs of the Wastewater Division including updated repairs and maintenance necessary for the continued operation of the

Wastewater Treatment Facility. A detailed inventory of these repairs is included in the report.

**Recommendation:** Favorable Action Finance Committee/ Capital Budget Committee

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**ARTICLE 28:** To see if the Town will appropriate the amount of \$293,796.67, being the unexpended balance of proceeds of the sale of bonds issued pursuant to a vote of the Town duly adopted at Annual Town Meeting on May 7, 2009 (Article 32) to finance the Water Main Replacement along Route 140, and pursuant to a vote of the Town duly adopted at Annual Town Meeting on May 10, 2012 (Article 10) to finance the construction of a Well field at the third water source, located at 172 West River Street, related Pumping Station, the West River Street water main replacement and installation of a SCADA system at all water and wastewater facilities, which projects are now complete and for which no further liability remains, for the purpose of paying the costs of Miscellaneous Water Capital Projects work within the Town, including the payment of any and all costs incidental and related thereto, pursuant to Section 20 of Chapter 44 of the General Laws.

**Explanation/**

**Submitted by:** The Water Enterprise includes two capital project articles/funds that unused bond proceeds are available to be appropriated in accordance with M.G.L. Chapter 44, Section 20. Water Capital Project Fund 6400, originally appropriated on May 7, 2009, as Article 32 for the Water Main

Replacement along Route 140 includes \$8,782.39 of available funds that are available for appropriation for a similar Water Capital Project. Water Capital Article account 6000-500-5013-5010, originally appropriated on May 10, 2012, as Article 10 for the construction of a Well field at the third water source, located at 172 West River Street, related Pumping Station, the West River Street water main replacement and installation of a SCADA system at all water and wastewater facilities that includes \$285,014.28 of available funds that are available for appropriation for a similar Water Capital Project/Town Accountant

**Recommendation:** Favorable Action Finance Committee

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**ARTICLE 29:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of thirteen thousand dollars (\$13,000.00), or any other sum, for the purpose of purchasing software for tracking personnel time, attendance, vacation time, and sick time, including all expenses incidental and related, or, to take any other action relative thereto.

**Explanation/**

**Submitted by:** Treasurer/Collector

**Recommendation:** Favorable Action Finance Committee

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**ARTICLE 30:** To see if the Town will vote to authorize the Board of Selectmen to submit a home rule petition to the General Court for special legislation changing the

position of Treasurer/Collector from elected to appointed, all as set forth below; and to authorize the General Court to 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, or take any other action relative thereto:

**AN ACT CREATING IN THE TOWN OF UPTON THE  
OFFICE OF APPOINTED TREASURER/COLLECTOR**

SECTION 1. Notwithstanding any general or special law to the contrary, the office of Treasurer/Collector in the town of Upton shall be appointed, and may be removed by, the Town Manager. The Treasurer/Collector shall have all the powers, perform the duties and be subject to the liabilities and penalties now or hereafter conferred and imposed by law on Treasurers and Collectors. The Town Manager may establish an employment contract with the Treasurer/Collector not to exceed 5 years, for salary, fringe benefits and other conditions of employment, including, but not limited to, severance pay, reimbursement for expense incurred in the performance of the duties of office, liability insurance, and conditions of discipline, termination, dismissal, reappointment, performance standards and leave.

SECTION 2. Notwithstanding section 1, the elected incumbent holding office as of the effective date of this act shall serve out the remainder of his elected term, at which time the elected office shall be abolished. The elected incumbent holding office as of the effective date of this act shall then become the first appointed Treasurer/Collector, and shall serve as such until his resignation, retirement, or removal for cause. In such case, or if the elected incumbent vacates the office prior to the end of the term, appointments to the position of Treasurer/Collector shall be made by the Town Manager in accordance with said section 1.

SECTION 3. This act shall take effect upon its passage.

**Explanation/**

**Submitted by:** To change the position of Treasurer Collector from an elected position to an appointed position/Treasurer/Collector.

**Recommendation:**

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**ARTICLE 31:      Withdrawn**

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**ARTICLE 32:** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court to amend Section 2 of Chapter 391 of the Acts of 2008, entitled, "An Act Establishing the Office of Town Manager in the Town of Upton", by adding under Section 2 "(g) hiring and appointing the Board of Assessor Staff in consultation with the

Board of Assessor with such staff being subject to the Town Manager's authority pursuant to paragraph (a) of this section" , or, take any other action relative thereto.

**Explanation/**

**Submitted by:** Allowing the Town Manager to appoint the Assistant Assessor, permits the Assistant Assessor to also be an elected member of the Board of Assessors according to State Ethics, if necessary. Appointing Assessing staff can provide for more coordinated efforts amongst the various financial departments as well/Board of Assessors.

**Recommendation:**

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**ARTICLE 33:** 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 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.

**Explanation/**

**Submitted by:** When the town changed the bylaw to have Town Meeting before electing new officials, Nipmuc needed to make changes to their end of the year events to accommodate the Election Day. However, looking forward the next 5 years, the dates of the Election is in direct conflict with the end of the year events held before graduation/Town Clerk.

**Recommendation:**

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**ARTICLE 34:** To see if the Town will vote to amend Title 2 Chapter 1 Sections 4 and 5 of the General By-laws with underlined text to be inserted and text to be deleted shown with ~~strikethrough~~, as follows:

Section 4 Notices of every town meeting shall be given by posting ~~printed~~ copies of the warrant for such meeting on the Town Clerk's bulletin board at Town Hall, on the Town's official website, and in any other manner which the Board of Selectmen deems appropriate, provided, however, that inadvertent failure to post on the website, or any interruption in service to such website, shall not affect the

validity of the noticed town meeting. in two or more conspicuous public places in the town of Upton, and one copy thereof shall be posted on the exterior of the Town Hall Building.

Section 5 Notice of every adjourned Town Meeting shall be posted by the Town Clerk on the Town Clerk's bulletin board at Town Hall, on the Town's official website, and in any other manner which the Board of Selectmen deems appropriate, provided, however, that inadvertent failure to post on the website, or any interruption in service to such website, shall not affect the validity of the noticed continued town meeting. in two or more conspicuous public places in the Town of Upton, one copy thereof shall be posted on the exterior of the Town Hall Building.

In addition thereto the Town Clerk may, if he or she deems it practicable, publish the same in any newspaper published in the County having a circulation in the Town of Upton.

or, to take any other action relative thereto.

#### **Explanation/**

**Submitted by:** By amending this section, the Town Meeting warrant posting requirements are more contemporary and provide for easier public access and transparency/Town Manager.

#### **Recommendation:**

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**ARTICLE 35:      Withdrawn**

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**ARTICLE 36:**      To see if the Town will vote to accept as a public way the roadway known as Azalea Lane, as heretofore laid out by the Board of Selectmen and shown on a plan of land entitled “Layout Plan of Azalea Lane ‘J.R. Estates’ Upton, Mass.,” dated August 22, 2019, prepared by Guerriere & Halnon, Inc., and on file with the Town Clerk, and authorize the Board of Selectmen to acquire, by gift, purchase, and/or eminent domain, the fee to and/or easements in Azalea Lane for all purposes for which public ways are used in the Town of Upton and any drainage, utility and/or other easements related thereto; or, to take any other action relative thereto.

**Explanation/  
Submitted**

To accept Azalea Lane as a public way per the agreement between the Upton Planning Board and D&F Afonso Builders/Board of Selectmen.

**Recommendation:**

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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 do 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 2<sup>nd</sup> day of June in the year of our lord two thousand twenty.

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## PROCEEDINGS OF ANNUAL TOWN MEETING / 23 JUNE 2020

Called to order at 7:00 pm by Moderator David Loeper. The meeting was adjourned until 7:05 pm.

During this meeting, 99 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.

The Pledge of Allegiance was recited.

By unanimous vote, guests present were: Derek Brindisi, Town Manager; David Muradian, State Representative; Brian Masar, Town Counsel; Janice Nowicki, COA Director; Dennis Westgate, DPW Director; Mark DiFronzo, Fire Chief; Matthew Bachtold, Library Director; Kenny Costa, Town Accountant; Andrew St George, Recreation Director; Joseph Maruszczak, Superintendent, Maureen Cohen, Asst Superintendent MURSD; Michael Fitzpatrick, BVT; Michelle Sanford, Town Crier; Patricia Parent, Town Nurse; Paul Marchand,

Moderator David Loeper detailed protocols for the Town Meeting due to the COVID-19 Pandemic. Voters were wearing masks and socially distanced seating was assigned. Also, each time a voter spoke, the microphones would be cleaned. Lastly, the Moderator would be making each of the motions to limit the number of voters walking around and speaking into the microphones.

### *Point of Order:*

Upon motion of Michelle Antinarelli, it was moved to adjourn the meeting and reschedule when the meeting could be held outside.

Upon motion of William Andrews, it was moved to question

Moderator declared a 2/3 majority is required

**Moderator declared the motion passed by 2/3 vote.**

**Moderator declared the motion to adjourn lost.**

**Consent Calendar:** Upon motion of David Loeper, it was moved the Town vote by unanimous consent the following Articles that have not been requested “hold”; those (consent calendar) Articles being: 1, 3, 4, 5, 6, 8, 12a, 12B and 13.

**The Moderator declared the motion carried unanimously.**

**Approval of Annual Town Report**

**ARTICLE 1:** **Unanimous consent:** voted the Town to accept reports of all Town Officers and Appointed Committees, as written in the 2019 Town Report.

**Transfer of Stabilization Funds for School Budget**

**ARTICLE 2A:** Upon motion of David Loeper, it was moved the Town transfer 259,699.00 from the General Stabilization Account to fund the additional assessment from the Mendon-Upton Regional School District of \$202,261.00, and for the purpose of funding the Town’s assessment for the Blackstone Valley School District of \$57,438.00.

Moderator declared this motion needed a 2/3 majority.

Favorable recommendation from Finance Committee by 2/3 majority

**Moderator declared the motion passed unanimously.**

**FY2021 Budget**

**ARTICLE 2:** Upon motion of David Loeper, 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

\$24,094,461.00 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 2021 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: 122, 145, 152, 161, 171, 210, 220, 241, 421, 510, 541.

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

Upon motion of Paul Flaherty, it was moved to raise and appropriate the sum of \$281,224 for line item 122 – Selectmen wages.

**The Moderator declared the motion carried by majority.**

Upon motion of Paul Flaherty, it was moved to raise and appropriate the sum of \$72,164 for line item 145 – Treasurer/Collector Wages.

**The Moderator declared the motion carried by majority.**

Upon motion of Paul Flaherty, it was moved to raise and appropriate the sum of \$1,200 for line item 152 – Personnel Committee Expenses.

**The Moderator declared the motion carried by majority.**

Upon motion of Paul Flaherty, it was moved to raise and appropriate the sum of \$161,057 for line item 161 – Town Clerk Wages.

**The Moderator declared the motion carried by majority.**

Upon motion of Paul Flaherty, it was moved to raise and appropriate the sum of \$44,525 for line item 171 – Conservation Commission Wages

**The Moderator declared the motion carried by majority.**

Upon motion of Paul Flaherty, it was moved to raise and appropriate the sum of \$18,000 for line item 210 – Police Training.

**The Moderator declared the motion carried by majority.**

Upon motion of Paul Flaherty, it was moved to raise and appropriate the sum of \$38,150 for line item 220 – Fire/EMS Dept expense

**The Moderator declared the motion carried unanimously.**

Upon motion of Paul Flaherty, it was moved to raise and appropriate the sum of \$23,500 for line item 241–Code Enforcement Expense

**The Moderator declared the motion carried unanimously.**

Upon motion of Paul Flaherty, it was moved to raise and appropriate the sum of \$487,713 for line item 421 – DPW Wages.

**The Moderator declared the motion carried unanimously.**

Upon motion of Paul Flaherty, it was moved to raise and appropriate the sum of \$15,000 for line item 421 – DPW Consultant.

**The Moderator declared the motion carried unanimously.**

Upon motion of Paul Flaherty, it was moved to raise and appropriate the sum of \$69,046 for line item 510 – Health Board Wages

**The Moderator declared the motion carried unanimously.**

Upon motion of Paul Flaherty, it was moved to raise and appropriate the sum of \$165,598 for line item 541- Council on Aging Wages

**The Moderator declared the motion carried by majority.**

## **Water Enterprise Budget**

**ARTICLE 3:** **Unanimous consent**, the Town voted to approve Article 3 as set forth in the warrant, appropriating funds to operate the Water Enterprise Fund for FY 2021.

Printed in Warrant: That the following sums be appropriated for the Water Enterprise Fund:

Wages & Salaries	\$ 270,866.00
Expenses	380,640.00
Capital Outlay	100,000.00
Debt	297,795.00
Extra/Unforeseen	50,000.00
<b>Total</b>	<b>\$1,089,301.00</b>

And that **\$1,089,301.00** be raised for such purposes as follows:

Department receipts	\$ 790,404.00
Retained Earnings	150,000.00
Tax Levy	148,897.00**
Free Cash	-0-

\*\* (NOTE: As raised and appropriated under Article 2)

Favorable recommendation from Finance Committee

### **Wastewater Enterprise Budget**

**ARTICLE 4** **Unanimous consent**, the Town voted to approve Article 4 as set forth in the warrant, appropriating funds to operate the Wastewater Enterprise Fund for FY 2021.

Printed in the Warrant: That the following sums be appropriated for the Wastewater Enterprise Fund:

Wage & Salaries	\$ 294,835.00
Expenses	325,519.00
Capital Outlay	100,000.00
Debt	10,813.00
Extra/Unforeseen	30,000.00
<b>Total</b>	<b>\$761,167.00</b>

And that **\$717,944** be raised for such purposes as follows:

Department receipts	\$655,760.00
Retained Earnings	100,000.00
Tax levy	5,407.00**
Free cash	-0-

\*\* (NOTE: As raised and appropriated under Article 2)

Favorable recommendation from Finance Committee/Capital Budget Committee

**Moderator declared the motion passed unanimously.**

### **Revolving Funds**

**ARTICLE 5:** **Unanimous consent**, the Town voted to approve Article 5 as set forth in the warrant, establishing annual spending limits for FY2021 revolving funds as set forth below.

<b>Authorized Revolving Funds (G.L. c.44, §53E ½)</b>	<b>Fiscal Year Expenditure Limit</b>
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”	\$10,000
Town Library Fund	\$6,000
Recreation Commission	\$260,000
<b>Authorized Revolving Fund (G.L. c.60, §15B)</b>	<b>Fiscal Year Expenditure Limit</b>
Treasurer/Collector Tax Title	\$15,000

### **PEG Access Funding**

**ARTICLE 6:** **Unanimous consent**, the Town voted to approve Article 6 as set forth in the

warrant, raising and appropriating the total sum of \$73,370 to operate the PEG Access and Cable Related Fund for FY 2021.

Wages & Salaries	\$ 43,500.00
Expenses	3,200.00
Capital Outlay	20,000.00
Extra/Unforeseen	6,670.00
<b>Total</b>	<b>\$73,370.00</b>

**ARTICLE 7: Withdrawn**

### **Chapter 90 Approval**

**ARTICLE 8:** **Unanimous Consent** the Town voted to approve Article 8 as set forth in the warrant, providing for the acceptance and expenditure of so-call Chapter 90 funds.

### **Road Repairs**

**ARTICLE 9:** Upon motion of David Loeper, it was moved the Town vote to raise and appropriate \$562,380 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/Capital Budget

**Moderator declared the motion passed unanimously.**

## **ARTICLE 10: Withdrawn**

## **ARTICLE 11: Withdrawn**

### **CPC Reserve Account Funding**

**ARTICLE 12A: Unanimous Consent:** the Town voted to raise vote to transfer from the fund balance of the Community Preservation Fund the following sums to the specified Community Preservation Fund reserve accounts to meet the requirements of M.G.L. Chapter 44B, §6, for FY20:

- Historic Resources Account - \$19,683.60
- Open Space Account - \$19,683.60
- Community Housing Account - \$19,683.60

### **CPC Administration Cost Funding**

**ARTICLE 12B: Unanimous Consent:** the Town voted to act on the report of the Community Preservation Committee on the FY 2021 community preservation budget and appropriate the sum of fifteen thousand dollars (\$15,000) from the Community Preservation Fund FY 2021 estimated annual revenues to the Community Preservation Committee Administrative Expense Account (2400-620-5700-5700) for all necessary

and proper administrative expenses of the Committee for FY 2021.

### **Funding for Design Leland Field**

**ARTICLE 12 C:** Upon motion of David Loeper, it was moved the Town vote to transfer up to

\$35,000.00 from the Community Preservation Undesignated Fund Balance to fund 50% of the design and engineering for Leland Field per the concept outlined in the Recreation Master Plan.

Favorable recommendation from Finance Committee/CPC

**Moderator declared the motion passed by majority.**

### **Funding for Historic Shed at Maplewood Cemetery**

**ARTICLE 12 D:** Upon motion of David Loeper, it was moved the Town vote to transfer the sum

of \$7,500.00 from the Community Preservation Act Historic Preservation Reserve Account to fund the repair of the slate roof and the painting of the ceiling of the historic storage shed at Maplewood Cemetery.

Favorable recommendation from Finance Committee/CPC

**Moderator declared the motion passed by majority.**

### **ARTICLE 12 E: Withdrawn**

#### **Assessor Funding for Valuations**

**ARTICLE 13: Unanimous Consent:** the Town vote to transfer from Free Cash the sum of Eleven thousand dollars

(\$11,000.00) for use by the Board of Assessors for ongoing recertification.

#### **ARTICLE 14: Withdrawn**

**ARTICLE 15:** Upon motion of David Loeper, it was moved the Town vote to transfer from Free Cash the sum of ten \$10,000.00 for use by the Board of Assessors to contract for a utility appraiser.

Favorable recommendation from Finance Committee

**Moderator declared the motion passed unanimously.**

#### **Common Driveway Zoning Bylaw**

**ARTICLE 16:** Upon motion of David Loeper, it was moved the Town vote to amend Section 6.1 of the Zoning By-laws, "Common Driveways", as printed in the warrant under Article 16.

Moderator declared this motion needs 2/3 majority.

Favorable recommendation from Planning Board

**Moderator declared the motion passed unanimously.**

#### **ARTICLE 17: Withdrawn**

#### **Portable Radio Equipment Purchase**

**ARTICLE 18:** Upon motion of David Loeper, it was moved the Town vote to transfer from Free Cash the sum of \$159,000.00 to purchase portable radio equipment including all expenses incidental and related.

Favorable recommendation from Finance Committee/Capital Budget Committee

**Moderator declared the motion passed unanimously.**

#### **PPE Purchase for Firefighters**

**ARTICLE 19:** Upon motion of David Loeper, it was moved the Town vote to transfer from Free Cash the sum of \$11,070 to purchase 3 sets of personal protective firefighter gear, also known as "PPE", including all incidental and related expenses.

Favorable recommendation from Finance Committee

**Moderator declared the motion passed unanimously.**

#### **HVAC Repairs to Fire Station**

**ARTICLE 20:** Upon motion of David Loeper, it was moved the Town vote to transfer from Free Cash the sum of \$25,000.00 to fund the repair and replacement of the heating and HVAC systems at the Fire Station and all incidental and related costs.

Favorable recommendation from Finance Committee/Capital Budget Committee

**Moderator declared the motion passed unanimously.**

#### **ARTICLE 21: Withdrawn**

#### **Forklift Purchase**

**ARTICLE 22:** Upon motion of David Loeper, it was moved the Town vote to transfer from Free Cash the sum of \$10,000 to fund the purchase of a used replacement forklift for the DPW

Highway Division, including all expenses incidental and related.

Favorable recommendation from Finance Committee

**Moderator declared the motion passed unanimously.**

### **ARTICLE 23: Withdrawn**

### **ARTICLE 24: Withdrawn**

#### **Turf Truck Purchase**

**ARTICLE 25:** Upon motion of David Loeper, it was moved the Town vote to transfer from Free Cash the sum of \$30,000.00 to fund the purchase of a replacement turf truck for the DPW Parks/Forestry/Cemetery Division, including all expenses incidental and related.

Favorable recommendation from Finance Committee

**Moderator declared the motion passed unanimously.**

#### **Water Capital Improvement Plan**

**ARTICLE 26:** Upon motion of David Loeper, it was moved the Town vote to transfer from Water Enterprise Retained Earnings the sum of \$280,000 for the purpose of funding the Water Division's Capital Improvement Program including all expenses incidental and related.

Favorable recommendation from Finance Committee/Capital Budget Committee

**Moderator declared the motion passed unanimously.**

#### **Wastewater Capital Improvement Plan**

**ARTICLE 27:** Upon motion of David Loeper, it was moved the Town vote to transfer from Wastewater Enterprise Retained Earnings the sum of \$450,000 for the purpose of funding the Wastewater Division's Capital Improvement Program including all expenses incidental and related.

Favorable recommendation from Finance Committee/Capital Budget Committee

**Moderator declared the motion passed unanimously.**

#### **Water Article Consolidation**

**ARTICLE 28:** Upon motion of David Loeper, it was moved the Town vote to appropriate the amount of \$293,796.67, being the unexpended balance of proceeds of the sale of bonds issued pursuant to a vote of the Town duly adopted at Annual Town Meeting on May 7, 2009 (Article 32) to finance the Water Main Replacement along Route 140, and pursuant to a vote of the Town duly adopted at Annual Town Meeting on May 10, 2012 (Article 10) to finance the construction of a Well field at the third water source, located at 172 West River Street, related Pumping Station, the West River Street water main replacement and installation of a SCADA system at all water and wastewater facilities, which projects are now complete and for which no further liability remains, for the purpose of paying the costs of Miscellaneous Water Capital Projects work within the Town that may be financed through the issuance of debt under Chapter 44 of the General Laws for a period at least equal to that relative to the completed projects above, including the payment of any and all costs incidental and related thereto, pursuant to Section 20 of Chapter 44 of the General Laws.

Moderator declared this motion requires a 2/3 majority.

Favorable recommendation from Finance Committee

**Moderator declared the motion passed unanimously.**

### **Personnel Tracking Software**

**ARTICLE 29:** Upon motion of David Loeper, it was moved the Town vote to transfer from Free Cash the sum of thirteen \$13,000.00 for the purpose of purchasing software for tracking personnel time, attendance, vacation time, and sick time, including all expenses incidental and related.

Favorable recommendation from Finance Committee

**Moderator declared the motion passed by majority.**

### **Appointed Treasurer Collector**

**ARTICLE 30:** Upon motion of David Loeper, it was moved the Town vote to authorize the Board of Selectmen to submit a home rule petition to the General Court for special legislation changing the position of Treasurer/Collector from elected to appointed, as printed in the Warrant under Article 30; and to authorize the General Court to 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 by majority.**

## **ARTICLE 31: Withdrawn**

### **Town Manager Act – Assessor Staff**

**ARTICLE 32:** Upon motion of David Loeper, it was moved the Town vote to authorize the Board of Selectmen to petition the General Court to amend Section 2 of Chapter 391 of the Acts of 2008, entitled, "An Act Establishing the Office of Town Manager in the Town of Upton", by adding under Section 2 "(g) hiring and appointing the Board of Assessor Staff in consultation with the Board of Assessor with such staff being subject to the Town Manager's authority pursuant to paragraph (a) of this section".

**Moderator declared the motion passed by majority.**

### **Election Date Bylaw Change**

**ARTICLE 33:** Upon motion of David Loeper, it was moved the Town vote to amend Title II, Chapter One of the General By-laws, Town Meetings, as printed in the Warrant under Article 33.

**Moderator declared the motion passed by majority.**

### **Posting of Warrant Bylaw Change**

**ARTICLE 34:** Upon motion of David Loeper, it was moved the Town vote to amend Title II Chapter 1 Sections 4 and 5 of the General By-laws, as printed in the Warrant under Article 34.

Moderator David Loeper recused himself as Moderator.

Town Clerk Kelly McElreath asked for nominations for a Temporary Moderator

Upon motion of David Loeper, it was moved to elect Kelly McElreath as Temporary Moderator

**Temporary Moderator declared the motion passed unanimously.**

Upon motion of David Loeper, it was motion to *amend the motion* to read the following:

Section 4      Notices of every town meeting shall be given by posting printed copies of the warrant for such meeting on the Town Clerk's bulletin board at Town Hall, on the Town's official website, and at two or more conspicuous public places in the Town of Upton that the Board of Selectmen deems appropriate, provided, however, that inadvertent failure to post on the website, or any interruption in service to such website, shall not affect the validity of the noticed town meeting. in two or more conspicuous public places in the town of Upton, and one copy thereof shall be posted on the exterior of the Town Hall Building.

Section 5      Notice of every adjourned Town Meeting shall be posted by the Town Clerk on the Town Clerk's bulletin board at Town Hall, on the Town's official website, and at two or more conspicuous public places in the Town of Upton that the Board of Selectmen deems appropriate, provided, however, that inadvertent failure to post on the website, or any interruption in service to such website, shall not affect the validity of the noticed continued town meeting. in two or more conspicuous public places in the Town of Upton, one copy thereof shall be posted on the exterior of the Town Hall Building.  
In addition thereto the Town Clerk may, if he or she deems it practicable, publish the same in any newspaper published in the County having a circulation in the Town of Upton.

**Temporary Moderator declared the amendment passed unanimously.**

**Temporary Moderator declare the amended motion passed unanimously.**

Upon motion of Paul Flaherty, it was moved to elect David Loeper as Moderator

**Temporary Moderator declared the motion passed unanimously.**

#### **ARTICLE 35: Withdrawn**

#### **Azalea Lane Acceptance**

**ARTICLE 36:** Upon motion of David Loeper, it was moved the Town vote to accept as a public way the roadway known as Azalea Lane, shown on a plan entitled “Layout Plan of Azalea Lane ‘J.R. Estates’ Upton, Mass.,” dated August 22, 2019, prepared by Guerriere & Halnon, Inc., and on file with the Town Clerk, and authorize the Board of Selectmen to acquire, by gift, purchase, and/or eminent domain, the fee to and/or easements in Azalea Lane for all purposes for which public ways are used in the Town of Upton and any drainage, utility and/or other easements.

Favorable recommendation from Planning Board

**Moderator declared the motion passed unanimously.**

Upon motion of John Robertson, it was moved to dissolve this warrant and adjourn the Annual Town Meeting at 9:51 pm.

**Motion passed unanimously.**

Attest: Kelly A. McElreath, Town Clerk

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STATE PRIMARY ELECTION WARANT / 1 SEPTEMBER 2020

**COMMONWEALTH OF MASSACHUSETTS**  
**WILLIAM FRANCIS GALVIN**  
**SECRETARY OF THE COMMONWEALTH**

**Worcester, SS.**

To either of the Constables of the Town of Upton

**GREETINGS:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Primaries to vote at

00/001 & 00/002  
Nipmuc High School Gymnasium

on **TUESDAY, THE FIRST DAY OF SEPTEMBER, 2020**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Primaries for the candidates of political parties for the following offices:

SENATOR IN CONGRESS.....	FOR THIS
COMMONWEALTH	
REPRESENTATIVE IN CONGRESS.....	SECOND
DISTRICT	
COUNCILLOR.....	SEVENTH
DISTRICT	
SENATOR IN GENERAL COURT .....	SECOND WORCESTER
DISTRICT	
REPRESENTATIVE IN GENERAL COURT.....	NINTH WORCESTER DISTRICT

REGISTER OF PROBATE. . . . . WORCESTER  
COUNTY

Hereof fail not and make return of this warrant with your doings  
thereon at the time and place of said voting.

Given under our hands this 4 day of August, 2020.

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## PROCEEDINGS OF STATE PRIMARY ELECTION/1 SEPTEMBER 2020

Rena Richard, Warden, declared the polls open at 7:00 am.

This election occurred during the COVID-19 pandemic. The voting booths were set up 6 feet apart and cleaned throughout the day. Precautions were taken throughout the day to ensure safety for the election workers and voters.

Due to the COVID-19 pandemic, permission was granted to use one clerk for check in and check out for each precinct. Throughout the day, election clerks on duty at the check-in table for precinct one was Lauren Pelland and Mary Drainville. Elections clerks on duty at the check-in table for precinct two were Megan Ronzio and Kelly Carey. Agnita Knott and Robin Sharp were on duty at the voting machine for precinct one throughout the day to ensure voters were checked in and ballots were processed through the voting machine. Also, Joan Burrill and Kathy Ramsey were on duty at the voting machine for precinct two throughout the day to ensure voters were checked in and ballots were processed through the voting machine.

At 8:01 pm the results of the election were printed from each of the two DS200 Vote tabulation machines. There were 1,607 Democratic votes (865 for precinct one and 742 for precinct two), 499 Republican votes (235 for precinct one and 264 precinct two). The following are the results of the election:

DEMOCRATIC				
<b>Senator in Congress</b>	Edward J. Markey	449	404	853
	Joseph P. Kennedy	409	337	746
	Write Ins	0	0	0

	Shiva Ayyaduria	1	0	1
	Blanks	6	1	7
		865	742	1607
<b>Rep in Congress</b>	James P. McGovern	744	645	1389
	Write Ins - Tracy Lynn Lovvorn	1	4	5
	Write In - Michael Moore	0	2	2
	Blanks	120	91	211
		865	742	1607
<b>Councillor</b>	Paul M. DePalo	459	342	801
	Padraic Rafferty	250	248	498
	Write Ins	0	0	0
	Blanks	156	152	308
		865	742	1607
<b>Senator In Gen Court</b>	Michael O. Moore	704	620	1324
	Write Ins	0	2	2
	Blanks	161	120	281
		865	742	1607
<b>Rep in General Court</b>	Write In - David Muradian	2	1	3
	Blanks	863	741	1604
		865	742	1607

<b>Register of Probate</b>	John B. Dolan III	314	256	570
	Kasia Wennerberg	385	322	707
	Write In - Stephanie Fattman	0	2	2
	Blanks	166	162	328
		865	742	1607
<b>REPUBLICAN</b>				
<b>Senator in Congress</b>	Shiva Ayyadurai	87	117	204
	Kevin J O'Connor	142	138	280
	Write In Joe Kennedy	0	2	2
	Write In Joe Markey	1	1	2
	Blanks	5	6	11
		235	264	499
<b>Rep in Congress</b>	Tracy Lyn Lovvorn	205	221	426
	Write In	0	0	0
	Blanks	30	43	73
		235	264	499
<b>Councillor</b>	Write In	0	0	0
	Blanks	235	264	499
		235	264	499
<b>Sen in General Court</b>	Write In	0	0	0

	Blanks	235	264	499
		235	264	499
<b>Rep in General Court</b>	David Muradian Jr	222	238	460
	Write Ins	0	0	0
	Blanks	13	26	39
		235	264	499
<b>Register of Probate</b>	Stephanie K. Fattman	217	233	450
	Write ins	0	0	0
	Blanks	18	31	49
		235	264	499

There was one ballot cast for Green party with all votes blank except for one write in vote for Edward Markey for Senator in Congress. There were 4 Libertarian ballots casts with all votes blank except for one write in vote for Joe Kennedy for Senator in Congress.

The total number of ballots voted was 2,111 out of 5,919 (68 inactive) (36% turnout). This included 1,029 absentee/vote by mail ballots. Warden Rena Richard read the unofficial results of the election at 8:25 pm. The used and unused ballots were sealed in separate containers and deposited in the town vault at 8:50 pm.

Attest: Kelly A. McElreath, Town Clerk

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STATE PRIMARY ELECTION / 3 NOVEMBER 2020

**COMMONWEALTH OF MASSACHUSETTS**

WILLIAM FRANCIS GALVIN

SECRETARY OF THE COMMONWEALTH

SS.

To the Constables of the Town of Upton

**GREETINGS:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Elections to vote at:

00/01 & 02

NIPMUC GYMNASIUM

NIPMUC REGIONAL HIGH SCHOOL

90 PLEASANT ST, UPTON MA 01568

on **TUESDAY, THE THIRD DAY OF NOVEMBER, 2020**, from 7:00 A.M. TO 8:00 P.M. for the following purpose:

To cast their votes in the State Election for the candidates for the following offices:

ELECTORS OF PRESIDENT AND VICE PRESIDENT UNITED STATES  
SENATOR IN CONGRESS..... FOR THIS COMMONWEALTH  
REPRESENTATIVE IN CONGRESS .....SECOND DISTRICT  
COUNCILLOR .....SEVENTH DISTRICT  
SENATOR IN GENERAL COURT.... SECOND WORCESTER DISTRICT  
REPRESENTATIVE IN GENERAL COURT NINETH WORCESTER

DISTRICT

REGISTER OF PROBATE..... WORCESTER COUNTY

## **QUESTION 1: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 5, 2020?

### **SUMMARY**

This proposed law would require that motor vehicle owners and independent repair facilities be provided with expanded access to mechanical data related to vehicle maintenance and repair.

Starting with model year 2022, the proposed law would require manufacturers of motor vehicles sold in Massachusetts to equip any such vehicles that use telematics systems -- systems that collect and wirelessly transmit mechanical data to a remote server -- with a standardized open access data platform. Owners of motor vehicles with telematics systems would get access to mechanical data through a mobile device application. With vehicle owner authorization, independent repair facilities (those not affiliated with a manufacturer) and independent dealerships would be able to retrieve mechanical data from, and send commands to, the vehicle for repair, maintenance, and diagnostic testing.

Under the proposed law, manufacturers would not be allowed to require authorization before owners or repair facilities could access mechanical data stored in a motor vehicle's on-board diagnostic system, except through an authorization process standardized across all makes and models and administered by an entity unaffiliated with the manufacturer.

The proposed law would require the Attorney General to prepare a notice for prospective motor vehicle owners and lessees explaining telematics systems and the proposed law's requirements concerning access to the vehicle's mechanical data. Under the proposed law, dealers would have to provide prospective owners with, and prospective owners would have to acknowledge receipt of, the notice before buying or leasing a vehicle. Failure to comply with these notice requirements would subject motor vehicle dealers to sanctions by the applicable licensing authority.

Motor vehicle owners and independent repair facilities could enforce this law through state consumer protection laws and recover civil penalties of the greater of treble damages or \$10,000 per violation.

**A YES VOTE** would provide motor vehicle owners and independent repair facilities with expanded access to wirelessly transmitted mechanical data related to their vehicles' maintenance and repair.

**A NO VOTE** would make no change in the law governing access to vehicles' wirelessly transmitted mechanical data.

## **QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 5, 2020?

### **SUMMARY**

This proposed law would implement a voting system known as “ranked-choice voting,” in which voters rank one or more candidates by order of preference. Ranked-choice voting would be used in primary and general elections for all Massachusetts statewide offices, state legislative offices, federal congressional offices, and certain other offices beginning in 2022. Ranked-choice voting would not be used in elections for president, county commissioner, or regional district school committee member.

Under the proposed law, votes would be counted in a series of rounds. In the first round, if one candidate received more than 50 percent of the first-place votes, that candidate would be declared the winner and no other rounds would be necessary. If no candidate received more than 50 percent of the first-place votes, then the candidate or candidates who received the fewest first-place votes would be eliminated and, in the next round, each vote for an eliminated candidate would instead be counted toward the next highest-ranked candidate on that voter’s ballot. Depending on the number of candidates, additional rounds of counting could occur, with the last-place candidate or candidates in each round

being eliminated and the votes for an eliminated candidate going to the voter's next choice out of the remaining candidates. A tie for last place in any round would be broken by comparing the tied candidates' support in earlier rounds. Ultimately, the candidate who was, out of the remaining candidates, the preference of a majority of voters would be declared the winner.

Ranked-choice voting would be used only in races where a single candidate is to be declared the winner and not in races where more than one person is to be elected.

Under the proposed law, if no candidate received more than 50 percent of first-place votes in the first round, the rounds of ballot-counting necessary for ranked-choice voting would be conducted at a central tabulation facility. At the facility, voters' rankings would be entered into a computer, which would then be used to calculate the results of each round of the counting process. The proposed law provides that candidates in a statewide or district election would have at least three days to request a recount.

The Secretary of State would be required to issue regulations to implement the proposed law and conduct a voter education campaign about the ranked-choice voting process. The proposed law would take effect on January 1, 2022.

**A YES VOTE** would create a system of ranked-choice voting in which voters would have the option to rank candidates in order of preference and votes would be counted in rounds, eliminating candidates with the lowest votes until one candidate has received a majority.

**A NO VOTE** would make no change in the laws governing voting and how votes are counted.

Given under our hands this 6<sup>th</sup> day of October, 2020.

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## PROCEEDINGS OF STATE PRIMARY ELECTION/3 NOVEMBER 2020

Warden Denise Smith declared the polls open at 7:00 am. Megan Ronzio was the clerk for Precinct 1 and Seema Kenney was the clerk for Precinct 2.

This election occurred during the COVID-19 pandemic. The voting booths were set up 6 feet apart and cleaned throughout the day. Precautions were taken throughout the day to ensure safety for the election workers and voters.

Throughout the day, election clerks on duty at the check-in table for precinct one were Kelly Carey, Mary Drainville, Cindi Page and Tyler McElreath. Elections clerks on duty at the check-in table for precinct two were Lauren Pelland, Lauren Montenegro, Robyn Sharpe and Susan Nowland. Agnita Knott and Sandra Ng were on duty at the voting machine for precinct one throughout the day to ensure voters were checked in and ballots were processed through the voting machine. Also, Joan Burrill and Kathy Ramsey were on duty at the voting machine for precinct two throughout the day to ensure voters were checked in and ballots were processed through the voting machine.

At 8:01 pm the results of the election were printed from each of the two DS200 Vote tabulation machines. There were 5,328 votes (2,741 for precinct one and 2,577 for precinct two), The following are the results of the election:

	<b>Candidates</b>	Total Precinct 1	Total Precinct 2	Total
<b>Electors of President</b>	Biden & Harris	1666	1507	3173
	Hawkins & Walker	10	13	23
	Jorgensen & Cohen	45	37	82

	Trump & Pence	1001	987	1988
	Write Ins	19	15	34
	Blanks	10	18	28
		2751	2577	5328
<b>Senator in Congress</b>	Edward J. Markey	1585	1416	3001
	Kevin J. O'Connor	1082	1083	2165
	Dr. Shiva	15	31	46
	Write Ins	11	9	20
	Blanks	58	38	96
		2751	2577	5328
<b>Rep in Congress</b>	James P. McGovern	1632	1453	3085
	Tracy Lyn Lovvorn	1024	1035	2059
	Write Ins	0	1	1
	Blanks	95	88	183
		2751	2577	5328
<b>Councilor</b>	Paul M DePalo	1927	1775	3702
	Write Ins	0	4	4
	Blanks	824	798	1622
		2751	2577	5328
<b>Senator In Gen Court</b>	Michael O. Moore	1988	1831	3819
	Write Ins	0	4	4
	Blanks	763	742	1505
		2751	2577	5328

<b>Rep in General Court</b>	David K. Muradian, Jr	1947	1884	3831
	Write Ins	0	2	2
	Blanks	804	691	1495
		2751	2577	5328
<b>Register of Probate</b>	Stephanie K. Fattman	1419	1441	2860
	John B. Dolan III	1056	899	1955
	Write Ins	0	0	0
	Blanks	276	237	513
		2751	2577	5328
<b>Questions</b>				
<b>Question 1</b>	Yes	1988	1896	3884
	No	687	606	1293
	Blanks	76	75	151
		2751	2577	5328
<b>Question 2</b>	Yes	1064	1004	2068
	No	1574	1494	3068
	Blanks	113	79	192
		2751	2577	5328

The total number of ballots voted was 5,328 out of 6,136 (72 inactive) (85% turnout). This included 3,891 absentee/vote by mail ballots (73% of total votes). Town Clerk, Kelly McElreath read the unofficial results of the election at 8:45 pm. The used and unused ballots were sealed in separate containers and deposited in the town vault at 9:10 pm.

Attest: Kelly A. McElreath, Town Clerk

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## SPECIAL TOWN MEEING / 10 NOVEMBER 2020

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 at said Nipmuc Regional High School, 90 Pleasant Street, Upton, MA on Tuesday, November 10, 2020 punctually at Seven o'clock in the evening, to act on the Articles in the warrant.

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**ARTICLE 1:** To see if the Town will vote to authorize the Board of Selectmen to acquire, by gift, purchase or eminent domain, for general municipal purposes, a parcel of land, containing 0.25 acres, more or less, being Assessor's Map 201-058, located at 0 Grove Street, and, to raise and appropriate, transfer or borrow Two Hundred Ten Thousand Dollars (\$210,000) for such purposes and all incidental and related expenses; and further to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out this acquisition, on such terms and conditions as the Board of Selectmen shall, in its discretion, deem reasonable, and further to authorize the Board of Selectmen to sell or lease or transfer such land or building; and to take all related actions necessary or appropriate to effectuate such acquisition and disposition, and for the care, custody and maintenance of the improvements on the property, or to take any other action relative thereto.

**Explanation/**

**Submitted by:**

The EDC is proposing the acquisition of 0 Grove Street (gravel parking lot) as identified within the

2019 Town Center vision plan. Once acquired, the Board of Selectmen will include this parcel in a revised RFP so that a developer can construct a mixed-use development consisting of retail, commercial and residential space in the heart of our town center/Economic Development Committee

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**ARTICLE 2A:** To see if the Town will vote to approve the transfer of Fifteen thousand dollars (\$15,000) from the Community Preservation Undesignated Fund Balance to fund the installation of a water connection at the community garden on Mechanic Street, including all expenses incidental and related, or to take any other action relative thereto.

**Explanation/  
Submitted by:**

Request the transfer of \$15,000 from the CPA Undesignated Reserve account to fund the installation of a water connection from the Town of Upton water supply to the community garden site on Mechanic Street. At present, there is a water tank filled periodically by the fire department but the water to the most remote sites has to be carried by hand. The Land Stewardship Committee's objective is to make the plots available to all citizens and easier to maintain. This would allow water to be provided to all the individual gardens plots without the hardship of having to tote buckets of water by hand and make all of the plots available to all interested citizens. This would be done by the DPW in preparation for the 2021 growing season and be under the

supervision and control of the Land Stewardship Committee/Land Stewardship Committee

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**ARTICLE 2B:** To see if the Town will vote to transfer the total sum of two hundred ninety-six thousand five hundred seventy-five dollars (\$296,575.00) from the Community Preservation Fund to meet the eighth-year payment of debt service owed on the General Obligation Town Hall Renovation Bonds, or, to take any other action relative thereto

**Explanation/ Submitted by:** To make the eighth-year principal and interest payments (with 12 years remaining) on the Town Hall bonds, to be paid from CPA monies consistent with the Town's vote to authorize the project / Community Preservation Committee

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**ARTICLE 2C:** To see if the Town will vote to authorize the Board of Selectmen, to acquire by gift, purchase, eminent domain or otherwise for conservation and passive recreation purposes the fee land totaling 66.2 acres, more or less, located off East Street, and described on Assessors Map 17, Parcels 26, 28, 29, and 31; to be held in the care and custody of the Upton Conservation Commission in accordance with G.L. c.40, §8C, and for the preservation of such land or interests therein; that said Conservation Commission be authorized to accept grants, donations, and/or reimbursements from any entity that may provide funding for the acquisition and/or activities falling within the scope and intent of this article; and to execute, with

approval of the Town Manager, all such agreements as may be necessary on the part of the Town to effect such acquisition and/or such reimbursement; and, as may be necessary, to authorize the Board of Selectmen to convey a conservation restriction in such property to the Sudbury Valley Trustees or other qualified entity in accordance with M.G.L. Chapter 44B, §12(a); and as funding therefor, to raise and appropriate, transfer from available funds, including the Community Preservation Fund, the sum of \$320,000 and for the costs and expenses associated with the acquisition or, to take any other action relative thereto.

**Explanation/  
Submitted by:**

The purpose of this purchase is to permanently protect the 66 acres, which are enjoyed today by visitors to Upton's Peppercorn Conservation Area but are privately owned. This land includes the spot with the view from Peppercorn Hill towards Mt. Wachusett and about 1 mile of Peppercorn's trails. It is an important part of the Peppercorn Hill Conservation Area. It will also provide permanent protection of Massachusetts Natural Heritage and Endangered Species Program Priority Habitat for great laurel, a state listed species/Land Stewardship Committee

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**ARTICLE 3:** To see if the Town will vote to raise and appropriate, or transfer from available funds, or borrow the sum of Twenty Thousand dollars (\$20,000), or any other sum, to fund and implement the cost items of the first fiscal year of

the collective bargaining agreement between the Town of Upton and the Fire Union contract, or, to take any other action relative thereto.

**Explanation/**

**Submitted by:**

To fund the cost items in the first fiscal year of the Fire Union collective bargaining agreement/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 fourteen days (14) at least before the time of holding said Meeting.

**HEREOF FAIL NOT**, and make do 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 20th day of October in the year of our lord two thousand twenty.

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## PROCEEDINGS OF SPECIAL TOWN MEETING/10 NOVEMBER 2020

Called to order at 7:08 pm by Moderator David Loeper. Please note since this meeting took place during COVID-19, a vendor was hired to set up a tent, socially distanced chairs and audio/visual equipment in the parking lot of Nipmuc High School.

Board of Selectmen Chair, Brett Simas, led the audience in the Pledge of Allegiance.

During this meeting, 151 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: Brian Maser, Town Counsel, Derek Brindisi, Town Manager; Dennis Westgate, DPW Director; Kenny Costa, Town Accountant; Mark DiFronzo, Fire Chief; Michelle Sanford, Town Crier; Mark Sexton, Noah Tagliaferri and Kaitlyn Moore.

### **Purchase of 0 Grove St**

**ARTICLE 1:** Upon motion of David Loeper, it was moved the Town vote to authorize the Board of Selectmen to acquire by purchase, for general municipal purposes, a parcel of land, containing 0.25 acres, more or less, being Assessor's Map 201-058, located at 0 Grove Street, and, transfer from Free Cash the sum of One Hundred Fifty Thousand Dollars (\$150,000) for such purposes and all incidental and related expenses; and to further authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out this acquisition, on such terms and conditions as the Board of Selectmen shall, in its discretion, deem reasonable, and further to authorize the Board of Selectmen to sell or lease or transfer such land; and to further authorize the

transfer from Free Cash the sum of Sixty Thousand Dollars (\$60,000) for environmental remediation and site preparation and all incidental and related expenses of said property.

Moderator declared a 2/3 majority is required.

Favorable recommendation from Finance Committee/Capital Budget

Upon motion of David Gibbs, it was moved to question.

Moderator declared a 2/3 majority is required.

**Moderator declared the motion passed by 2/3 vote.**

**Moderator declared the motion passed by 2/3 majority.**

#### **Funding for Water Connection at Community Garden**

**ARTICLE 2A:** Upon motion of David Loeper, it was moved the Town vote to transfer from the Community Preservation Undesignated Account the sum of Fifteen Thousand Dollars (\$15,000) for the installation of a water connection at the community garden on Mechanic Street.

Favorable recommendation from Finance Committee/Capital Budget

Favorable recommendation from Community Preservation Committee

**Moderator declared the motion passed by majority.**

#### **CPA Payment of Town Hall Debt**

**ARTICLE 2B:** Upon motion of David Loeper the Town vote to transfer the sum of Two hundred Ninety-Six Thousand Five Hundred Seventy-Five Dollars (\$296,575.00) from the

Community Preservation Fund to meet the eighth-year payment of debt service owed on the General Obligation Town Hall Renovation Bonds, with Forty-Seven Thousand Dollars (\$47,000.00) from the Community Preservation Historic Resources Reserve Account and Two Hundred Forty-Nine Thousand Five Hundred Seventy-Five Dollars (\$249,575.00) from the Community Preservation Undesignated Account.

Favorable recommendation from Finance Committee

Favorable recommendation from Community Preservation Committee

**Moderator declared the motion passed unanimously.**

**Purchase of 66 acres off of East Street**

**ARTICLE 2C:** Upon motion of David Loeper, it was moved the Town vote to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise for conservation and passive recreation purposes the fee interest in land totaling 42.8 acres, more or less, located off East Street, and described on Assessors Map 17, Parcels 26, 29, and 31, to be held in the care and custody of the Upton Conservation Commission in accordance with G.L. c.40, §8C for the preservation of such land or interests therein; that said Conservation Commission be authorized to accept grants, donations, and/or reimbursements from any entity that may provide funding for the acquisition and/or activities falling within the scope and intent of this article; and to execute, with approval of the Town Manager, all such agreements as may be necessary on the part of the Town to effect such acquisition and/or such reimbursement; and, as may be necessary, to authorize the Board of Selectmen to convey

a conservation restriction in such property to Sudbury Valley Trustees or other qualified entity in accordance with M.G.L. Chapter 44B, §12(a); and to transfer from Community Preservation Undesignated Account Fund, the sum of Two Hundred Seven Thousand Dollars (\$207,000) and for the costs and expenses associated with the acquisition; and, further, to authorize the Board of Selectmen and/or Conservation Commission to accept a conservation restriction from Metacomet Land Trust on Assessors Map 17, Parcel 28.

Unfavorable recommendation from Finance Committee

Favorable recommendation from Community Preservation Committee/Capital Budget

Upon motion of Robert Fleming, it was moved to question.

Moderator declared a 2/3 majority is required.

**Moderator declared the motion passed by 2/3 vote.**

**Moderator declared the motion passed by majority.**

#### **Funding of Fire CBA**

**ARTICLE 3:** Upon motion of David Loeper, it was moved the Town vote to transfer from Free Cash the sum of Twenty Thousand Dollars (\$20,000) to fund and implement the cost items of the first fiscal year of the collective bargaining agreement between the TOWN OF UPTON and UPTON PERMANENT FIRE FIGHTERS ASSOCIATION LOCAL 5116, INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS contract.

Favorable recommendation from Finance Committee

**Moderator declared the motion passed unanimously.**

Upon motion of John Robertson, it was moved to dissolve this warrant and adjourn the Special Town Meeting at 8:45 pm.

**Motion passed unanimously.**

Attest: Kelly A. McElreath, Town Clerk

## TOWN OFFICERS & COMMITTEE REPORTS



## BOARD OF SELECTMEN / TOWN MANAGER

The year 2020 will be known as the year of the "coronavirus disease" (COVID-19) pandemic and will be considered one of the most unforgettable years in decades. The viral pandemic wreaked havoc across the globe, killing millions of people and devastating the national economy. To control the spread of the virus, Governor Baker imposed strict limitations on movement and public gatherings across the business sector; closing bars, fitness centers and limiting businesses' occupancy except for those deemed essential services. Other public health measures were imposed, such as wearing face coverings, creating separation by 6-feet of distancing from person to person, and setting strict adherence to health and hygienic practices. During this time, town Boards and Committees were introduced to new ways of holding meetings through virtual online platforms to maintain continuity of government.

Locally, in response to a growing community need due to economic limitations that had arisen from the pandemic, the Board of Selectmen launched the Neighbor-to-Neighbor (N2N) assistance program. This program was developed to provide relief to town residents who found themselves in need due to the adverse social and economic effects caused by COVID-19. Neighbor to Neighbor is a coordinated effort of local community organizations such as the Bloomer Girls, Upton Men's Club, United Parish, and St. Gabriel Archangel Parish working in partnership with the Town of Upton to support families and individuals in need. N2N, administered by the Upton Senior Center staff, provides resources and necessary funds over a wide range of services, including wellness calls, grocery and prescription delivery, and assistance with housing, food, utilities, and medical expenses for individuals and their families who live in Upton. To date, N2N has assisted over dozen Upton families.

The 2020 annual town election declared Selectman Matellian as the winner, which confirmed his second term on the Board of Selectmen. Congratulations to Selectman Matellian!

In November, the Town Manager appointed Mr. Paul Dell' Aquila the Town's first-ever Town Planner/Economic Development Coordinator. Mr. Dell' Aquila has over 20 years in the planning discipline, working for municipalities across the country. In 1999, he began his career with the City of Worcester's Economic Development Office, then worked in the private sector as a planner in California, then moved on to the Central Mass Regional Planning Commission before working the past four years as the Town of Spencer's Director of Office of Development. Mr. Dell' Aquila is a credentialed planner and a member of the American Institute of Certified Planners. The Town Planner/Economic Development Coordinator is a shared position between the Town of Upton and Boylston. An Inter-municipal Agreement (IMA) established the terms and conditions of employment, with each municipality providing a 50/50 cost share.

There are a number of significant events and accomplishments worth noting that represent the collective work of our departments, Boards, and Committees, outlined throughout the Town's Annual Report. Each year, the Board of Selectmen is actively engaged in the many of the town government functions, either directly or through the Town Manager. To identify priorities, the Board conducted a public meeting session to outline some of the most significant focus areas for FY21, which can be [tracked on the town website](#). For more information you will find the annual town meeting and budget calendar, detailed budget recommendations, and many other important policy documents on the [Board's web page](#).

In July, the Town Manager had recommended to the Board of Selectmen that the three separate and distinct town finance offices be organized to work under a Finance Director/Town Accountant's general direction within a proposed Finance Department. The Finance Department was a consolidation of three offices consisting of the Treasurer/Collector's Office, Town Accountant's Office, and the Assessor's Office. Under the previous structure, the Treasurer/Collector's Office, Assessor's Office, and

the Town Accountant's Office all had different reporting structures and separate annual goals. By reorganizing the three finance functions under one unified department, town officials now have the ability to streamline systems, find opportunities for efficiencies, and provide the necessary cross-training and staff support.

During the same time the Board of Selectmen approved a comprehensive Financial Reserves Policy (FRP), which is a policy tool used to help guide financial decision-makers in strict adherence for the use of reserve funds. These two policy decisions by the Board of Selectmen proved their worth as the FRP and reorganization were critical in assisting in the debt refunding of approximately \$5,500,000. The newly organized Finance Department refinanced such debt which resulted in savings of roughly \$548,000 over the next 14 years with an average historic low-interest rate of 1.50%. The FRP was cited during the bond rating interview with Standard and Poor's as evidence of the Town's commitment to well-managed finances, resulting in the Town maintaining an AA+/Stable bond rating (second-best rating to AAA).

Turning an eye towards our human resource functions, town departments participated in a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis of town operations and services. A common thread amongst all departments was recruiting, training, and retaining qualified and skilled staff. This need is further exacerbated by the current and near-term projected retirements throughout our ranks. As a result of this initial analysis, the Board began assessing all departments to gain better insight into future personnel needs. Like capital planning, we need to start preparing for future vacancies via retirements and attrition, highlighting the need for long-range succession planning. Recognizing the growing human resource needs, the Board reorganized the Town's human resources functions into one central location to address long-term personnel needs and succession planning while trying to stay competitive in today's job market.

Additionally, there was a tremendous effort to develop a new Classification/Compensation Plan for all the non-union employees. There was a market analysis using comparable communities and HRS' extensive databases to establish performance-based compensation schedules using comparative wage data as a guide. For the first time in the Town's history, employees will have the opportunity to be rewarded based upon their annual performance and work plans.

In March, the Board of Selectmen met with the Disability Commission members to discuss the need to update the Town's ADA Self Evaluation and Transition Plan. The Board of Selectmen voted in full support of such an effort and then voted to transfer \$30,000 from the W. Knowlton Trust Fund to fund the project. The Disability Commission has since engaged the Central MA Regional Planning Commission (CMRPC) and the Center for Living and Working to complete the self-evaluation and develop a transition plan. The Board of Selectmen is looking forward to the report results to gain a better understanding of what facilities and services need to be brought into compliance to ensure a fully accessible town government.

The Town was awarded a \$25,000 planning grant to support officials in working with a state-certified technical assistance provider to lead a community-wide planning workshop. They will identify key climate-related hazards, vulnerabilities, and strengths, develop adaptation actions, and prioritize the next steps. With this announcement, 89% of Massachusetts cities and towns, or 312 municipalities, are now enrolled in the MVP program, which pairs local leadership and knowledge with a significant investment of resources and funding from the Commonwealth to address ongoing climate change impacts like sea-level rise, inland flooding, storms, and extreme temperatures. The Town of Upton collaborates with EOEEA and CMRPC to develop three virtual workshops that will bring together community members to comprehensively identify and prioritize steps to reduce risk and improve environmental resiliency

across Upton. Results of the workshops and planning efforts inform existing local plans, grant applications, and policies.

In early 2020, the Board of Selectmen appointed a 7-member Building Committee to hire an owner's project manager and an architect to develop and design engineered plans to construct a 21st-century community center to be located in the heart of the Town center. The proposed Community Center will replace the aging public non-ADA compliant Library and outdated Senior Center in one central location as part of the vision for an active and vibrant downtown. As described by the Building Committee, there is a significant overlap of space needs that have reduced overall building square footage while making a combined building an active and vibrant community center, open seven days a week, day and night. The committee believes this is a unique model for integrated Town services for other communities seeking to provide these important public services while being fiscally responsible. Various Boards and Committees are actively engaged in this process and are considering a potential borrowing cost of up to \$12.3M. A creative funding model is being considered by utilizing Free Cash, Community Preservation funds and leverage old debt service, that was eliminated in FY21 from the final payments of the Fire Station, Stefan's Farm Land Acquisition, and Wastewater Engineering Services, totaling \$493,809 per annum to fund this project.

The Board of Selectmen was able to secure \$25,000 from the Strategic Demolition Fund to demolish the 2-story residential structure at 6 Main Street, located in the heart of the town center. Previously, the Attorney Generals' Office had been supporting the Town's efforts to have the property owner of 6 Main Street demolish the building after the Town's Building Commissioner and Board of Health deemed the building unsafe, uninhabitable, and beyond repair. After the Town acquired the property, the Board went ahead and secured a contractor to raise the dilapidated structure and then loam and seed the area, making way for its future use. In December, Town Meeting approved the acquisition of 0 Grove Street

(gravel lot) to continue the community's vision to revitalize the town center. The currently vacant lot at 0 Grove Street will undergo a final environmental assessment before final grading and then loam and seed. Both parcels will significantly improve the aesthetics of the town center and be a part of a much larger strategy to expand the commercial business, create mixed-use space and activate a vibrant downtown.

In closing, the Board of Selectmen would like to recognize and thank the departments, Board, and Committees for their commitment to continually evaluate service needs and financial requests in the context of our promise to maintain an affordable community to our taxpayers. All staff and committee members have shown a strong willingness to seek alternate funding sources to augment their existing programs and services. As a result, of this ongoing process, the Town had certified Free Cash each of the last two years of ~\$2,000,000 and collectively secured **\$888,692** in FY20 grant awards. These grant dollars support various programs, which help advance this community and strengthen people's desire to make Upton their home and their choice to grow a business.

Respectfully submitted,

Brett A. Simas, Chair

Derek S. Brindisi, Town Manager

Maureen Dwinnell, Member

Stephen A. Matellian, Member

## **AFFORDABLE HOUSING TRUST**

The Upton Affordable Housing Trust did not meet in 2020.

## **ANIMAL CONTROL OFFICER**

During the year 2020, I answered 520 calls regarding domestic and wildlife animals for the year 2020. I responded to 366 incidences regarding domestic and wildlife animals for the year 2020.

As the ACO, I issued 13 quarantines. There were 53 violations in 2020. The Town conducted 1 dangerous dog hearing. Due to Covid 19 there were no barn inspections done during the year 2020.

The Town of Upton has 5 dog kennel licenses issued. There are 633 dogs that are licensed in the Town of Upton. There about approximately 400 dogs unlicensed.

Respectfully submitted,  
Mike Moran  
ACO

## **ASSESSORS**

In November, the Department of Revenue (DOR) approved Upton's fiscal year (FY) 2021 tax rate of \$16.60 per \$1,000 of assessed value. This is a decrease of \$.62 per thousand over the FY 2020 tax rate of \$17.22. DOR also approved the FY 2021 assessed value of the real and personal property in Upton of \$1,316,591,366 a 6.54% increase over the FY 2020 assessed value of \$1,235,810,306. 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 FY 2021 assessed value of real and personal property consists of 94.37% residential, 1.79% commercial, and .84% industrial real property and 3.00% personal property.

The FY 2021 tax rate is based on the amount raised through the property tax levy to fund the FY2021 budget and other financial expenditures approved at Town Meetings. For FY 2021 this amount is \$21,280,653.

Upton property tax bills are due quarterly by the first of February, May, August, and November. The first two payments are preliminary and due before the new tax rate and assessed value are set. The preliminary bills are based on the FY 2020 tax rate and assessed value. The second two payments are based on the actual FY 2021 tax rate and assessed value. The second two payments are generally greater than the first two preliminary payments. All payments include the Community Preservation Act (CPA) surcharge. The final two quarterly bills are mailed in late December and are due by February 1st and May 1st.

The FY 2021 tax rate of \$16.60 also includes four previously approved debt exclusions. The exclusions account for \$0.41 of the \$16.60 tax rate.

<b>Tax Rate Components</b>	<b>Amount</b>	<b>Matures</b>
Tax rate within Prop 2½	\$16.19	

**Debt Exclusions:**

- Fire Station	Paid	2020
- Stefans Farm	Paid	2020
- Memorial School	.25	2024
- Miscoe Hill Middle School	.06	2025
- Blackstone Valley Tech	.02	2025
- Third Water Source	.08	2033

The responsibilities of the Board include reviewing and making decisions on real and personal property tax abatement applications. In 2020, the Board reviewed 52 abatement applications and approved 49 of them.

The Board also processed and approved:

- 243 vehicle excise tax abatements
- 49 blind, senior, and veteran property tax exemptions
- 31 applications to enroll land in a Chapter 61 current use programs
- 17 senior tax work-off property tax abatements

In 2019, the Board of Selectmen voted to assess supplemental tax on new construction. A supplemental tax assessment is made when an occupancy permit is issued during the fiscal year and the value of the new construction increases the assessed value of the real estate by over 50% of its value on the January 1 assessment date.

In 2020, the Board committed 28 supplemental tax bills totaling \$64,768 (including CPA surcharges of \$1,700). To prepare the supplemental tax bills, the Assistant Assessor collected data on new construction, determined the new property values, and calculated the supplemental taxes. While it is additional work, supplemental billing brings much needed tax revenue to the Town.

The Board tracks and reports new growth for the town. This past year, new growth for FY 2021 was calculated at \$457,420, which included \$17,652 resulting from a state-required audit of utility-owned property. Lastly, the Board would like to thank our Assistant Assessor, Tracey Tardy, for her hard work this past year and for the support she provided the Board.

Respectfully submitted,  
Bill Taylor, Chairman  
James Earl  
Kelly McElreath

## BOARD OF HEALTH

The Board of Health respectfully submits the following report for the year 2020. Board members were as follows; Chairman, Al Holman; Member, Stedman (Ted) Briggs 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	Andrew Pickering
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. Jeff Lukas

During the year 2020, 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 designs and permit applications.

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 indicated 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.

The year 2020 brought the public health system to the forefront when the virus COVID-19 reached us all. It was necessary for local towns to enforce new protocols for masks, restaurants, retail stores, sporting events, schools, workplaces, etc. that were generated by the Massachusetts Government and the CDC. Much to all our dismay, the virus is not going away easily, and this new way of life is being commonplace. At the end of 2020, a vaccine was made available and will be issued throughout the world starting in 2021.

The town nurse was all consumed by COVID-19 starting at the end of February 2020. The vast majority of the work done was surrounding case and contact tracing and follow up. There were 195 confirmed and probable cases of COVID-19 by 12/31/2020 and the count is continuing to rise. All the public health messaging remains the same. Practicing social distancing, wearing a mask, and washing your hands before touching your face are the best ways to avoid the illness. The vaccine is starting to roll out and hopefully by the summer of 2021 there will be some return to normal.

**The following permits were issued under the BOH during 2019:**

Food	26	Well	16
Garbage & Offal	11	Septic permits	38
Tobacco Permits	07	Perc & Deephole	32
Installers	26	Dumpster	35
Trash Bags Sold 145,250			
Complaints Received 41			

Respectfully submitted,  
Richard Desjardins, Chairman  
Al Holman  
Stedman Briggs

## CABLE ADVISORY COMMITTEE

The Cable Advisory Committee did not meet in 2020.

## CABLE TELEVISION

As of June 30, 2020

UCTV Receipts Reserved for Appropriation:

Beginning Balance	07/01/2019	\$153,263.73
Revenues		\$ 57,300.75
Expenditures	Wages	\$ 32,807.32
	Expenses	\$ 5,006.70
Ending Balance	06/30/2020	\$172,750.46

The Town of Upton owns and operates three private cable television channels funded by Charter/Spectrum.

- Channel 191 is used by Fire/EMS emergency services to broadcast information focused on public education about the current COVID-19 epidemic.
- Channel 192 is used for general public interest broadcasts. Broadcasts have included are, Jazzercise, Fit for Life, Upton Church Services, Mormon Tabernacle Quire, live Catholic daily broadcasts, local production of Be My Guest, remote Selectmen Meetings, holiday specials, Turning Wheel, State House Doings, Tech Throw Back, Si-Fi, Creature Features. These broadcasts result in 10 to 12 daily events managed by UCTV.
- Channel 194 has been reserved for educational functions of Mendon/Upton and BVT School districts. Unfortunately, we have not been able to staff this channel 194 has been underutilized.

The current Cable Television License with Charter/Spectrum will expire early spring of 2021. The Cable Advisory Committee conducted a town wide survey to determine what residents think about local access operations. Please note all prior cable licenses have been “Non-Exclusive”, thus, any cable TV vendor is welcome to Upton.

As part of the cable license, Spectrum/Charter pays Upton a percentage to assist in our operation of our local cable channels. As part of the FY2021 budget, Town Meeting approved a PEG Access and Cable Related Fund. This fund determines expenses for the year and the receipts are from the monies paid to the Town from Spectrum/Charter. With the current contract expiring, the Town will be negotiating for a higher percent to be paid to the Town in the next contract.

The show must go on! In spite of COVID-19, UCTV and the Town of Upton adapted by migrating in person meetings to virtual meetings. Members of boards and commissions can participate from home and the public is able to view the meetings in real time. These meetings are recorded and are rebroadcast on the local cable station 192. They can also be viewed on [YouTube](#).

Respectfully submitted,  
Glenn Fowler, UCTV Local Access Provider

## CAPITAL BUDGET COMMITTEE

The Capital Budget Committee (CBC) conducted five (5) meetings from January 2020 thru October 2020. The COVID-19 Pandemic did present several barriers to progress on committee activity and goals as well as a significant reduction in the projects and warrant articles related to Capital advance to the funding and implementation phase.

The Committee had adopted a presentation-oriented meeting format in January 2020 which helped prepared us to transition quickly to the Required Remote Participation model imposed by Governor Baker's Order on the Suspension of the Open Meeting Law provisions issued on March 12, 2020.

The Committee reviewed and provided recommendations on the Capital requests and warrant articles for the May Annual Town Meeting (ATM) and the November Special Town Meeting (STM). The Committee also developed and adopted a written Capital Planning Guideline process from a Commonwealth of Massachusetts Division of Local Services (DLS) Best Practices Report. The Committee will use this Guideline in discharging the committee's duties in accordance with the Town's Bylaws.

Below is a summary of the committee's activities and accomplishments in calendar year 2020:

- The Committee and Committee Chair continued dialogue with Town Manager Derek Brindisi in formulating, reviewing, and publishing a FY-2023 through 2033 Capital Improvement Plan (CIP).
- The Committee has been actively reviewing existing and new reports, planning documents & studies as well as Board and Committee requests to help inform the committee in development of a 10-year CIP.
- CBC members have been actively serving as Committee Members for the DPW Feasibility Committee and the Community Center Building Committees. Rick McGuire assumed Chairmanship of the DPW Committee in Spring of 2020 due to the resignation of the Committee Chair for personal reasons. Rick diligently assumed the DPW Feasibility Committee Chairmanship and has worked with the Committee and Engineering Consultant to complete a Feasibility Plan deliverable for a two-phase "Plan Ready" Capital

Improvement Project for the DPW Facility to be incorporated the FY 2023-2033 CIP.

- The CBC developed and established a CIP Planning Guideline based on the Community Compact Model reviewed a Commonwealth of Massachusetts Department of Revenue Division of Local Services Report on Capital Analysis Planning for the Town of Uxbridge in December 2017. This Capital Planning Guideline provides the Capital Budget Committee and the Town Departments, Boards and Committees in Upton with a model guideline for Capital Budgeting and Planning. This CIP Guideline provides the Town and the CBC with a comprehensive process to follow for Capital Projects. The Guidelines also provide clear recommendations the Town Manager, Board of Selectmen and CBC to utilize to develop a new comprehensive CIP in CY 2023 to replace the current five (5) year plan that ends in FY 2022.

As outlined in the 2020 Committee Annual Report the FY 2017-2022 CIP addressed Capital Projects for Town Departments but did not comprehensively address all possible Capital Projects from the Economic Development Committee (EDC), Recreation Commission, Cemetery Commission, Open Space & Land Trust Committees. The CBC has reviewed existing and new masterplans, studies and reports and has found the Town has many identified projects that will be a challenge to plan, fund and implement in the next CIP.

While Town Departments drive most Capital Project needs it is certainly not inclusive of all the identified projects and needs and this gap needs to be corrected in the future CIP. Additionally, the new CIP Plan should be coordinated with Capital any needs and requests anticipated from the Mendon-Upton Regional School District (MURSD) and the Blackstone Valley Regional Vocational Technical High School (BVT).

Looking forward to 2021 the CBC will continue to focus on helping support both the budgeting and planning steps and co-hosting a Town

CIP FY 2023-2033 Workshop with the Town Manager, Finance Committee & Board of Selectmen prior to the beginning of the new fiscal year.

## **Summary**

To support the growing Capital needs of the Town, CBC looks forward to working with the Manager, BOS and Town Boards & Committees by:

- Implementing a CY2021 annual consent calendar and schedule coordinated with the planning calendars published by the Town Manager. The continued committee goal is to migrate the Capital Project Planning and review/evaluation process by CBC to the fall as recommended by the Division of Local Services Branch of the Department of Revenue.
- Participating in and facilitating an inaugural annual Capital Planning Workshop for a new CIP in coordination with the Board of Selectmen and the Town Managers Office.
- Complete a close-out review of the FY 2017-2022 CIP to include transition of projects not started or implemented or projects that are in process. An effort to implement a lessons-learned process to improve the new CIP Plan and delivery of Capital Projects will be an area of focus.
- Improving coordination with the Finance & Community Preservation Committee's to address Capital Project funding in the next CIP to better inform the Town's long-term budget planning process. The Committee's newly adopted CIP Guideline provides a clear and well communicated expectations for planning, prioritization, initiation, monitoring, and closeout of Capital Projects.
- Work with the Town Manager and Director of Finance to continue to research and recommend the implementation of software(s) for Asset Management and Capital Planning Analysis. This is a previous calendar year goal the committee has not progressed from the previous year.

- Continued CBC member participation in Building Committees, Feasibility Committees, and BOS Initiatives and Work Groups as required to support Town Departments, Boards, Commissions and Committees in developing, initiating, monitoring, and following up on close-out of Capital Projects.

Respectfully submitted,

Daniel J Lazarz, Member – Chair

Richard McGuire, Member – Vice Chair

David O'Brien, Secretary

Thomas Davidson, Member

Justin Pollard, Member

Kristyn Moen, Member

## CEMETERY COMMISSION

Financials ending June 30, 2020.

Revenue: as recorded by the commissioners

Sale of Lots	\$ 1,450.00
Perpetual Care	\$ 9,550.00
Open &. Close Graves	<u>\$ 27,700.00</u>
Total:	\$ 38,700.00

Expenses:

Sundry Expense	\$ 17,659.27
Salaries	\$ 1,750,00
Dues& Fees	<u>\$ 100.00</u>
Total:	\$ 19,509.27

Ledger Balance:

Perpetual Care	\$454,028.44
Change in Value	\$ 921.93

Interest Earned	\$ 8,612.08
Expendable Balance	\$ 91,044.89

First, 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, pavement maintenance etc.

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

Concurrently, work continues on the transcription of records for Maplewood Cemetery to an Access database as was done with all other cemetery records for the town of Upton. We have also begun the process of making this same information available to all citizens of the town via internet connection using a PC, notebook, cell phone or tablet. This is to be accomplished using a vendor for public storage and maintenance of cemetery records and services. We expect to identify such vendor next year for this purpose.

We have also conducted substantial research to deal with the issue of what happens when our existing facility is filled to capacity. Note: this is an effort that has been on-going for many years with many prior commissioners. As we have watched many suitable opportunities slip away for one purpose or another, we now recognize we are left with one and only one alternative suitable for future development. Fortunately, this alternative is town owned land taken for tax title many years ago. It is relatively flat, with substantial street frontage, rectangular in shape and only frustrated with an easement for walking trails and a seasonal brook in the center of the parcel. The commissioners have prepared a formal request to the Board of Selectmen to have this land which they now

control deeded to the Upton Cemetery Commission so that the Commission may begin the lengthy process of working with the Commonwealth to prepare, develop and employ this parcel as a functional cemetery for the residents of Upton. Having once been on the Selectmen's agenda we are yet to be heard.

Finally, the commissioners are taking action to conserve the resources we do have by exploring options for pre-placement of double depth vaults in unsold sections of the Lakeview Cemetery and for placement of one or more columbarium units so we may offer a proper service for those who prefer this method of memorialization.

Respectfully submitted,  
Glenn Fowler, Member  
Ed Phillips, Secretary  
Robert Pray, Chair

## **CODE ENFORCEMENT DEPARTMENT**

The past year continued to be an active one for the Department, despite the challenges brought about by the Pandemic. March and April brought a bit of a downturn as we all developed safe strategies for continuing with construction and inspections of same. Despite this, we saw a 15% increase in the number of Building Permits issued over the previous year. Also, most likely a result of the Pandemic and people spending more time at home, we saw dramatic increases in home improvement projects, such as In-ground pools, the number of which doubled. Construction continues at Upton Ridge, a 139 Unit Subdivision, while the multifamily building at 149 Main Street reached completion. As of this writing there are several more subdivisions in the offing.

### **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	23
Additions	10
Alterations/Remodels	43
Basement Finish	21
Decks	10
Demolition	4
Doors & Windows	44
Garage	11
Insulation	46
Other	10
Pools	18
Porch	7
Repairs	22
Roof	47
Sheet Metal	22
Solar	29
Temporary Structure	5
Solid Fuel	10

### **Wiring Division**

New Home Construction	35
Accessory Building	1
Additions	4
Alterations/Remodels	33
Basement Finish	16
Central AC	16
Commercial	1
Appliances	4
Furnace/Oil Burner	13
Garage	4
Generator	13
Pools	12
Rewires	22
Septic	4
Service Change	8
Solar	26
Security Alarm	8
Temporary Service	5
Other	18

## **PERMITS ISSUED**

Building Permits	413
Wiring Permits	243
Plumbing Permits	118
Gas Permits	118

Building Permit Revenues	\$176,513
Wiring Permit Revenues	\$ 29,970
Plumbing & Gas Permit Revenues	\$ 25,160
<b>Total Revenue</b>	<b>\$231,643</b>

### **ZONING BOARD OF APPEALS**

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

<b>Variances</b>	<b>11</b>	<b>Special Permits</b>	<b>6</b>
Accessory Structures		Accessory Apartments	3
Garage	1	Signs	2
Sheds	3	Commercial Vehicles in	
In-ground Pool	1	Residential Zone	1
Addition/Renovation	3		
Demo House & Rebuild	2		
Covert Commercial to			
Residential	1		
Variances Granted	12	Special Permits Granted	10
Variances Denied	03	Special permits Denied	01

A special thank you, once again, to all 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 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

## COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Committee (CPC) meets the first Wednesday of each month, unless otherwise posted, generally at the Upton Town Hall at 7:30 p.m. in the Ground Floor Conference Room. During this pandemic year, most meetings were conducted virtually. We thank the Town Clerk for her assistance.

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.

The eighth-year payment (\$296,575) of debt service on the general obligation Town Hall Renovation Bonds was approved at the November Special Town Meeting.

Several projects were funded in 2020. A grant of \$35,000 was approved at the Annual Town Meeting for 50% of the cost of design and engineering work at Leland Field. The Upton Historical Commission was granted \$7,500 to repair the slate roof and repaint the interior of the 1905 storage/chapel building at Maplewood Cemetery. At the November Special Town Meeting, \$15,000 was granted to the Land Stewardship Committee to fund a water connection from the town water supply to the Community Garden plots located on Mechanic Street. In conjunction with the Sudbury Valley Trustees, the Town voted to grant \$207,000 to the Open Space Committee to help fund the purchase of 43 acres of land adjacent to the Peppercorn Hill Conservation area. The Open Space Committee completed the Robinson Conservation Restriction project, and the Division of Conservation Services reimbursed the Town's CPA Undesignated Fund \$210,248 for expenses.

In November of 2020, the Town received \$261,455 from the Community Preservation Act Trust Funds. This was a 55.2% match of projected town revenues of \$478,692. This grant brings the total of CPA trust funds to the Town of Upton over the last 17 years to \$3,360,625. Recent legislation passed by the state has helped replenish the MA CPA Trust Fund since new fee schedules on Registry of Deed transactions took effect in 2020.

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 several 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  
Paul Carey, Vice-Chair  
David Adams  
Richard Desjardins  
Richard Gazoorian  
Mike Penko  
Chris Scott  
Joan Scribner  
Russell Wood

## CONSERVATION COMMISSION

The Commission administered the Massachusetts Wetlands Protection Act, the Town Wetland Protection Bylaw, and the Town Stormwater Bylaw. Regular public meetings were generally conducted bi-weekly and numerous site inspections were held during the year. Due to the pandemic, most meetings remotely. Many sites were reviewed and approved for building permit application signoffs by the Conservation Commission Agent. The Intermunicipal Agreement with Northbridge to share the agent's position was revised and finalized at the beginning of the fiscal year. Major projects that were reviewed and permitted included the Preserve at Dean Pond Subdivision and Phase 2 of the Hartford Avenue North/High Street/Hopkinton Road Transportation Improvement Project. Projects under construction monitored by the Commission in 2020 included: the Upton Ridge Over 55 development, the Preserve at Dean Pond subdivision, Phase 1 of the High Street/Hopkinton Road Transportation Improvement Project, and the Fowler Street Bridge Replacement Project. Four (4) new single-family homes were also reviewed and permitted. The Commission resolved several violations of

the Wetland Protection Act and/or the town wetland bylaw. No enforcement orders were required, and no fines were levied.

The Commission extends its gracious appreciation to Denise Smith who has become Assistant Town Clerk after serving as our extraordinarily capable Administrative Assistant since 2010.

The Commission, the Open Space Committee, and the Recreation Commission updated the town's 2011 Open Space and Recreation Plan. The updated plan was approved by the Division of Conservation Services and expires in October 2026. The Commission along with the Department of Conservation and Recreation was granted a Conservation Restriction for the Robertson property along Warren Brook. The town was also gifted a small easement off Chestnut Street and two small parcels at the Crosswinds subdivision which will provide improved access to Center Brook. CRs held by the Commission at Fiveforks Farm (formerly known as Sweetwilliam Farm), Rockwood Meadows, and on West River Road were monitored.

The Commission and Town Manager prepared/submitted an application for a Planning Grant under the Municipal Vulnerability Preparedness (MVP) Program administered by the Massachusetts Executive Office of Energy and Environmental Affairs. The Town was awarded a grant and the first steps of preparing a MVP Plan are underway.

#### Applications/Requests received:

- Notice of Intent (NOI) = 9
- Requests for Determination (RDA) = 9
- Abbreviated Notice of Resource Area Delineation (ANRAD) = 2
- Request for Certificate of Compliance (COC) = 9
- Order of Conditions (OOC) Extensions = 2
- Emergency Permit Request = 3

- Stormwater Management Permit Application = 1
- Erosion Control Permit Application = 2

Decisions/Actions issued by the Commission:

- Order of Conditions (OOC) issued = 9 (no denials)
- Determinations = 9
- Order of Resource Area Delineation (ORAD) = 2
- Certificate of Compliance = 8 (including 2 partial)
- Order of Conditions Extension = 2
- Enforcement Orders = 1
- Emergency Certifications = 2
- Erosion Control Permits = 2
- Stormwater Management Permits =1

The Commission administered town funds allocated for beaver control. Funds were expended to maintain existing pond levelers and culvert fencing to regulate the water levels at several locations.

The Commission has been monitoring Pratt Pond Ice-Out as an indicator of climate change since 2010. Pratt Pond Ice out is defined as the first day of the year when no ice is visible in the pond from a vantage point near the intersection of School Street and North Main Street. In 2020, the pond was initially ice free on January 12 and was ice free for the season on March 2. Ice-In, defined as the first day in fall or winter when Pratt Pond is entirely ice covered from a vantage point near the intersection of School Street and North Main Street, occurred on December 11. Volunteers also monitored stream temperature in Warren Brook and Mill River tributaries at Peppercorn Hill.

Respectfully submitted,  
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, Department Assistant  
David Pickart, Conservation Agent

## **COUNCIL ON AGING**

Calendar year 2020 was a year like no other for all of us. Adapting to COVID-19 and changing our methods of serving our town residents throughout the pandemic has been a major accomplishment. We have made countless calls to keep in touch with seniors, offer support, and make them aware of the services we are offering even though our doors have been closed since March to large programs and events.

In addition to our ongoing services and programs, we have continued to focus on moving forward with the plans for a new municipal building to house the town's elder and social services as well as our town library facilities.

### **Staffing**

Staffing changes included the resignation of our Social Services Coordinator Jessica Mauro, as well as the addition of a new Van Driver, Tina Smith. Many new Meals on Wheels volunteers were recruited to help when Tri-Valley asked our senior volunteers to take a break from volunteering for safety reasons. We have added extra duties to cover Social Services, adapted our schedules and worked remotely when needed to continue serving our residents while ensuring a safe work environment for all.

## **Social Services**

We continued to assist with a variety of applications including, but not limited to, fuel assistance, SNAP (food stamps) and our Senior/Veterans Tax Work-off Program. A major project that we have been involved with is overseeing the Neighbor-to-Neighbor program. The Town collaborated with community groups and churches to start this program to address the financial needs of residents due to COVID-19. Assistance has been provided for housing, utilities, heat, food, prescriptions, and medical expenses. We have worked closely with Accounting and provided all necessary paperwork to expedite N2N payments to our residents in need.

## **Transportation**

Throughout the pandemic, we have continued to offer our van service for essential medical appointments and grocery shopping, recognizing that our transportation is a vital service for many of our town residents. Our drivers John Saulen, Tina Smith and volunteer Driver Jim Earl have stepped up to regularly sanitize the van and new guidelines were established to provide appropriate social distance for the safety of all riders.

## **Programs & Newsletter**

The first few months of 2020 were filled with our regular offering of social gatherings, exercise programs, educational programs, visits from community groups and a variety of trips and outings. This all came to a halt on March 13 when the decision was made to close the doors to the public because of COVID-19.

With in-person programming on hold since then, Department Specialist Bernadette Denson has been creative and resourceful in coming up with “to-go” programs such as our monthly craft kits to go, various “treats” to go – such as gingerbread men and cocoa, and our holiday gift exchange to go. We began a Countdown to Christmas program in September, acknowledging that the holidays would be very different for all of us this year, and encouraging our seniors to take advantage of 1 on 1 Zoom

trainings to connect with their loved ones virtually. We utilized social media, including regular “Facebook Friday” live updates to keep our community aware of the latest news at the Center. And we offered a variety of virtual programs via Zoom to address issues such as exercise, nutrition, and fraud awareness during the pandemic.

COVID-9 impacted our newsletter as well. The format changed somewhat to include a great deal of COVID resource information at the start of the pandemic, and we adapted the content to include “quarantine friendly” activities that our seniors can enjoy from home.

### **Food Pantry & Meals on Wheels**

We expanded our food pantry operation this year to address the increase in demand because of the pandemic. We have solicited food donations as needed and made use of monetary donations to keep our pantry well stocked to address the needs of the community. In addition to non-perishable foods, we have been a resource to residents in need of face masks, hand sanitizer products and cleaning supplies to help them stay safe during the pandemic. We have personally shopped for seniors and provided home delivery of groceries as well as connected seniors with volunteers in the community able to help with personal shopping needs. We have also made numerous phone calls to seniors to promote the availability of the pantry. As a result, we have seen a significant increase in the community’s use of the pantry. Meals on Wheels continued to be delivered but the congregate meals have been put on hold as a result of the pandemic.

### **Thank You**

We were amazed by the generosity of many people and organizations in our community in 2020. A special thanks goes to our COA Board Members as well, who have adapted to virtual meetings to continue in their service to our community. We are also very grateful for the help of our office volunteers, Karen Varney, Deb Saulen and Debbie Hart. It has been an unforgettable year of challenges! But we continue to adapt and

find creative ways to meet the needs of our residents. We look forward to welcoming our seniors back to the Center in 2021 and are working diligently to plan for their safe return.

Respectfully submitted,  
Janice Read Nowicki  
Director of Elder and Social Services

## CULTURAL COUNCIL

The Upton Cultural Council (UCC) respectfully submits the following report for the year 2020. Council members are as follows: Co-Chair Megan Ronzio; Co-Chair Shelley Ryan; Treasurer Lyn Haggerty; Secretary Sandra Leacu; Members JoAnn Fitts, Jen Conrad, and Robin Jokela (new).

The Massachusetts Cultural Council (MCC) awarded Upton Cultural Council \$5,600 in funding for FY 2020.

Total Funding of Grants: \$5,320\*

*\*UCC allocated \$280 for administrative fees, per state guidelines.*

### 2020 Grant Recipients

The following projects were fully or partially funded in 2020 by the UCC, a local council funded by the MCC:

Grantees	Funds Awarded
A Musical Journey Through the Years	\$350
Henry the Juggler Performance	\$425
Radio-Active Theatre	\$300
Musical Interlude - 2020 Thimble Pleasures Quilts	\$125
Free Community Art Celebration of Upton	\$350
Art Heals - The BVT Chalk Art Festival	\$500

Pastel Paint Your Georgia O'Keeffe Miracle Flowers	\$696
Blackstone Valley Education Foundation - Art in Valley	\$200
New England Aquarium Traveling Tide Pools	\$629
Whole School Cultural Arts Program	\$800
Forces and Motion Live Presentation	\$625
Mediterranean Pathway to Wellness	\$320
Total:	\$5,320

In March of 2020, the COVID-19 pandemic brought challenges to the implementation of grant programs. On March 24, 2020, the MCC responded to the situation by providing amended guidelines. Our Program Officer Ricardo Guillaume was also in constant contact, sharing updates throughout this challenging time, thereby ensuring the council was apprised of changes to the state budget and addressed cultural issues as they emerged.

The UCC met in April to discuss options to assist grantees. Upton Town Manager Derek Brindisi and MCC Program Officer Ricardo Guillaume attended the meeting. Their support and guidance helped move us forward.

UCC subsequently contacted all grantees, providing information on how to request extensions and modifications to their programs considering COVID-19 restrictions, safety measures, and venue availability changes.

Grantees took advantage of this, which allowed for some high-value cultural programs to take place still. We saw adaptations to programs such as changing from in-person events to an online portal and utilized Cable TV presentations to bring culture forward.

The UCC also updated its social media accounts on Instagram and Facebook to stay in contact with the community and share updates in real-time.

The UCC once again raised funds by selling 'Entering Upton' stamped tile coasters created by UCC co-chair Megan Ronzio. Sales of the coasters took place at the Upton Heritage Day, an annual festival which we attended under safe distancing practices, as well as via our new Facebook page.

We would like to thank Megan Ronzio for her creative support and the Upton Historical Society for providing the UCC a complimentary booth at the event.

The Upton Cultural Council welcomes new members to join us in bringing culture to our community. This year we welcome Robin Jokela as a new member. JoAnn Fitts, long time contributing member, has resigned. We thank JoAnn for all her years of volunteering.

Respectfully submitted,  
Shelley Ryan, Co-Chair  
Megan Ronzio, Co-Chair  
Lyn Haggerty, Treasurer  
Sandra Leacu, Secretary  
Jen Conrad  
JoAnn Fitts  
Robin Jokela

## DISABILITY COMMISSION

Over the course of FY19-20 the Disability Commission established a strong organizational foundation for supporting residents, employees, and visitors with disabilities to live, work and play in Upton. The Disability Commission, established in 2017 under state guidelines, is comprised of five members, one being a town employee representative and the remaining four either persons with impairments or the family member of

a person with impairment. We are fortunate in the composition of the current commission which consists of persons serving from multiple demographics including seniors, persons with lived experiences across various disability categories, experienced municipal committee personnel, professional persons serving others with impairments, persons with human resource backgrounds—representing a rich collaboration of experience.

Over the course of this last year this group established practices and conventions to inform the public of their work, with transparent and easy access to their records. As part of the groundwork for the long-term mission, the commission hosted a town-wide training for town employees, committees and administration members regarding the requirements and procedures for open meetings under Massachusetts General Laws, ensuring that the commission remained compliant with public law practices. The Commission also created, discussed, and implemented a Grievance Procedure compliant with guidelines from the Massachusetts Office of Disability.

Additionally, the commission also invited the Massachusetts Office of Disability (MOD) Assistant Director to speak to the commission about our role and the various activities that the commission can undertake to support the people in our community. Beyond setting the foundation for long-term cooperative work, the commission moved toward supporting the town in ensuring accessibility across town buildings and activities. While the commission was unsuccessful in obtaining a grant from the MOD in August of 2019 for developing a town-wide Transition Plan, the Board of Selectmen provided funding for this essential plan in the spring of 2020. The contract for this plan was signed in the fall of 2020, with a planned completion date of August 2021. This Transition Plan is a required document for many federal and state grants and sets the foundation for access and inclusion across all municipal services and programs. As we submit this summary to the town in December 2020,

the commission is finalizing goals for the new year concurrent with completing the town-wide transition plan, with a focus on establishing our website presence and connections with all town departments and programs. We thank the people and administration of the Town of Upton for your faith in our ability to serve the needs of this community, and we look to the future, beyond access---to inclusion.

Respectfully submitted,  
Robert Carnegie, Chair  
Michelle Antinarelli  
Paula Lepore  
Janice Nowicki  
Christine Scott

## **DEPARTMENT OF PUBLIC WORKS**

The Department of Public Works enhances the quality of life and provides uninterrupted, effective, and efficient municipal services to the residents of Upton. Our Divisions include Water, Wastewater, Highway, and Parks/Forestry/Cemetery. These Divisions work together as one cohesive Public Works Department to meet the many needs of the community, improve infrastructure, and advance Town projects. The Department consists of sixteen full-time employees including a Director, 1 Department Assistant, 2 Superintendents, 1 Parks/Forestry/Cemetery Foreman, 1 Mechanic, 5 Water/Wastewater Operators, 4 Truck Driver/Heavy Equipment Operators, and 1 Parks/Forestry/Cemetery Laborer. The Department also employs 1 part-time Department Specialist and 4 seasonal employees.

The Department of Public Works hereby respectfully submits its Annual Report for the year ending December 31, 2020.

## **HIGHWAY DIVISION**

### **Mission Statement**

*The mission of the Highway Division is to maintain and preserve the Town's Public Way infrastructure, which includes paved streets, sidewalks, street signs, traffic signals, dams, and storm drainage systems, and to restore and improve core services to the public. The Division also maintains access for emergency vehicles on many Unaccepted Roads. Consisting of a Superintendent, Mechanic, and four Truck Driver/Heavy Equipment Operators, the Division is responsible for maintaining approximately seventy-one miles of accepted roadway, multiple dams, culverts, bridges, guardrails, street signs, traffic signals, drainage easements, and snow & ice operations.*

The winter of 2019 – 2020 brought a milder winter and less snow than the previous year. The temperatures were favorable for less than average snow accumulation and the DPW responded to 13 events throughout the season. Total snowfall accumulation equaled 28.5 inches in comparison to 51 inches received the prior winter. 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.
- Collaborated efforts with National Grid for hazard trees removal on all public ways.
- Cleaned and reshaped drainage trenches throughout Town.
- Conducted extensive roadside brush cutting so to provide safe sight distance for motorist, cyclist, and pedestrians.
- Submitted second annual MS4 report in accordance with the Town's NPDES permit.
- Swept 75 miles of roadway.
- Cleaned 858 catch basins.

- Tested and disposed of 320 yards of catch basin debris and street sweeping.
- Replaced various types of street and traffic signs throughout Town.

The Highway Division continued an aggressive paving program in the spring of 2020, paving a total of 5.66 of the 70.53 or 8% of all the Town Accepted road miles in Upton. This unprecedented accomplishment included the following streets:

- Brandish Farm Road – Cold Plane & Overlay.
- Old Grafton Road – Cold Plane & Overlay.
- William Street – Cold Plane & Overlay.
- Harford Ave South – Adjust Structures & Finish Coat.
- Walnut Street – Cold Plane & Overlay.
- Briarwood Lane – Cold Plane & Overlay.
- Pearl Street – Cold Plane & Overlay.
- Prospect Street – Cold Plane & Overlay.

Other notable items the Highway Division completed this past year:

- Assisted the Water/Wastewater Divisions with various tasks.
- Repaired/replaced 8 catch basins and manhole structures.
- Repaired roadway deficiencies at various locations throughout Town.
- Repaired a large section of road on School Street and Route 140 from water main breaks.
- Performed road and drainage repairs as needed and/or requested by the residents.

The DPW continues to work with National Grid in an aggressive hazardous tree removal program.

I would like to thank John Johnson, Highway Superintendent, and his team in the Highway Division, as well as Department Specialist, Bill Taylor, for their hard work and dedication throughout the year.

## **PARKS, FORESTRY, & CEMETERY DIVISION**

### **Mission Statement**

*The Mission of the Parks/Forestry/Cemetery Division is to provide safe, aesthetically pleasing, and functional recreational areas including our cemeteries, which enhance the community's current and future needs; to plant, maintain, and manage public shade trees along the Town's Public Ways and public areas while maintaining public safety, aesthetic quality, and value of the Community's Urban Forest. Consisting of a Foreman with a pesticide license, one laborer, and four part-time seasonal employees, the Division is responsible for maintaining twenty-eight acres including athletic fields and cemeteries. The Division also maintains the grounds at several Town buildings and green spaces throughout the Town.*

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 four 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 & Fire Stations, Heritage Park, Wildwood Park, and street islands located throughout Town. Other tasks performed by the **Parks Division** includes the following.

- Performed routine maintenance of irrigation systems at all municipal sites.
- Invasive Aquatic Species Program:
- Full scale treatment at Lake Wildwood, and spot treatment at 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.
- Town beach water quality – sampling and maintenance, performed weekly.
- Pesticide and herbicide applications.
- Fencing, yard, and wall repairs as needed.
- Playground equipment safety inspections and maintenance.
- Collect trash in the 25 barrels located throughout Town, performed weekly.
- Annual installation and removal of docks at Kiwanis Beach.
- Refinished picnic tables and trash barrels.
- Submission of Annual Report to the Massachusetts Department of Agricultural Resources for the application of pesticides and herbicides.
- Performed irrigation repairs at Memorial School, West River & Kiwanis Fields,
- Re-chipped banking at West River Field.
- Assisted the Highway Division with beaver dam removals.
- Assisted the Highway Division with tree removal throughout town.

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.
- 24 full burials.
- 15 cremations.

- Installation of 13-foot stones.
- Re-shingled roof on cemetery maintenance building.

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

- Removal of dozens of dead, diseased, and hazardous trees throughout Town.
- Additional days of tree work related to storm damage.
- Removal of several tree stumps through a stump-grinding process.

I would like to thank Gary Harper, Parks/Cemetery/Forestry Foreman, and his small but dedicated staff for their hard work and dedication throughout the year.

## **WASTEWATER DIVISION**

### Mission Statement

*The mission of the Wastewater Division, through cooperative teamwork, is to protect the environment by minimizing health/pollution risks, while effectively meeting the stringent criteria imposed by the U.S. Environmental Protection Agency and the MA Division of Environmental Protection regulations and permits. The Division optimizes process control and long-term infrastructure integrity through a strategically planned and coordinated inspection, analysis, preventive maintenance, and scheduled replacement program. All of which is performed in a professional cost-effective manner with emphasis on serving the needs of the Wastewater Customer, with minimal financial impact. Consisting of a Wastewater/Water Superintendent, four licensed and cross trained Operators who are shared with the Water Division, and one Apprentice, the Wastewater Division is responsible for maintaining and improving approximately fourteen miles of gravity and force sewer main, a Wastewater Treatment Facility and four pump stations.*

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.

- Presented the Board of Selectmen with the completed Wastewater Comprehensive Assessment performed by Tighe & Bond.
- Updated the SCADA system to maintain compliance with the DEP and EPA.
- Staff continue to refurbish or maintain older equipment to utilize less electricity, water, and other resources.

## **WATER DIVISION:**

### *Mission Statement*

*The mission of the Water Division is to provide the highest quality drinking water and fire protection at the lowest possible cost. The goal of the Division is to be recognized by the townspeople as an effective and efficient operation within the Town Government. The Water Division operates on the principles of craftsmanship and integrity. We are constantly seeking new and creative ways to improve the quality of the water and the efficiency of the operation. Consisting of a Water/Wastewater Superintendent, one Cross Connection/Backflow Prevention Inspector, three licensed Operator's, all of whom are cross trained, licensed, and shared with the Wastewater Division, and one Apprentice. The Water Division is responsible for approximately thirty-three miles of water line, two water tanks with a combined 1.5-million-gallon capacity, three pump stations/treatment facilities, and two booster stations. The Division distributes approximately one hundred twenty-five million gallons annually.*

- Replaced the roof at the West Rive Pump Station.

- Completed the annual spring and fall hydrant-flushing program as well as our annual leak detection program.
- Responded and repaired 2 major water main breaks on School Street, Route 140, and repaired a small leak at a stub on Hartford Ave North by Dunkin Donuts.
- Presented the Board of Selectmen with the completed Water Comprehensive Assessment performed by Tighe & Bond.
- Pave the parking lot at the Pearl Street water tank.
- Contracted with a licensed water tank inspection dive team to perform a full evaluation and inspection on the Warren Street & Pearl Street tanks.

## **Water/Wastewater Performance**

- The Water Division pumped and treated 130.7 million gallons of water from three well fields this year in accordance with federal, state, and local regulations and safety requirements.
- The Wastewater Division treated and discharged 91.1 million gallons of wastewater.
- Processed and disposed of 41.3 dry tons of waste sludge.
- Staff responded to 25 after hour water calls and 10 after hour wastewater calls.

I would like to thank Scott Hennessey, Water/Wastewater Superintendent, and his team in the Water/Wastewater Division, as well as Department Specialist, Bill Taylor, for their hard work and dedication throughout the year.

Respectfully submitted,  
Dennis E. Westgate Jr  
Director of Public Works

## DPW FEASIBILITY COMMITTEE

In 2019, the Board of Selectmen (BOS) appointed a DPW Feasibility Committee to review the August 20, 2018 feasibility study to identify an alternate approach to renovating and expanding the public works facility in order to meet current and future needs of the Department of Public Works (DPW) while balancing DPW needs and town finances.

The committee reviewed the previous study, toured the DPW facility to re-evaluate its needs, interviewed town officials plus the DPW director along with DPW personnel. The original study identified deficiencies and concerns regarding the DPW facility including employee safety issues, environmental/regulatory agency noncompliance issues, operational inefficiencies, plus non-ADA compliance.

Based upon this information, a value engineering workshop was conducted to determine prioritized goals and top-level requirements.

The DPW Feasibility Committee recommends a two-phase implementation approach to deliver a 28,700 sq. ft. facility which is 10% less than the proposed facility of August 2018. This proposed two-phased approach utilizes a linear building layout with expansion capability. This 28,700 sq. ft. facility and phased implementation plan was presented to the Board of Selectman on October 6, 2020.

The Phase 1 implementation plan delivers the top prioritized goals of employee safety, building code as well as regulatory compliance, plus, department efficiency and effectiveness.

Phase 1 renovates the existing building of 9000 sq. ft for administrative and employee support, a workshop, and equipment storage; phase 1 also constructs an 11,000 sq. ft. building for vehicle storage, a new wash bay, plus a new vehicle maintenance area consisting of two bays. Phase 1 also builds a new salt shed, relocates the fabric structure, and provides a

hookup to Town of Upton water and sewer. The Phase 1 implementation delivers a 20,000 sq. ft. facility for \$9.7 million or \$401 per sq. ft.

Phase 2 constructs a new building extension of 8,700 sq. ft. for additional equipment and vehicle storage along with 1 additional bay for vehicle maintenance. Phase 2 delivers an implementation plan and building extension for \$4.1 million or \$372 per sq. ft. The phase 2 cost estimates are based upon the second phase beginning in 2023 and uses 2023 estimated costs including adjustments for escalation charges.

The DPW Feasibility Committee recommends proceeding with Phase 1. There is the potential of achieving additional cost savings by funding this Phase 1 project during this current pandemic driven recession cycle. These savings could be achieved through lower bid prices associated with a more competitive bidding climate and long-term borrowing at all time low borrowing costs.

The DPW Feasibility Committee also advocates for adding the Phase 1 facility project to the capital budget and contracting for independent cost estimates for this project - both a conceptual cost estimate and a schematic design cost estimate. The independent cost estimate will deliver a more accurate cost estimate, and the DPW Feasibility Committee firmly believes that the independent cost estimate will lower the overall cost of the project.

Respectfully submitted,

Rick McGuire, Chair  
Andy Leonard, Secretary  
Dan Lazarz  
Jonathan Moen  
Dave O'Brien

## ECONOMIC DEVELOPMENT COMMITTEE

The BoS created the Economic Development Committee (EDC) in the summer of 2018. At their September 22, 2020 meeting, the BoS agreed to expand the EDC from 5 to 7 members. The BoS also asked the EDC to redefine its charge. A new mission statement was developed and presented to the BoS for approval at the October 6, 2020 meeting. Three new members (David Brooks, Katherine Worsham and Craig Weinfuss) were appointed to the EDC at the October 6, 2020 BoS meeting.

The EDC would like to thank former members Michelle Antinarelli and Bill McCormick for their contributions.

### **Summary**

The EDC received grant from the Central Mass Regional Planning Commission (CMRPC) to develop an Economic Development Plan. A draft of this plan was completed and is being reviewed by the committee.

### **Revised Charge (approved by BoS at Oct 6, 2020 Meeting)**

- 1) The EDC shall work to encourage economic development in all the Town's business and commercial/industrial districts with a particular focus on attracting and retaining businesses consistent with the latest Economic Plan (currently 2020) and the 2019 Town Center Visioning exercise.
- 2) The EDC shall work to ensure that the Town Center Vision accepted at the May 2019 Town Meeting is enacted properly throughout the Upton Center Business District (UCBD) established at the November 2019 Town Meeting and any potential subsequent updates approved by future Town Meetings.
- 3) The EDC shall work to develop, maintain, and enhance the "Doing Business in and with Upton" process, by maintaining open

communication with local business leaders, local officials, and residents to best understand the needs of all parties.

4) The EDC shall be proactive in identifying new opportunities and trends that may benefit the town and that are consistent with the Town's latest Economic Plan (currently 2020).

The EDC has advocated for a part-time Town Planner to be shared with Town of Boylston. The BoS approved this position, and an Economic Development Coordinator/Town Planner has been hired - Paul Dell'Aquila. The committee will be working with the new ED Coordinator/Town Planner to complete the Economic Development Plan.

The EDC sponsored an article for Nov STM to purchase  $\frac{1}{4}$  acre empty lot at 0 Grove Street. This parcel would be included in the next planned RFP for Upton Center revitalization. The request was approved at BoS meeting Oct 6 2020. Presented at Nov 10th STM – motion was approved by 2/3 vote.

EDC advocated for the permanent closing of a section of Warren Street adjacent to Town Hall in order to improve pedestrian safety and ease traffic. Approved by BoS at their January 7, 2020 meeting. The road was closed this past spring.

Respectfully submitted,

Gene Bernat

David Brooks

Donna Desjardins

Steven Rakitin - Secretary

David Ross – Chairperson

Craig Weinfuss

Katherine Worsham

# FINANCE DEPARTMENT

## TOWN ACCOUNTANT

Town of Upton							
Combined Balance Sheet - All Fund Types and Account Groups as of June 30, 2020 (Unaudited)							
	Governmental Fund Types			Proprietary Fund Type	Fiduciary Fund Types	Account Groups	Totals (Memorandum Only)
	General	Special Revenue	Capital Projects		Trust and Enterprise	Agency	
<b>ASSETS</b>							
Cash and cash equivalents	4,992,421.22	2,899,018.34	888,834.25	2,408,690.47	8,227,557.68	0.00	19,416,521.96
Receivables:							
Personal property taxes	41,213.96	0.00	0.00	0.00	0.00	0.00	41,213.96
Real estate taxes	634,967.57	0.00	0.00	0.00	0.00	0.00	634,967.57
Allowance for abatements and exemptions	(498,335.86)	0.00	0.00	0.00	0.00	0.00	(498,335.86)
Community Preservation Act	0.00	13,185.82	0.00	0.00	0.00	0.00	13,185.82
Tax liens	477,223.80	0.00	0.00	0.00	0.00	0.00	477,223.80
CPA Tax liens	0.00	7,006.76	0.00	0.00	0.00	0.00	7,006.76
Tax foreclosures	342,376.93	0.00	0.00	0.00	0.00	0.00	342,376.93
Motor vehicle excise	164,626.14	0.00	0.00	0.00	0.00	0.00	164,626.14
User fees	0.00	0.00	0.00	190,476.16	0.00	0.00	190,476.16
Utility liens added to taxes	0.00	0.00	0.00	(333.86)	0.00	0.00	(333.86)
Due from other governments	0.00	186,967.15	186,409.09	0.00	0.00	0.00	373,376.24
Amounts to be provided - payment of bonds	0.00	0.00	0.00	0.00	0.00	6,736,100.00	6,736,100.00
Bonds authorized	0.00	0.00	0.00	0.00	0.00	978,702.00	978,702.00
<b>Total Assets</b>	<b>6,154,493.66</b>	<b>3,106,182.07</b>	<b>1,075,243.34</b>	<b>2,998,832.77</b>	<b>8,227,557.68</b>	<b>7,714,802.00</b>	<b>28,877,111.52</b>
<b>LIABILITIES AND FUND EQUITY</b>							
Liabilities:							
Warrants payable	240,927.40	119,845.63	33,521.20	81,670.80	11,369.12	0.00	487,334.15
Accrued payroll and withholdings	169,361.79	32,664.91	0.00	13,938.31	7,592.50	0.00	223,558.51
Other liabilities	5,119.59	0.00	0.00	0.00	0.00	0.00	5,119.59
Agency Funds	0.00	0.00	0.00	0.00	309,852.69	0.00	309,852.69
Deferred revenue:							
Real and personal property taxes	177,845.77	0.00	0.00	0.00	0.00	0.00	177,845.77
Tax liens	477,223.80	0.00	0.00	0.00	0.00	0.00	477,223.80
Tax foreclosures	342,376.93	0.00	0.00	0.00	0.00	0.00	342,376.93
Motor vehicle excise	164,626.14	0.00	0.00	0.00	0.00	0.00	164,626.14
Community Preservation Act	0.00	13,185.82	0.00	0.00	0.00	0.00	13,185.82
CPA Tax liens	0.00	7,006.76	0.00	0.00	0.00	0.00	7,006.76
User fees	0.00	0.00	0.00	190,476.16	0.00	0.00	190,476.16
Utility liens added to taxes	0.00	0.00	0.00	(333.86)	0.00	0.00	(333.86)
Bonds payable	0.00	0.00	0.00	0.00	0.00	6,736,100.00	6,736,100.00
Bonds authorized and unissued	0.00	0.00	0.00	0.00	0.00	978,702.00	978,702.00
Notes payable	0.00	0.00	2,305,000.00	0.00	0.00	0.00	2,305,000.00
<b>Total Liabilities</b>	<b>1,577,481.22</b>	<b>172,707.12</b>	<b>2,338,521.20</b>	<b>285,752.41</b>	<b>328,814.31</b>	<b>7,714,802.00</b>	<b>12,418,078.26</b>
Fund Equity:							
Reserved for encumbrances	4,865.29	0.00	0.00	12,110.01	0.00	0.00	16,975.30
Reserved for expenditures	0.00	0.00	0.00	250,000.00	0.00	0.00	250,000.00
Reserved for continuing appropriations	1,813,997.96	0.00	0.00	894,470.01	0.00	0.00	2,708,457.97
Reserved for premiums	2,468.00	0.00	0.00	0.00	0.00	0.00	2,468.00
Reserved fund balance	0.00	2,265,862.08	(1,263,277.86)	0.00	0.00	0.00	1,002,404.22
Undesignated fund balance	2,755,681.19	667,752.87	0.00	0.00	7,898,743.37	0.00	11,322,217.48
Unreserved retained earnings	0.00	0.00	0.00	1,156,500.34	0.00	0.00	1,156,500.34
<b>Total Fund Equity</b>	<b>4,577,012.44</b>	<b>2,933,474.95</b>	<b>(1,263,277.86)</b>	<b>2,313,080.36</b>	<b>7,898,743.37</b>	<b>0.00</b>	<b>16,499,033.26</b>
<b>Total Liabilities and Fund Equity</b>	<b>6,154,493.66</b>	<b>3,106,182.07</b>	<b>1,075,243.34</b>	<b>2,998,832.77</b>	<b>8,227,557.68</b>	<b>7,714,802.00</b>	<b>28,877,111.52</b>

## Encumbrances Summary

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 5/09/13 A15 Classification and Compensation Plan Review	2,875.00
ATM FY16 06/04/2015 A29 Assessor Revaluation	2,900.95
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 A8 DPW Purchase Various Roadway Signs	3,677.63
FC STM FY18 11/14/2017 A5 Planning Board - Participate in CMPRC Program	9,750.00
FC STM FY18 11/14/2017 A6 DPW TIP Required Easements	126,300.00
FC STM FY18 11/14/2017 A7 DPW - Hire Consultant for TIP Project	25,000.00
ATM FY18 05/04/2017 A17 DPW Transporation Improvement Program - Eng. & Design	4,432.61
FC ATM FY18 05/03/2018 A18 Assessors - Purchase E-Permitting Software	3,500.00
ATM FY18 05/04/2017 A23 BOA Future Recertifications	11,000.00
FC STM FY19 11/13/2018 A6 Building - Police Station Roof & HVAC Improvements	90,627.39
STM FY19 11/13/2018 A7 Building - Fire Station Roof Design & Repair	62,071.76
ATM FY19 05/03/2018 A13 BOA Future Recertifications	11,000.00
STM FY19 11/13/2018 A16 DPW Feasibility Study	12,500.00
FC ATM FY19 05/02/2019 A18 BOS - Brooks Street Survey & Record Land	5,000.00
FC ATM FY19 05/02/2019 A13 Assessors - Recertification Work Ongoing	11,000.00
FC ATM FY19 05/02/2019 A21 Clerk -ZBA -Codification of General & Zoning Bylaws	5,001.00
FC ATM FY19 05/02/2019 A26 DPW - Fowler Street Bridge Repair	300,757.10
FC ATM FY19 05/02/2019 A27 Fire - Purchase Portable Radio Equipment	10,000.00
FC ATM FY19 05/02/2019 A28 IT - Computer Systems Upgrade	10,000.00
FC ATM FY19 05/02/2019 A32 BOS-Economic Development Com. - Business development costs	4,490.00
ATM FY20 05/2019 A9 DPW - Town Roads Construction and Improvements	97,470.12
FC STM FY20 11/05/2019 A3 BOS - Purchase 6 Main Street and related costs	18,360.00
FC STM FY20 11/05/2019 A4 BOS - Municipal Community Center Design Documents	700,000.00
FC STM FY20 11/05/2019 A6 Fire/EMS - Purchase 2 Replacement Ambulance Laptops	3,977.18
STM FY20 11/05/2019 A10 IT - Provide IT Support Services Related to Security	7,500.00
FC ATM FY20 06/23/2020 A13 BOA - Recertification Work	11,000.00
FC ATM FY20 06/23/2020 A15 BOA - Utility Appraiser	10,000.00
FC ATM FY20 06/23/2020 A18 Fire/EMS - Purchase Portable Radio Equipment	159,000.00
FC ATM FY20 06/23/2020 A19 Fire/EMS - Purchase 3 Sets of Personal Protective Firefighter Gear	11,070.00
FC ATM FY20 06/23/2020 A20 Fire/EMS - Repair & Replacement of Heating and HVAC Systems	25,000.00
FC ATM FY20 06/23/2020 A22 DPW - Used Replacement Forklift	10,000.00
FC ATM FY20 06/23/2020 A25 DPW - Replacement Turf Truck	30,000.00
FC ATM FY20 06/23/2020 A29 BOS/TM - Purchase Software for Tracking Personnel Time	13,000.00

**Total \$1,813,997.96**

## Expense Summary

Town Meetings Elections	14,677.25	Fire EMS Dept - New Equipment	32,014.08	Veterans Service Expense	488.20
Moderator Salary	500.00	Ambulance Service Supplies	23,070.38	Veterans Benefits	26,463.61
Moderator Expense	94.00	Arb. Service - Licensing and Certification	2,680.00	Library-Wages	180,071.47
Selected-Wages	219,908.44	Paramedics Expense	5,055.56	Library- Salaries	4,250.00
Selected - Salaries	1,750.00	Ambulance Billing	6,887.16	Library- Postage Expense	403.30
Selected Expense	12,470.98	Code Enforcement - Wages	160,435.88	Library-Expense	60,169.92
Town Manager Expense	13,078.38	Code Enforcement - Training	434.50	Recreation - Salaries	0.00
Town Manager Mac Expense	41,667.23	Building Inspector Expense	7,119.63	Recreation - Beach	23,194.50
Finance Committee Expense	969.46	Code Enforcement - Mileage	5,290.99	Recreation - Misc Esp. Beach Programs	3,769.00
Finance Committee Reserve	0.00	Emergency Management - Expense	2,835.60	Recreation - Site Improvements	6,920.92
Town Accountant Wages	38,912.10	Emergency Mgmt - Reverse 911 System	4,500.00	Parks Land Maintenance	33,238.86
Audit Financial Records	18,000.00	Animal Control Wages	18,857.13	Historical Commission Expense	305.47
Town Accountant - GASB 74-75 Compliance	3,000.00	Animal Disposal Services	306.00	Long Term Principal	407,000.00
Town Accountant-Accounting Program	3,551.59	Kennel Rental	0.00	Short Term Interest	15,931.16
Town Accountant Expense	316.93	Animal Control Expense	168.29	Long Term Interest	30,703.13
Capital Budget Committee Expense	0.00	Animal Control - Rabies Vaccine	0.00	Air Pollution Control	2,484.00
Assessor-Wages	52,433.62	Animal Control Transportation	77.00	Boston Metro District	52,887.00
Assessor - Salaries	1,750.00	DPW Parks Forestry& Cen - Wages	142,047.63	RMV Starcharge	4,800.00
Assessor-Software/Hardware	8,200.00	DPW Parks - Radio Maintenance	0.00	Worcester City Retirement Pension Fund	574,997.62
Assessor - Interim Valuations	12,000.00	DPW Parks - ForestryExpense	46,569.44	Unemployment Compensation Fund	25,327.87
Assessor - Mapping	3,975.00	DPW Parks - Pest Control	0.00	Medicare	67,460.44
Assessor - Training	412.55	DPW Parks - Training	60.00	Bond Town Officers	647.00
Assessor Expense	2,012.39	Forest Fire Expense	4,000.00	Insurance	823,617.61
Treas Coll - Wages	73,678.77	DPW Parks - General Expense	1,493.18	Trust Fund Committee - Salaries	1,750.00
Treas Coll - Salary	64,979.24	DPW Parks Forestry& Cen - Vehicle Fuel	0.00	Other Financing Uses Transfers Out	899,453.30
Treas Coll Expense	35,561.77	DPW Parks Forestry& Cen - Veh. Maint. Reps	805.23	ATM FY13 5/10/2012 A32 DPW Garage Add	1,071.64
Town Council Expense	51,529.97	DPW Parks - Clothing Allowance	1,341.53	ATM FY16 06/04/2015 A25 DPW - Various Roadway/Signs	1,633.66
Personnel Committee MMPA Membership	200.00	MURSD - Salaries	0.00	FC STMF Y17 11/15/2016 A8 DPW Purchases Various Roadway/Signs	10,247.27
Personnel Committee - Training	0.00	BVT - Salaries	500.00	FC STMF Y18 11/14/2017 A6 DPW TIP Required Easements	54,700.00
Personnel Committee Expense	269.30	Mendon-Upton Operating Expense	11,721,116.76	FC ATM FY18 05/03/2018 A16 DPW Purchase Five Ton Damp Truck	847.80
Human Resource Expenses	21,013.11	Mendon-Upton Debt Exclusions	442,911.84	ATM FY18 05/04/2017 A17 DPW Transformation Improvement Program - Eng. & Design	2,276.29
Tax Titles Foreclosed	19,755.95	Blackstone Valley Operating Expense	1,008,564.00	FC STMF Y19 11/13/2018 A6 Building - Police Station Roof & HVAC Improvements	282,353.76
Management Information Systems - Expense	102,736.65	Blackstone Valley Capital Assessment	16,039.00	STM FY19 11/13/2018 A7 Building - Fire Station/Roof Design & Repair	37,928.24
Town Clerk - Wages	148,608.38	DPW - Wages	464,410.30	ATM FY19 05/03/2018 A9 DPW - Town Roads Construction and Improvements	6,818.58
Town Clerk Expense	5,315.03	DPW Consultant	1,901.38	FC ATM FY19 05/02/2019 A20 Fire - Purchase 4 Sets of Personal Protective FD Gear	14,000.00
Registrar of Voters Expense	3,421.68	DPW Building Utilities	28,101.94	FC ATM FY19 05/02/2019 A12 Reg Clerk - Purchase 2 Ejection Tablets	16,000.00
Conservation Comm - Clerk Wages	21,627.00	Radio Maintenance	0.00	STM FY19 11/13/2018 A25 Community Center Feasibility Study	4,357.50
Aquatic Weed Control	0.00	DPW Building Maintenance	6,520.45	FC ATM FY19 05/02/2019 A21 Clerk - ZBA - Codification of General & Zoning Bylaws	4,999.00
Conservation Commisison Expense	8,538.54	DPW - Contracted Services	31,901.38	FC ATM FY19 05/02/2019 A25 DPW - Purchase 6 Mower & Equipment Grass Mower	16,292.73
Beaver Control	1,062.50	DPW - Training	120.00	FC ATM FY19 05/02/2019 A26 DPW - Fowler Street Bridge Repair	9,242.90
Planning Board - Salaries	2,750.00	DPW Expense	18,230.01	FC ATM FY19 05/02/2019 A31 BOS & Building - Municipal Community Center Feasibility	5,000.00
Planning Bd. Clerk Wages	19,400.60	DPW Vehicle Fuel	22,437.00	FC ATM FY19 05/02/2019 A32 Economic Development Com - Business developer	510.00
Regional Planner	2,157.00	DPW Vehicle Maintenance	41,381.58	ATM FY20 05/05/2019 A9 DPW - Town Roads Construction and Improvements	448,529.88
Planning Board Expense	1,396.25	DPW - Highway Material	20,323.03	FC STMF Y20 11/05/2019 A3 BOS - Purchase 6 Main Street and related costs	176,640.00
Housing Authority - Salaries	1,500.00	DPW - Oilng/Paving	29,916.22	FC STMF Y20 11/05/2019 A6 Fire EMS - Purchase 2 Replacement Ambulance Laptops	8,022.82
Town Bldg Expense	84,017.26	DPW - Clothing Allowance	3,647.72	FC STMF Y20 11/05/2019 A9 Fire EMS - Purchase 2 Cardiac Monitors Defb.	3,709.96
Police Wages	1,571,167.01	DPW Snow Removal	234,058.93	Total Expenditures	\$ 23,890,236.23
Police Utilities	40,126.23	Waste Removal - Disposal	93,362.75		
Radio Maintenance	2,161.58	Waste Removal - Curbside Services	410,664.45		
Police Building Maintenance	21,501.97	DPW - Storm Water Management	69,962.41		
Police Training	13,067.00	CemeteryCommission - Salaries	1,750.00		
Police Expense	25,813.13	CemeteryMaintenance	17,548.04		
Police Cruiser Gas	25,864.90	Health Board - Wages	53,176.28		
Police Cruiser Maintenance	10,985.42	Health Board - Salaries	1,750.00		
Police Clothing Allowance	15,782.88	Health Board - Food Inspections	1,734.00		
Police Capital - New Cruiser	40,000.00	Demolition of Building	0.00		
Computer Maintenance	13,228.70	Board of Health Expense	1,778.46		
Dispatcher Clothing Allowance PT	1,694.00	Health Board - TrashBags	22,023.08		
Dispatcher Clothing Allowance PT	538.00	BOH - Hazardous Waste	-		
Fire EMS Dept - Wages	810,738.89	Beaver Management	540.00		
Fire EMS Dept - Utilities	42,198.28	Nurse Wages	37,904.72		
Fire EMS Dept. Bldg. Maintenance	25,060.09	Nurse Wages - Blackstone TMA	8,748.74		
Fire EMS Dept - Training	6,546.37	Health Service Expense	528.42		
Fire EMS Dept Expense	28,857.05	Council on Aging - Wages	148,850.58		
Fire EMS Dept-Vehicle Fuel	9,443.98	COA - Building Maintenance	13,385.45		
Fire EMS Dept. Vehicle Maint.	37,262.61	COA Expenses	11,706.33		
Fire EMS Dept. Clothing Allowance	10,432.01	Veterans Service - Wages	9,170.46		

## **Parks Revolving Summary**

**Beginning Balance 7-1-19 \$ 7,806.37**

Revenue \$ 23,679.10

Expenditures \$ 27,823.88

**Ending Balance 6-30-20 \$ 3,661.59**

## **General Fund - Revenue Summary**

Personal Property	\$529,034
Real Estate	\$20,449,129
Tax Liens	\$113,964
Motor Vehicle Excise	\$1,316,001
Payments in lieu of taxes	\$224
Penalties/Interest	\$91,444
Fees	\$156,273
Other Dept Revenue	\$540,561
Licenses and Permits	\$287,644
State - Cherry Sheet	\$833,592
Federal Revenue - Reimbursement	\$500
Fines and Forfeits	\$27,710
Misc. Revenue	\$107,845
Invest Income	\$34,079
Transfers In	\$64,300
<b>Total General Fund Revenue</b>	<b>\$24,552,300</b>

## Enterprise Funds Summary

### WATER ENTERPRISE

<b>Revenue</b>	
Interest	6,010.79
Water Usage Charges	853,401.30
Water Liens	4,375.31
Connection Fees	140,093.08
Misc. Revenue	14,415.34
Other Financing Sources - Transfers In	139,332.00
<b>Total</b>	<b>1,157,627.82</b>

### **Expenses**

General Labor	228,376.74
Worcester City Retirement Pension Fund	28,477.00
Water Expenses	243,449.46
Capital Outlay	157,472.23
Debt Service Expenses	355,375.00
Other Financing Uses - Transfers Out	325,014.48
<b>Total</b>	<b>1,338,164.91</b>

### WASTEWATER ENTERPRISE

<b>Revenue</b>	
Interest	5,415.16
Connection Fees	208,000.00
Waste Water Charges	607,467.82
Waste Water Liens	3,692.78
Misc. Revenue	1,150.07
Other Financing Sources - Transfers In	4,182.00
<b>Total</b>	<b>829,907.83</b>

### **Expenses**

General Labor	215,256.05
Worcester City Retirement Pension Fund	28,477.00
Wastewater Expenses	287,673.22
Capital Outlay	132,254.60
Debt Service Expenses	16,175.00
<b>Total</b>	<b>679,835.87</b>

## Revolving Funds

FUND	Balance Forward	Current Year	Current Year	Funds Available	Expenditure	Exceeded
	7/1/2019	Other Receipts	Expenditures	6/30/2020	Limit	Expenditure Limit
RECREATION REVOLVING	\$ 94,501.05	\$ 189,324.98	\$ 213,434.26	\$ 70,391.77	\$ 260,000.00	\$ -
LIBRARY REVOLVING	\$ (17.27)	\$ 1,504.35	\$ 1,312.73	\$ 174.35	\$ 6,000.00	\$ -
COA REVOLVING	\$ 9,941.45	\$ 3,864.60	\$ 1,553.37	\$ 12,252.68	\$ 10,000.00	\$ -
UPTON WETLAND BY-LAW FEE REVOLVING	\$ 13,500.02	\$ 3,150.00	\$ 4,326.97	\$ 12,323.05	\$ 20,000.00	\$ -
BOH BULK ITEM REVOLVING	\$ 54,809.07	\$ 10,790.00	\$ 9,487.62	\$ 56,111.45	\$ 15,000.00	\$ -
STORMWATER BY-LAW FUND - CON. COMM	\$ 1,700.00	\$ 300.00	\$ -	\$ 2,000.00	\$ 7,000.00	\$ -
COMMUNITY GARDEN FUND	\$ 208.85	\$ 110.00	\$ 13.99	\$ 304.86	\$ 2,000.00	\$ -
LAND STEWARDSHIP REVOLVING	\$ 762.17	\$ 90.00	\$ -	\$ 852.17	\$ 10,000.00	\$ -
TAX TITLE COLLECTION REVOLVING FUND	\$ 1.11	\$ 4,356.00	\$ -	\$ 4,357.11	\$ 15,000.00	\$ -
BOH - TITLE V REVOLVING FUND	\$ 20,666.60	\$ 14,445.00	\$ 9,825.00	\$ 25,286.60	\$ 10,000.00	\$ -
	<u>\$ 196,073.05</u>	<u>\$ 227,934.93</u>	<u>\$ 239,953.94</u>	<u>\$ 184,054.04</u>		

Respectfully submitted,  
 Kenny Costa  
 Finance Director/Town Accountant

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## TREASURER/COLLECTOR

It was a year of challenge and change in the Office of the Treasurer Collector. In March, the coronavirus pandemic compelled us to look at creative and safe ways to serve residents while keeping our staff and customers healthy. We developed many efficiencies and processes without any interruption of services during this uncertain time. Kenneth Glowacki also announced his retirement after serving for over 22 years as Treasurer Collector.

In June at the Annual Town Meeting, Mr. Glowacki supported the petition where the voters authorized the Board of Selectmen to submit a home rule petition to the General Court for special legislation changing the position of Treasurer/Collector from elected to appointed. Before its passage, Mr. Glowacki retired on June 30, 2020, where Deborah Teta was appointed Acting Treasurer /Collector. We thank Mr. Glowacki for his many years of dedicated service to the community.

The year closed with the Legislators' approval to change the Treasurer Collector's position to an appointed position under the Town Manager's Act on December 29, 2020. We look forward to 2021 and to building on the lessons learned in this year of transition.

Respectfully submitted,

Deborah Teta  
Treasurer/Collector

Fiscal Year End June 30, 2020

**TREASURER'S GENERAL FUND CASH ACCOUNT**

Beginning Balance, June 30, 2019	incl. trusts	\$ 17,685,164
Receipts 2020		\$ 31,889,389
GF Interest 2020		\$ 34,079
CPA Int/Earnings		\$ 34,053
Trust Fund Int. Earnings		\$ 137,413
Warrants 2020		\$ (30,363,576)
Ending Balance, June 30, 2020	incl. trusts	\$ 19,416,522

**BORROWINGS**

<b>Type</b>	<b>Purpose</b>	<b>FY 20 Principal</b>	<b>FY20 Ending</b>	<b>Ending Term</b>
		<b>Retired Amount</b>	<b>Balance</b>	
GOB	Stefan#1	\$ 249,000	\$ -	2020
GOB	Fire Station	\$ 106,000	\$ -	2020
GOB	Ambulance	\$ 18,500	\$ 37,000	2022
GOB	Dump Truck	\$ 18,500	\$ 37,000	2022
GOB	Town Hall Renovation	\$ 190,000	\$ 3,570,000	2034
GOB	Main Street Water Line & Equipment	\$ 67,000	\$ 775,500	2032
GOB	Pump Station	\$ 11,000	\$ 137,000	2028
GOB	3rd Water Source	\$ 147,000	\$ 2,292,500	2033
GOB	Glenn Well Repair	\$ 28,000	\$ 56,000	2022
BAN	Quint Fire, TIP Water, Fowler Bridge	\$ 182,007	\$ 2,305,000	Annual
<b>TOTAL</b>		<b>\$ 1,017,007</b>	<b>\$ 9,210,000</b>	

**Authorized and Unissued**

Chapter 90 Roads	\$ 878,702
Water Mains	\$ 100,000
<b>TOTAL</b>	<b>\$ 978,702</b>

**Interest/Fees Collected 2020**

Interest/Demand fees from R.E. and P.P.	\$ 53,722
Interest/Demand fees from MV Excise Taxes	\$ 12,583
Interest/Demand fees from Tax Title	\$ 25,139
Treasurer/Collector fees	\$ 11,928
Water/sewer enterprise interest	\$ 11,426

**Respectfully submitted,**

**Deborah Teta**

**Treasurer/Collector**

## 2020 PAYROLL - CALENDAR YEAR

Last Name	First Name	Department	Regular	Overtime	Special Detail	Gross Wages
Acciavatti	Travis	DPW	69156.22	6614.85		76102.39
Acker	Joseph	Recreation	3710.27			3710.27
Addy	Randy	Ambulance	372.62			372.62
Ambrosino	Carl	Police	79771.24	10831.8	1999	92856.8
Amorelli	Debra	Library Trustee	500			500
Austin	Micaela	Library	175.3			175.3
Bachtold	Matthew	Library	79261.29			79587.33
Bartlett	David	Education	500			500
Basoli	Jason	Ambulance	4110.6			4110.6
Benjamin	Michael	Police	99677.47	43909.99	6906	150738.1
Bergstrom	John	Police	82006.44	14210.64	10730.5	107328.7
Bishop	Kyle	Police	4848.09			5067.66
Bohan Jr	Gary	Planning Bd	750			750
Bolton	Delaney	Recreation	8336			8336
Boroczky	Ian	Police	61194.51	6262.26	12224	79790.09
Bradford	Mary	Elections	89.25			89.25
Bradford Jr.	Michael	Ambulance	3938.12			3938.12
Bradley	Michael	Police	157700.1	5475.2	25731	189153.5
Briggs	Stedman	Senior	500			828.5
Brindisi	Derek	Selectmen	162444			163137
Broberg	Todd	Water	67591.12	14780.89		82637.45
Brochu	James	Trust Fund	500			500
Brown	Mason	Police	16066.09	1604.72	1456	19190.57
Burrell	Joan	Elections	532.31			532.31
Burroughs	Christopher	Recreation	3060			3060
Canal	Cynthia	Senior				749.06
Caponera	Michael	Senior				1365
Carey	Kelly	Elections	471.75			471.75
Carey	Paul	Planning Bd	500			500
Carlile	Marie	Senior				678.56
Carpenter	Mary	Senior				493.5
Carr	Charlotte	Library Trustee	500			500
Carroll	Margaret	Planning Bd	500			500
Cervassi Sr.	Anthony	Ambulance	6213.67			6213.67
Chamberlain	Scott	DPW	52074.53	4662.86		57040.15
Cialdea	David	Ambulance	8456.79			8456.79
Ciccone	Anthony	Police			3892	3892
Clark	Marisa	Library	2698.83			2698.83
Coggans	Joseph	Police			988	988

Last Name	First Name	Department	Regular	Overtime	Special Detail	Gross Wages
Collins	Brian	Police			2214	2214
Condon	Meghan	Library Trustee	500			500
Connors	Ryan	Ambulance	3218.52			3218.52
Conigli	Elizabeth	Elections	114.75			114.75
Cook	Douglas	Ambulance	6942.45			6942.45
Costa	Kenny	Town Acct.	43464.48			43725.6
Costello	Gwyneth	Dispatchers	17492.28	50.17		17542.45
Cote	Michelle	Recreation	4953.39			4953.39
Cowen	Michael	DPW	53659.93	4975.72		58856.09
Cozza	Patrick	Dispatchers	60753.46	11934.2	8967	81919.26
Crosby	James	Police	3104		832	3936
Crosby	Kelley	Dispatchers	315.7			315.7
Cyr	Alan	Police	20332.07	1647.72	28919.5	50899.29
Danna	Robert	Police			1931	1931
Davidson	Thomas	Planning Bd	500			500
De St. Croix	Charles	Ambulance	3000	1912.5		4912.5
Dean	Jeffrey	Police			966	966
Deering	Carolyn	Senior				1326
Deiana	Paula	Police	55739.15	12476.15		68558.26
DeJesus	Elizabeth	Parks/Recreation	1032.75			1032.75
Dela Motte Jr	Edward	Water	55569.24	10587.41		66435.17
Dell'Aquila	Paul	Selectmen	10249.12			10282.12
Denson	Bernadette	COA	20330.65			20330.65
Denson	Samuel	Recreation	3455.25			3455.25
Derkosrofian	Levon	Police			204	204
DesJardins	Donna	Elections	73.31			73.31
Desjardins	Kathleen	DPW	5118.51			5178.39
Desjardins	Richard	BOH	750			750
DeZutter	Caroline	Recreation	2524.5			2524.5
Dezutter	Daniel	Beach	2363.5			2363.5
DiFronzo	Mark	Fire Dept	129093.5			129717.3
DiRosa	Michael	Police			832	832
Dishington	Judah	Recreation	3257.63			3257.63
Drainville	Hannah	Recreation	3015.39			3015.39
Dunlavey	Philip	Police			628.5	628.5
Dunster	Reed	Parks/Recreation	1185.75			1185.75
Dunster	Willow	Beach	5296.5			5296.5
Dwinnell	Maureen	Selectmen	500			500
Earl	James	Assessors	500			500

Last Name	First Name	Department	Regular	Overtime	Special Detail	Gross Wages
Earle Jr.	James	Fire Dept	90213.14	23954.24		114563.4
Edmonds	Robert	Ambulance	12800			12800
Eugster	Corey	Police	75525.25	3481.23	10804	90063.8
Fadgen	Robert	Fire Dept	3861.91	279.44		4141.35
Fallon	Chloe	Beach	3867.88			3867.88
Fallon	Megan	Recreation	4825.88			4825.88
Falvey	Ryan	Police			2303	2303
Ferrandino	Jason	Recreation	4290.38			4290.38
Ferris	Jay	Cemetery	500			500
Flagg	James	Police			2384.5	2384.5
Fleming	Robert	Trust Fund	500			500
Foster	Marjorie	Treas/Coll	8319.77			9819.77
Fougere	Harriet	Elections	114.75			114.75
Fowler	Glenn	Cable	32300.17			32602.93
French	Thomas	Bldg Insp	18593.22			18593.22
Gallagher	R Neil	DPW	52925.52	6444.48		59624.76
Gallagher	Trevor	DPW	6171			6171
Gallagher	Victoria	Dispatchers	62043.61	3934.49	7388.5	73609.84
Gallant	Linda	Senior				36.75
Gladu	Sara	Elections	76.5			76.5
Glowacki	Kenneth	Treas/Coll	33360			35888.72
Goncalves	Michael	Police	25528.96	443.64	5790	31871.92
Gorman	Richard	Police			1247	1247
Gould	Richard	DPW	6450.84			6450.84
Grady	Dennis	Police			416	416
Grill	Seth	Ambulance	2935.79			2935.79
Gruber	Lynn	Elections	886.13			886.13
Hakala	Sandra	Selectmen	69784.63	5245.75		75285.14
Hamed	Nader	Ambulance	5355.87			5355.87
Harper	Gary	DPW	73611.39	8819.4		82739.67
Harrington	John	Police			2347	2347
Harris	Barbara	Fire Dept	61625.17	10292.21		72149.46
Hart	Deborah	Senior				410.25
Hawkins	Lucy	Recreation	1491.75			1491.75
Hazard	Patrick	Ambulance	7876.81			7876.81
Heald	Gail	Senior				529.5
Hennessey	Scott	Water	77140.74	19052.3		96500.12
Hertz	Jacob	Fire Dept	4236.16	107.48		4343.64
Hill	James	Ambulance	4343.34			4343.34

Last Name	First Name	Department	Regular	Overtime	Special Detail	Gross Wages
Holman	Alfred	BOH	500			500
Hope	Carson	Recreation	9113.5			9113.5
House	Bennett	Recreation	2448			2448
Hutton	Timothy II	Ambulance	28450			28450
Johnson	John	DPW	85016.7	25365.43		110762.5
Johnson	Stephen	Bldg Insp	21275.52			21275.52
Jones	Linda	Housing	500			500
Judd	Diane	Bldg Insp	48841.33			49208.17
Julian	Allison	Recreation	2958			2958
Katz	Judith	Library Trustee	500			500
Kearns	Karen	Senior				1278.19
Kennedy	Richard	Housing	500			500
Kenney	Seema-Jayne	Elections	1507.5			1507.5
Kent	Emmaline	Cable	353.05			353.05
Kerr	Matthew	Water	65684.27	13303.66		79264.77
King	Ashley	Recreation	2059.13			2059.13
Kirby	Zachary	Recreation	2639.25			2639.25
Knott	Agnita	Elections	698.06			698.06
Laden	Sidney	Parks/Recreation	1140			1140
Laflash	Kaitlyn	Police			1832	1832
Lazar	Bridget	Recreation	3072.75			3072.75
Lazarz	Daniel	Ambulance	13976.3			13976.3
Leonard	Matthew	Police			2316	2316
Lloyd	Randy	Police			4421.5	4421.5
Loepper	David	Moderator	500			500
Lopez	Bonnie	Fire Dept	76033.88	15250.35		91538.99
Lucarelli	Michael	Senior				242.25
Lupachini	Michael	Police	80574.11	2964.21	2156	85914.76
Lupachini Jr.	Michael	DPW	4182			4182
Mager	Erik	Police	81565.86	11017.04	40482	133327.9
Maljanian	Mark	Ambulance	10247.54			10247.54
Mansfield	Paul	Police	91330.11	56729.32	21645	170092.6
Marchand	Michael	Ambulance	25420.59			25420.59
Marchand	Paul	Town Clerk	51672.3	10274.99		62279.93
Marchand	Shaun	Fire Dept	74537.02	18361.83		93161.53
Marino	Michael	Police			3523	3523
Marvelle Ring	Patricia	Selectmen	644			644
Matellian	Stephen	Selectmen	750			750
Mauro	Jessica	COA	43933.61			44201.31

Last Name	First Name	Department	Regular	Overtime	Special Detail	Gross Wages
McDevitt	Sean	Police			3699.5	3699.5
McElreath	Kelly	Town Clerk	86965.68			87260.04
McMahon	Michelle	Recreation	4032			4032
McManus	Mark	Recreation	3480.77			3480.77
Menard	Daniel	Snow Removal	180			180
MesPELLI	Jillian	Recreation	4532.64			4532.64
Michniewicz	Thomas	Police			1040	1040
Miller	Brennan	Recreation	2706.19			2706.19
Mitchell	Tyler	Police			1836	1836
Moen	Jonathan	Ambulance	5090.89			5090.89
Moffit	Jaden	Beach	2106.13			2106.13
Montenegro	Lauren	Elections	127.5			127.5
Montequin	Blake	Fire Dept	83138.4	42923.11		126371.4
Moran	Michael	Dog Officer	12848.87	3674.52		16523.39
Morris	Patrick	Veterans Agent	9447.9	155.1		9603
Murphy	LeeAnn	Library	52020.1			52248.7
Nadolski	Emma	Parks/Recreation	994.5			994.5
Negrotti	Jessica	Dispatchers	57683.94	4747.79	4580.5	67276.83
Norton	Paul	Cable	917.22			917.22
Norton	Thomas	Fire Dept	22374.61	4316.76		26826.27
Nowicki	Janice	COA	72350.26			72701.99
Nowlan	Susan	Elections	172.13			172.13
O'Brien	Anne	Library Trustee	500			500
O'Connor	Ciara	Police	63423.13	4136.85	22617	90475.45
O'Donnell	Benjamin	Police			5220	5220
O'Rourke	Liam	Police			1872	1872
Ouillette	John	Police			616	616
Overholt	Emily	Recreation	2652			2652
Owczarzak	Carol	Senior	102			388.5
Page	Cindy	Elections	204			204
Page	Nancy	Senior				102
Palmieri	Mary Ellen	Dispatchers	7538.86			7538.86
Parker	Dean	Water	58708.89	12198.14		71247.81
Patrick	Liana	Parks/Recreation	1045.5			1045.5
Patrinelli	Brian	Police			1012	1012
Paul	Abigail	Recreation	3668.83			3668.83
Perkins	Ann	Treas/Coll	9042.28			9042.28
Pfeiffer	Susan	Library	17221.31			17221.31
Phillips	Edward	Senior				182.25

Last Name	First Name	Department	Regular	Overtime	Special Detail	Gross Wages
Phylis	Patricia	Elections	153			153
Pickart	David	Conservation	31801.71			31801.71
Pierce	Cameron	Recreation	3978			3978
Pighetti-Parer	Patricia	Nursing Serv	52003.68			52367.93
Plumb	Jared	Ambulance	16450.97	566.71		17017.68
Poirier III	Henry	Ambulance	923.09			923.09
Poirier Jr.	John	Bldg Insp	23063.22	1800		24863.22
Poissant	Russell	Police			832	832
Pollen	Emily	Parks/Recreation	1753.13			1753.13
Pollen	Katie	Beach	3465.5			3465.5
Poxon	Isaiah	Police	92560.85	10820.2	9256	113018.4
Pray	Robert	Cemetery	500			500
Puchovsky	Gabrielle	Beach	5110.89			5110.89
Quirk	Rosemary	Elections	114.75			114.75
Rakitin	Steven	Senior				237.75
Ramsey	Kathleen	Elections	468.56			468.56
Rankins	Matthew	Police	90877.01	21929.45	30413	143587.6
Reardon	Grady	Recreation	3174.76			3174.76
Richard	Rena	Elections	2270			2270
Richie	Jackson	Parks/Recreation	1663.88			1663.88
Rick	Timothy	DPW	44963.84	2638.24		47835.87
Rivard	Bruce	Police	58473.54	2380.09	3492	77594.63
Rivers	Scott	Water	34376.99	3106.12		37749.51
Robertson	John	Library Trustee	750			750
Roche	Patrick	Bldg Insp	33266.52			33266.52
Roecker	Susan	Library	7624.83			7624.83
Ronzio	Megan	Elections	720.38			720.38
Ropiak	John	Police			4417	4417
Roy	Donald	Police			1898	1898
Salsman	Kenneth	Bldg Insp	3506.1			3506.1
Saulen	Debra	Senior				902.06
Saulen	John	COA	8734.72			8734.72
Scherer-Teta	Deborah	Treas/Coll	61785.8	11701.54		73671.42
Schrafft	Peter	Ambulance	10388.16			10388.16
Scribner	Joan	Elections	140.25			140.25
Sharp	Robyn	Elections	299.63			299.63
Shepherd	Allison	Recreation	3181.13			3181.13
Shepherd	Vanessa	Recreation	1791.38			1791.38
Sheridan	Patrick	Dispatchers	1919.46			1919.46

Last Name	First Name	Department	Regular	Overtime	Special Detail	Gross Wages
Shults	Conner	Ambulance	16733.57	233.05	222.67	17189.29
Shults	Gary	Ambulance	7276.65			7276.65
Simas	Brett	Selectmen	500			500
Smith	Cameron	Cable	375			375
Smith	Kristina	COA	2640.54			2640.54
Smith	Mary	Town Clerk	47782.92			48045.96
Smith	Pamela	Senior				637.5
Smith	Raymond	Planning Bd	500			500
Snellman	Jane	Treas/Coll	19144.55			19144.55
St.George	Andrew	Recreation	53544.38			53877.02
Stanley	David	Bldg Insp	4886.1			4886.1
Stewart	Keri	Recreation	2856			2856
Studley	Sophia	Recreation	3678.38			3678.38
Swift	Michael	Police			3264	3264
Tardy	Tracey	Assessors	53752.5			54015.18
Taylor	William	DPW	46329.12	952.99		47445.79
Tiernan	Diane	BOH	59429.05	73.89		59797.3
Usher	Douglas	Ambulance	1343.56			1343.56
Uthoff	Ava	Recreation	4354.14			4354.14
Valdivieso	Javier	Police	16868.19	279.3		17213.49
Vanasse	Sydney	Recreation	2346			2346
Varney	Joan	Elections	330			330
Varney	Karen	Senior	1581.13			2484.69
Vitale	Jared	Dispatchers	55003.25	9736.86	6487	71467.59
Washington	Wanda	Police			400	400
Webster	Barbara	Senior				915.75
Westgate	Dennis	DPW	129528.4			131282.9
Wodin	Laurie	Library Trustee	500			500
Wyndham	Nicolas	Parks/Recreation	1772.25			1772.25
Yenawine	Erin	Parks/Recreation	2808.19			2808.19
Young	Regina	Library	16878.63			16878.63
Young	Scott	Ambulance	3177.51			3177.51
Yuen	Adrianna	Beach	2359.88			2359.88
Zufriategui	Nestor	DPW	52207.21	3594.87		56056.84

## **FIRE AND EMERGENCY MEDICAL SERVICES**

The Department hereby submits its annual report for the year ending December 31, 2020. The Department responded to a total of 904 calls for service. Of these, 612 were EMS responses and 292 were Fire responses.

### **Summary**

Given the challenges of 2020, the Department continued to improve the operations and safety of the department. With the continued Town Meeting support for our article requests we have been able to improve firefighter/EMT radio communications, protective clothing and make repairs to the building HVAC systems. We are grateful and humbled by the support of our citizens in supporting these requests. Thank you to all for your support.

### **Major Events**

The outbreak of the Coronavirus – COVID-19 was the biggest challenge for our department. Many new policies and procedures were created and implemented to keep our public safety staff safe but still provide our residents with Fire-Rescue-EMS services.

We had one significant house fire this year resulting in a total loss for the homeowners. The members of this Department worked extremely hard at putting this fire out all while COVID-19 was a concern.

The Department also provided mutual aid to the Town of Northbridge for the major fire at West End Firewood. We provided staff and equipment for over 12 hours to assist them in getting this fire under control.

### **Activities**

Student Awareness Fire Education (S.A.F.E.) Programs were cancelled this year due to the closure of schools. Lieut. Bonnie Lopez found alternatives to reach out and educate the students. A number of YouTube™ videos

were created and posted to Facebook® where fire safety books were read.

Our annual Open House, support for the “Haunted House” and “pictures with Santa” were all cancelled this year due to the virus. We are hopeful to bring these back when the pandemic is over.

The Department has received and applied for some Grants programs:

1. Student/Senior Awareness of Fire Education Grant (S.A.F.E Grant). We received \$5,414.17 from the Commonwealth to continue our fire education programs. These monies are used to pay for informational materials to students and seniors.
2. Assistance to Firefighters Act Supplemental (A.F.G.-S.). The Department was awarded a total of \$4,229. These funds were part of the CARES Act passed by the legislators to provide monies to communities for the purchase of Personal Protective Equipment (PPE) for first responders to respond to COVID patients and situations. The PPE purchased included protective suits and face shields.
3. We were awarded a Forestry Grant provided by the U.S. Forest Service. The grant is for \$4,000 for funding to purchase proper brush fire gear.
4. We were awarded \$2,200 from the Executive Office of Public Safety for the purchase of electrostatic disinfectant spraying equipment. This was a joint grant with the Police Dept. This equipment allows us to better apply disinfectant products to ambulances, fire trucks, cruisers and workspaces at the fire station and police station.

## **Personnel**

Firefighter Tim Wagner was able to attend and complete the Massachusetts Call/Volunteer Recruit Training Program put on by the Massachusetts Firefighting Training Academy. This 240-hour program teaches and educates the student on all the knowledge, skills and abilities needed to meet the N.F.P.A. 1001 standard for Basic Firefighter I/II. This program had to be reworked to allow for COVID safety. We would like to congratulate FF Wagner on this great accomplishment in his firefighting career.

The Department has been able to hire 3 new career firefighter/EMT Paramedics filling open positions that have been vacant for some time. Thomas Norton started in July and Jacob Hertz and Robert Fadgen started in December. These new hires will be sent to the Massachusetts Firefighting Training Academy's Career Recruit Training Program. This 425-hour program teaches and educates the student on all the knowledge, skills and abilities needed to meet the N.F.P.A. 1001 standard for Basic Firefighter I/II.

It is truly exciting to have new people become a part of the organization; we wish them well in what we hope will be a long career here at Upton Fire-EMS.

We had one retirement from the Department. Doug Usher officially retired from the Department on July 27, 2020. For over 27 years FF Usher carried out the traditions and pride of Upton Fire-EMS with every shift assigned and call he worked all while having the best interests of the personnel and the residents of the Town of Upton in mind. FF Usher was always willing to help and show anyone of us how to be better at this job. The Department would like to congratulate him for a long and successful career as a firefighter with Upton Fire-EMS and we wish him the best of luck with all his future endeavors. FF Usher, THANK YOU for all that you have done for Upton Fire-EMS!!

## **Report of Events**

**Total Fire Responses: 292**

**Total EMS Responses: 612**

**ALS – 235      BLS – 187      Other - 190**

### **Fire**

Fire, other	01
Building fire	03
Cooking fire, confined to container	17
Chimney or flue fire, confined to chimney or flue	03
Fuel Burner/Boiler Malfunction	05
Passenger vehicle fire	02
Mobile property (vehicle fire, other	01
Natural vegetation fire, other	03
Brush, or brush and grass mixture fire	06
Forest, woods or wildland fire	01
Brush or brush-and-grass mixture fire	06
Grass Fire	01
Dumpster or other outside trash receptacle fire	02
Outside equipment Fire	01
Cultivated trees or nursery stock fire	01
	<b>47</b>
<b><u>Overpressure Rupture, Explosion, Overheat (no fire)</u></b>	<b>02</b>
	<b>02</b>

### **Rescue & Emergency Medical Services Incidents**

Medical assist, assist EMS crew	06
Search for Person on land	00
Extrication of victim from vehicle	09
Removal of Victim from Stalled Elevator	01
Trench/below grade rescue	00
Water or Ice Related rescue	01

**Hazardous Conditions (No Fire)**

Gasoline or other flammable liquid spill	01
Gas leak (natural gas or LPG)	07
Oil or other combustible liquid spill	01
Carbon monoxide incident	10
Electrical wiring/equipment problem, other	05
Overheated motor	00
Power line down	05
Arcing, shorted electrical equipment	06
Accident, potential accident, other	05
Vehicle accident, general cleanup	<u>13</u>
	<b>54</b>

**Service Call**

Service call, Other	01
Water problem, Other	01
Water evacuation	01
Smoke or odor removal	02
Public service assistance, Other	07
Assist police or other governmental agency	02
Assist invalid	00
Defective Elevator, no occupants	00
Unauthorized burning	13
Cover assignment, standby, move-up (Mutual Aid)	<u>17</u>
	<b>45</b>

**Good Intent Call**

Good intent call, Other	04
Dispatch & cancelled en-route	11
No incident found on arrival at dispatch	04
Authorized controlled burning	04
Smoke scare, odor of smoke	01
Steam, vapor, fog or dust thought to be smoke	<u>03</u>
	<b>27</b>

### **False Alarm & False Call**

Local Alarm, malicious false	01
Smoke Detector activation due to malfunction	39
Alarm system sounded due to malfunction	07
CO detector activation due to malfunction	09
Alarm system sounded, no fire – unintentional	11
Carbon monoxide detector activation, no CO	07
Unintentional transmission of alarm, other	01
Smoke detector activation, no fire – unintentional	<u>17</u>
	<b>92</b>

### **Severe Weather & Natural Disaster**

Lightning Strike (no fire)	04
	<b>04</b>

### **Permits Issued**

Oil Burner/Storage Tanks	15
Propane Storage	54
Smoke Detector Inspections	163
Outdoor Burning Permits	375
Tank Truck Inspections	01
Blasting Permits	03
Tank Removals	<u>38</u>
Total Permits Issued	<b>649</b>

With the challenges brought on by the Coronavirus Pandemic, the members of the Upton Fire-EMS Department continued to answer all calls for assistance from the citizens of Upton. They did so knowing the risks and understanding that someone needed help and the call could not go unanswered. I would like to personally recognize them for continuing to be there for the residents of Upton and our neighbors when in need.

The Department and I would like to thank the various Boards, Commissions and Town officials for their help and support throughout the year. A very special thank you goes to the friends and families of the

department who allow us to do the job we like to do. Without their support and understanding the Department would not be able to function.

Respectfully submitted,  
Mark W. DiFronzo  
Fire Chief

## **GREEN COMMUNITY COMMITTEE**

In 2020 the Green Community Committee, with the help of the Central Massachusetts Regional Planning Commission completed the fiscal year 2020 annual report to the Green Communities Division. The annual report confirms the town's compliance the five Green Communities designation criteria: progress towards meeting the goal of reducing energy use by 20% over five years, purchasing fuel-efficient non-exempt vehicles, ensuring homes and certain commercial buildings are built in accordance with the stretch energy code, and permitting by-right large-scale, ground-mounted solar photovoltaic systems within a year.

The committee also works with the Town Manager and other town departments to identify energy conservation projects and on applying for grants from the Green Communities Division of the Department of Energy Resources (DOER) to fund the measures. In 2020 the committee did not identify any grant opportunities. Since being designated a Green Community, 16 energy conservation projects have been completed with total grant funding of \$316,770.

The committee is currently working with Mendon on the Mendon-Upton Solarize Mass Plus program. The Solarize Mass Plus program is a program of the Massachusetts Clean Energy Center (MassCEC) designed to increase residential purchase of solar photovoltaic systems, battery

storage, solar hot water systems, air-source heat pumps, ground-source heat pumps, and electric vehicles through a grass-roots educational campaign driven by local volunteers and reduced pricing driven by bulk purchase and reduced marketing costs. The Mendon and Upton volunteers, with administrative and technical assistance provided by the MassCEC, selected installers for each technology from those that responded to the request for proposals and have been marketing the program through various on-line events and mailings. The COVID-19 pandemic delayed the start of the program and prevented in-person events. The program is expected to end in the spring of 2021.

Respectfully submitted,

Robert Jordan

Bill Taylor, Chair

## HISTORICAL COMMISSION

The Historical Commission respectfully submits the following report for the year 2020. Commission members were Don Spargo, Chair; Katherine Worsham, Co-Chair; Howard Glassman, Treasurer; Joan Burrell, Donna Desjardins, Donna Kempton, and Russell Wood, and alternate member Maureen Byrne.

This report provides the highlights of the topics undertaken by the Commission in 2020.

- The commission approved two demolition permit applications this year. The first, for 6 Main Street, was a condemned building which was bought by the town to be torn down and the lot repurposed for future town use. It had historic value but had fallen into severe disrepair and could no longer be salvaged. The town demolished it and reseeded the lot in the summer of 2020.

The second, 39 Pleasant Street, was requested for demolition by the resident homeowner. His stated aim was to build an expanded version of the current house on a full foundation, expanding the living space significantly while keeping a similar look to the previous building. The older building no longer contained any building materials of historic significance.

- Joan Burrell continued her hard work on the historic schoolhouses in Upton by creating a brochure with map and pictures of each of the schoolhouses. The brochures were printed by BVT and placed for distribution at the library and historical society.
- Alternate member Maureen Byrne made the Commission aware of some glass negatives of Upton citizens which were up for auction, and subsequently acquired them for the town. These, in addition to a previously acquired collection of glass negatives, were brought to the Historical Society for digitization.
- The Historical Commission is currently developing a compilation of the oldest houses in town in order to monitor their condition before they deteriorate to a state that can no longer be restored. We hope to be able to reach out to homeowners of degraded privately owned historic properties and assist them in seeking out funds for restoration.

The Commission looks forward to completing and undertaking more projects in 2021.

Respectively submitted,

Joan Burrell

Don Spargo, Chair

Donna Desjardins

Katherine Worsham, Vice-Chair

Howard Glassman

Russell W. Wood

Donna Kempton

Maureen Byrne, Associate Member

## 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

#### **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 /Wednesday/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

### **LAND STEWARDSHIP COMMITTEE**

There are 16.5 miles of trails on town owned conservation areas and open space in Upton. The LSC dedicated multiple work dates to clearing trails and building boardwalks. Trail work was limited due to Covid-19 distancing protocols. Trail clearing and improvements will continue in 2021 as is safe and practical.

The Peppercorn Hill Conservation area will be adding 3 parcels totaling 43 acres, which are expected to be managed by the LSC. An additional parcel will be acquired and managed by the Metacomet Land Trust (MLT). Funding for the purchase of this land was through a Conservation Partnership Grant to MLT and with CPA funds appropriated at a 2020 town meeting.

Because of increased interest in spending time outdoors due to Covid-19 the town lands have seen unprecedented use. This clearly demonstrates that open space is important to and appreciated by the public. Members of the LSC kept an eye on the various parcels to ensure access to and maintain the trails. Despite heavy winds over the past year, there were not too many blowdowns or debris in the trails, and these were cleared away as quickly as possible.

While the interest in passive recreation is good to see, we have also seen an increase in motorized vehicle use. This disrupts wildlife, damages trails, and disturbs trail-users. The Peppercorn Hill Conservation Area is particularly affected. The LSC has begun to place signs indicating that motorized vehicles are prohibited, but the problem continues, and hiring a police officer to occasionally walk the trails has been discussed.

The Rockwood Meadows open space area is private property surrounding the Rockwood Meadows development that includes a public parking area on East Street in Hopkinton (near the Upton border) and an easement for a public trail that connects the parking lot to the trails in the Peppercorn Hill Conservation Area. It is subject to conservation restrictions held by the Upton Conservation Commission and the Hopkinton Area Land Trust. Boardwalks were constructed there this year to allow for passage through a wet area. Snow plowing the parking lot by private contractor is being arranged. This parking area is well used so keeping it accessible in the winter is important for safety and to discourage parking on private property or roadsides.

The LSC continued to implement the 2007 Land Stewardship Plan for the Stefans Farm Open Space and is in the process of updating it to reflect improvements made on the property.

These include trail development, maintenance of open fields and expansion of the Community Garden. The LSC borrowed equipment from the DPW to mow trails at Stefans Farm. The LSC also hired a local contractor to mow some of the fields. The LSC continued to investigate options for vehicular access to Stefans Farm.

The Stefans Farm community garden is now built out. Interest in gardening plots continues to increase. Plots at the community garden are available to Upton residents who have been asked to pay a \$5 participation fee to help defray costs. Fees are deposited in the Community Garden Revolving Fund. This fee is likely to be increased, largely to cover the cost of water. A water line to the garden will be installed in spring of 2021. This was funded through Community Preservation Act (CPA) funds appropriated at a 2020 town meeting. Mark McEathron was the Community Garden coordinator through the 2020 growing season. Allison Perry has taken over as coordinator into 2021.

The Conservation Commission has over the years sponsored 18 Eagle Scout projects, 1 Girl Scout Gold award project and 1 Girl Scout Silver award project. Completed projects include 11 bridges, 2 boardwalks, 9 trail head kiosks, trail markers at the Peppercorn Hill and Whitney Conservation Areas, and 4 raised beds and compost bins at the community garden.

Kristin O'Brien of the Sudbury Valley Trustees (SVT) conducted routine yearly monitoring of the Fivefork Farm, (formerly Sweetwilliam Farm) Conservation Restriction. Due to Covid-19 concerns, LSC members did not accompany SVT on its yearly monitoring of the Whitney Conservation Area Conservation Restriction.

Tufts University researchers again studied a population of Baltimore checkerspot butterflies at the Howarth Glen Conservation Area field. They plan to continue their studies in future years.

The 48-acre Robertson Family Conservation Area is now protected with a Conservation Restriction through funding with CPA funds appropriated at a 2019 town meeting, and state funding from the Division of Conservation and Recreation and a LAND grant.

The parking area on Warren Street to accommodate two cars is partially completed and usable. A sign has been installed at the parking area and a trail about one mile long has been cut. A bridge is expected to be built in 2021 to connect trails on either side of Warren Brook, which flows through the property.

The LSC worked with the Bay State Trails Riders to cover a boardwalk at the Whitney Conservation Area with geotextile and gravel to make the surface less slippery for horses.

Stream temperature data loggers were installed in Warren Brook, the Mill River and Mill River tributaries at Peppercorn Hill to determine if the streams provide cold water fish habitat. More data will be collected in 2021.

Volunteers and LSC members contributed an estimated 184 hours to maintain trails, oversee the community garden, prepare trail maps, conduct studies, perform administrative work and other management activities.

We would like to acknowledge and thank the following for their assistance in maintaining the LSC managed parcels.

August Van Buren

Mark McEathron

Andrew Anderson  
Mike Cotter  
Michael Condry  
Ellen Arnold

Russ Arnold  
Tom Dodd  
Upton DPW  
Bay State Trail Riders Association

Respectfully submitted,  
Scott Heim  
Mary Overholt  
Mike Penko-Secretary  
Eric Reustle

Alan Rosenfield  
Marcella Stasa, Chair  
William Taylor

## LIBRARY DIRECTOR

In 2020, Upton Town Library's services were disrupted by the COVID-19 virus, and planning continued for a new community center.

**COVID-19 Response:** In March of 2020, the Upton Town Library building was abruptly closed in response to the COVID-19 pandemic. Decisions about library services and procedures were made by the Board of Library Trustees, guided by State regulations announced by the Governor and Town policies from the Board of Selectmen. The Trustees also performed research and relied on recommendations from the Library Director, Massachusetts Board of Library Commissioners, and consultations with neighboring libraries. Over the course of the year, we developed low-contact procedures that balance library services with safety precautions for our staff and patrons.

### COVID-19 Timeline:

March 17 – Library closes to the public. Staff remain in the building.

March 24 – Library staff work remotely. All physical services including loans and returns are suspended. Library begins to offer online programs.

April and May – Children’s programs including storytimes and book groups transition to online format using Zoom live events and recorded YouTube videos. Library remains closed, no items available for loan.

June 9 – Curbside pickup of items begins. Interlibrary loan services resume, and staff return to work inside the building. Pickup hours are a reduced schedule of 26 hours per week.

September 17 – No-contact pickup moves from a table outside to inside the Library Gathering Room. This area has a separate entrance and has no access to the rest of the building.

September 22 – Library re-opens for limited browsing. Patrons are limited to 20-minute visits with a maximum of 8 patrons in the building.

November 28 – Library closes the building again and reverts to no-contact services only.

**No-Contact Services:** During our periods of no-contact service, the Library was able to offer: Curbside pickup of requested items, both from our collection and through interlibrary loan; Remote live and recorded children’s programs; Access to online databases, information and digital format materials; Technology support including printing, photocopying, faxing and wireless internet access.

Services we were unable to offer were: No public computer workstations; No in-person programs, including our lego and crafting activities; No use of meeting or study rooms; No passport acceptance services.

**Summer Reading:** 103 children collected registration packets, but only 31 registered for the 2020 Summer Reading Program. All programs were held virtually over Zoom or YouTube platforms. The ‘Read Around The

Town' program was shot on location as video segments, thanks to all the local businesses and town departments that participated. Donations were received from Price Chopper, Wegmans, Magician Ed Popielarczyk, and the Friends of the Upton Library.

**Revolving Fund:** The library is authorized by Town Meeting to maintain a revolving fund to purchase library items and materials. In FY2020, this fund started with \$317, received \$1,418 in income, expended \$1,256, and had an ending balance of \$479. The balance of the fund never exceeded \$6,000. In June 2020, the Library Trustees waived most fees for photocopying and faxing, which will nearly eliminate revolving fund income for FY2021.

**Personnel:** Marisa Clark resigned from her position as Library Assistant in March 2020. In December 2020, Micaela Austin joined the staff as a new Library Assistant.

**Library Holdings:** The library continued to add new physical items and removed outdated items from the collection as normal. We invested some additional funds in digital materials but rely mostly on our consortium membership in CWMARS to provide digital materials.

Print Books – 21,452. Volumes of Periodicals – 108. Audio Materials – 1,744. Video Materials – 4,428. Downloadable materials – 133,342.

**Library Usage and annual change for FY2020:** 3,704 Upton residents are registered borrowers at the Upton Town Library (-2.4%), 19,604 visits were made to the library (-18%), 2,773 people attended programs (+3.5%) and the library was open 1,581 hours (-26%).

Borrowing of physical items: Print Books – 26,032 (-7.8%). Volumes of Periodicals – 689 (-7.6%). Audio Materials – 1,452 (-29%). Video Materials – 8,913 (-18%).

Downloads of electronic items: 9,542 (+20%).

**Planning and Design Activities:** A building committee was formed to guide the community center project through schematic and construction design and bidding, using \$700,000 in funding approved by Town Meeting in Nov 2019. Working with T2 Architecture and the Vertex Companies, the committee refined our design and cost estimate for a single-story community center to house the Library and Council on Aging departments, located on town-owned land at 9 Milford Street. The design includes renovating the adjacent playground and sharing parking with the Upton VFW.

**Future Goals:** In 2021, I hope the successful deployment of a vaccine for COVID-19 will allow the library to transition into a new model that combines the best of the remote services we developed in 2020 with the restoration of in-person services. The library will strive to improve our physical facility by participating in the planning and design of the community center and the town-wide transition plan.

Respectfully submitted,  
Matthew R. Bachtold  
Library Director

## LIBRARY TRUSTEES

### Covid-19 Pandemic

As may be expected the key concern of the Trustees this year has been navigating the library's response to the Covid-19 pandemic – to answer the question of how to provide library services in a way that protects the safety of the staff and patrons. The Trustees and Library Director, with feedback from the staff, considered the questions of whether to provide services; what services to provide; and how to provide services.

One decision that was fairly straightforward was the decision to offer contactless pick-up of library materials. This was especially true during the warmer months when pick-up could be made outdoors, less so when pick-up was brought indoors. Use of fans to circulate fresh air and the use of masks when picking up mitigated the risks of indoor pick-up.

Offering services indoors was a substantially more complicated decision. We discussed what services to offer – browsing, use of computers, and passport applications – and how to offer those services. Among other things we discussed whether to offer services on a controlled walk-in or appointment basis (to ensure we met the state guidelines for maximum occupancy); whether or not to collect personal information for contract tracing (there was conflicting guidance from the state and the American Library Association); how long to quarantine returned materials and material handled while browsing; how frequently to clean the bathroom and high-touch services; and how to safely and comfortably supply fresh/filtered air to the library spaces. We considered, among other things, state and local mandates and guidelines, the actions of neighboring libraries, our evolving understanding of how Covid-19 was transmitted, cost, feasibility, the efficacy of possible solutions, and our perception of what services our community wanted, all with a goal of ensuring the safety of staff and patrons.

These considerations led the Trustees and Director to decide to close the library in early March, start contactless pick-up in June, to open the library to browsing in October, and to close the library to browsing, while maintaining contactless pick-up, in November. Throughout the year, the Children's Librarian continued to offer children's programs through live Zoom sessions and recorded programs available on-demand through You Tube. The Trustees and Director will continue to evaluate what services to offer and how on an on-going basis.

## Long-Range Plan and Mission Statement

In January, the Trustees decided to review and update the library's mission statement, long-term goals and policies and procedures. This effort was largely sidelined by our efforts to respond to the Covid-19 pandemic, though in February the Trustees established the following long-term goals: (1) Provide opportunities for self-directed and facilitated learning across the lifespan; (2) Expand the library's role as a community center; (3) Improve library facilities to facilitate access and participation for all members of the community; (4) Provide recreational and cultural opportunities for all members of the community; (5) Expand utilization of library collections across the community. A draft Mission Statement was completed in August. The Trustees will continue to work on these updates in 2021.

### Community Center Building

Notwithstanding the pandemic, the Community Center Building Committee worked over the course of 2020 and, based on their progress as of the writing of this report, it appears that the Building Committee will likely sponsor an article at the upcoming Annual Town Meeting seeking approval to borrow the funds to construct the Community Center. 2021 could see the start of construction of the Community Center.

### Library Digital Services Assistant

In order to better use available technology, the Director proposed creating a new Digital Services Assistant position. The Director worked with the Personnel Board to create the position and the library is in the process of hiring to fill the role. The Director and Trustees believe that through this role the library will improve its use of the website and other on-line services (including Facebook) to deliver digital content and programs and to advertise all that the library has to offer.

### Trustees

The Trustees thank Meghan Condon for her service as a Trustee for the Upton Town Library. Meghan decided not to run again for a seat on the Board and her term ended in June. She could always be counted on to bring her well-reasoned opinions to our discussions. Many different voices and views must be heard in order for the Trustees to make well-informed decisions. We will miss Meghan's presence very much and wish her well in her future endeavors.

The Trustees welcomed Sadie Van Buren to the Board in July. Sadie is the current president of the Friends of the Upton Town Library Trust and has been a strong advocate for the library for years. The Friends group has provided invaluable support over the years. The group funds the Library's museum passes, primarily with funds raised through their book sales.

#### Library Director and Staff

The Trustees thank the Director and library staff for their efforts over this difficult year. They have dealt with and adjusted to the constraints imposed by the pandemic to provide much needed and appreciated library services safely and with poise, and our patrons have responded in kind. The Trustees could not be more pleased.

Respectfully submitted,

Debbie Amorelli

John Robertson Jr., Vice Chair

Michelle Antinarelli

Bill Taylor, Chair

Charlotte Carr, Secretary

Sadie Van Buren

Judith Katz

Laurie Wodin

Anne O'Brien

## MODERATOR

It was my privilege to preside at the Annual Town Meeting on June 23, 2020. While the ATM is typically held on the first Thursday in May, the Board of Selectman (with consultation from the Moderator) decided to postpone the meeting until June 23<sup>rd</sup> because of the Covid-19 pandemic. Additionally, there was a Special Town Meeting on November 10th. My appointments to the Finance Committee are Nicholas Ensko and Stephen Bern. Mr. Bern replaced outgoing member Jonathan Calianos, who made significant contributions over the years to the Finance Committee. Thank you Jonathan!

Safety protocols were put into place for both meetings. All individuals were required to socially distance and wear a mask, public microphones were wiped down with a sanitary wipe between each speaker, and to minimize the use of the public microphone the Moderator read each motion as it came forward on the warrant. Finally, for all voice votes the voters used green or red cards to indicate a “yes/no” for each vote that took place. Because of the ongoing safety concerns, the STM in November was held outside in the High School parking lot.

As usual, I wish to thank all the people who helped with the smooth running of the Town Meetings. But this year in particular I especially wish to thank the Town Clerk (and her staff), the Board of Selectmen/staff, NRHS, Upton Police, DPW, and the Town Nurse in addition to the Board of Health. All the extra work and decisions that needed to be made in order to have the safest Town Meeting(s) possible was not an easy task. One of the overriding factors was realizing that whatever decision was made, we could never be 100% percent sure that there were no risks. We discussed all the options, looked at the risks involved with each, and then did what we thought was the best for the community to minimize that risk and keep the Legislative process moving forward.

Quite often I will have discussions with members of the Community about Town Meeting and how this is considered the purest form of Democracy anywhere on earth. I enjoy these discussions because I typically come away with another perspective on why Town Meeting is such a precious institution. Given the numerous events that have occurred since our Presidential Election this year, the “purest form of Democracy” question has been on mind nearly every waking moment since then.

What makes our Democracy work is that “we the people” have trust in the institutions that run our elections, and if there is any legitimate question regarding the voting that there is a legal process to follow. Once all those legal processes have been worked through the system, then the “powers that be” need to accept the results of the election and move our Country forward.

Unfortunately, the presidential administration that has been in power for the past four years has gone beyond the appropriate legal means and is putting all of our democratic institutions at risk.

Never again should we ever take our precious Town Meeting for granted.

So, as I have said for the past many years, I wish to thank all the citizens of Upton that attend the Town Meetings. This type of citizen involvement continues to be the critical link that allows for the appropriate checks and balances that must occur within our community. However busy our lives may be, it is our right and our responsibility to be part of the governmental process.

This has NEVER rung so true as is does this year!

Respectfully submitted,  
David C. Loeper  
Town Moderator

## MUNICIPAL COMMUNITY CENTER BUILDING COMMITTEE

The Board of Selectmen appointed the Community Center Building Committee (CCBC) at its January 21, 2020 meeting. The task of the CCBC is to review and evaluate options for a community center building that would accommodate a new library and senior center on the town-owned parking lot property located near the Veterans of Foreign War site. The proposed design would also include a new, enhanced playground area.

The CCBC met for the first time on January 28, 2020. With input from user groups and others, the CCBC started the process of reviewing many options for a building and playground layout, creating a schematic design with a budget estimate, and presenting the plan and estimate to town boards and committees. The process will continue and the CCBC will make every attempt to present a detailed plan and budget at the 2021 annual town meeting.

The CCBC had a very productive year in light of the COVID-19 global pandemic. The CCBC followed required procurement procedures to select an Owner's Project Manager (OPM) as well as a Project Architect. After reviewing proposals from several qualified companies, The Vertex Companies, Inc. was selected as the OPM. After reviewing proposals from several qualified architectural firms, Turowski2 Architecture, Inc. was selected as the Project Architect.

The CCBC addressed the issues related to the Downtown Playground Site and designs previously developed for a community center. The committee worked with the OPM and Architect to update the layout with extensive input from Library Director Matthew Bachtold and COA Director Janice Nowicki.

Following the presentation of many site options that were reviewed and discussed by the committee, user groups, town committees, and

department heads, the CCBC is proposing a building that will be positioned parallel to the adjacent brook. All the site options presented required that a Shared Parking Agreement be negotiated between the Town and the VFW. The CCBC is working closely with members of the VFW to ensure that their concerns are identified and that a mutually beneficial Shared Parking Agreement is put in place.

Lastly, as previously stated, the committee is scheduled to have Schematic Design documents and budget estimate by Christmas 2020 and detailed Construction Document Design and Construction Estimate in time for the 2021 annual Town Meeting.

Respectfully submitted,

Jim Brochu, Chair

Paul Flaherty, Vice-chair

Dee Hakala

Mike Howell

Justin Pollard

Steven Rakitin, Clerk

Jay Rodriguez

## **MUNICIPAL COMMUNITY CENTER STEERING COMMITTEE**

The Municipal Community Center Steering Committee did not meet in 2020.

## **OTHER POST EMPLOYMENT BENEFITS**

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 has received the OPEB actuarial valuation report for the date of June 30, 2020. 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 remained steady since the last valuation in 2015 and it is now just over \$7.8 million. The actuarial determined contribution has changed slightly from \$738,000 per year to over \$820,000. A new evaluation will be conducted for FY2021.
- The Committee had adopted an investment strategy of aggressive-moderate option that consisted 65% of Equity Securities and 35% of Fixed Income Securities. The OPEB Trust portfolio return on investment was 2.66% over the past year and 5.75% since the inception date of November 8, 2016.
- OPEB Trust fund balance at the end of FY2020 was \$685,272.

Respectfully submitted,  
Deb Teta, Treasurer/Collector  
Steven Matellian, Selectman  
Kenny Costa, Finance Director/Town Accountant  
Vacant, Member

## OPEN SPACE COMMITTEE

Protection of 48 Acres off Mechanic, Fowler and Warren Streets  
In June 2020, the Town of Upton and the Department of Conservation and Recreation (DCR) closed on the purchase of a Conservation

Restriction (CR) on 48 acres located on Mechanic, Fowler and Warren streets. Financial and administrative support was also provided by the Sudbury Valley Trustees (SVT), a regional land trust serving the communities in the watersheds of the Sudbury, Assabet and Concord rivers.

The CR limits the use of the land to open space activities. It also provides for permanent public access to specified trails, an area along Warren Brook for fishing, and to a small 2-3 car parking area off Warren Street. Otherwise, the land is still private property that generates property tax revenue based on the land's value as open space.

In 2020, the Land Stewardship Committee completed constructing the trails, except for building a bridge over Warren Brook, and clearing the parking area. The bridge over Warren Brook is expected to be completed in the summer-fall of 2021.

The town's portion of the acquisition costs and purchase price was funded from the Community Preservation Fund and from a state Department of Conservation Services (DCS) Local Acquisitions for Natural Diversity (LAND) grant that reimbursed 60% of eligible costs. The appraised value of the CR was \$613,000 and the purchase price was \$500,000. The town's portion of the purchase price was \$150,000 and DCR's was \$350,000. The town's portion of the acquisition costs (legal, survey and baseline documentation) totaled \$3,558. The LAND grant reimbursed the town \$210,248 and the net cost to the town was \$143,310. The net cost was \$33,000 less than originally budgeted, as our partners, DCR and SVT, contributed more than budgeted. The \$33,000 will be returned to the Open Space balance in the Community Preservation Fund.

The property is known as the Robertson Family Conservation Area.

Purchase of 66 Acres within Peppercorn Hill Conservation Area Residents voted at the November 2020 November Special Town Meeting to use \$207,000 from the Community Preservation Fund to purchase three parcels totaling 42.8 acres located within the Peppercorn Hill Conservation Area. Another 23.46-acre parcel will be purchased by the Metacomet Land Trust (MLT), a regional land trust serving Upton and 14 other central Massachusetts towns. The MLT purchase will be funded by a DCS Conservation Partnership grant, a foundation grant to SVT, and private donations. The town-owned land will be subject to a CR held by SVT. The land owned by MLT will be subject to a CR jointly held by SVT and by the Upton Conservation Commission.

Two of the four parcels are located entirely within the Peppercorn Hill Conservation Area. The other two abut Peppercorn land and private property. The existing Peppercorn trail system includes trails that go over these properties. One of the parcels includes the view from the top of Peppercorn Hill looking west. This acquisition ensures that these resources will be available to the public in perpetuity. All four parcels have been owned by the Kelly family for many years.

Both transactions leveraged partnerships with other conservation-minded organizations to help reduce the cost to the town of protecting the land. The Open Space Committee thanks the Department of Conservation and Recreation, the Sudbury Valley Trustees and the Metacomet Land Trust for their invaluable help – both financial and administrative – in preserving these properties.

#### Purchase of 1.7-acres off of Williams Street

The Open Space Committee recommended to the Conservation Commission that it purchase a 1.7-acre parcel off of Williams Street. The parcel provides access to Lake Whitehall and has the potential to provide access to trails on about 559 acres of conservation land owned by the Town of Grafton and the Grafton Land Trust located northwest of the parcel. The purchase price is \$6,500 which will be funded from the Conservation Commission's Conservation Fund.

## Open Space and Recreation Plan

In 2020, the state's Division of Conservation Service formally approved the town's Open Space and Recreation Plan. The plan covers the seven-year period through 2026. An approved Open Space and Recreation Plan is needed to be eligible for various state grants.

Respectfully submitted,

Tom Dodd, Secretary

Alan Miano

Mike Penko

Chris Scott

Bill Taylor, Chair

## PERSONNEL BOARD

The Board began this year with 5 members – Chairperson Scott van Raalten, Vice Chairperson Michelle Rivers and members Marcia Kasilowski, and Maria Glynn, and John Westerling.

The Board conducted regular meetings throughout the year in person and virtually under the guidance of Governor Baker's orders.

- Personnel Board members assisted in screening, interviewing, and hiring for the following positions:
  - Police Officer
  - Career Fire Fighter Paramedic
  - On Call Fire fighter
  - On Call EMT
  - Per Diem EMT Paramedic
  - DPW Department Specialist
  - DPW Department Assistant
  - Water Wastewater Operator
  - Library Assistant

- Digital Resources Assistant
  - COA Driver
  - Town Hall Department Assistant
- Discussed Compensation and Classification for:
  - Library Director
  - HR Director
  - Economic Development Coordinator/Town Planner
  - Assistant Assessor
  - Finance Director
  - Treasurer Collector
  - Department Specialist promoted to Department Coordinator
- The Board completed its goal of designing and implementing the new Compensation Administration Plan and Guidelines and Performance Appraisal System for all non-union employees of the town. The town had solicited the assistance of Human Resources Services, Inc. (HRS) out of Andover MA. The board sought.
  - To update and review of the Town's compensation and classification plans and development of consistent methods and procedures for continued maintenance of the plans.
  - Review and assess Town requirements including legal requirements, bylaws/rules and regulations, town government and organization, and general compensation policy requirements of the Town; and
  - To ensuring a compensation plan that is competitive with peer organizations within the state, as well as with the local labor market; and that is consistently applied.
- The final report on Compensation Administration Plan/Guidelines was customized for the Town of Upton and presented to the

Town in a manual hard copy format and electronic format through web portal. The reports include:

1. Comprehensive and Detailed Administrative Procedures/Guidelines
2. Policy Statement
3. Definitions
4. FLSA Policy and Procedures
5. Procedures for Grading and Rating a Position
6. Helpful forms, tools, templates, and checklists
7. Training session

- The Performance Appraisal System was tailored to the Town and implemented to assist in conducting performance appraisals of employees to assess job-related performance.
  - A guide was developed in conjunction with two new Performance Appraisal Forms to be used for all Town employees and to be used as a reference tool for supervisors.
  - Performance evaluations were designed to serve as the basis of acknowledging employee accomplishments and recognizing potential need for guidance, training, and/or support. They will also provide documentation of performance to serve as a basis for salary adjustments and other personnel related actions.

Updates to the Personnel Policy & Procedure Manual were made this year to clarify unpaid time off for part time employees and a definition for "Elected Officials" was added.

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,  
Scott van Raalten, Chair  
Michelle Rivers, Vice Chair  
Marcia Kasilowski  
Maria Glynn  
John Westerling

## PLANNING BOARD

### **Summary**

Throughout the calendar year 2020 the Planning Board reviewed or continued the review process of various subdivisions, special permit, and site plan approval applications despite the challenges that COVID-19 presented. Town Hall was closed to the public in March; thus, all meetings and public hearings were conducted on a remote meeting platform. We assisted developers, engineers, and the public by appointment or through electronic means.

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 Bylaw amendments**

The Board held a public hearing on April 28, 2020 for the proposed amendment to Section 6.1 – Common Driveways.

Upon close of the public hearing the Board voted to recommend the amendment be accepted at the annual town meeting. The amendment was accepted at town meeting on June 23, 2020.

### **Definitive Subdivision Plans reviewed/in progress**

- “Governor’s Landing” 59-lots off Milford St. The owner’s representative presented a conceptual plan in 2019 for a Senior Housing Community and townhouse apartments. To date no definitive plans have been filed.
- “East Street Estates” 16-lot definitive plan located off East St. was filed in 2018. Review of the plans is still on-going.
- “Whitney Farms” 8-lots located off Grove St. Infrastructure is complete; all homes are built and occupied.
- “Hartford Highlands” 4-lots located off Hartford Ave. South. Infrastructure is complete; all houses have been built and are occupied.
- “Sylvan Springs” 54-lots located off Northbridge Rd. in Mendon; 6 houses located in Upton and 48 houses in Mendon. Infrastructure and many homes have been completed on the Mendon side; no work has begun in Upton to date.

### **Special Permits reviewed/in progress**

#### Large Lot Frontage Reduction

An amended Special Permit application was submitted relative to a revised driveway plan for the previously approved LLFR plan at 274 – 280 Mendon St. Upon review the Board approved the amended plan. To date the applicant has failed to complete the driveway.

#### Large-Scale Ground Mounted Solar Installation

Application (including Site Plan Approval) for a 2.5 MW array on property located off Westboro Rd. was filed in 2018. After review the Special Permit was denied (2019). An appeal of the decision was filed by the applicant. At the time of this report the Appeal was still active.

#### Marijuana Establishment (Adult-Use)

Application (including Site Plan Approval) was submitted in February 2020 to permit a marijuana grow facility (non-retail) to be located on Milford St. A public hearing was opened, and application was reviewed.

Upon closing the hearing, the Board voted in May 2020 to approve the application.

### Mixed-Use Development

Application (including Site Plan Approval) was submitted in August 2020 for a Brewery & Taproom to be located at 8 Grove St., which also includes residential structures. A public hearing was opened, and the application was reviewed. Upon closing the hearing, the Board voted in October 2020 to approve the brewery only. An amendment to the special permit to consider the taproom may be requested at a later date.

### Open Space Residential Subdivision

- “JR Estates” 5-lots located off West River St. All houses have been built, sold, and occupied. A public hearing was held on April 28, 2020 by the Board to consider the petition for acceptance of the road as a public way. Upon closing the hearing, the Board voted to recommend acceptance at town meeting. Azalea Ln. was accepted as a public way at town meeting. However, plans for Azalea Ln. were not timely recorded.
- “The Preserve at Dean Pond” 14-lots located off Hopkinton Rd.; application was filed in September 2019. A public hearing was opened, and review conducted. Upon completion of full review, the Board voted to approve the subdivision. Infrastructure work has begun.

### Senior Housing Residential Community:

- “Upton Ridge North & Upton Ridge South” 139-unit (including 10 affordable units) Senior Housing Community located off Hartford Ave. South. Site clearing and infrastructure work has begun per phasing plan. Construction continued throughout 2020 and many units are complete and occupied.
- “Rockwood Meadow” a privately owned 62-unit Senior Housing Community located off East St. Construction is complete and all

homes have been sold and are occupied. Final review of the “As-Built” plans has been conducted and approved.

### **Site Plan Approval Applications reviewed/in progress**

- Application for Marijuana Establishment (Adult-Use) – grow facility; see Special Permit above.
- Application for Mixed-Use Development – brewery & taproom; see Special Permit above.

### **Plan Review**

The data table below summarizes the Board’s review activity for CY2020.

<u>Plan Type</u>	<u>Reviewed</u>	<u>Lots/Parcels</u>	<u>Fees Collected</u>
81P (ANR)	2	1 new lot 4 revised	\$400.00
Definitive Plans	0	NA	NA
Site Plans	2*	NA	NA
Special Permits	4**	NA	\$1560.00
Street Acceptance	1	NA	NA

\*Site Plan applications filed in conjunction with Special Permits

\*\*2 new Special Permit applications and 2 previously filed but approved in 2020

### **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 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](mailto:planningboard@uptonma.gov) or [dsmith@uptonma.gov](mailto: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. During the COVID-19 pandemic, meetings have been held virtually. Town Hall is handicap accessible, air conditioned, and has comfortable seating.

At the Annual Town Meeting in June 2020 Thomas Davidson was re-elected to a 5-year term. Paul Carey continues to represent the Planning Board on the Community Preservation Committee. Gary Bohan continues to serve as the delegate to the CMRPC, and Thomas Davidson continues to serve as the representative to the Capital Budget Committee.

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. We would also like to welcome Paul Dell'Aquila as the first Town Planner for the Town of Upton.

Respectfully submitted,

Margaret Carroll, Chair

Gary Bohan, Member

Paul Carey, Vice-Chair

William Tessmer, Associate

Thomas Davidson, Treasurer

Member

Raymond Smith, Clerk

Denise Smith, Department Coordinator

## POLICE AND COMMUNICATIONS DEPARTMENT

### Calls for Service/Activity 2020

Abandoned 911 Call	436	Lockout Motor Vehicle	39
Alarm	161	Lost Animal	42
Animal Complaint	79	Lost/Missing Person	3
Animal Injured	13	Lost/Missing Property	51
Assault and Battery	15	Loud Music Complaint	29
Assist EMS	412	Motor Vehicle Crash	117
Assist Fire Depart	228	Motor Vehicle Violation	1435
Assist Other Agency	100	Motor Vehicle Complaint	222
Assist Other P.D.	737	Neighbor Dispute	17
Assist Pedestrian Traffic	6	Obstruction in Roadway	208
Assist with Traffic	17	Open Door	7
ATV Complaint	6	Overdose	1
Breaking and Entering	2	Parking Complaint/Violation	46
Building Check	3210	Power Outage	28
Car Seat Installation	10	Restraining Order Viol	8
Disabled Motor Vehicle	87	Restraining Order Issued	6
Disorderly Person	1	Serve Legal Process	100
Disturbance	75	Shots Fired	4
Deliver Message	7	Solicitation	2
Domestic Disturbance	13	Suicidal Person	15
Extra Patrols Requested	13	Suspicious Motor Vehicle	140
Found Property	27	Suspicious Package	2
Fraud/Forgery	127	Suspicious Person	86
Fundraiser Scam	63	Threats	6
General Assistance	815	Trespassing	17
Harassment Prevention Order	7	Vandalism	18
House Check	51	Water Leak	10
Hunter Complaint	8	Well Being Check	85
Illegal Dumping	5	Wires Down	60
Larceny	35	911 Hopedale	826
Lockout House	11		

## Offenses 2020

Sexual Assault	3	Counterfeiting / Forgery	2
Indecent Assault	1	False Pretenses	15
Aggravated Assault	7	Impersonation	138
Simple Assault	15	Identity Theft	2
Intimidation	11	Embezzlement	1
Arson	3	Destruction of Property	16
Breaking and Entering	2	Drug Narcotic Violations	3
Theft from a Building	3	Weapon Law Violations	1
Theft from a Motor Vehicle	3	Disorderly Conduct	4
All Other Larceny	8	Driving Under the Influence	27
Motor Vehicle Theft	6	Liquor Law Violations	8

## Arrests by Shift

Day Shift (8AM – 4PM)	34
Evening Shift (4PM-12AM)	69
Night Shift (12AM-8AM)	32

## Arrests by Day of Week

Sunday	25	Thursday	22
Monday	20	Friday	15
Tuesday	24	Saturday	18
Wednesday	10		

## Offenses by Month

January	23	July	56
February	34	August	58
March	19	September	35
April	19	October	39
May	29	November	111
June	52	December	61

## **Top Ten Offenses Charged**

1. Criminal MV Violations
2. Impersonation/Fraud
3. Operating Under the Influence
4. Destruction of Property
5. False Pretense
6. Simple Assault
7. Intimidation
8. Larceny
9. Aggravated Assault
10. Motor Vehicle Theft

## **Motor Vehicle Violations 2020**

Arrests	30
Civil Violations	152
Criminal Complaint	81
Written Warning	463
Verbal Warning	711

## **Top Ten Violations Cited**

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

## **MV Accidents by Location**

<i>Over \$1,000 Damage</i>			
Christian Hill Road	2	Elm Street	1
Church Street	1	Florence Circle	2
Cider Mill Lane	1	Forest Street	1
East Street	6	Fowler Street	1
		Glen Ave	3

Glen View Street	1	Oak Drive	1
Grove Street	1	Plain Street	1
Hartford Avenue North	6	Pleasant Street	14
High Street	3	Plumbly Road	1
Hopkinton Road	8	Pond Street	2
Juniper Road	1	Prospect Street	1
Kiwanis Beach Road	1	School Street	6
Main Street	24	South Street	2
Maple Avenue	5	Southboro Road	1
Mechanic Street	4	West Main Street	2
Mendon Street	13	Warren Street	2
Milford Street	11	Westboro Road	11
North Main Street	1	Wildwood Avenue	1
North Street	3	Williams Street	3

### **Motor Vehicle Crashes by Day of Week**

Sunday	10
Monday	14
Tuesday	13
Wednesday	14
Thursday	18
Friday	13
Saturday	10

### **Top Five Driver Contributing Code for Motor Vehicle Accidents**

1. Failure to Yield Right of Way
2. Diver Inattention
3. Speed Greater Than Reasonable
4. Following Too Closely
5. Negligent Operation

### **Motor Vehicle Accident Injury Status**

Fatal Injury	0
Incapacitating	7
Visible injury	22
Minor injury	15
No visible injury	136

## Age and Gender Breakdown of Operators

	Male	Female	Total
<19	12	7	19
19-21	7	2	6
22-25	9	6	16
26-35	23	10	20
36-45	21	11	23
46-60	36	17	26
>60	15	6	13
Total	123	103	133

### 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
- Police Survival
- Investigations Involving Animals
- Police Pursuit
- Taser Training Academy X2 Recertification

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

- APCO CTO 5th Edition Recertification
- APCO EMD 5th Edition, Version 3

- APCO PST1, 7th Edition
- Cybersecurity Training
- DCJIS CJIS & NCIC training
- Breaking & Evidence Recovery
- State 911 Legal Updates & Procedures for Police Dispatchers and Call Takers
- 911 Dispatcher & Active Shooter Incidents
- 911 Liability for 911 Emergency Dispatching
- Commonwealth Fusion Center, Overview & Resources
- COPS Active Attack Event Response Leadership
- Current Threats, Privacy & Suspicious Activity Reporting
- EMD 5th Edition
- Fair & Impartial Policing
- Dispatch Priming & Cognitive Bias
- Post Promotional Suicide Prevention Training
- Suicide by Cop: A Dangerous Reality
- Surviving the Call Center: Stress-The Silent Killer
- Testifying in Court for Public Safety Dispatchers & Call Takers
- Watchguard 4RE - Basic Operation for In-Car Officers
- Watchguard Evidence Library 4 Web
- Watchguard Vista & Vista WIFI Wearable Camera-User Training
- APCO EMD Manager Recertification
- ICAT for Dispatchers & Call Takers
- Multi-Agency Response to Active Shooter & Hostile Events
- Lives on the Line: The Dispatcher & Domestic Violence

### **Grants:**

The Upton Police & Communications Departments received the following grants for 2020:

- **State 911 Department Support Grant: \$313,508.00**

Funding was provided by the Massachusetts State 911 Department for equipment purchases within the communication center and for wage reimbursement for 911 call takers.

- **911 Training Grant: \$37,397.00**

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

- **911 EMD Grant: \$2,279.00**

Funding for Quality Assurance and compliance for emergency medical dispatch.

- **EOPS JAG Grant: \$32,125.00**

Funding to enhance existing body worn camera program

### **Community Policing & Special Programs:**

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

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

### **Personnel**

During the 2020 calendar year the Upton Police Department celebrated the careers of two long time employees. Lieutenant Bruce Rivard and School Resource Officer Carl Ambrosino retired with over 32 years of

service to the Town of Upton. We wish them well in their retirement and thank them for their dedicated service.

### **Conclusion:**

The Upton Police Department provides Law Enforcement Services to the Town of Upton and

Emergency 911 Dispatch Service to the Towns of Upton and Hopedale.

The Police Department employs fourteen full-time personnel which includes a Police Chief, Police Lieutenant, three Sergeants, one Detective, one School Resource Officer, seven Patrol Officers and one Department Specialist. Our Communications Department employs four full-time Dispatchers and four part-time Dispatchers.

The Upton Police Department is a fully Accredited Police Department, meeting the operational and policy standards of the Massachusetts Police Accreditation Commission. This prestigious designation provides the following benefits:

- Provides a norm for an agency to judge its performance.
- Provides a basis to correct deficiencies before they become a public problem.
- Requires agencies to commit their policies and procedures to writing.
- Promotes 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 the agency.

The Department operates eight police vehicles: including five fully marked vehicles and three unmarked vehicles, with annual calls for service/activity levels of approximately fourteen thousand five hundred incidents. The Upton Police Department is fully committed to the concept of Community Policing and engages its citizens through proactive police contacts, community partnerships, social media, and special events.

### 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.

## RECREATION COMMISSION

2020 was a challenging year for everyone, and Recreation was no exception. The beginning of the year saw record early enrolment in our Kids @ Play and Leader in Training summer programs and our adult programs were running strong. Then Covid hit! Registrations initially stopped and we had to issue some refunds. People were still signing up for Kids @ Play, but at a significantly slower rate. As the summer approached, we worked with the state and the Board of Health on a plan to continue summer operations and provide services to residents. Registrations restarted for Kids @ Play, but at a significantly slower rate. Through hard work and numerous hours of planning, we were able to run all our regular summer programming with the exception of swim lessons.

The beach opened as normal, but policies and procedures had to be put in place in order to safely social distance, especially since most area beaches did not even attempt to open. There was significantly more traffic at the beach this past summer due to the lack of other waterfront locations for local people to visit. Our team of Beach Directors, Lifeguards and Gate Keepers did a fantastic job of keeping the beach running safely. There were 17 instances of lifeguards either having to provide assists or rescues this past season and due to their diligence and training, they were able to

prevent any serious injury. Special thanks to Fire, EMS, and Police for their quick response in these incidents over the summer!

Kids @ Play looked a lot different this year with smaller groups spread across our facilities in order to facilitate the social distancing and groups recommended by the Department of Public Health. While these small groups were a bit unconventional, the kids still enjoyed their time in the program, and we were able to learn and adapt as the summer went on. Our Leader in Training program, Next Gen 01568, was also a success this summer. A lot of the same adaptations that applied to Kids @ Play also applied to Next Gen 01568. Even with these limitations, we were still able to have our weekly Lunch with Leaders program and wanted to say thanks to all our Leaders this year including Town Manager Derek Brindisi, Police Chief Michael Bradley, Town Clerk Kelly McElreath, COA Director Janice Nowicki, Owner of Kid Power Gymnastics Kelly Pucci and their Class Director Gloria St. George, and State Rep. David Muradian. This was a great year for the Leader in Training kids as they were able to hear from all the leaders about how they had to adapt and innovate in order to provide services to the community or run their business in the COVID era. The recreation commission is extremely grateful to these individuals for giving their time to support future leaders!

We are happy to report that summer programming all concluded with no reported incidents of COVID and that we were able to serve over 200 kids, hundreds of beach goers, and safely run our concerts this past year, and keep our pickleball program in operation. The Recreation Commission offers sincere thanks everyone who made that possible from the recreation staff to the various boards and departments who collaborated with us.

This year still saw heavy field usage, despite less sports operating. This is due to having to have less people together at one time. Despite the heavy usage, the DPW once again did an excellent job maintaining the fields to keep them in good condition and their efforts are appreciated.

Because of the grant we applied for, and received, from the Mass Office on Disability, we were able to complete the construction of the walkway at Kiwanis to make the pavilion ADA compliant. We look forward to other upgrades in the future to make the town's recreational facilities and programming more accessible to all residents.

The Recreation Commission is always looking to expand programming and welcomes all suggestions! Feel free to reach out via phone at 774-216-1438 or e-mail [recreation@uptonma.gov](mailto:recreation@uptonma.gov). We look forward to providing more services and programs in 2021 and look forward to the increased growth of our programming!

Respectfully submitted,  
Rich Gazoorian, Chairman  
Rick Porter  
Debbie Amorelli

## Summary of Recreation Commission Financials (Calendar 2020)

### Recreation Revolving Account

Balance 1/1/20	\$ 70,438.05
Total Income	\$ 161,277.74
Total Expenses	\$ (208,250.95)
Balance 12/31/20	\$ 23,464.84

### Parks DPW Revolving Fund

Balance 1/1/20	\$ 23,244.65
Total Income	\$ 32,977.80
Total Expenses	\$ (32,012.58)
Balance 12/31/20	\$ 24,209.87

### Recreation Site Improvement

Balance 1/1/20	\$ 15,650.02
Funding	\$ 16,000.00
Expenses	\$ (8,019.16)
Return to General Fund	\$ (8,984.08)
Balance 12/31/20	\$ 14,646.78

### Recreation Beach Salary (Lifeguards)

Balance 1/1/20	\$ 3,645.00
Funding	\$ 24,650.00
Expenses	\$ (23,873.26)
Balance 12/31/20	\$ 4,421.74

### Recreation Beach Programs (Concerts)

Balance 1/1/20	\$ 3,500.00
Funding	\$ 7,000.00
Expenses	\$ (3,900.00)
Return to General Fund	\$ (3,500.00)
Balance 12/31/20	\$ 3,100.00

## REGISTRAR OF VOTERS

I respectfully submit the following report for year ending 2020:

The members of the Board of Registrar are Joseph Poirier (R), Cynthia Robertson (D), Kathleen Robertson (D), and Kelly A. McElreath (U).

In 2020, there were 4 elections in the Town of Upton. The Board of Registrars held extended registration hours for each of these elections. We encourage residents to register to vote and participate in all elections. The voter turnout of each elections is listed below:

Presidential Primary, 3/3/20: Ballots voted was 2,250 out of 5,850 voters (38% turnout). This included 71 absentee ballots, 1 provisional ballot (3 provisional ballots were cast) and 291 Early Votes.

Annual Town Election, 6/16/20: Ballots voted was 1,083 out of 5,850 (19% turnout). This included 442 absentee/vote by mail ballots.

State Primary, 9/1/20: Ballots voted was 2,111 out of 5,919 (36% turnout). This included 1,029 absentee/vote by mail ballots.

State (Presidential) Election. 11/6/20: Ballots voted was 5,328 out of 6,136 (85% turnout). This included 3,891 absentee/vote by mail ballots (73% of total votes).

As of January 2020, the State implemented automatic voter registration. Thus, any voter who changes their address at the Registry of Motor Vehicles, their voter registration is updated. Thus, we have been receiving many registrations through our state system, Central Voter Information System. This requires us to review each registration to ensure the voter is not already registered in Upton. This has created additional work but has allowed us to capture new voters moving to Upton. Denise Smith,

Assistant Town Clerk, has worked very hard to keep voter information updated on the CVR. This past year, there were many new registrations due to the Presidential election in November. We also update the CVR with information received from the annual town census and other sources. The Board of Registrars would like to thank Denise Smith for her dedication in maintaining an accurate voter list for the Town of Upton.

At the end of 2020, there were 6,080 registered voters in the Town of Upton. The breakdown is as follows:

Unenrolled	4,045	Democrats	1,098
Republicans	854	All other	83

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

## RFP COMMITTEE

The Town Center RFP Committee had a busy start to 2020. In January the committee completed the final draft of the RFP for Phase 1 of the redevelopment of downtown and the final draft of the Design Standards for the Upton Center Business District (UCBD). In early February the committee received final approval from the Board of Selectmen to issue the RFP to the public. The RFP was formally released on February 5<sup>th</sup> via the Town's website and advertisement in the MA Central Register.

The committee held an information session and site visit for all interested parties on Thursday, February 20<sup>th</sup> and provided the opportunity for formal questions to be submitted through March 20<sup>th</sup>. The final day to respond for interested parties was Friday, April 3<sup>rd</sup>. Although 30+ firms registered for the RFP, the timing of the coronavirus lockdowns, misunderstanding of the final property ownership, and questions about

the current economic environment contributed to none of the firms submitting a formal response.

The committee reached out to a number of firms in an attempt to better understand why there was general interest, but no serious bids. A handful of firms did provide feedback, and this will be incorporated into a revised RFP issuance in the near term.

Over the summer, discussions on the future of the committee and its charge resulted in the Board of Selectmen in deciding to disband the RFP Committee and incorporate its tasks into the EDC. The committee was disbanded on August 18<sup>th</sup>.

Respectfully submitted,

Dave Ross - Chairperson

Maureen Dwinnell

Kelly Pollard - Clerk

Craig Weinfuss

Antonio Casasanta

Katherine Worsham

Jessica Curran

Stephen Johnson - Alternate

## TECHNOLOGY COMMITTEE

The Technology Committee was formed in December of 2017. Two new members (Dominic Coombe and David Brooks) were appointed in the fall of 2020. John Bouthiette was re-appointed to the committee in December 2020.

The committee appreciates contributions from past members John Bouthiette, Chris Cuckos, Marcia Kasilowski and Brad Phyllis. And we especially appreciate the support provided by Kelly McElreath, Town Clerk and Assistant to the Town Manager.

### Summary

The primary accomplishment this year has been the re-design of the Town Website.

Cybersecurity Training for employees has been on going this year and is continuing. Special training is being provided to staff in the Treasurer-Collector's office in response to a phishing event that occurred in the Town of Franklin.

RetroFit has managed to turn things around this year and have been submitting monthly reports as required by their contract. Their contract has been extended to Dec 2021. Backups are now done on the Town Hall server and uploaded to the Cloud. The Town used Cares Act funds to purchase additional laptops so that employees could work from home.

Kelly McElreath, with help from RetroFit, submitted a grant for a new server to be located at the Fire Station. The town was recently informed that we were awarded a grant for \$15,000 to replace the server at the Fire Station.

Respectfully submitted,  
John Bouthiette  
David Brooks, Secretary  
Dominic Coombe  
Steven R. Rakitin, Chair

## **TOWN CLERK**

With COVID-19, 2020 was a different year for all. In my role as Assistant to the Town Manager, I worked on different projects including but not limited to the following:

- Worked to support Town services during the COVID-19 pandemic. This included ensuring technology was available to all employees to work remotely; Managed remote/virtual meetings for all boards and commissions to ensure meetings occur. Assisted with

the CARES Act/FEMA funding tracking so eligible expenses are reimbursed appropriately.

- This was the second year of using the VADAR software in preparing the FY2021 budget. Lessons were learned as we adjust to this new process, but budget preparation is streamlined.
- We extended our relationship/contract with RetroFit Technologies as our managed service provider for our IT. Technology is an important component for staff to deliver services so managing this vendor is critical. This past year, each employee was assigned 4 units of cybersecurity training to complete online to ensure our network is protected.
- Over the past year, I have attended the Community Center Building Committee to assist with the planning of the new facility.
- Supported the DPW Feasibility Committee to finalized conceptual plans and present project to Board of Selectmen.

In 2020, the Town Clerk office worked to maintain the daily operations and assisting the residents during COVID-19. As we do each year, we processed the town census and printed the street list. We processed over 800 dog licensing and maintained the files of proof of rabies. Voter registrations were processed.

We worked to fulfill request for certified vital certificates. This was mostly done through online and mail.

The Town Clerk office spent much of 2020 managing the 4 elections: Presidential Primary on March 3, Town Election on June 16 (delayed), State Primary on September 1 and State/Presidential Election on November. Preparing for elections during COVID-19 presented many challenges. Processes were changed at the last minute in order to keep election workers and voters safe. Thus, mail ballots were an integral part of the election and accounted for over 50% of the voter turnout. Much time and effort were spent preparing the ballots to be mailed, accounting for the ballots when received back and counting the ballots to ensure the

integrity of the election. The elections workers worked hard assisting the efforts and I appreciate their hard work.

Please note the turnout of the 4 elections below:

Presidential Primary, 3/3/20: Ballots voted was 2,250 out of 5,850 voters (38% turnout). This included 71 absentee ballots, 1 provisional ballot (3 provisional ballots were cast) and 291 Early Votes.

Annual Town Election, 6/16/20: Ballots voted was 1,083 out of 5,850 (19% turnout). This included 442 absentee/vote by mail ballots.

State Primary, 9/1/20: Ballots voted was 2,111 out of 5,919 (36% turnout). This included 1,029 absentee/vote by mail ballots.

State (Presidential) Election. 11/6/20: Ballots voted was 5,328 out of 6,136 (85% turnout). This included 3,891 absentee/vote by mail ballots (73% of total votes).

Due to the pandemic, we were unable to welcome the Third Grade Class from Memorial School to Town Hall. We hope to continue this tradition next year.

With the support of the Town, I continued my membership to 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. This past year, I participated in virtual trainings to keep up to date on changes on election laws. Once again, this year, I participated in the Mentoring program and have facilitated training for new Town Clerks. I have enjoyed these training opportunities and plan to continue in this program and mentoring new clerks in the Commonwealth.

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 2020:

## **VITAL STATISTICS**

61 Births

38 Marriages

43 Deaths

## **DOG LICENSES**

761 Dog licenses

12 Kennel licenses

The Town Clerk's office generated approximately \$12,000.00 in revenue for 2020. 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, your dedication and support to the Town Clerk's office is beyond measure and I appreciate your hard work.

Respectfully submitted,

Kelly A. McElreath

Town Clerk/Assistant to the Town Manager

## **TRUST FUND COMMISSIONERS**

The Trust Fund Commission has experienced change in membership due to the retirement of long-time member Kenneth Glowacki. We thank Ken for his many years of service. We are pleased to welcome Deb Teta as our newest member who joined our Commission in September.

We, your Trust Fund Commissioners, have met monthly through this past year and on a quarterly basis, have met with our financial advisors, RBC Wealth Management. Through this process we have reviewed the trust funds performance with respect to asset allocation and risk factors.

After analysis of performance of each trust, we reallocate to maximize yield, while at the same time being cognizant of market factors, maintaining our asset allocation that has performed well in the past.

Because there are two types of funds, expendable, and non-expendable the investments are managed differently. For expendable funds it is important to maintain a more conservative approach investing in short term fixed income securities, because these funds are of short duration and are used by the town for possible appropriation. For Non-expendable, funds are also invested in fixed income investments, with emphasis on equity investments to maximize yield.

The performance of the funds over the past five years are:

<u>Expendable Funds</u>	<u>Non-Expendable Funds</u>
2020 +3.98	2020 +14.48
2019 +7.71%	2019 +19.83%
2018 -1.43%	2018 -7.22%
2017 +3.53%	2017 +12.75%
2016 +5.29%	2016 +7.34%

The year 2020 has been an unusual year for the market and it is our belief, that as we enter 2021, our diversification and investment strategy is the prudent approach in protecting the town's trust.

Respectfully submitted,  
James Brochu, Chairman  
Robert Fleming  
Deb Teta

## **VETERANS' SERVICES**

Upton maintains a Department of Veterans' Services through which the municipality makes available to its residents the services of a Veterans' Service Officer (VSO). Upton's VSO is here to assist all qualified veterans and their dependents in accessing Federal, State, and local benefits and services to which they are entitled.

Upton supports its residents through various programs, whether seeking assistance with employment, housing, Massachusetts Chapter 115 benefits, education, or numerous other referral programs.

Any veteran or veteran family members are encouraged to contact the Veterans' office in the Town Hall.

We are here to serve.

Respectfully submitted,  
Patrick D. Morris  
VSO

## SCHOOL REPORTS

## **BLACKSTONE VALLEY VOCATIONAL REGIONAL SCHOOL DISTRICT**

### **A Message from the Superintendent-Director**

Our Annual Report provides an ideal opportunity to go beyond the facts and figures of our operation to share with you vignettes of our student success stories and District achievements that exemplify the essence of our mission.

Thanks to you and our dedicated District School Committee, and our instructional team's consistent work, our students receive an exceptional vocational-technical education. We appreciate and value your continued investment and personal support of your multiple municipality school system; it is essential.

This year we experienced a state-imposed school closure in March, which extended to the end of the school year and resulted in online distance learning due to the COVID-19 global health pandemic. In the process, we all learned that not all classrooms have four walls. Working remotely, embracing technology and online tools for distance learning, our administrators, staff, and students worked together to achieve classroom learning from their kitchen tables, backyards, or anywhere that inspired curiosity.

It was an unexpected opportunity that allowed us to carry out our mission in new and undefined ways. During which time, our students, faculty, staff, athletes, and teams never stopped achieving and making school history. Therefore, in the space that we typically reserve for our Alumni Spotlight, we have chosen to share stories about how our school system reacted, adapted, and contributed needed supplies with our broader community during the closure.

From the challenges of a pandemic, incredible and positive change can arise. We are proud to be an inclusive community with a long-term goal of producing young citizens with the skills to navigate any bias they encounter with empathy and compassion. With an open mind and skilled hands, our students are shaping the future.

I encourage you to read on to learn how BVT is transforming education in exciting, innovative, and impressive ways.

Dr. Michael F. Fitzpatrick  
Superintendent-Director

### **COVID-19: Unexpected Opportunity**

In the spring of FY20, we had to shift our perspective and change the way we learn, work, and play as COVID-19 began to impact our lives, schedules, and routines that we had known prior. In solidarity with the schools across our district, BVT closed our physical doors to help stop the spread of the virus and protect our community as it reached our state and towns in March.

We had to adapt quickly and transition our in-person classrooms to online learning, which allowed our teachers and students to engage remotely. With our students learning from home, we were in a unique position to assist and serve our broader community with needed supplies. Giving back is an essential part of our culture; it is something that we encourage our students to do. From distance learning to donating medical supplies and 3D printing face shield components, it was evident that we were experiencing an extraordinary time in our history. We are in this together, and we will prevail together.

### **Community Outreach**

In March, the Blackstone Valley Vocational Regional School District was well-prepared to assist with a donation of cleaning and medical supplies. Superintendent-Director Dr. Michael F. Fitzpatrick explained, "With the

growing need for certain essential items, such as cleaning and medical supplies in our communities, we looked to see what we could donate during our school closure. Given our advanced preparation of placing orders to ensure that our school did not run short, we quickly realized that we were in a unique position to assist others."

Our school district members identified, coordinated, prepared, and packaged those items, which included 35,400 gloves, 550 containers of wipes, 500 ear loop masks, 350 RSN810 masks, 75 N95 masks, 48 disposable cover-ups, 28 goggles, and 24 face shields. These essential items were made available to the medical staff and healthcare providers at Milford Regional Medical Center and utilized by our frontline workers caring for those in the Blackstone Valley.

"Coming together to care for our community by donating what we can during challenging times such as these is the kind of example we want to set for our students," said Assistant Superintendent-Director/Principal, Anthony E. Steele II.

### **Doing Good Deeds with 3D Technology**

During the global COVID-19 pandemic, Massachusetts hospitals experienced a shortage of supplies and expressed concerns about running out of personal protective equipment (PPE) when the virus peaks. BVT answered the call to aid with the shortage of medical supplies, in partnership with other technical high schools.

"With a long-standing reputation for completing cost-effective trade learning linked community service projects within our thirteen municipalities, BVT is eager to help," said Superintendent-Director Dr. Michael F. Fitzpatrick. This time, it was with our grant acquired 3D printers to manufacture face shields.

We planned and coordinated how to safely collect, relocate, distribute, and utilize our sophisticated 3D printers. Ultimately, twelve printers were

collected through a socially distanced process and transitioned to some of our staff members' homes, enabling personnel to honor the preferred working conditions advised during the pandemic and put the very skills they teach their students to work for the community hospitals.

"Our machines are printing headpieces, which will accept clear plastic shields," explained Dr. Matthew Connors. "We are part of a coordinated effort not only among our staff but throughout the 3D printing community. In partnership with Mark Lyons, Senior Education Strategist at AET Labs, who reached out to the schools he has worked with to see if there was interest in creating the shields. We are producing the parts and then coordinating a pick-up time with Lyons, who then coordinates the donation to the various hospitals."

"We are not the only school that jumped at the opportunity to help," said James Aukstikalnis. "But we are proud to do our part and joining others across the Commonwealth who have stepped up to the plate, offering donations of medical supplies and 3D printing essential parts."

"Being able to actively and creatively respond to the shortage of supplies with 3D printing speaks to our mission," said Dr. Michael F. Fitzpatrick. "We are proud of the endeavor that is underway in concert with our staff and Senators Moore and Fattman. Ironically, the District originally acquired major equipment upgrades with the help of our Senators and State Representatives Murray, Soter, Muradian, Frost, and McKenna, now finds itself perfectly utilizing those resources beyond the classroom."

"Our 3D printing efforts will continue as long as resources allow us to help address the shortage of supplies for medical staff and healthcare providers," said Dr. Matthew Connors.

"Ultimately, we contributed by printing 2,939 face shields for hospitals and medical facilities across the Commonwealth through this endeavor. Some will stay here for our in-house nurses."

## **Distance Learning**

Online learning tools were not new to our students, but distance learning due to COVID-19 and our school closure was a new concept. Therefore, we turned to the parents, and primary educators of our students, to partner with us more than ever in keeping students excited and engaged in learning.

To reach that goal, our academic teachers, vocational instructors, administrators, and support staff worked together to create a plan to help bring structure and predictability to parents' and students' schedules. From creative art projects and wellness activities to science, math, social studies, and some very engaging shop projects - our teachers and instructors continued to create course work designed to bring our families together.

Our Distance Learning Plan was launched on April 6th. It was the Department of Elementary and Secondary Education and our expectation that students should be working on school assignments for three hours per day. Following a weekly schedule as guidance provided teachers/instructors with a reliable and reasonable plan of expectations while giving parents a reference on which day their child should be concentrating on each subject matter. We reminded our parents and students that engaging in distance learning comes with concerns about online safety and security and asked them to review our guidelines for using online teaching tools.

## **Supporting Parents During Distance Learning**

During these challenging times, your family, like many across the country, were learning to adapt to the evolving changes in daily life. It's a balancing act for sure. So, we help by supporting parents as they adjust to a new normal. From virtual office hours where parents could speak privately with a counselor to online support groups and resources, we created a space where parents could join a community that shared their concerns and supported each other.

## **Our Community Letters: Coronavirus Timeline**

We remained active on numerous fronts during the COVID-19 pandemic. As initial concerns began to rise worldwide, we met with officials, reviewed planned events, and coordinated schedules to ensure the health and welfare of our communities.

One of the ways we initially chose to communicate about the Coronavirus and stay connected with our families during our school closure was through our community letters. Those letters now serve as a historical timeline and a quick reference to what was occurring as it unfolded.

### **March 2nd**

Best practices and strategic planning were shared to deal with an outbreak and address potential impacts on our school and activities.

[www.valleytech.k12.ma.us/coronavirus3220](http://www.valleytech.k12.ma.us/coronavirus3220)

### **March 12th**

Anticipating a state-imposed extended closure, our School Committee approved additional professional development time to develop distance learning capabilities.

[www.valleytech.k12.ma.us/coronavirus31220](http://www.valleytech.k12.ma.us/coronavirus31220)

### **March 13th**

With the risk of contracting COVID-19 rising, our school district, in solidarity with our sending schools, announced a two-week school closure: Monday, March 16th – Friday, March 27th.

[www.valleytech.k12.ma.us/coronavirus31320](http://www.valleytech.k12.ma.us/coronavirus31320)

### **March 16th**

Governor Charlie Baker declared Massachusetts schools remain closed for three weeks, extending our closure through April 6th. Hopefully, returning on the 7th, we continued to monitor the virus and state directives.

[www.valleytech.k12.ma.us/coronavirus31620](http://www.valleytech.k12.ma.us/coronavirus31620)

### **March 17th**

We rolled out optional enrichment activities for our students and creative ideas for their parents to help keep everyone engaged, excited, and connected with learning during the closure.

[www.valleytech.k12.ma.us/coronavirus31720](http://www.valleytech.k12.ma.us/coronavirus31720)

### **March 26th**

Governor Baker announced that school closures would extend to Monday, May 4th. [www.valleytech.k12.ma.us/coronavirus32620](http://www.valleytech.k12.ma.us/coronavirus32620)

### **March 28th**

With guidance from the Commissioner of Education and state agencies, we released the latest directives and our next steps toward developing our distance learning model.

[www.valleytech.k12.ma.us/coronavirus32820](http://www.valleytech.k12.ma.us/coronavirus32820)

### **April 5th**

Our Distance Learning Plan is announced with scheduling and grading instructions. [www.valleytech.k12.ma.us/coronavirus4520](http://www.valleytech.k12.ma.us/coronavirus4520)

### **April 17th**

Our School Committee voted to amend our school calendar, observe Patriots' Day, and conclude the school year on June 16th.

([www.valleytech.k12.ma.us/coronavirus41720](http://www.valleytech.k12.ma.us/coronavirus41720))

### **April 21st**

Governor Charlie Baker extends the closure of K-12 schools through the end of the school year.

## **April 24<sup>th</sup>**

The Massachusetts Interscholastic Athletic Association unanimously voted to cancel the high school spring sports season.

## **June 4<sup>th</sup>**

An invitation to a June 9th Zoom meeting is sent to review our end of school year plans and expectations for the fall.

[www.valleytech.k12.ma.us/coronavirus6420](http://www.valleytech.k12.ma.us/coronavirus6420)

## **Our Communities Are Essential**

The spirit of giving back is an essential part of our culture. At BVT, our student groups, clubs, and teams are the driving force, making a difference each year by organizing numerous charitable activities and events.

Each October, we're pink with pride and give back by raising awareness and funds during Breast Cancer Awareness Month. Our volleyball teams have helped raise money for Breast Cancer Research for eleven years through their Dig Pink fundraiser games.

Chloe Persiani and Kasey Reeves, both of Millbury, had an opportunity to use their design skills in Painting & Design Technology by applying a pink patch decal to the window of an Upton Police Department's cruiser during their freshman exploratory program.

"We're always proud to see our students work on display. It was an honor to assist our town's police department with the pink patch decal to bring awareness to their Pink Patch Project Campaign," said Tom Lamont, Painting & Design instructor.

The Pink Patch Project is an innovative public awareness campaign

designed to bring attention to the fight against breast cancer and support cancer research organizations in combating this devastating disease by selling collectible uniform patches.

Thank you for supporting our teams, our community, and important causes. Together we can be the change we want to see in the world. To learn more about our giving back spirit, visit [www.valleytech.k12.ma.us/givingback](http://www.valleytech.k12.ma.us/givingback).

### **Get Social with Us!**

As part of our continued commitment to bringing school news and timely information to our community, we've had fun connecting, engaging, and sharing through BVT's official Twitter and Instagram sites.

We've engaged in thousands of conversations with our students, parents, alumni, and community through our social media channels. If you've been looking to connect with us through Facebook, we decided to take a break from using that platform. Instead, we created a Facebook Followers page on our website

([www.valleytech.k12.ma.us/facebookfollowers](http://www.valleytech.k12.ma.us/facebookfollowers)) and began using Instagram, which was well-received by our students and parents who enjoy sharing with us on that new platform.

Whether we shared a student success story, our Quote of the Day (#QOTD), addressed a concern, or accepted a compliment, we are happy to have the opportunity to get social with you.

### **Follow Us!**

[www.twitter.com/BVTHighSchool](http://www.twitter.com/BVTHighSchool)

### **Share with Us!**

[www.instagram.com/bvt\\_highschool](http://www.instagram.com/bvt_highschool)

Here's a sampling of shared posts liked by our growing community of social media followers.

### **Gratitude is Our Attitude this Year! – 139 ❤**

It's [#ThankfulThursday](#), and more gratitude attitude is coming your way. We're a few weeks into 2020, so stay motivated and positive with this student quote. What are you grateful for?

Our # QOTD: "I'm grateful for my mom. She is the most kind-hearted and caring person I know. She is my best friend, offers advice, helps me when needed, supports by decisions, and makes me a better person."

### **We acknowledge & appreciate the humbling outpouring of support - 4,909 ❤ 266 (comments)**

It is with a heavy heart that the Blackstone Valley Vocational Regional School District confirms the loss of Tony Pena, a senior in our Advanced Manufacturing & Fabrication program. Our thoughts and prayers are with the Pena family at this difficult time.

Tony touched all of us with his energy, kind heart, and big mischievous smile. He loved our football team, and in his own words, "football is family." We acknowledge and appreciate the humbling outpouring of support from our District schools and beyond, which is truly heartwarming, and proves that community is family too.

### **Celebrating Our Seniors & Their Journey to Commencement**

The spring was a bittersweet time for our seniors as they finished their BVT career and graduated. We recognized that for the Class of 2020, the close of this school year was not what they might have imagined, so we celebrated them and all of their achievements in these fun and creative ways:

### **A Sign of the Times**

Surprising our seniors with congratulatory lawn signs had everyone

smiling under their face masks on May 1st. Thanks to our teachers, instructors, administrators, and support staff who traveled throughout the district in a coordinated effort to surprise our seniors with their unique delivery and a quick little hello from a safe distance.

[www.valleytech.k12.ma.us/celebratingourseniors](http://www.valleytech.k12.ma.us/celebratingourseniors)

### **This Is How We Roll**

It was a bright, beautiful summer-like day when our seniors and their families came to campus on May 15th to pick-up their class t-shirt. Our seniors were not expecting to see their teachers, instructors, administrators, and support staff eagerly awaiting their arrival with hoots, hollers, and cheers in this rolling rally parade.

[www.valleytech.k12.ma.us/celebratingourseniors2](http://www.valleytech.k12.ma.us/celebratingourseniors2)

### **Look into the Future of the Class of 2020**

We invited you to sit back, relax, and view our exclusive senior class video on June 1st, created by senior Logan Keefe and our School Counselors, highlighting the Class of 2020 and the fantastic places they'll go! [www.valleytech.k12.ma.us/celebratingourseniors3](http://www.valleytech.k12.ma.us/celebratingourseniors3)

### **Scholarships & Awards Ceremony Video**

We were excited to host our first-ever virtual awards ceremony for the Class of 2020 on June 24th. Seniors were encouraged to celebrate their achievements by taking some selfies in their cap and gown and sharing the viewing party fun with us.

[www.valleytech.k12.ma.us/scholarshiprecipientsvideo](http://www.valleytech.k12.ma.us/scholarshiprecipientsvideo)

### **Marking a Milestone**

The Class of 2020 in caps, gowns, and masks celebrated their commencement on August 8th at BVT, in a socially distanced ceremony following federal and state mandates, held outdoors on the athletic field and streamed live for extended family marked this momentous milestone. Limited family, friends, and educators honored 298 students who concluded their dual high school education and received their

vocational certificates and diplomas. See our photo gallery of the graduation at [www.valleytech.k12.ma.us/classof2020](http://www.valleytech.k12.ma.us/classof2020).

### **FY20 - Another Outstanding Year of Achievements**

Our students continue to display mastery of rigorous academic studies and industry-validated vocational-technical competencies, despite the COVID-19 pandemic, which presented unprecedented circumstances.

#### **\$5.1 million**

Members of the Class of 2020 earned more than 300 scholarships and awards with a collective renewable value in excess of 5.1 million.

#### **318**

A total of **318 juniors and sophomores** participated in the fall PSAT/NMSQT and early 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 SATs and Advanced Placement program.

#### **21 Years**

The Massachusetts Comprehensive Assessment System (MCAS) exams have played an important role in the achievement level of students in the Commonwealth for the past **21 years**. Spring 2019, the Department of Elementary and Secondary Education instituted the Next-Gen MCAS, an updated, more rigorous, computer-based exam to determine a student's readiness for career and college. This system of tests also incorporates altered scoring tiers.

In March, due to COVID-19, the annual MCAS spring testing season was postponed for sophomores in ELA, Mathematics, and Science, as well as advanced freshmen in Science. Students are required by federal and state statutes to achieve a level of Competency Determination on a state-mandated test in order to receive a high school diploma. Our students, who have a 21-year history of exemplary achievement on the MCAS

exams, will have an opportunity to continue that trend during the 2020-21 school year as the DESE works to reschedule MCAS.

### **352**

During our school closure, students did not have the usual spring AP course exams given at school. Instead, they took a revised AP test online at home, which was devised in under a month by the College Board. The short online exam allowed students to earn college credit for an AP class. Spring of 2020, a total of **352 AP course exams** were given to 233 students in English Language & Composition, English Literature & Composition, U.S. History, Biology, Chemistry, Calculus AB, Calculus BC, Computer Science A, Computer Science Principles, Macroeconomics, Microeconomics, Psychology, Physics 1, Physics C: Electricity & Magnetism, Physics C: Mechanics, French, Statistics, and Spanish Language & Culture.

### **99%**

In spring 2019, the Class of 2021 continued an enviable trend of high achievement on the initial administration of the Next-Gen MCAS. In English Language Arts, **99% achieved Competency Determination** (a graduation requirement) on the MCAS, while 98 percent achieved CD in Mathematics. Also, 179 members of the Class of 2022 took the High School Science MCAS, and 100 percent achieved CD, while 98 percent scored within the higher range. Every year, BVT continues to display high student growth and higher student achievement.

### **Our Living History Event Was A Blast**

The American Revolution came to life with a boom, as cannon and musket smoke hung over the field at the Battle for Daniels Farm Reenactment, co-hosted by BVT through a competitive grant provided by The New England School Development Council (NESDEC), held in Blackstone on October 5th and 6th.

While spectators watched intently from the sidelines, British and Colonial troops in revolutionary-era uniforms crossed the battlefield, advancing on each other from opposite sides. Amid mock musket and cannon fire, shouting commands and waving their flags, reenactors battled for ownership of the historic cider mill located on the property.

Our Academic Curriculum Coordinator, Mr. Edward Evans, otherwise known as Corporal Evans, mustered his own platoon of students to form the 1st BVT. Under the direct command of Dana Rock and Jess Reardon of the 85ème Régiment de Saintonge, our students set up camp, did drills, and learned how much work went into every aspect of daily camp life before marching out for battle. Together they bravely defended the farmstead and saved the cider mill.

This event was eighteen months in the making, with a close collaboration between BVT, Daniels Farmstead, and reenactors from the 85ème Régiment de Saintonge to integrate the American Revolution into seemingly unrelated subjects.

Mr. Evans collaborated with our teachers and instructors, built a curriculum and school field trip around it. Hosted in-service workshops, where reenactors worked directly with teachers as they developed a curriculum that ranged from revolution-themed math problems and blackout poetry to gesture drawings in art classes and battlefield first-aid techniques in Health Services.

### **Capturing the sights & sounds of the American Revolution!**

Our Art School Prep students joined the freshman and junior classes at Daniels Farm for a mini reenactment preview and took in the sights and sounds of the era. Using gesture drawing, the art of drawing a subject quickly and economically to record a pose with as much information as possible, our art students put their skills to the test by sketching in the field.

Chloe Fallon of Upton, a senior art student in Drafting & Design Technology, said, “It was a very insightful and fun way to learn more about observational drawing. I found myself talking to the subjects of my sketches, which was something I hadn’t experienced before. Overall, I think it was a very beneficial stepping stone in improving my drawing abilities.”

The reenactors of the 85ème Régiment de Saintonge came to life and interacted with our students, posed for some modern-day selfies, and shared their knowledge of the era through conversations and demonstrations of their revolutionary skillset. There was a tinner, fifer, spinner, swordsmith/fencing, gunsmith, and a historian on-hand to present. Embracing history through participation with the reenactors made learning interesting and fun for both our students and staff.

### **Our Students Excel at SkillsUSA**

SkillsUSA is a national organization serving high school and college students, and their instructors enrolled in trade, technical, and skilled service instructional programs. It is an honor for students who have worked hard to compete among the most skilled vocational-technical students in the annual SkillsUSA competitions, which showcases the best regional, state, and national champions in every trade conceivable.

In 2020, our students proved their technical skills are among the best regionally by earning impressive results at the District V Conference in March with an impressive total of 89 medals, winning 36 gold, 26 silver, and 27 bronze and 9 sweeps where we earned gold, silver, and bronze. We also had 62 perfect test scores with 55 in OSHA, 5 in Employability, and 2 in Trade.

That was before the COVID-19 pandemic affected all walks of life and all aspects of SkillsUSA, resulting in the cancellation of the 2020 State and National Leadership and Skills Conferences. Therefore, we only have District results to share this year.

## **Massachusetts District V Conference**

36 Gold, 26 Silver, 27 Bronze

## **Massachusetts State Leadership & Skills Conference**

The event was canceled.

## **National Leadership & Skills Conference**

The event was canceled, but two of our Electronics & Engineering students, Kevin Downing of Northbridge, a junior, and Daniel Cardone of Blackstone, a freshman, were invited to compete with students from across the United States in a limited online SkillsUSA Web Design contest. They took top place, winning the gold medal.

## **National Officer**

Anika Koopman of Northbridge, National Region 1 Vice President

## **National Voting Delegates**

Mya Ackerman	Caitlin Meisner
Sawyer Allen	Tanyikeh Muanya
Carter Beard	Aysia Parent
Jon Cili	Chloe Pigeon
Myra Dehestani	Samaha Roban
Kirsten Dinsmore	Donna Ross
Mackenzie Gifford	Kylie Sellers
Daria Hamelin	Samantha Stevens
Brandon Kee	Jace Rosado
Logan Keefe	Joe Tutela
Brenna Kehowski	Melissa Vieira
Joe Mendez	Abigail Weagle
Mica McLaurin	

## **State Officers**

Elected for 2020-2021 school year:

Madeleine Poitras, State President Elect

Abby Kelly, State Historian Elect

### **End Vaping in the Valley**

One of the many ways young people learn is often through conversation, whether it is a discussion with their peers or older students. That's why our SkillsUSA Community Service Team chose to speak with local sixth-graders about the harmfulness of vaping and the importance of making healthy choices.

"If young people are informed with the facts and made aware of the harmful effects of vaping at an earlier age, they will be less likely to try vaping," explained Renata Santiago.

Carissa and Kyle Penta of Blackstone, and Renata Santiago of Milford, members of our SkillsUSA Community Service Team, had planned to represent BVT at the SkillsUSA Massachusetts State Competition with their community service project titled, 'End Vaping in the Valley.' The awareness campaign included interactive presentations about vaping and signing a No Smoking/Vaping Pledge to end vaping. The team also created posters, made and labeled anti-vaping facts on water bottles sold in the school cafeteria to promote and share their message to curb vaping in the valley. While they could not advance their End Vaping in the Valley campaign due to COVID-19, they still learned many valuable lessons.

"I have learned how to network and other communication skills," said Kyle Penta. "It is great to be able to give back to my community in such an impactful way."

### **Take a "Peek" at the Autumn Colors!**

With numerous extracurricular activities and clubs to choose from, our students get to follow their passions, have fun with their classmates, and flex their creative muscles. By joining groups like the National and Technical Honor Societies (NHS/NTHSC), Art Club, LEO Club, and Student

Council, students can serve their community and lend their neighbors a helping hand.

Our COLOR RUN: 5K Fun Run and Walk on October 26th, sponsored by the NHS/NTHSC, is just one of the many ways our students have fun and continue to learn well past the school day's final bell. It was more than colorful, with all proceeds supporting the NHS/NTHSC events, graduation stoles, and scholarships. Take a "peek" at the photos we captured:

[www.valleytech.k12.ma.us/colorrun](http://www.valleytech.k12.ma.us/colorrun)

### **Kudos: Celebrating Excellence**

The accomplishments of our students and staff included numerous awards and recognitions in FY20.

### **Student Council Earns National Recognition**

Our student council was recognized as a 2020 National Gold Council of Excellence by the National Student Council for an exemplary record of leadership, service, and activities that serve to improve their school and community. This national recognition marked the second consecutive year that our student council has earned this distinction and successfully displayed the highest standards of leadership, and beyond.

### **Athletic Director of the Year**

Our Athletic Director, Michele Denise, was honored by the Massachusetts Secondary Schools Athletic Directors Association (MSSADA) as its 2019-20 Athletic Director of the Year.

### **State Vocational Titles**

Our girls' and boys' basketball teams made it to the district finals and made school history. Before starting postseason play, BVT girls captured the Large School State Vocational title, which included a 64-25 rout of Northeast Metro Tech in the championship game. Our Golf, Soccer (girls), Basketball (girls), Cross Country (girls & boys) teams all won State Vocational Titles.

### **First-Ever Sectional Title in Boys' Soccer**

Let's hear it for our Boys' Varsity Soccer team. Our purple-haired Beavers won the Central Mass Division 3 title and made school history in the process. BVT took out top-seeded Nipmuc when senior Domenic Allegrezza buried the final penalty kick to clinch the Beavers first-ever sectional title in boys' soccer.

### **Cheerleading**

Our cheerleaders won the fall league title, and seven league titles in their two seasons.

### **The 2020 Outstanding Vocational Student of the Year**

This award is presented each year by the Massachusetts Association of Vocational Administrators (MAVA) and the Massachusetts Vocational Association (MVA) to one student from each vocational-technical high school in Massachusetts. The award recognizes students who have made significant contributions to their local school district and the statewide vocational education system. Recipients must have excellent attendance, a minimum of a 3.5 GPA, and vocational-related work experience. The students must demonstrate leadership qualities, technical competence, involvement in the community, and extracurricular activities.

Brandon Kee, a senior in Engineering & Robotics Technology, is the 2020 recipient. He ranked 1st in his class of 298 students.

### **MVA's New Teacher Award**

Our Painting & Design instructor, Tom Lamont, is proud to provide his students with an outstanding vocational-technical education. For Tom, that has meant incorporating high-tech training into a visually engaging curriculum for his students using various techniques and creative tools. Those contributions and his commitment to a career in vocational and technical education have earned recognition from the Massachusetts Vocational Association (MVA) as the recipient of their annual New Teacher Award. It's given to a new teacher that exemplifies excellence in

teaching in the vocational high school setting. The award includes five hundred dollars for the purchase of new supplies for the shop program.

### **Community Projects**

Each year, our students participate in community projects that yield a tangible return on investment for our district residents while providing our students with invaluable real-world, hands-on experience. Whether it's reconstructing a playground, creating a sign for your business, or remodeling a public building or local landmark, we believe giving back is an excellent opportunity to bring about positive and impactful change within the communities that support our students. Using internal talent and resources, BVT's work on capital improvement projects throughout our 13-town district is a welcome source of financial relief for local budgets. We're proud to provide further savings for district residents, by inviting our stakeholders to enjoy discounted services in our student-run restaurant, salon, and design and print center.

In FY20, a total of 590 projects and services resulted in significant savings for our District:

Direct Savings to Towns:	\$91,242
In-school Projects, Installations, and Repairs:	\$166,232
Total Savings to Taxpayers:	\$ 257,474

A few of the FY20 community projects include:

#### **Restoring the Old Cell Block Door**

When the Northbridge Police Department had an old cell block door from the 1950s - 1960s restored and wanted to display it, the juniors in our Construction Technology program worked together to build a wooden frame around it. Our students had the opportunity to mount their completed project in the NPD's training room on October 11th. The police department admired and appreciated our students' craftsmanship and professionalism and was equally impressed by how well they worked as a team on site.

## **American Legion Hall**

When members of the Roger L. Wood American Legion Post 355 in Mendon considered making some structural improvements to their post, they reached out to BVT. After discussing their project in more detail, they ultimately decided to rebuild. But first, the post needed to undertake a deconstruction before moving forward with building and construction. The project was an ideal learning opportunity for juniors in our Construction Technology program to utilize their skills. Under the direct supervision of their instructor, Michael Swanick, students began the initial deconstruction process in January. With removal and preparation for the ultimate rebuild during the 2020-21 school year.

## **A Golden Opportunity**

When St. Mark's Church in Sutton needed a new sign, they reached out to BVT. This community project provided our Construction Technology and Painting and Design Technology students with an opportunity to hone their skills, gain trade experience, and work together.

Our Construction Technology students used a computer numerical control router, a computer-controlled cutting machine to manipulate the wood and shape the St. Mark's Church letters. Then our talented Painting and Design Technology students used gold paint and a steady hand to complete the sign in their shop under the watchful eye of their instructors, Thomas Lamont and Timothy Buono. Once the paint had dried, our Construction Technology instructor arranged for the installation of the finished signage.

In November, six of our skilled Construction Technology seniors went to St. Mark's Church with their instructor Mark Fitzpatrick. They prepared the structure, repaired hinges, and installed the gold-lettered sign on the top of the white wooden display. Proudly exhibited on the church lawn, the sign now clearly reads St. Mark's Church, welcoming the community to worship.

## **Return on Investment**

### **BVT Budget Leverages Federal and State Funding to Enhance a Positive Learning Environment**

Our School Committee developed the District's FY20 budget in a manner that adheres to strict state requirements while providing unique skill development opportunities to our students through relationships with local business and industry. This year, the COVID-19 pandemic presented additional challenges for our administration, instructional, and support staff to find creative ways to deliver education through distance learning. With the help of gifts, grants, private funding opportunities, and a minor increase in state aid, the District held the operating budget to a 3.53% increase. To mitigate the state's continued increase of our member towns minimum contributions (4.82% for FY20), our School Committee authorized the use of \$225,000 in available reserve funds to help offset the impact.

Our administration, faculty, and students continually search out ways to improve processes, curtail energy consumption, and reduce waste in a manner that preserves the delivery of a quality education. We strive for teacher excellence through targeted professional development opportunities and stress the importance of a healthy lifestyle (students and staff alike) to promote a positive learning environment.

The District's FY20 operating budget of \$24,641,915 was funded primarily by \$9,255,717 in Chapter 70 & 71 State Aid and \$14,962,198 in Member Assessments. As a dedicated partner, BVT remains committed to further assisting our district towns, fiscal management, austerity, and planning by presenting a single, consolidated annual request to operate within the dollars requested regardless of any unforeseen variables within anticipated revenue streams.

## **Grants: Complementing Community Support**

BVT continues to aggressively pursue non-taxpayer resources available

through public and private grants or donations to support enhanced learning, programs, and services for students. In FY20, local assessments were complemented by more than \$2 million in grants, private sector support, and efficiencies.

In FY20, BVT furthered its commitment to bring the newest state of the art equipment and training systems to the Engineering Program with the support of a \$375K Skills Capital Grant. Additionally, BVT received a two-year, \$830K grant for the development and implementation of a new Biotech Chapter 74 Program and Biotech/Chemistry Lab for the academic sciences to expand and enhance student career education opportunities. To date, the Baker-Polito Administration has awarded BVT six out of the seven Workforce Skills Capital Grants offered. In total, this administration has awarded over \$2.46 million to our school through this program.

Following the District's commitment to live within its budget, BVT continues to find ideal financial solutions in the final phase of the school roof repair project, which will avoid debt obligations and costs by our member towns. Total estimated project costs are estimated to yield \$751,188 in reimbursements from the Massachusetts School Building Authority.

To ensure the safety of our students, staff, and facility, the District also received an \$80,000 grant to improve existing security measures. Enhancements include new exterior door access technology, installation of bulletproof security window film, and a new security guard station with bulletproof glass that prevents entrance into the main building until a visitor has clearance.

In addition to grants, BVT saved on capital expenses throughout FY20 by securing \$38,000 in funding donations from business and industry partners. Of that amount, a generous donation of \$21K from ZPT Energy allowed the school to purchase a plow truck and attachments to aid in snow removal. New IT/CISCO Hardware was made possible with a

generous \$5K donation from UniBank. Blissful Meadows provided \$4,500 for instructional support. BVT also secured donations from several local banks to assist in maintaining student transportation vans used for community projects and educational field trips.

**Class of 2020: Upton Graduates**

**NHS: National Honor Society**

**NTHS: National Technical Honor Society**

Alison MacEwen Adler, Culinary Arts; Clark Anthony Ambrosino, Heating, Ventilation, Air Conditioning & Refrigeration; Joseph David Antaya, Heating, Ventilation, Air Conditioning & Refrigeration; Lora Marion Antaya, Culinary Arts; Coby Reuben Asselin (NHS), Electronics & Engineering Technology; Nolan Whitcomb Ballard, Construction Technology; Cameron Michael Bern, Multimedia Communications; Jack Anthony Charron, Advanced Manufacturing & Fabrication; Adam Harrison Dickey, Engineering & Robotics; Chloe Louisa Fallon (NHS), Drafting & Design Technology; Anastasia Francy, Multimedia Communications; Andrew Paul Galicki, Electronics & Engineering Technology; Hannah Elizabeth Giglio (NHS/NTHS), Engineering & Robotics; Collin Patrick Gorman, Information Technology; Selah Grace Harper (NHS), Health Services; Nicole Aileen Hubley, Automotive Technology; Chloe Elizabeth Kessler, Engineering & Robotics; Gabriel Shawn KokEnnen, Information Technology; Christopher Anthony Leombruno, Jr., Automotive Technology; Morgan Gianna Matellian (NHS/NTHS), Business & Entrepreneurship; Evan Patrick McCrea, Painting & Design Technologies; Alexa Kacey Garcia Miller, Business & Entrepreneurship; Jillian Elizabeth Napolitano (NHS/NTHS), Health Services; Michael Joseph Palinkas, Multimedia Communications; Jayden Blaise Pape-Rasco, Drafting & Design Technology; Hayden Joseph Ramsey, Automotive Technology; Mallory Sommer Rogers (NHS/NTHS), Health Services; Sheridan Riley Scanlon, Automotive Technology; Noah Matthew Stallcup (NHS), Engineering & Robotics; and Trevor Thomas Willey, Automotive Technology.

## **School Committee**

Our 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, Bellingham

**Vice Chairman:** Gerald M. Finn, Millville

**Assistant Treasurer:** Chester P. Hanratty, Jr., Millbury

**Secretary:** Anthony M. Yitts, Grafton

Joseph A. Broderick, Blackstone

John C. Lavin, III, Douglas

Mitchell A. Intinarelli, Hopedale

Dennis P. Braun, Mendon

Paul J. Braza, Milford

Jeff T. Koopman, Northbridge

Julie H. Mitchell, Sutton

David R. Bartlett, Upton

James H. Ebbeling, 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

## MENDON-UPTON REGIONAL SCHOOL DISTRICT

### Superintendent's Annual Report 2020

Dr. Joseph P. Maruszczak

To All in the Mendon & Upton Communities:

The COVID-19 public health crisis has affected PK-12 education like no other event in our lifetime. I am proud of the extraordinary efforts of all of the educators and support staff in the Mendon-Upton Regional School District throughout this period, which has spanned two school years. Nothing can substitute for in-person instruction; however, educators have provided high quality learning opportunities for all students in both the remote and hybrid models of instruction. Our district's proactive investment in instructional technology and infrastructure throughout the years has enabled us to have a distinct advantage in ensuring the continuity of instruction.

Throughout the crisis, three of our district's core values have driven our work. They are:

**Health, Family & Community First:** *We recognize that the physical and mental health needs of our students, family, and staff members are of more immediate importance than school-related concerns.*

**Relationships Matter:** *MURSD will provide ongoing communication and support for students' and families' needs.*

**Supporting All Learners:** *We will provide opportunities for all learners to continue their learning.*

We have strived to connect with our students and their families in meaningful ways despite the many restrictions and limitations that the pandemic has caused. We have also made appropriate adjustments and pedagogical improvements to progress through each grade's prescribed curriculum. However, we know that the interruption to our usual

instructional model have created deficits that must be addressed. The FY2022 MURSD Operational Budget proposes that we address the academic and social-emotional needs that currently exist. The proposal speaks to needs such as mental health counseling, special education services, and academic intervention services that were needed prior to the pandemic, but now are more of an urgent priority.

While federal stimulus funds through legislation such as the CARES Act have been helpful, they do not address our district's short and long-term needs. They have helped with pandemic related expenses such as PPE, physical safety measures such as plexiglass, etc. in our schools, student instructional technology (such as iPad devices), and added staff to instruct in the district's Stand Alone Remote Program. However, these funds alone were not enough to cover all extraordinary operational expenses during this crisis.

Also continuing to be a challenge is the state's K-12 educational funding formula, which continues to place a greater burden on our two communities. Using the relative wealth as measured by property value and personal income, our two communities continue to move toward the maximum target share (the percentage that the state dictates should be contributed to local education) of 82.5%. What this means is that the MURSD will continue to receive the absolute minimum in state aid increases (usually \$20 or \$30 per student) and the majority of any funding increase must come from Mendon and Upton. When maintaining the Proposition 2 ½ levy limit, it can be particularly difficult just to maintain level services.

As we move out of the pandemic, I believe that we will be stronger and that the lessons learned while in crisis mode will improve how we deliver instruction to our students. We will meet students where they are, provide the instruction and services that they need, and engage them in meaningful learning. We will continue to empower all learners so they may *thrive*.

As always, I thank you for your engagement and strong support.

Sincerely yours,

**Dr. Joseph P. Maruszczak**  
Superintendent of Schools

**Assistant Superintendent of Schools**  
**Dr. Maureen Cohen**  
**Curriculum and Instruction Department**

This department is responsible for coordinating the following activities:

1) Professional development for the district faculty and staff, 2) Curriculum review, revision, and alignment to the Massachusetts Curriculum frameworks, 3) State and Federal Entitlement Grants and Competitive Grants, 4) Mentoring and New Teacher Induction Program, 5) Evaluation and recommendations of instructional materials, methods, and programs to support curriculum, 6) Analysis of student performance using multiple data sources, 7) English Language Learner programming, and 8) Adherence to state/federal mandates.

This year our department shifted to adapt to the changing educational landscape brought about from the need to develop both remote and hybrid learning models. In the spring of 2020, the focus was to support our educators as they developed remote learning for their students while the summer and fall's focus was the re-entry to school process. Our mission to empower all learners to thrive continues to guide us, even in this year's context. That is why we established three key priorities in our remote learning and re-entry plans to: 1) prioritize health, family, and community first, 2) establish structures to effectively support all learners, and 3) sustain quality connections and relationships.

On April 6, 2020, we moved to a remote learning model that led us through the end of the school year. The details of the MURSD Remote

Learning Plan can be found at <http://mursdremote.com/>. Beginning in June, we received guidance from the Department of Elementary and Secondary Education for re-entry and launched a District Reentry Committee, consisting of 70 members from administration, faculty, staff, parents, and students, who developed the district re-entry plan, which can be found at <http://mursdreentry.org/>.

### **Curriculum, Instruction, and Assessment**

Our district believes that exemplary teaching and a high-quality curriculum equip our students with the skills to create solutions for a rapidly changing, technologically rich, and diverse world. Due to the health crisis this year, the focus of our curriculum and instructional review was to adapt to the remote learning and hybrid environment.

Learning Management Systems (LMS): We streamlined two portals to facilitate learning for remote, hybrid, and in-person learning models. SeeSaw became the primary digital learning platform for grades PK-3 and Google Classroom became the primary platform for grades 4-12. The district selected Zoom as its virtual meeting platform and all staff members were provided with a licensed Zoom account to have access to all instructional tools. We instituted a single sign-on (SSO) platform of Clever for students and families to simplify access to digital platforms.

Academic Programming Guidebook: The District Reentry Committee developed a guidebook to guide our vision and beliefs about learning during the COVID-19 health crisis. Despite the challenges presented by the health crisis, our learning community continues to strive to inspire our students through meaningful learning experiences aligned to our strategic plan. Here is a link to the academic programming guidebook: [t.ly/JnrX](http://t.ly/JnrX)

Equity, Diversity, and Inclusion Team: As part of our long-term district goals around social-emotional learning, one of our targeted improvement areas is to establish an implementation plan around equity to build: 1)

culturally proficient and sustaining school and classroom practices, 2) programming to foster our Portrait of a Learner competency of global citizenship, 3) diverse and inclusive curriculum and instructional materials, and 4) equity and access for all learners through tiered systems of support.

In 2020, we formed a district team to lead this work. We evaluated our ELA resources for bias as well as the inclusion of diverse perspectives and characters. With a grant from the Curriculum Leadership Council, we purchased additional culturally responsive books in grades 5-8. Staff participated in book studies aligned to our district themes around equity, diversity, and inclusion. Additionally, our E.D.I. Team launched a culturally proficient PD series with Dr. Kalise Wornum on topics such as anti-bias, culturally responsive teaching, and implementation planning.

**Multi-tiered System of Support (MTSS):** Our district continues to solidify its multi-tiered system of support to ensure that every student receives a high-quality educational experience. Within MTSS, universal screening is the first step in identifying the students who are in need of additional support, intervention and extension. We launched a new assessment system called i-Ready to improve our screening process and progress monitoring. i-Ready is an online program for reading and mathematics that helps teachers to determine student needs, personalize their learning, and monitor progress. It helps us to collect actionable data about student strengths and areas for growth, and to provide targeted instruction to meet student needs.

## **Grants**

In 2020, the district received a variety of entitlement and competitive grants. We received over \$690,000 this past year in grants, many of which were federal and state COVID-19 Relief grants. This office is responsible for the writing and management of many of the district grants, which provide supplemental funding for our programming. We are always seeking additional funds from external sources to meet the

growing needs of our students and schools. **Entitlement Grants included:** 1) Title I for targeted assistance to students in reading, writing, and mathematics to students through Title I tutors, 2) Title IIA for teacher quality/mentoring program and professional development, and 3) Title IV for innovative practices and social-emotional learning system of supports. **State Competitive Grants included:** 1) Summer Learning to support academic and social well-being of students who are at risk, and 2) Civics Learning to provide PD for the implementation of student-led civics project. **COVID-19 Relief Grants included:** 1) ESSER used for digital textbooks, personal protective equipment, and online assessment system, 2) Coronavirus Relief Fund School Reopening Grants for staff, PPE, digital tools, and safety measures, and 3) Remote Learning Essentials Grant for hotspots and cellular-connected iPads for remote learning. **External Private Competitive Grants included:** 1) StMath to launch StMath for students in grades K-4, 2) PLTW to expand Project Lead the Way programming to grades 5-8, 3) CLC to purchase culturally responsive collections of diverse resources added grades 5-8, and 4) ASA to expand Inspired Innovation Center programming at Miscoe Hill MS.

## **Professional Development**

This department is dedicated to helping its educators improve their practice through participation in high quality professional development (PD). High quality PD 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 PD to support our district initiatives. In 2020, our PD shifted to support our educators as we reopened schools in the fall of 2020. This year we focused on 1) COVID-19 safety training, building protocols, health education, masks, and PPE usage, 2) blended learning approaches, digital content platforms, effective hybrid and remote teaching and assessment practices, 3) trauma informed practices, mental health impact of COVID-19, SEL practices in a remote and hybrid setting, diversity, equity, and inclusion,

and 4) effective tools for communication and instruction such as Remind, Seesaw, Google Classroom, and Zoom.

Cordially,

Dr. Maureen M. Cohen

Assistant Superintendent of Schools

## **Administrator's Report**

### **Director of Student Support Services**

The Student Support Services Department of the Mendon-Upton Regional School District provides a continuum of services, accommodations, and modifications designed to meet the unique needs of each student identified through the IEP process. Our district is dedicated to providing meaningful instructional practices to ensure high-quality learning for all students within the least restrictive environment. Services are provided for students eligible for special education from the ages of 3-22 years. The Mendon-Upton faculty and administration adhere to our shared vision to create an inclusive classroom environment that complements all ability levels and learning styles. The Student Support Services department is committed to collaborating with families, general and special educators, related services providers, administrators and community partners to ensure equity and access for all students.

The Mendon-Upton Regional School District recognizes the importance of Least Restrictive Environment (LRE) outlined in the IDEA and substantiated by decades of research that show that the more normative the environment the better the outcomes for children. To this end, each of our four district school buildings promote collaborative planning, teaching and assessing student progress among general and special educators, service providers and paraeducators in the general education setting. The co-teaching model consists of a general educator and special educator working as equal partners sharing instructional responsibility for all students in a single classroom.

Students with significant skill deficits in the areas of reading, written language, spoken language, and/or math skills may also receive explicit instruction in a small group setting at the elementary and middle school levels. In this small, specialized setting, information is presented in a highly structured, organized manner, using a multi-sensory approach to support both written and spoken language comprehension emphasizing key concepts and main ideas.

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 provides identification, educational and support services for preschool age children. Pre-kindergarten classes are located at the HP Clough and Memorial Elementary Schools and typically enroll 15 to 16 students at each location. Our integrated pre-kindergarten follows the Tools for the Mind curriculum combining activities specifically designed to promote self-regulation with research-based academic activity content. Children with disabilities are provided additional support and specialized instruction as directed by their Individualized Education Programs. A comprehensive range of services is provided by the pre-kindergarten staff as well as related service providers including speech language therapist, occupational therapist, and physical therapist as needed in an integrated service-learning approach. 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.

In addition to a comprehensive inclusion model, the district also offers more intensive programming to meet the needs of students with significant disabilities requiring a varied learning environment to make effective progress. The elementary and secondary levels offer the STAR Program (Success through Alternative Resources) for students who require intensive behavioral, academic and communication supports. The instructional practices in the STAR classrooms are primarily based

on the principles of Applied Behavioral Analysis (ABA), which feature 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, family support and engagement, as well as consultative support to general educators.

Nipmuc Regional High School also offers the Vista Program providing individualized services, programming and instruction to students relevant to their needs. The Vista curriculum is provided in a small group setting but allows for inclusion opportunities as well as community-based activities to maximize the potential and independence of each student. Academically, core content instruction focuses on reading, written language, mathematics, social studies and science as the base curricula within each 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. In addition, transition services are offered for VISTA and STAR students from the ages of 18 through 21. The transition curriculum covers a wide range of functional skills that students will need to lead independent and productive adult lives. Core elements of the instruction integrate specific academic, social, communication, self-determination, and activities of daily living skills into a variety of learning environments including school, community, home, and vocational training sites. The transition curriculum provides a foundational bridge for school services to adult services.

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. SEPAC contact information and meeting schedule can be found on the district's website.

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 21<sup>st</sup> 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,  
Jennifer D'Angelo  
Director of Student Support Services

### **Administrator's Report**

#### **Nipmuc Regional High School**

For Nipmuc Regional High School, 2020 not only provided unprecedented challenges but also highlighted the strength of our school community, the resilience of our students and educators, and the capacity of our school to reimagine teaching and learning. While we recognize the many ways that the COVID-19 health crisis upended our lives, we also find a source of hope in the way our community came together to support our students and each other. Included below are some key moments from the year.

#### **Kaleidoscope Collective for Learning**

Nipmuc Regional began 2020 with a spirit of excitement after being selected by the Department of Elementary and Secondary Education (DESE) to participate in the Kaleidoscope Collective for Learning (KCL). Nipmuc became one of 21 other schools across the state chosen to lead the exploration of deeper learning, which DESE Commissioner Riley defines as "engaging students in lessons that are thoughtful, creative,

imaginative, and, frankly, exciting". Nipmuc's 15-month partnership provides professional training, grant funding, and opportunities to collaborate with a cohort of forward-thinking schools from across the state. As a KCL school, Nipmuc will create a bank of deeper learning experiences that will make a lasting impact on our students and provide a model for innovative learning that can be scaled to schools from Boston to the Berkshires.

### **Remote Learning**

On March 13, 2020, as the first wave of the health crisis came crashing down on communities across the country, learning in MURSD moved to a remote setting. As we moved learning online, we relied on digital tools to explore the curriculum, maintain relationships, and build connections with our community during a time when we all felt a shared sense of vulnerability. Nipmuc redesigned its schedule, shifted its emphasis away from grading, implemented additional digital tools that supported learning, and conducted lesson plans through videoconferencing. Working collaboratively, we reimagined the school experience overnight and maintained a sense of community when we needed it most.

### **Celebrating our Seniors**

The COVID-19 health crisis particularly impacted the Class of 2020 who were not able to celebrate graduation, prom, and senior events as they had hoped. Regardless, our community rallied around our seniors by celebrating them on social media, placing yard signs at the homes of each graduate, moving ceremonies online, and holding a physically distanced senior breakfast. Additionally, on July 19, 2020 we held the first outdoor commencement ceremony in the school's history. Gathering on the front field of the school's campus, we congratulated Nipmuc's 151 graduates as they prepared for the next chapter of their life's journey.

### **MUEF K12 Learning Adventure Team**

In 2019-2020, Nipmuc Regional convened a "Learning Adventure Team" comprised of 8 elementary students, 8 middle school students, 8 high school students, and ten teachers across the district to explore Learning

Adventures – hands-on, innovative, co-created learning experiences that allow our students to explore the Portrait of a Learner skills. The team worked together to implement the *Leaving a Legacy* Learning Adventure in which they planted, cultivated, and harvested a community garden and then donated produce to our community. Through their work, the team explored the future of learning in MURSD and ways to help students become global citizens, mindful learners, effective communicators, skillful collaborators, solution seekers, and inspired innovators.

### **Advanced Placement (AP) Program**

In a year when globally participation and achievement in AP exams decreased, Nipmuc Regional set school records for the number of tests taken (435), test-takers (204), and qualifying scores (165). Additionally, and perhaps most impressive, 81% of students achieved qualifying scores on their exams. This is the highest percentage since 2010 when 100 fewer students took AP tests at our school.

### **Canopy Project**

In 2020 Nipmuc Regional was selected to participate in *The Canopy Project* - a non-profit organization “with the goal of building collective knowledge on a more diverse set of innovative schools across the country.”

### **Schedule Redesign/Remote Learning/Hybrid Learning**

As the 2020-2021 school year began, the Nipmuc community worked together to design a plan for remote learning, hybrid learning, and in-person learning that would allow our school to adjust to the ever-changing challenges of the COVID-19 health crisis. As part of this work, Nipmuc students and educators participated in the development of the district’s return to learning plan and designed school-specific schedules, strategies, and safety guidelines to support learners. Information about the school’s implementation of an updated schedule, the creation of a guidebook for teaching and learning, and health protocols can be found on [NipmucPrincipals.com](http://NipmucPrincipals.com).

## **Mastery Transcript**

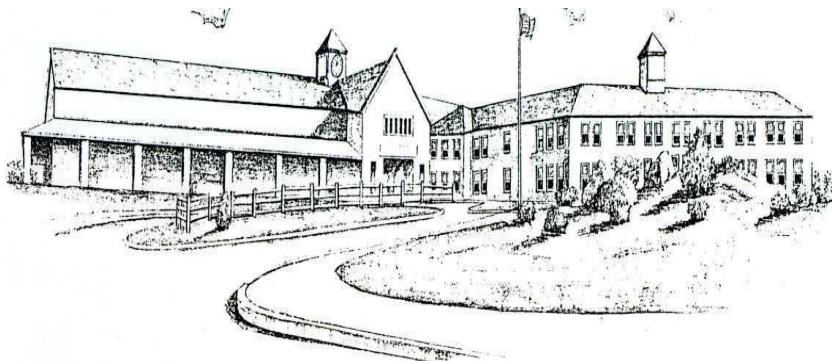
In August 2020, Nipmuc Regional became one of 368 forward-thinking schools across the nation to join The Mastery Transcript Consortium (MTC). MTC brings together school communities who believe in sharing a new story of learning that moves beyond the limitations of the traditional school transcript. MTC has established a digital, dynamic, and personalized transcript that allows students to showcase how they have growth as a learner through their high school experience. Although Nipmuc Regional has not adopted the Mastery Transcript, it is excited to establish this partnership with like-minded schools to expand the district's vision to lead innovation and reimagine how we define success.

In this year of unanticipated and world-changing challenges, we have found an even deeper appreciation for the chance to be part of our supportive, collaborative, resilient, and dedicated community of learners. We look forward to 2021 with hope for renewed health and a sense of optimism for the future of learning at our school.

Respectfully submitted,  
Co-Principals, John Clements and Mary Anne Moran

Sixtieth Annual  
Commencement Exercises

Mendon-Upton Regional School District



Nipmuc Regional High School

Upton, Massachusetts

Sunday, July 19, 2020

10am

## PROGRAM

\* Audience Standing

\*Processional.....Nipmuc Class of 2020

*"Pomp and Circumstance" by Sir Edward Elgar performed by USAF Heritage of American Band*

\*National Anthem.....All Present

*Arranged by Steve Smith performed by the Nipmuc Wind Ensemble 2019*

Welcome.....Aidan

Hayes

*Audacity to Change* Senior Class President

Principals' Address.....John K. Clements and Mary Anne Moran

Essay.....Dev Gujarathi

*Special from the Start*

Musical Selection.....Katherine Laurence

*Breakaway* by Kelly Clarkson

Essay.....Julia Orff

*What Defines Us*

Musical Selection.....Lauren Davis

*I'll Always Remember You* by Miley Cirus

Essay.....Justine Nicholson

*The Road Not Taken*

Remarks.....Joseph P. Maruszczak, Ed.D.

Superintendent of Schools

Presentation of Diplomas .....Vikki

Ludwigson

School Committee Chair

\*Recessional.....Nipmuc Class of 2020  
*"Crown Imperial" by William Walton performed by the United States Marine Band*

**Class Officers:**

President: Aidan Hayes  
Vice President: Taylor Johnson  
Secretary: Mikki Pisani  
Treasurer: Julia Orff

**Class Advisors:** Meredith Hefez and Allison Towne

**Nipmuc Administration:**

John K. Clements, M. Ed., Co-Principal  
Mary Anne Moran, M. Ed., Co-Principal

**District Administration:**

Joseph P. Maruszczak, Ed.D., Superintendent of Schools  
Maureen M. Cohen, Ed.D., Assistant Superintendent of Schools  
Jennifer D'Angelo, M.B.A., M.Ed., Director of Student Support Services  
David J. Quinn, M.A.T., Director of Technology Integration  
Joseph S. Leacu, B.A., Director of Technology Operations

**School Committee:** Philip De Zutter, Kerry Laurence, Vikki Ludwigson, Leigh Martin, Sean Nicholson, and Dorothy Scally

**Nipmuc Regional High School**

**Faculty**

Julie Ahmed-Jussaume, M.Ed.  
Sandra N. Alibozek, M.Ed.  
Patrick J. Allen, M.Ed.  
Johanna M. Annunziata, B.A.  
David C. Antonelli, B.A., CAES  
Lori Beaudoin, M.Ed.  
Bruce Bisbee, M.B.A.  
Lauren S. Blackburn, M.Ed.  
Meagan M. Brazil-Sheehan, M.Ed.  
Kevin M. Campbell, M.Ed.

Alison L. Clish, M.Ed., M.F.A.

Ronald A. Cochran, M.Ed.

Ryan J. Cody, M.B.A.

Shelley A. Cook, M.Ed.

Deborah Coyle, M. Ed.

Steven Della Rovere, M.S.

Kathleen Deschenes, M.Ed., BCBA

Efraim Diamond, M.A.T.

Katy A. Dreher, M.A.T

Erin K. Ellis, B.S.

Christopher Evans, M.A.T.

Kerry A. Fagan, MSW, LICSW

Jennifer C. Field, M.A.T., M.F.S.  
Amy E. Gilchrist, M.Ed.  
James J. Gorman, M.S.  
Simon P. Harding, MME  
Meredith J. Hefez, M.Ed.  
Barbara Hendricks, M.A., CCC-SLP  
Courtney Henry, M. Ed.  
Mary Ellen Kennedy, M.B.A.  
F. Andrew King, M.Ed.  
Melisa Kinkela, M.Ed.  
Kathleen Laflash, M.Ed.  
Courtney M. Leja, M.A.  
Chelsea LeMaire-Boucher, M.A.,  
M.A.T  
Daniel MacIsaac, M.Ed.  
Christine D. Manzella, M.Ed.  
Leslie E. McInnis, BSN, RN  
Matthew Merten, M.Ed.  
Robert Messick, M.B.A.

Brian Moloney, B.A.  
Tricia E. Moloney, M.Ed.  
Gary E. Perras M.B.A., M.Ed.  
Lauren R. Plante, B.S.  
Leigh-ann Ramsey, M.A.  
Kathryn M. Reardon, M.A.  
Nancy C. Robbins, LPN  
Christopher P. Schmidt, M.Ed., CAA  
Whitney M. Simmonds, M.M.  
Ana M. Soto, M.Ed.  
Roy Spindel, M.A., CAGS  
Kendra C. Swenson, M.Ed.  
Allison J. Towne, M. Ed.  
Justin P. Townsend, M. Ed  
Cari A. White, M.S.  
Culhane J. Williams, M.Ed.  
Nicole T. Williams B.S.  
Samantha Wilson, M.Ed.

## **Nipmuc Regional High School Class of 2020 - Future Plans**

Lindsey Morgan Abate

John and Abigail Adams Scholar  
Massachusetts Seal of Biliteracy  
Spanish Honor Society  
Spanish Immersion  
*Future Plans: Suffolk University*

Selvana Ayman  
Abdelmesih

Christian A. Herter Memorial Scholarship  
Magee Family Educational Scholarship  
Milford Chamber of Commerce Scholar  
National Honor Society  
Nipmuc Student Council  
Portrait of a Learner Scholar  
Spanish Honor Society  
Top 10% Class of 2020  
William J. Short Scholarship  
*Future Plans: University of Massachusetts-Amherst*

Abigail Bennett Adams

Italian Honor Society  
John and Abigail Adams Scholar  
Portrait of a Learner Scholar  
*Future Plans: University of Maine*

Rochelle Ester Akerman

French Honor Society  
*Future Plans: Massachusetts College of Pharmacy and Health Sciences*

Jordan Ashton Andrade

Andrew Sala Memorial Scholarship  
Homefield Credit Union Scholarship  
John and Abigail Adams Scholar  
Spanish Honor Society  
*Future Plans: University of Massachusetts-Amherst*

Casey Claire Aron

*Future Plans: University of Massachusetts-Amherst*

Isaiah Matthew Barnes

Jill M. Carboni Memorial Scholarship  
John and Abigail Adams Scholar  
National Honor Society  
Spanish Honor Society  
*Future Plans: Military - Marines*

Mia Marie Belair

*Future Plans: Vocational Training and Employment*

Shamus Edmund Birdsey

*Future Plans: Quinsigamond Community College*

Elizabeth Virginia  
Bohan

National Honor Society  
Spanish Honor Society  
Upton Fire and EMS Association, Inc. Scholarship  
*Future Plans: University of Massachusetts-Boston*

Emily Rebecca Borst

*Future Plans: Quinsigamond Community College*

Nicole Elizabeth Braun

*Future Plans: Employment*

Richard Kwaku Broni

*Future Plans: Bridgewater State University*

Riley Ann Bryant

Nipmuc Student Council  
*Future Plans: Gap Year*

Evan Gunn Bulock

Portrait of a Learner Scholar  
Wentworth Institute of Technology Early Action Scholarship  
Wentworth Institute of Technology Merit Scholarship  
*Future Plans: Wentworth Institute of Technology*

Ian Antonio Burke Pérez

First Unitarian Society of Upton Scholarship  
French Honor Society  
Hofstra University Dean's Scholarship  
Hofstra University Scholarship  
Massachusetts Seal of Biliteracy  
National School Choral Award Recipient  
*Future Plans: Hofstra University*

Jennifer Anna Capalucci

Spanish Honor Society  
William Leaver Leadership in Athletics Scholarship  
*Future Plans: University of Massachusetts-Amherst*

Rachel Marie Cassinelli

*Future Plans: Westfield State University*

Isabella Marie Casucci

Nipmuc Student Council  
*Future Plans: Westfield State University*

Faith Brianna Caughey

All Nipmuc Athletic Team  
*Future Plans: Bridgewater State University*

Sofia Marie Cedrone

Massachusetts Seal of Biliteracy  
Spanish Immersion  
*Future Plans: Westfield State University*

Valeriia Chaika	John and Abigail Adams Scholar Massachusetts Seal of Biliteracy Milford Chamber of Commerce Scholar Top 10% Class of 2020 University of Massachusetts – Lowell Dean’s Scholarship <i>Future Plans: University of Massachusetts- Lowell</i>
Alex Barba Chase	Nipmuc Physical Education Award Recipient <i>Future Plans: Quinsigamond Community College</i>
Nicole Lauren Cilley	John Cruden Memorial Scholarship Nipmuc Art Creativity Award Recipient <i>Future Plans: Massachusetts College of Art and Design</i>
Ryan Kenneth Conlin	<i>Future Plans: Undecided</i>
Joseph Michael Cormier	<i>Future Plans: Gap Year</i>
Casey Lee Costello	Bryant University Archway Scholarship French Honor Society Joan M. Scribner Leadership Award Recipient Mendon Upton Regional Teachers Association Scholarship Milford Federal Bank Scholarship Nipmuc DECA Award Recipient National Honor Society Nipmuc Student Council Portrait of a Learner Scholar Student Council Leadership Award

Recipient  
Warriors Club Scholarship  
*Future Plans: Bryant University*

Michael Patrick Costello

Nichols College Faculty  
Achievement Scholarship  
Nichols College Resident Grant  
Upton Police Union Association  
Scholarship  
*Future Plans: Nichols College*

Emma Rylee Cote

Academic Growth Student  
Leadership in Learning Award Recipient  
John and Abigail Adams Scholar  
MCPHS Academic Achievement  
Scholarship  
MCPHS Special Recognition Scholarship  
MCPHS Housing Grant  
National Honor Society  
Spanish Honor Society  
*Future Plans: Massachusetts College  
of Pharmacy and Health Sciences*

Liam James Crisfield

John and Abigail Adams Scholar  
Johnson & Wales University Presidential  
Academic Scholarship  
JWU Early Campus Visit Award  
Trinity GFS Scholarship  
*Future Plans: Johnson & Wales University -  
Providence*

Rory Elizabeth Crisfield

John and Abigail Adams Scholar  
National Honor Society  
Spanish Honor Society  
*Future Plans: Mount Holyoke  
College*

Elijah Benjamin Courage  
Crosby

*Future Plans: Military - Army*

Emily Christine Crosier

John and Abigail Adams Scholar  
National Honor Society  
Spanish Honor Society  
*Future Plans: Taylor University*

Alayna Jordan Davis

Johnson & Wales University Presidential  
Academic Scholarship  
*Future Plans: Johnson & Wales University -  
Providence*

Lauren Ashley Davis

Spanish Honor Society  
*Future Plans: Fitchburg State University*

Katherine White Dawson

All Nipmuc Athletic Team  
Italian Honor Society  
Michael G. Anderson Scholarship  
National Honor Society  
University of Delaware Presidential  
Scholarship  
*Future Plans: University of  
Delaware*

Thiffany Rodrigues De  
Castro

Massachusetts Seal of Biliteracy  
*Future Plans: Quinsigamond Community  
College*

Daniel Julian De Zutter

All Nipmuc Athletic Team  
American Legion Post 173 - Upton  
Scholarship  
Hopkinton Running Club Scholarship  
John and Abigail Adams Scholar  
Massachusetts Seal of Biliteracy  
Milford Chamber of Commerce  
Scholar  
National Honor Society

Nipmuc Student Council  
Portrait of a Learner Scholar  
Rochester Institute of Technology  
Presidential Scholarship  
Scholar Athlete Award Recipient  
Spanish Honor Society  
Spanish Immersion  
Top 10% Class of 2020  
Town of Upton Board of Selectmen  
Scholarship  
*Future Plans: Rochester Institute of Technology*

Christopher David  
Deschene

*Future Plans: Framingham State University*

Elise Yang Descheneaux

John and Abigail Adams Scholar  
Mendon Upton Music Boosters  
Senior Music Scholarship  
Nipmuc Biology Award Recipient  
Spanish Honor Society  
*Future Plans: University of Massachusetts Amherst*

Judah Vaughn  
Dishington

*Future Plans: Western New England University*

Cameron Clark Dolbec

Eileen Lucier Award Recipient  
Jack Gaskill Award Recipient  
John Pond Memorial Scholarship  
Nipmuc Youth Baseball –  
Christopher DiLorenzo Scholarship  
Spanish Honor Society  
*Future Plans: University of New Hampshire - Durham*

Karac Ian Dolber

*Future Plans: Employment*

Emilee Chera Donohue

*Future Plans: Employment*

Miranda Rose dos Santos

Portrait of a Learner Scholar

*Future Plans: Quinsigamond Community College*

Rachel Kathryn Kai  
Dunlavley

John and Abigail Adams Scholar  
Milford Chamber of Commerce  
Scholar

National Honor Society  
Nipmuc STEM Scholar  
Spanish Honor Society  
University of Connecticut Leadership  
Scholarship

*Future Plans: University of Connecticut*

Anthony Philip Ellero

Massachusetts Seal of Biliteracy  
Spanish Honor Society  
Spanish Immersion

*Future Plans: Arizona State  
University*

Joseph Mario Ellero

Arizona State University New American  
Dean's Award

ASU Carey School of Business  
Scholarship

John and Abigail Adams Scholar  
Massachusetts Seal of Biliteracy  
Spanish Honor Society  
Spanish Immersion

*Future Plans: Arizona State  
University*

Skye Dawn Elliot

*Future Plans: Military - Air Force*

Caitlin Jaimes Feest

*Future Plans: University of Massachusetts-Boston*

Jamie Everett Fitzgerald

*Future Plans: Emerson College*

Brianna Shatice  
Elizabeth Flanagan

*Future Plans: Bridgewater State University*

Hannah Marie Flis

Nipmuc Student Council  
Spanish Honor Society  
*Future Plans: Salem State University*

Katrina Mary Flynn

*Future Plans: Continuing Education and Employment Training*

Zachary Thomas  
Fournier

*Future Plans: Employment*

Isabelle Rita Frieswick

Jack Gaskill Award Recipient  
John and Abigail Adams Scholar  
Massachusetts Seal of Biliteracy  
Massachusetts School Administrators' Association Student  
Achievement Award Recipient  
National Honor Society  
Nipmuc STEM Scholar  
Spanish Honor Society  
*Future Plans: Northeastern University*

Camille Kathleen

John Pond Memorial Scholarship  
Milford Chamber of Commerce

Gallagher	Scholar National Honor Society Saint Michael's College Founders Grant Saint Michael's College Completion and Visit Grants Spanish Honor Society Top 10% Class of 2020 <i>Future Plans: Saint Michael's College</i>
Nyah Veronica Gazda	Broadway Youth Dance Theater Scholarship Excellence in Acting Award Recipient Italian Honor Society John and Abigail Adams Scholar National Honor Society <i>Future Plans: New York University</i>
Benjamin Samuel Gilchrist	Chad Ghelli Memorial Scholarship Dean Bank Scholarship John and Abigail Adams Scholar Mendon Upton Regional Teachers Association Scholarship Nipmuc Gridiron Club Scholarship Worcester Polytechnic Institute Presidential Scholarship <i>Future Plans: Worcester Polytechnic Institute</i>
Brennan Mario Gingras	<i>Future Plans: Quinsigamond Community College</i>
Nathaniel Everett Gould	Massachusetts Seal of Biliteracy Next Step Athletic Scholarship Nipmuc Career Athlete Award Recipient Nipmuc Gridiron Club Scholarship Spanish Honor Society Spanish Immersion <i>Future Plans: University of New</i>

*Hampshire - Durham*

Heather Elizabeth  
Graham

French Honor Society  
*Future Plans: Salve Regina  
University*

Andrew Lloyd Griswold

Assumption College Milleret Scholarship  
Massachusetts Seal of Biliteracy  
Nipmuc Service Award Recipient  
Nipmuc Student Council  
Nipmuc Youth Baseball - Christopher  
DiLorenzo Scholarship  
Spanish Honor Society  
Spanish Immersion  
William Leaver Leadership in  
Athletics Scholarship  
*Future Plans: Assumption College*

Dev Ajay Gujarathi

John and Abigail Adams Scholar  
Liz Wernig Memorial Scholarship  
Nipmuc Student Council  
Spanish Honor Society  
Top 10% Class of 2020  
*Future Plans: Worcester Polytechnic  
Institute*

April Jayne Hackenson

French Honor Society  
*Future Plans: Southern Connecticut State  
University*

Bret Tyler Hackenson

Jesse A. Taft Scholarship at UMass-  
Amherst  
John and Abigail Adams Scholar  
Mendon Upton Music Boosters Senior  
Music Scholarship  
Milford Chamber of Commerce  
Scholar

	National Honor Society Nipmuc History Award Recipient Nipmuc STEM Scholar Nipmuc Student Council Portrait of a Learner Scholar Spanish Honor Society Student Council Leadership Award Recipient Student Council Treasurer Top 10% Class of 2020 Town of Upton Board of Selectmen Scholarship University of Massachusetts – Amherst Grant <i>Future Plans: University of Massachusetts - Amherst</i>
Emma Grace Hagan	<i>Future Plans: University of New Hampshire - Durham</i>
Charles Joseph Harper	<i>Future Plans: Military - Marines</i>
Reem Harrati	John and Abigail Adams Scholar National Honor Society Spanish Honor Society <i>Future Plans: University of California - Berkeley</i>
Aidan Reilly Hayes	Class of 2020 President National Honor Society Nipmuc School Spirit Award Recipient Portrait of a Learner Scholar Spanish Honor Society Syracuse University Dean's Scholarship <i>Future Plans: Syracuse University</i>

Mackenzie Olivia Healey	John and Abigail Adams Scholar Senator Paul E. Tsongas Scholarship Spanish Honor Society <i>Future Plans: Westfield State University</i>
Natalie Lynn Hegarty	<i>Future Plans: Gap Year</i>
Ivan Aurelio Hernandez III	<i>Future Plans: Massachusetts Bay Community College</i>
Samuel Ryan Heye	Assumption College Achievement Award <i>Future Plans: Assumption College</i>
Sarah Marie Hurley	Emily Suzanne Irons Memorial Scholarship Spanish Honor Society Stonehill College Fr. Basil Moreau Scholarship <i>Future Plans: Stonehill College</i>
Taylor Lee Johnson	All Nipmuc Athletic Team Chad Ghelli Memorial Scholarship Class of 2020 Vice President John and Abigail Adams Scholar Massachusetts Seal of Biliteracy with Distinction Milford Chamber of Commerce Scholar National Honor Society Nipmuc Spanish Award Recipient Spanish Honor Society Spanish Immersion Top 10% Class of 2020 Worcester Polytechnic Institute Presidential Scholarship <i>Future Plans: Worcester Polytechnic</i>

*Institute*

Erika Lynn Jolie

Broadway Youth Dance Theater Scholarship  
Class of 2020 Salutatorian  
John and Abigail Adams Scholar  
Milford Chamber of Commerce Scholar  
National Honor Society  
Nipmuc Economics Award Recipient  
Spanish Honor Society  
Top 10% Class of 2020  
*Future Plans: Tufts University*

Jared Stephen Joyce

John and Abigail Adams Scholar  
Massachusetts Seal of Biliteracy  
Spanish Honor Society  
Spanish Immersion  
*Future Plans: Bowdoin College*

Elvin Çağlar Kadi

John and Abigail Adams Scholar  
Spanish Honor Society  
*Future Plans: University of Massachusetts-Amherst*

Meghan Helen Kane

Italian Honor Society  
John and Abigail Adams Scholar  
Nipmuc Italian Award Recipient  
Portrait of a Learner Scholar  
*Future Plans: Queen's University, Belfast*

Emmaline Grace Kent

Hopkinton PolyArts Scholarship  
Hopkinton Women's Club Scholarship  
Spanish Honor Society  
VHS Scholarship Award  
*Future Plans: Husson University*

Myles Leonard Kierstead

Spanish Honor Society  
*Future Plans: University of New Hampshire - Durham*

Garrett Scott Kimball

*Future Plans: Coastal Carolina University*

Lauren Elizabeth Kirby

Italian Honor Society  
National Honor Society  
*Future Plans: University of New Hampshire - Durham*

Matthew Frederick  
LaCross

Federated Church of Hyannis Scholarship  
National Honor Society  
Spanish Honor Society  
Town of Upton Board of  
Selectmen Scholarship  
University of Hartford Regent's  
Scholarship  
Warriors Club Scholarship  
*Future Plans: University of Hartford*

Ethan JP LaPlante-Dube

*Future Plans: Virginia Commonwealth University*

Katherine Ryan  
Laurence

Dean Bank Scholarship  
Mendon Upton Music Boosters Senior  
Music Scholarship  
National Honor Society  
Spanish Honor Society  
*Future Plans: Elon University*

Francine Lubin

French Honor Society  
*Future Plans: Howard University*

David Andrew MacRae	Becker College Be the Change Scholarship Clifford B. Crowe Art Scholarship Hall Memorial Scholarship <i>Future Plans: Becker College</i>
John David Manocchio	<i>Future Plans: Bridgewater State University</i>
Reagan Elizabeth Masters	<i>Future Plans: University of Massachusetts - Dartmouth</i>
Jack Duggan Maynard	<i>Future Plans: Worcester State University</i>
Molly Ellen McCarthy	Merrimack College Scholarship <i>Future Plans: Merrimack College</i>
Holly Claire McEathron	Dean Bank Scholarship Spanish Honor Society Upton Bloomer Girls Scholarship <i>Future Plans: High Point University</i>
Mark Ware McManus	French Honor Society <i>Future Plans: University of South Carolina - Columbia</i>
Matthew Ryan Milton	<i>Future Plans: Bridgewater State University</i>
Erin Elizabeth Mingione	<i>Future Plans: University of Central Arkansas</i>

Jaden James Moffitt	French Honor Society Mendon Upton Youth Soccer Association Scholarship Portrait of a Learner Scholar <i>Future Plans: Hofstra University</i>
Kacy Louise Morford	Massachusetts Seal of Biliteracy National Honor Society Spanish Honor Society <i>Future Plans: University of Massachusetts - Amherst</i>
Rory Andrew-Kim Mosher	Deborah Beltramini Memorial Scholarship John Philip Sousa Award Recipient Mendon Upton Music Boosters Senior Music Scholarship University of Hartford Hartt Academic Scholarship University of Hartford Performing Arts Scholarship <i>Future Plans: University of Hartford</i>
Christian Patrick Moss	All Nipmuc Athletic Team Upton Men's Club Scholarship <i>Future Plans: University of Massachusetts-Lowell</i>
Jaden Mackenzie Mozart	Southern New Hampshire University Grant Southern New Hampshire University Housing Scholarship Southern New Hampshire University Penman Scholarship <i>Future Plans: Southern New Hampshire University</i>

Andrew Nabil Muhareb

John and Abigail Adams Scholar  
Massachusetts Seal of Biliteracy with Distinction  
Milford Chamber of Commerce Scholar  
Nipmuc Computer Science Award Recipient  
Spanish Honor Society  
Top 10% Class of 2020  
*Future Plans: Williams College*

Andrew Vincent Murphy

Nipmuc Craftsmanship Award Recipient  
*Future Plans: University of Massachusetts - Dartmouth*

Coleman John Nee

Excellence in Technical Theatre A

ward Recipient  
Fred Waring Director's Award for Chorus Recipient  
John and Abigail Adams Scholar  
*Future Plans: University of Massachusetts-Lowell*

Justine Sharon  
Nicholson

Certificate of Academic Excellence Award Recipient  
Class of 2020 Valedictorian  
DAR Good Citizen Award Recipient  
John and Abigail Adams Scholar  
Milford Chamber of Commerce Scholar  
National Honor Society  
Nipmuc Calculus Award Recipient  
Nipmuc English Medal Award Recipient  
Nipmuc Faculty Recognition Award  
Nipmuc Student Council

	Scholar Athlete Award Recipient Spanish Honor Society Top 10% Class of 2020 <i>Future Plans: Dual BA Program – Columbia University and Trinity College, Du</i>
Javier Scott O'Brien	Westfield State University Dean's Scholarship <i>Future Plans: Westfield State University</i>
Alina Caroline O'Toole	<i>Future Plans: Bridgewater State University</i>
Julia Grace Orff	Class of 2020 Treasurer Italian Honor Society John and Abigail Adams Scholar National Honor Society <i>Future Plans: University of Pittsburgh</i>
Alexander David Ott	All Nipmuc Athletic Team John and Abigail Adams Scholar Spanish Honor Society <i>Future Plans: University of Massachusetts-Lowell</i>
Devon Ray Paine	John and Abigail Adams Scholar <i>Future Plans: Bridgewater State University</i>
Jack Ray Paine	<i>Future Plans: Bridgewater State University</i>
Nathalie Gabriela Peña	Spanish Honor Society <i>Future Plans: Central Connecticut State University</i>

Mikki Blue Pisani	Class of 2020 Secretary French Honor Society National Honor Society Nipmuc French Award Recipient <i>Future Plans: San Jose State University</i>
Ashley Elizabeth Porter	American Legion Post 173 - Upton Scholarship Andrew Sala Memorial Scholarship Italian Honor Society Mendon Upton Youth Soccer Association Scholarship Upton Bloomer Girls Scholarship <i>Future Plans: Fitchburg State University</i>
John Palmer Prescott	<i>Future Plans: Gap Year</i>
Grady Dolan Reardon	<i>Future Plans: Worcester State University</i>
Timothy Joseph Reed	Italian Honor Society John and Abigail Adams Scholar <i>Future Plans: Framingham State University</i>
Kailyn Eileen Rideout	Spanish Honor Society <i>Future Plans: Pennsylvania State University</i>
Benjamin Warren Rodman	John and Abigail Adams Scholar Milford Chamber of Commerce Scholar National Honor Society Spanish Honor Society Top 10% Class of 2020 <i>Future Plans: University of Massachusetts</i>

*- Amherst*

Dylan Thomas Rogan

Deborah Beltramini Memorial Scholarship  
Louis Armstrong Award Recipient  
*Future Plans: The New England Conservatory of Music*

Olivia Hope Sanborn

John and Abigail Adams Scholar  
Milford Chamber of Commerce Scholar  
National Honor Society  
Nipmuc Student Council  
Top 10% Class of 2020  
*Future Plans: Boston College*

Joseph Philip Schiloski

Spanish Honor Society  
*Future Plans: Bridgewater State University*

Meghan Rose Schrafft

Spanish Honor Society  
*Future Plans: Bridgewater State University*

Ariana Channing Scobie

*Future Plans: Quinsigamond Community College*

Keenan Peter Segenchuk

John and Abigail Adams Scholar  
NCSSSMST Scholarship  
Spanish Honor Society  
Worcester Polytechnic Institute  
Presidential Scholarship  
*Future Plans: Worcester Polytechnic Institute*

Allison Diana Shepherd	Italian Honor Society John and Abigail Adams Scholar Milford Chamber of Commerce Scholar Milford Rotary Club Scholarship Murphy Insurance Agency Scholarship National Honor Society Nipmuc Faculty Recognition Award Nipmuc STEM Scholar Portrait of a Learner Scholar Top 10% Class of 2020 University of Vermont Presidential Scholarship <i>Future Plans: University of Vermont</i>
Ava Flora Siegel	Allan Frederick Rawson Memorial Scholarship Italian Honor Society John and Abigail Adams Scholar Johnna Gould Bradley Memorial Scholarship National Honor Society <i>Future Plans: University of Georgia</i>
Zachary Robert Skinner	<i>Future Plans: Employment</i>
Sierra Grace Slachta	<i>Future Plans: Michigan State University</i>
Aaron Roy Spindel	Dean Bank Scholarship John and Abigail Adams Scholar Spanish Honor Society <i>Future Plans: University of Massachusetts-Amherst</i>
Preranaa Srinivas	John and Abigail Adams Scholar Milford Chamber of Commerce Scholar

National Honor Society  
Nipmuc Social Studies Award Recipient  
Top 10% Class of 2020  
*Future Plans: University of Chicago*

Paige Elizabeth Stiller

Italian Honor Society  
*Future Plans: Merrimack College*

Sophia Joy Sullivan

Next Step Athletic Scholarship  
Nipmuc Career Athlete Award Recipient  
Nipmuc Physical Education Award  
Recipient  
Spanish Honor Society  
*Future Plans: University of Rhode Island*

Gregory James  
Terkelsen

*Future Plans: Massachusetts Bay  
Community College*

Sarianna Grace Theall

Italian Honor Society  
National Honor Society  
Nipmuc Business Award Recipient  
*Future Plans: University of Delaware*

Maxwell Stephen  
Thomsen

Plymouth State University Grant  
*Future Plans: Plymouth State University*

Calvin Francis Todd

Spanish Honor Society  
Spanish Immersion  
*Future Plans: University of New  
Hampshire - Durham*

Christina Janine Tong

John and Abigail Adams Scholar  
Milford Chamber of Commerce  
Scholar  
National Honor Society  
Nipmuc Student Council

Northeastern University Dean's Scholarship  
Spanish Honor Society  
Student Council Leadership Award Recipient  
Top 10% Class of 2020  
*Future Plans: Northeastern University*

Linh Vi Tran  
John and Abigail Adams Scholar  
Nipmuc Student Council  
Student Council Leadership Award Recipient  
*Future Plans: Boston College*

Linh Vien Tran  
*Future Plans: University of Massachusetts - Lowell*

Shea Leah Trimble  
George Washington University Presidential Academic Scholarship  
Nipmuc STEM Scholar  
Town of Upton Board of Selectmen Scholarship  
*Future Plans: George Washington University*

Rachel Taylor Waldron  
*Future Plans: Quinsigamond Community College*

Nicole Deanna Walsh  
John and Abigail Adams Scholar  
Massachusetts Seal of Biliteracy  
Spanish Honor Society  
Spanish Immersion  
*Future Plans: Attending University in England*

Dahlia Wilhelmina  
Whitney

Italian Honor Society  
National Honor Society  
*Future Plans: Florida State  
University*

Trevor Matthew  
Whitney

*Future Plans: Quinsigamond Community  
College*

Kurt Blade Wilkinson

*Future Plans: Apprenticeship  
Program*

Kendall Marie Willis

Clifford B. Crowe Art Scholarship  
*Future Plans: Mount Holyoke  
College*

Gunnar Hayes Witham

*Future Plans: Gap Year*

**Mendon-Upton Regional School District  
Administrators' Report  
Miscoe Hill School**

Miscoe Hill Middle School staff, students, families, and community members have taken what is our community's most challenging school year in remembrance and used it as an opportunity to grow in our practice and in our relationships within the school community.

During the 2019-2020 school year, Miscoe staff members were involved in several opportunities for creating new, or updating existing, curricula. Our Language Arts faculty members created a professional learning community, or PLC, to explore the theory of the six traits approach to writing instruction and develop pedagogy in alignment with these instructional practices. This team met voluntarily after school from November to the shut down in March to learn together, share successes, collaborate on best practices, and assess student work. Over the summer, a student writing group was formed, led by our Language Arts department chair, Mrs. Manser, and supported by its student members. This group remained active throughout the summer months. Our social studies department continued to revise curriculum maps to reflect the emphasis on Civics evident in the revised Massachusetts Frameworks and to create vertical alignment in the standards.

Additionally, two of our teachers were recognized by the Blackstone Valley Superintendents Consortium for the 2019 Promising Practices Award. Grade seven mathematics teacher Ryan Labarre and grade seven special education teacher Lauren Pokornicki were recognized for their efforts in the creation and implementation of a gradeless, co-taught mathematics classroom. The classroom structure and philosophy focused on providing students consistent written and verbal feedback identifying growth and areas for improvement in the content and skills of the mathematics frameworks. This approach is credited with creating a

student-centered classroom allowing for student ownership of the learning.

Miscoe now has an innovative program to meet the needs of students returning from extended leave or experiencing significant challenges that impede academic success. The Bridge offers staffing, space, and services while creating and implementing individual support plans for each student accessing the program. The goal of the Bridge is to provide intervention until it is evidenced that the student no longer needs the support and is able to fully reintegrate into the classroom schedule and environment. Mentorship for the implementation of this program has been through The Brookline Center for Community Mental Health. The Bridge is modeled after the Center's BRYT, or Bridge for Resilient Youth, program. It has proven to be an impactful way to meet the social emotional needs of some of our students.

Another way we meet students' needs is through the Student Activities Program. In addition to two Jazz Bands, two Choral sections, Student Council, Lego Robotics Club, the Miscoe Youth Theatre, two Art Clubs, Ski Club, Friends of Rachel Club, National Junior Honor Society, Newspaper Club, Cooking Club, Dungeons and Dragons Club, and Peer Mentoring Program, we hosted a new offering, the eCybermissions Club. eCybermissions is a web-based science, technology, engineering, and mathematics (STEM) competition for students in grades six through nine that promotes self-discovery and enables all students to recognize the real-life applications of STEM. Teams of three or four students ask questions (for science) or define problems (for engineering), and then construct explanations (for science) or design solutions (for engineering) based on identified problems in their community. Students compete for State, Regional, and National Awards. One Miscoe team received an honorable mention, while another achieved first place! In observance of the nationwide celebration of Youth Art Month, ten Miscoe students from grades 5-8 were recognized by the Massachusetts Art Education Association during February and March. Miscoe's Interscholastic Sports

Program entered its twelfth year in fall 2019. Cross country, soccer, and volleyball were offered in the fall, and many students engaged in basketball during the winter season. Our spring sports were cancelled due to the pandemic. The Interscholastic Sports Program has successfully sustained itself financially through the concerted efforts of the students, staff, the Sports Booster Club, and funding from the district for transportation. Because of the success of these offerings, many of our students continue to thrive.

After being nominated by their teachers, two of our eighth-grade students were selected to become Project 351 Ambassadors. Project 351 is an independent, nonprofit organization of youth-led service that engages an unsung hero from each of Massachusetts' 351 cities and towns. United for a year of leadership and service, Ambassadors transform communities, elevate kindness, advance social justice, and gain the courage, compassion, and capabilities to lead change. We are proud of the contributions each student made to the MURSD community.

The *We Care Miscoe* Committee continued to have a tremendous impact on our school. The members and volunteers are led by parents Diane Duncan and Lisa Loo. The mission of this group is to improve the aesthetics and functionality of the spaces at Miscoe and instill a sense of pride and ownership. Our staff room received a much-needed makeover and is now a comfortable, welcoming, functional, and aesthetically pleasing place to gather for meetings, meals, and collaboration. Additional work was done to our Enrichment kitchen utilized by our cooking club and STAR students. Miscoe's locker rooms also benefited from the carpentry skills of our volunteers as more functional storage was created. The craftsmanship and eye for efficiency resulted in spaces our athletes can be proud to utilize.

It would be remiss not to mention the work done following the March 13 shut down due to the pandemic. Students, staff and families joined together to learn how to teach and learn remotely. Learning by doing became the norm for all stakeholders. Faculty simultaneously engaged in

professional development to learn how to use video conferencing to create a virtual classroom while providing instruction via this platform. Home school communication efforts were enhanced to address the many needs this crisis created in our middle school learners. The positive outcome of this ongoing challenge is we will carry forward what we have learned in terms of the use of instructional technology, the importance of social emotional learning, and the value of relationships and collaboration.

Miscoe students, staff and families are proud of the work done in the 2019-20 school year. The pandemic tested our resolve, but our community is resolute when it comes to doing what is best for our students and staff.

Respectfully submitted,  
Mrs. Jennifer Mannion, Principal

**Mendon-Upton Regional School District  
Administrator's Report**

**H.P. Clough Elementary School**

H.P. Clough Elementary School's Mission Statement is: "We, at H.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."

Clough staff embraced the school year with optimism and hope to make the Clough experience for our students as positive, productive and safe as possible. Children's education and wellbeing are extremely important to the staff and administration. Our mission remains "To Empower All

Learners To Thrive". We continue to focus on enhancing and strengthening meaningful learning activities for the students regardless of the implemented learning models due to COVID-19. Acknowledging social and emotional issues as well is important for growing the whole student. Developing academic skills, obtaining increased knowledge, and connecting and collaborating with peers is paramount in growing life-long learners who become successful adults. Thanks to the Mendon-Upton Education Foundation (MUEF) for supporting a grant for a district wide "Learning Adventure". Clough staff and students were able to join students in each of the four schools to embrace a spirit of innovation to explore and implement the Portrait of a Learner and make our Strategic Plan actionable. The team consisted of 8 elementary students, 8 middle school students, 8 high school students from grades 4-12 and 10 educators representing each of the four schools. Learning adventures provided an innovative alternative to traditional schoolwork. These learning adventures are non-traditional, active, and memorable learning experiences. Even throughout the Spring, the Learning Adventure team connected as a team and selected "Leaving a Legacy Learning Adventure" in which they worked collaboratively to design and build a garden to benefit our community and leave a legacy.

The arts are extremely valued at Clough. Clough students' artwork were selected to be on display at this year's Statewide Youth Art Month Exhibit. The 4th Grade Chorus performed two Winter Concerts, numerous fourth grade students tried out for All-State Treble Choir and students in grade 3 learned to play the ukulele. The Clough community is most fortunate to have the support of our PTO during these unprecedented times. They are an outstanding group of parents that continuously work to support and provide needed resources to staff and students at Clough. With pandemic restrictions and all, they were still able to hold their Annual Golf Tournament in September, which was once again a huge success. In order to support and encourage the Clough "SOAR"ing school wide Positive Behavior Intervention Supports (PBIS) Program, the PTO funded several school wide assemblies with

"Character J Rocks" which motivated and reinforced the importance of acting KCR (kind, caring and respectful) in a fun and engaging way through music and interactive activities.

H.P. Clough School was one of the few schools in Massachusetts selected for the competitive three-year STMath (or Spatial Temporal) Massachusetts Grant Program. St Math was successfully launched in grades K-4. This is a visual supplemental instructional program created by Mind Research Institute dedicated to ensuring all students are mathematically equipped to solve the world's most challenging problems.

A Student Council consisting of Fourth Grade Students was formulated for the first time at Clough taking on numerous leadership roles and sharing creative and innovative ideas during their lunch meetings with Principal Gallagher.

While no one expected the sudden closing of all schools in March due to the COVID-19 Pandemic, we worked collaboratively across the district to be proactive and deal with the ever-changing needs of the students through the end of the 2019-20 school year and the start of the 2020-21 school year. The following core values are driving our current work: Health, Family & Community First Supporting All Learners: We will provide opportunities for all learners to continue their learning. Thanks to the Mendon-Upton Education Foundation (MUEF) for supporting a grant for a district wide "Learning Adventure". Clough staff and students were able to join students in each of the four schools to embrace a spirit of innovation to explore and implement the Portrait of a Learner and make our Strategic Plan actionable. Learning adventures provided an innovative alternative to traditional schoolwork. These learning adventures are non-traditional, active, and memorable learning experiences. Even throughout the Spring, the Learning Adventure team connected as a team and selected "Leaving a Legacy Learning Adventure" in which they worked collaboratively to design and build a garden to

benefit our community and leave a legacy. In addition, MUEF and Clough's PTO, teamed up this year to bring the Harlem Wizards to MURSD in January.

Mrs. Dixon, Clough cafeteria manager, coordinated an outdoor food drive in March to support the needs of the Mendon Community; they were able to deliver 5 large truckloads of much-needed food items, cleaning supplies and paper products to the Mendon Food Pantry, as well as over \$1600 in monetary donations.

Clough staff are fortunate to have families and community members who continually show their flexibility, adaptability, understanding, patience and continued support as we adjust our teaching and learning for our youngest learners to ensure we empower all learners to thrive. It is such an honor to be the Principal of H.P. Clough School and I am thankful to be able to serve such an amazing group of kids, parents, faculty, and Mendon Community.

Respectfully submitted,  
Janice Gallagher, Principal

**Mendon-Upton Regional School District  
Administrator's Report  
Memorial Elementary School**

Memorial Elementary 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."

Memorial School's goals for the 2020 school year support in the midst of an unprecedented year caused by the global pandemic. We recognize that students are feeling isolated, instructional practices need to be

adapted, and physical and emotional safety for our students and staff must remain our highest priority.

At Memorial Elementary School, we view teaching and learning from a holistic perspective, understanding that social, emotional, and behavioral skills are essential components in education. Students receive Second Step lessons in their classrooms. Second Step is a program, which promotes conflict resolution, perspective taking, and effective communication through a variety of activities, including role-playing. This year we have continued with the implementation of RISE, based on Positive Behavior Intervention and Supports (PBIS). RISE is an acronym for RESPECT, INCLUSIVITY, SAFETY, and EMPATHY. Through monthly assemblies, classroom incentives, and school wide supports, students are explicitly taught how to be a positive member of our school community. We have implemented Positive Office Referrals as a way to recognize acts of kindness and to build rapport between the students and administration. In addition, students and staff have been trained in Zones of Regulation and are able to use the vocabulary to describe how they are feeling, as well as identify strategies to assist in the reduction of anxiety, stress, etc.

In the fall of 2020, we began a full 1:1 iPad program from grades preschool through four and we are utilizing them for both the remote and in-person instruction. Moving towards redefining learning through the use of technology is a goal for us and we are tapping into our innovative educators to help us to move forward with this implementation. This year, all students have begun creating digital portfolios using SeeSaw. The SeeSaw application allows for personal feedback and reflection as students learn. Every classroom is also equipped with an interactive whiteboard to promote greater engagement through the use of online features with our literacy, math, and science programs. Programs such as Lexia, Raz-Kids, ExtraMath and IXL allow students to practice their literacy and math skills from home.

We are excited to continue to grow in our skillful use of the iPads as we learn more.

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, two visiting teachers from Spain have joined the staff at Memorial School. Currently, Memorial School houses Spanish immersion classes for kindergarten through fourth grade.

Memorial School continues to conduct universal screenings at all grade levels in the area of reading and mathematics. This year we began utilizing the iReady screening tool for both reading and math and look forward to continuously monitoring progress and growth using this program and the associated personalized learning platform, which we have acquired through a grant. 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. Tutoring is also provided through regular education in the area of mathematics. Students are provided with small group instruction to receive remediation in specific skill areas, as well as the mastery of math fact fluency. Ongoing progress monitoring allows us to identify areas of concern quickly and document student growth for more personalized interventions. At Memorial Elementary School, we provide special education services in the least restrictive learning environment. There are inclusion classrooms at the first through fourth grade levels in which a general education teacher and a special education teacher co-teach, meeting the needs of students on individual education plans. This also allows for incidental inclusion in small group activities to provide differentiated instruction.

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. In addition, MUEF (Mendon Upton Education Foundation) has funded grants for innovative programs. We have begun to explore a partnership with Massachusetts Safe Routes to Schools to promote safe walking and bike riding to school. The Upton Fire Department teaches fire safety to our students in a virtual environment. We continue to work closely with both the Upton Fire Department and Upton Police Department to review and revise safety protocols.

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. We have been unable to provide after school enrichment opportunities this year because of the pandemic and look forward to bring that back in 2021.

In addition to the academic programming at Memorial, 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. In partnership with the Bloomer Girls, students wrote holiday letters and drew pictures for Upton service members stationed in the states and overseas.

Respectfully submitted,  
Ms. Wendy Bell, Principal

**Mendon-Upton Regional School District  
Administrator's Report  
Director of Technology Operations**

In 2020, 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 expanded the 1:1 learning initiative at all schools, now serving all students grades K-12.

The district will evaluate 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 teacher Apple devices to the newest models available. We updated our inventory of student Apple iPads over the summer to the newest operating systems. 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 virtual technology professional development to staff throughout the year, and coordinated several student projects around the district. We also have made significant time and program investments in the areas of remote learning at all levels adding programs to give students more access and exposure to technology while learning from home during COVID-19.

The district has made advancements in following the current MURSD Technology Plan adopted in 2016. The district will begin the process of crafting a replacement technology plan in 2021. The district is eligible for state and federal grant funding opportunities in the 2020-2021 school year.

Respectfully submitted,  
Joseph S. Leacu, Director of Technology Operations

	Voc Out	Pre Sch ool	K	1	2	3	4	5	6	7	8	9	10	11	12	S P	Total s
<b>Mendon</b>																	<b>899</b>
Clough		4	57	54	57	55	58										285
Memorial		2	6	8	7												23
Miscoe								76	68	86	91						321
Nipmuc												64	57	71	65		257
Out Of District							1	1			1		3	1	3	2	12
Servies only		1															1
<b>Upton</b>																	<b>1139</b>
Clough			1		1												2
Memorial		11	67	88	79	97	74										416
Miscoe								72	83	99	108						362
Nipmuc												84	84	92	76	3	339
Out Of District						1			1	4	2	3	2	2	1	2	18
Servies only		1			1												2
<b>Choice In</b>																	<b>133</b>
Clough		1	5	4	7	13	12										42
Memorial					5	1	2										8
Miscoe								8	14	10	9						41
Nipmuc												5	10	12	15		42
<b>PK - Tuition</b>																	<b>30</b>
Mendon- Mem																	0
Mendon- Clo		15															15
Upton- Clo																	0
Upton- Mem		15															15
<b>Totals</b>	<b>0</b>	<b>50</b>	<b>136</b>	<b>154</b>	<b>157</b>	<b>167</b>	<b>147</b>	<b>157</b>	<b>166</b>	<b>199</b>	<b>211</b>	<b>156</b>	<b>156</b>	<b>178</b>	<b>160</b>	<b>7</b>	<b>2201</b>