

BOARD OF SELECTMEN MEETING MINUTES

July 14, 2020

Virtual

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

CALL MEETING TO ORDER

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

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order concerning imposition on strict limitations on the number of people that may gather in one place, meetings in the Town of Upton will be conducted via remote participation to the greatest extent possible. We will strive to provide access to such meetings via a link to call in, or other similar option. In the event we are unable to accommodate the same, despite best efforts, we will post recorded sessions of the meeting as soon as possible following the same.

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

- Members, when I call your name, please respond in the affirmative. *Stephen Matellian, aye, Maureen Dwinnell, aye,*
- 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.*
- Anticipated Speakers on the Agenda, please respond in the affirmative. *None*

REVIEW MEETING AGENDA/APPROVAL OF PREVIOUS MEETING MINUTES – June 30, July 7

Motion #1: Motion made by Selectman Dwinnell to accept Meeting Minutes –June 30

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

INVITED GUESTS

Mike Penko, Bill Taylor – Discussion on [Conservation Partnership Grant](#)

Motion #2: Motion made by Selectman Dwinnell to provide a letter of support for the Conservation Partnership Grant for the Kelly property.

38 Second: Selectman Matellian, Unanimous: Chairman Simas.
39 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye

40

41 **DISCUSSION ITEMS**

42

43 **Discuss Annual Re-Appointments to Boards & Committees**

44 **Motion #3:** Motion made by Selectman Dwinnell to appoint a one-year appointment:

45

46 ECONOMIC DEVELOPMENT COMMITTEE
47 Donna Desjardins

48

49 Second: Selectman Matellian, Unanimous, Chairman Simas
50 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye

51

52 **Motion #4:** Motion made by Selectman Matellian to appoint:

53

54 FIRE & EMS ADVISORY COMMITTEE
55 Jon Moen Citizen Representative
56 Doug Cook Paid-on-call ems representative
57 Matt Kerr Paid-on-call firefighter representative

58

59 Second: Selectman Dwinnell, Unanimous, Chairman Simas
60 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye

61

62 **Motion #5:** Motion made by Selectman Dwinnell to appoint:

63

64 CAPITAL BUDGET COMMITTEE
65 Kristyn Moen 3 years

66

67 Second: Selectman Matellian, Unanimous, Chairman Simas
68 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye

69

70 After discussion regarding the makeup of the committee based on the bylaw it was decided
71 that the citizen at large seat should probably be filled by someone that has a lens without fire,
72 EMS background for a true representation across the community.

73

74 **Motion #6:** Motion made by Selectman Matellian to rescind the appointment:

75

76 FIRE & EMS ADVISORY COMMITTEE
77 Jon Moen Citizen Representative
78
79 Second: Selectman Dwinnell, Unanimous, Chairman Simas
80 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye

81 **Motion #7:** Motion made by Selectman Dwinnell to appoint:

82
83 TECHNOLOGY COMMITTEE

84 David Brooks

85 Dominic Coombe

86
87 Second: Selectman Matellian, Unanimous, Chairman Simas

88 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye

89
90 The Chair asked that the Land Stewardship Committee and applicants seeking appointments be
91 invited to the next meeting to understand what investment would be required from the LSC to
92 clear trails and also Mr. Rosenfield's perspective on how much of an investment he thinks the
93 Town should make.

94
95 [Motion to Approve Year-end Transfers](#)

96 **Motion #8:** Motion made by Selectman Dwinnell to approve year-end transfers as presented
97 with exception to #4 (a transfer from Legal Expenses to Treasurer Collector Salary for a
98 \$6,000.00 5-week vacation buy out submitted by the Mr. Glowacki).

99
100 Second: Selectman Matellian, Unanimous, Chairman Simas
101 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye

102
103 Ms. Dwinnell was not in favor of making a motion to do this transfer two weeks ago, and was
104 still not in favor of it. She ultimately approved this as it will save the town money and protect
105 the Town's interests. Mr. Matellian concurred. Mr. Flaherty added the initial vote was shifted to
106 the finance committee as it takes an action by both the finance committee and the board of
107 selectmen to affect these transfers. The finance committee voted to recommend this transfer
108 after negotiating down to a two-week payout. Town counsel is also recommending this,
109 essentially what would be a very small settlement and otherwise costly potential litigation.

110
111 **Motion #9:** Motion made by Selectman Matellian to approve #4 a transfer from Legal Expenses
112 to Treasurer Collector Salary for a 2-week vacation buy out submitted by the Mr. Glowacki.

113
114 Second: Selectman Dwinnell, Majority Action of the Board
115 Brett Simas, nay, Maureen Dwinnell, aye, Steve Matellian, aye

116
117 [Motion to Accept Grants](#)

118
119 **Motion #10:** Motion made by Selectman Dwinnell to accept the Assistance to Fire Fighters
120 Grant-Covid \$4,229 with a match requirement of \$201.38 for the purchase of PPE

121
122 Second: Selectman Matellian, Unanimous, Chairman Simas
123 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye

125 **Motion #11:** Motion made by Selectman Dwinnell to accept the \$1,700.00 grant to purchase
126 the BlazeMark Pre-Fire Planning Software and an iPad for Planning and Emergency Response.

127
128 Second: Selectman Matellian, Unanimous, Chairman Simas
129 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye
130

131 The Fire Department requested approval to apply for a grant through the Executive Office of
132 Public Safety and Security Office of Grants & Research Coronavirus Emergency Supplemental
133 Funding (CESF) Program. They are asking for \$2,200 to purchase an electric static disinfectant
134 sprayer. This request for equipment will allow us to provide the appropriate disinfecting
135 methods for equipment and vehicles and will shorten the return to service time. The
136 equipment being proposed will give them the ability to disinfect public safety dispatch center
137 and common staff areas for both police and fire stations as often as needed. The Board agreed.
138

139 **Motion to Accept Various Donations**

140 **Motion #12:** Motion made by Selectman Matellian to accept a \$500 donation from the 4-H
141 Foundation in the amount of \$500 to be used to purchase items for the food pantry at the
142 Upton Center.

143
144 Second: Selectman Dwinnell, Unanimous, Chairman Simas
145 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye
146

147 **Motion to Approve Financial Reserve Policy**

148 That has been brought forward by the Finance Committee and the Board of Selectmen over the
149 past two years. This is to help the Town stabilize finances and maintain operations during
150 difficult economic periods, this policy establishes prudent practices for appropriating to and
151 expending reserve funds. With well-planned sustainability, Upton can use its reserves to finance
152 emergencies and other unforeseen needs, to hold money for specific future purposes, or in
153 limited instances (e.g. weak economy), to serve as revenue sources for the annual budget.
154 Reserve balances and policies can also positively impact the Town's credit rating and
155 consequently its long-term cost to fund major projects.

156
157 Mr. Matellian was not in favor that there should be a minimum on stabilization and doesn't
158 agree with the 10% either. Ms. Dwinnell stated, when it's all said and done, ultimately, it's town
159 meeting that votes what they want to put into any stabilization, general, capital, or retirement.
160

161 **Motion #13:** Motion made by Selectman Dwinnell to approve the Financial Reserve Policy as
162 written.

163
164 Second: Chairman Simas, Majority Action of the Board
165 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, nay
166

167 **Executive Session**

168 Under MGL c. 30A, sec. 21 exceptions #2: to conduct strategy sessions in preparation for
169 contract negotiations with non-union personnel Town Manager (TM).

170
171 Return to open session for adjournment only.
172

173 **ADJOURN MEETING**

174 ***Motion #14:*** At 11:20pm Selectman Dwinnell made motion to adjourn.
175

176 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, aye
177

178 Respectfully submitted,
179

180 Sandra Hakala, Executive Assistant