

BOARD OF SELECTMEN MEETING MINUTES

June 30, 2020

Town Hall

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

1 CALL MEETING TO ORDER

2 Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open
3 Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order concerning imposition
4 on strict limitations on the number of people that may gather in one place, meetings in the
5 Town of Upton are being conducted via remote participation to the greatest extent possible. No
6 in-person attendance of members of the public will be permitted, but every effort will be made
7 to ensure that the public can adequately access the proceedings as provided for in the Order.

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10 on strict limitations on the number of people that may gather in one place, meetings in the
11 Town of Upton will be conducted via remote participation to the greatest extent possible. We
12 will strive to provide access to such meetings via a link to call in, or other similar option. In the
13 event we are unable to accommodate the same, despite best efforts, we will post recorded
14 sessions of the meeting as soon as possible following the same.

15 As a preliminary matter, this is Stephen Matellian – Chair, Board of Selectmen. Permit me to
16 confirm that all members and persons anticipated on the agenda are present and can hear me.

17

- 18 • Members, when I call your name, please respond in the affirmative. *Brett Simas, aye,*
Maureen Dwinnell, aye,
- 19 • Staff, when I call your name, please respond in the affirmative. *Derek Brindisi, Town*
Manager aye, Sandra Hakala, Executive Assistant, aye. State each staff members' name.
- 20 • Anticipated Speakers on the Agenda, please respond in the affirmative. *None*

26 REVIEW MEETING AGENDA/APPROVAL OF PREVIOUS MEETING MINUTES – MAY 5,7

27 **Motion #1:** Motion made by Selectman Dwinnell to accept the Regular Meeting – May 19, June
28 2, 9, 17, 18, 23 minutes.

29
30 Second: Selectman Matellian, Unanimous, Chairman Simas
31 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye

33 INVITED GUESTS

34 PUBLIC HEARING

35 Chairman Simas opened the Public Hearing at 7:05PM.
36 The Board reviewed the rates for the enterprise fund budgets for both water and wastewater
37 for the upcoming year proposed by the Public Works Director. The Mr. Westgate outlined the

38 recommendation of the rate structure proposed which will meet the obligations of both funds
39 for next year.

40
41 The Chair closed the public hearing at 7:19PM.
42

43 **Motion #2:** Motion made by Selectman Matellian to approve the FY 2021 Water and
44 Wastewater rates as proposed.

Gallons Used Quarterly	Water Rates FY20	Water Rates FY21	Sewer Rates FY20	Sewer Rates FY21
Customer Service Charge (CSC)	\$18.08	\$18.08	\$85.05	\$85.05
Step 1 0 - 3,000 gallons	\$3.69	\$3.76	\$10.50	\$10.76
Step 2 3,001 - 7,500 gallons	\$4.98	\$5.08	\$10.50	\$10.76
Step 3 7,501 - 20,000 gallons	\$6.57	\$6.70	\$10.50	\$10.76
Step 4 More than 20,000 gallons	\$9.31	\$9.50	\$10.50	\$10.76
Second Meter Charge	\$9.31	\$9.50	N/A	N/A

46
47 Second: Selectman Dwinnell, Unanimous: Chairman Simas.
48 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye
49

50 **DISCUSSION ITEMS**

51
52 **Discussion on Year-end Transfer – Treasurer/Collector Office**

53 The Selectmen discussed a request by the Treasure Collector for a \$6000 year-end transfer to
54 cover the cost of Mr. Glowacki's vacation buyout. In the second to last week of payroll for
55 FY20, Mr. Glowacki submitted to the payroll clerk five weeks' salary time to be credited to
56 vacation. There was no appropriation for this in the budget. The reason why this was request is
57 in front of the Board of Selectmen is because a year-end transfer requires an affirmative vote
58 from both the Board of selectmen and the Finance Committee.

59
60 Ms. Dwinnell stated that under Mass General Law all elected salaries are set at town meeting
61 additionally, this could have been done before a town meeting, and before the tax rate was set,
62 if he was looking for vacation pay. Mr. Glowacki's hours have not been tracked for twenty plus
63 years as an elected official, as he has the option to set his own hours. This should not be an
64 additional burden to the taxpayers. Mr. Matellian stated the Town shouldn't be forfeiting
65 \$6000 for a vacation buyout and did not see where there's anything substantiated.

66
67 Mr. Simas stated there was no vacation time for him to take or not take, he could just come and
68 go as he pleased. He asked for the Finance Committee to comment.
69

70 Mr. Flaherty stated article two of the town meeting says to establish the salaries to, to fix the
71 salaries, and compensation of all offices in this town is provided by Chapter 41, Section 108 and
72 the salary was for 52 weeks and the only way that salary can be modified, is at town meeting.

73
74 Mr. Simas' recapped the previous commentary - there's a salary, it's 52 weeks a year, he comes
75 and goes as he pleases, takes vacation when he wants, he worked whatever days he wanted,
76 whatever hours he wanted, there's literally no legal basis or concept related to vacation time
77 for this elected position. So, he stated, if the Board were to vote to support this, we're
78 essentially making up on the fly to give away \$6000 of taxpayer money, as a parting gift to
79 somebody that served 23 years as a treasurer collector and he's not sure that sits well with the
80 average taxpayer, or himself, despite the Board's gratitude for his 23 years of service.

81
82 The Town Accountant added, if it is decided to approve the payment, it's will be counted in
83 FY20, and the transfer needs to be made by July 15th. The Finance Committee will be reviewing
84 this transfer at their scheduled meeting on July 13. The Board will reconsider this at their next
85 meeting.

86
87 [Discussion on Tax Relief Program- Board of Assessors](#)
88 A discussion between the BoA and the BoS was initiated last year to identify and put in place
89 additional tax relief polices to provide relief to those who need it. The BoA has proposed
90 guidelines and will continue to refine them and prepare an article for the STM in the Fall to
91 reduce the interest rate for late payments.

92
93 [Discuss Finance Department Reorganization](#)
94 Town meeting has supported changing the position of Treasurer Collector from elected to
95 appointed - the Town Manager presented to the Board a plan at how the Town can
96 operationalize finances. The proposed plan reorganizes the three separate Town finance offices
97 of Town Accountant, Treasurer/Collector and Assessing to be structured under one
98 department. The proposed Finance Department model would have the ability to share same
99 goals, the same vision and work as one team under the direction of the Finance Director/Town
100 Accountant who in turn will work directly with the Board of Assessors and Town Manager; with
101 final checks and balances with the Board of Selectmen.

102
103 The Finance Director/Town Accountant is a proposed part-time position and will replace the
104 existing part-time Town Accountant position, reporting directly to the Town Manager as the
105 department head. The Finance Director/Town Accountant will be responsible for maintaining
106 and improving upon the efficiency and effectiveness of all areas under his/her direction and
107 control.

108
109 Currently, the Treasurer/Collector's Office, Assessor's Office and the Town Accountant's Office
110 all have different reporting structures and goals, which limit the ability to streamline systems,
111 find opportunities for efficiencies and then provide the necessary cross training and staff
112 support for these one-person operations. The Treasurer/Collector has historically reported to

113 the Town voters, the Town Accountant reports to the Town Manager and the Assistant
114 Assessor reports to the Board of Assessors which is a three-member elected Board.

115
116 Mr. Simas stated “that furthers the cause of professionalize the administration of the town and
117 gives taxpayers clear information faster, and information more quickly and more in, a more
118 transparent way, for me, is better”. Mr. Matellian felt it was overkill to add a finance director
119 position and equated managing a budget of 5 million by dismissing 13 million dollars. He further
120 stated it will be viewed as deceitful, a little cloak and dagger, not wanting people to run for this
121 seat. Ms. Dwinnell and Mr. Simas agreed that the Town will have more effective budget
122 management and procedural management and transparency to the taxpayers by putting this
123 organization in place.

124
125 Ms. Dwinnell added the treasurer collector still has the statutory authority, and responsibility
126 for that job under law to counter Mr. Matellian’s concern that an important check and balance
127 between those two offices will be smeared. The Board has asked the Town Manager to open
128 this up to public comment to avoid any misperception about the intent behind the changes.

129
130 *Motion to Appoint Acting Treasurer Collector*

131 **Motion #3:** Motion made by Selectman Dwinnell to appoint Deb Teta Treasurer Collector to the
132 end of the existing term available.

133
134 Second: Selectman Matellian, Unanimous, Chairman Simas
135 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye

136
137 *Discuss Schools Request for Cares Act Funding*

138 Jay Byer requested that the Town fund MURSD’s request (213,817.50) to buy devices for
139 remote learning on the presumption that the school district probably is going to have some
140 form of remote learning potentially have to even close down at some point or not due to Covid
141 19.

142
143 Dr. Fitzpatrick stated they have additional challenges to provide meaningful distance learning,
144 especially within the vocational technical curriculum areas, but are working with, across the
145 country, with all kinds of industry partners and others to continue to identify new software
146 applications and new techniques. He asked if the Town would consider an allocation of
147 reimbursement commitment of \$25,000 that would be helpful to us.

148
149 **Motion #4:** Motion made by Selectman Dwinnell to approve the funding for the technology for
150 both.

151
152 Second: Selectman Matellian, Unanimous, Chairman Simas
153 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye

154
155 *Motion to Accept Various Donations*

156 **Motion #5:** Motion made by Selectman Matellian to accept a \$100 donation from the Hart and
157 Asselin families the amount of \$100 to be used to purchase items for the Upton Center food
158 pantry.

159

160 Second: Selectman Dwinnell, Unanimous, Chairman Simas
161 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye

162

163 **Motion #6:** Motion made by Selectman Matellian to accept donation from the Merchant
164 Services Consulting Group in the amount of \$500 to be used to purchase items for the Upton
165 Center food pantry.

166

167 Second: Selectman Dwinnell, Unanimous, Chairman Simas
168 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye

169

170 [Discuss Funding for Town Planters- Men's Club](#)

171 The Upton Men's Club has agreed to maintain the various town planters that was previously
172 maintained by the Upton Women's Club. There is a total of 13 planters located at various
173 intersections in Upton and 2 located at the Town Hall. The 2 at the town hall were destroyed by
174 an accident and are due to be replaced through the Town's insurance claim.

175

176 In support of their efforts to refresh these 15 planters and maintain them, the Upton Men's
177 Club formally requests up to \$500.00.

178

179 **Motion #7:** Motion made by Selectman Dwinnell to expend \$500.00 from the Ella Risteen
180 Beautification fund.

181

182 Second: Selectman Matellian, Unanimous, Chairman Simas
183 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye

184

185 [Discuss Annual Appointments to Boards & Committees](#)

186

187 [Review Applications for Appoint to Various Boards and Committees](#)

188

189 **Motion #8:** Motion made by Selectman Matellian to appoint KP Law for a one-year
190 appointment.

191

192 Second: Selectman Dwinnell, Unanimous, Chairman Simas
193 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye

194

195 **Motion #9:** Motion made by Selectman Matellian to appoint a one-year appointment the
196 following people for various committees:

197

198 BUILDING COMMITTEE

199 James Brochu

200 Paul Flaherty
201 Steve Rakitin
202 Dee Hakala
203 Michael Howell
204 Justin Pollard
205 Jay Rodriguez
206

207 DISABILITY AFFAIRS GRIEVANCE COORDINATOR
208 Janice Read Nowicki
209

210 DPW FEASIBILITY COMMITTEE
211 Daniel Lazarz
212 Andy Leonard
213 Richard McGuire
214

215 ECONOMIC DEVELOPMENT COMMITTEE
216 Steven Rakitin
217 Eugene Bernat
218 Dave Ross
219 Michelle Antinarelli (Associate Member)
220

221 Second: Selectman Dwinnell, Unanimous, Chairman Simas
222 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye
223

224 ***Motion #10:*** Motion made by Selectman Dwinnell to appoint a one-year appointment:
225

226 GREEN COMMUNITY COMMITTEE
227 William Taylor
228

229 Second: Selectman Matellian, Unanimous, Chairman Simas
230 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye
231

232 ***Motion #11:*** Motion made by Selectman Matellian to appoint a one-year appointment:
233

234 MUNICIPAL CENTER STEERING COMMITTEE
235 Bill Taylor
236 Gregg Manning
237 Debbie Amorelli
238

239 Second: Selectman Dwinnell, Unanimous, Chairman Simas
240 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye
241

242 ***Motion #12:*** Motion made by Selectman Matellian to appoint a one-year appointment:
243

244 Land Stewardship Committee subcommittee of Conservation
245 Eric Reustle
246 Scott Heim
247 Michael Penko
248 Bill Taylor
249 Mary Overholt
250
251 Second: Selectman Dwinnell, Unanimous, Chairman Simas
252 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian,
253
254 **Motion #13:** Motion made by Selectman Matellian to appoint a one-year appointment:
255
256 Open Space Committee subcommittee of Conservation
257 Tom Dodd
258 Alan Miano
259 Mike Penko
260 Christine Scott
261 Bill Taylor
262
263 Second: Selectman Dwinnell, Unanimous, Chairman Simas
264 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian,
265
266 **Motion #14:** Motion made by Selectman Matellian to appoint a one-year appointment:
267
268 RECORDS ACCESS OFFICER
269 Kelly McElreath
270 Michael Bradley
271
272 Second: Selectman Dwinnell, Unanimous, Chairman Simas
273 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian
274
275 **Motion #15:** Motion made by Selectman Matellian to appoint a one-year appointment:
276
277 RFP COMMITTEE
278 Maureen Dwinnell
279 Dave Ross
280 Craig Weinfuss
281 Katherine Worsham
282 Steve Johnson - Alternate
283
284 Second: Selectman Dwinnell, Unanimous, Chairman Simas
285 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian
286
287 **Motion #16:** Motion made by Selectman Matellian to appoint a one-year appointment:

288 TECHNOLOGY COMMITTEE
289 Steven Rakitin
290
291 Second: Selectman Dwinnell, Unanimous, Chairman Simas
292 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian
293
294 **Motion #17:** Motion made by Selectman Dwinnell to appoint a one-year appointment:
295
296 TREE WARDEN
297 Dennis Westgate
298
299 Second: Selectman Matellian, Unanimous, Chairman Simas
300 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian
301
302 **Motion #18:** Motion made by Selectman Dwinnell to appoint a one-year appointment:
303
304 AFFORDABLE HOUSING TRUST
305
306 Bos CHAIR Simas
307
308 Second: Selectman Matellian, Unanimous, Chairman Simas
309 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian
310
311 **Motion #19:** Motion made by Selectman Dwinnell to appoint a three-year appointment:
312
313 COMMUNITY PRESERVATION COMMITTEE
314
315 Dave Adams
316
317 Second: Selectman Matellian, Unanimous, Chairman Simas
318 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian
319
320
321 **Motion #20:** Motion made by Selectman Dwinnell to appoint a three-year appointment:
322
323 CONSERVATION COMMISSION
324
325 Michael Penko
326 Christine Scott
327
328 Second: Selectman Matellian, Unanimous, Chairman Simas
329 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian
330
331 **Motion #21:** Motion made by Selectman Dwinnell to appoint a three-year appointment:

332 COUNCIL ON AGING
333 Margaret Watson
334 Richard Provost
335 Laurie Fantini
336 Judie Pitts
337
338 Second: Selectman Matellian, Unanimous, Chairman Simas
339 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian
340
341 **Motion #22:** Motion made by Selectman Dwinnell to appoint a three-year appointment:
342
343 COUNCIL ON AGING
344 Margaret Watson
345 Richard Provost
346 Laurie Fantini
347 Judie Pitts
348
349 Second: Selectman Matellian, Unanimous, Chairman Simas
350 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian
351
352 **Motion #23:** Motion made by Selectman Dwinnell to appoint a one-year appointment:
353
354 CUSTODIAN OF TAX TITLE PROPERTIES
355 Deb Teta
356
357 Second: Selectman Matellian, Unanimous, Chairman Simas
358 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian
359 **Motion #24:** Motion made by Selectman Dwinnell to appoint a three-year appointment:
360
361 DISABILITY COMMISSION
362 Janice Nowicki
363
364 Second: Selectman Matellian, Unanimous, Chairman Simas
365 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian
366
367 **Motion #25:** Motion made by Selectman Dwinnell to appoint a three-year appointment:
368
369 HISTORICAL COMMISSION
370 Don Spargo
371 Katherine Worsham
372
373 Second: Selectman Matellian, Unanimous, Chairman Simas
374 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian
375

376 ***Motion #26:*** Motion made by Selectman Dwinnell to appoint a three-year appointment:

377
378 OPEB TRUST COMMISSIONERS TRUST
379 Deb Teta Treasurer/Collector
380 Brett Simas Chair BOS

381
382 Second: Selectman Matellian, Unanimous, Chairman Simas
383 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian

384
385 ***Motion #27:*** Motion made by Selectman Dwinnell to appoint a one-year appointment:

386
387 OPEB TRUST COMMISSIONERS TRUST
388 Deb Teta Treasurer/Collector
389 Brett Simas Chair BOS

390
391 Second: Selectman Matellian, Unanimous, Chairman Simas
392 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian

393
394 ***Motion #28:*** Motion made by Selectman Dwinnell to appoint a one-year appointment:

395
396 PERSONNEL BOARD

397
398 Scott van Raalten
399
400 Second: Selectman Matellian, Unanimous, Chairman Simas
401 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian

402
403 *Discuss BOS Meeting Schedule*

404 Th Board will meet on July 14 and then resume their regularly scheduled meetings on the first
405 and third Tuesday of the month starting in August.

406
407 **ADJOURN MEETING**

408 ***Motion #29:*** At 9:20pm Selectman Dwinnell made motion to adjourn.

409
410 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye
411
412 Respectfully submitted,
413
414 Sandra Hakala, Executive Assistant