

BOARD OF SELECTMEN MEETING MINUTES

February 1, 2022

Chair Maureen Dwinnell; Selectman Stephen A. Matellian; Selectman Brett A. Simas; Town Manager, Derek S. Brindisi; Executive Assistant, Sandra Hakala

Call Meeting to Order

Chair Dwinnell opened the regular meeting at 7:00 PM and reviewed the agenda.

Public Comment (any topic)

Maureen Dwinnell – “With deepest regret, Derek Brindisi has announced his resignation to the Board of Selectmen as Town Manager of Upton. Derek has been a driving force for many of the positive changes we see in the town of Upton. He has been a cornerstone of the town and under his leadership has played an instrumental role in the town center development project, securing a financial future for this town while also improving the bottom line. We cannot forget his contributions to the neighbor-to-neighbor assistance program, the new community center, which will foster civic infrastructure allowing the community to flourish, and his long-standing support of the boards and committees’ volunteers. I would like to recognize Derek and extend my gratitude for his commitment to the town, he consistently looked for ways to move the town forward in a positive and progressive manner. I would like to wish Derek future success. The town of Upton was fortunate to have had your leadership for the past 5 years and appreciate your efforts to make our town one of the best places to live. On behalf of the town of Upton, we thank you.”

Approval of Meeting Minutes

Passover

Board Discussion Items (no public comment)

Discuss Funding Request For Downtown Lot Survey

Move to February 15th meeting

Motion to File/Accept [VFA Grant](#)

Motion #1: Motion made by Selectman Simas to File and [VFA](#) Grant.

Second: Selectman Matellian, Unanimous, Chair Dwinnell
Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye

Discuss Town Manager Search Process

Timeline

Job Advertisements will be placed immediately, TM applicants to respond by March 1

38 **Search Committee and Job Description advertisement**

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40 Advertise February 2nd to Feb 25th. Search committee ad will be placed via social media and 5
41 members, one being a personnel board member will be selected at the March 1 BoS meeting.
42 One additional member as a subject member expert, example an active Town Manager, no
43 voting rights. No active employees can serve. Sandy will support this Committee, having all of
44 the information from the previous search committee, E.g. questions, process.

45
46 The search committee will meet several times in March and present three finalist to the Board
47 of Selectmen per the Town Manager Act on April 5th.

48
49 **Interim Town Manager – Hold.**

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51 **Town Manager Report/Updates**

52 Mr. Brindisi expressed his gratitude for the support from town government. He noted the Board of
53 Selectmen has been very supportive over the years and their guidance and leadership led to his success
54 and the success of the community. He also noted his appreciation and the commitment of the many
55 boards and committee members.

56
57 **Adjourn Meeting**

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59 **Motion #2** At 8:08 PM Selectman Matellian made motion to adjourn.

60 Second: Selectman Simas, Unanimous, Chair Dwinnell

61
62 Respectfully submitted,
63 Sandra Hakala, Executive Assistant