

**BOARD OF
SELECTMEN
MEETING
MINUTES**

July 9, 2019

Town Hall

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

1 Chairman Matellian opened the meeting at 6:34p.m. and entered into executive session under
2 MGL c.39, S. 23B exception #6 to consider the purchase, exchange, taking, lease, or value of
3 real property if such discussion may have a detrimental effect on the negotiating position of the
4 governmental body (6 Main Street).

5
6 Chairman Matellian. re opened the regular meeting at 7:05 p.m. lead the pledge of allegiance and
7 reviewed the agenda.

8
9 **MINUTES**

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11 ***Motion #1:*** Motion made by Chairman Matellian to approve the Regular Session Meeting
12 minutes June 18, 2019.

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14 Second: Selectman Dwinnell, Unanimous: Selectman Simas.

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16 **DISCUSSION ITEMS**

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18 ***Discuss RFP Committee Appointments***

19 Jennifer Curran, Kelly Pollard and Craig Weinfuss were present to discuss their interest to serve
20 on the RFP committee.

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22 ***Motion #2:*** Motion made by Selectman Dwinnell to appoint David Ross (EDC representative)
23 and Katherine Ross (historical commission representative) to the RFP committee.

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25 Second: Selectman Simas, Unanimous: Chairman Matellian.

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27 ***Motion #3:*** Motion made by Selectman Simas to appoint Jennifer Curran, Kelly Pollard and
28 Craig Weinfuss (WG members) to the RFP committee.

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30 Second: Selectman Dwinnell, Unanimous: Chairman Matellian.

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32 ***Motion #4:*** Motion made by Selectman Simas to appoint Antonio Cassanta (at large member in
33 leiu of PB designee) to the RFP committee and Steve Johnson as an alternate member to the RFP
34 committee.

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36 Second: Selectman Dwinnell, Unanimous: Chairman Matellian.

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38 ***Motion #5:*** Motion made by Selectman Simas to appoint Maureen Dwinnell (BoS member) to
39 the RFP committee.

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41 Second: Chairman Matellian, Unanimous: Selectman Dwinnell.

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43 **PUBLIC HEARING**

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45 Chairman Matellian opened the Public Hearing at 7:38PM.

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47 The Public Hearing is being held upon the request of Emmanuel Morfys, 1032 Main Street #3
48 Millis, MA, Owner, Main Street Pizza, for the purpose of obtaining a Common Victualler
49 License at 113 Main Street.

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51 ***Motion #6:*** Motion made by Selectman Simas to approve a Common Victualler License at 113
52 Main Street contingent upon sign offs with code enforcement and board of health.

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54 Second: Selectman Dwinnell, Unanimous: Chairman Matellian

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56 **Discuss Closure of Warren Street**

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58 The Board requested that the schools be notified in advance of the start of school so that buses
59 and residents could adapt to the closure of Warren Street. They also requested a media blitz and
60 signage to inform the public of the impending closure. Construction is anticipated to start
61 October 1.

62

63 ***Motion #7:*** Motion made by Selectman Simas to approve the closure of Warren Street for an
64 indeterminate period of time allowing the new parking plan to be executed.

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66 Second: Selectman Dwinnell, Unanimous: Chairman Matellian

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68 **Motion to Approve Year End Budget Transfers**

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70 The Selectmen reviewed additional year end budget transfer requests.

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72 ***Motion #8:*** Motion made by Selectman Simas to approve the following year end budget
73 transfers:

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TRANSFER #1	\$2,000	Tax Title Auction	Tax Titles Foreclosure
TRANSFER #2	\$12,000	Insurance	Tax Titles Foreclosure
TRANSFER #3	\$585	Fire/EMS Expense	Fire/EMS Dept - Utilities
TRANSFER #4	\$551	Town Manager Expense	Treasurer Wages

75

76 Second: Selectman Dwinnell, Unanimous: Chairman Matellian

77

78 **Motion to Approve Bonner Natural Area Conservation**

79 Metacomet Land Trust, Inc., a Massachusetts non-profit organization is seeking for nominal
80 consideration, in perpetuity and exclusively for conservation purposes, the entirety of a 70.15-
81 acre parcel of land owned by Mike Penko.

83 **Motion #9:** Motion made by Selectman Dwinnell to approve the Bonner Natural Area
84 Conservation Restriction.

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86 Second: Selectman Simas, Unanimous: Chairman Matellian.

87
88 **Motion to Approve Various DPW contracts**

89 the scope of services and timeframe for the Water/Wastewater Comprehensive Assessment and
90 the contract for BETA to complete Phase II of the TIP

91
92 **Motion #10:** Motion made by Selectman Simas to approve the Water/Wastewater
93 Comprehensive Assessment Agreement

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95 Second: Selectman Dwinnell, Unanimous: Chairman Matellian.

96
97 **Motion #11:** Motion made by Selectman Simas to approve BETA agreement to complete Phase
98 II of the TIP project.

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100 Second: Selectman Dwinnell, Unanimous: Chairman Matellian.

101
102 **Motion to Approve Open Space Committee Letter of Support**

103 The Selectmen have authorized Christine Scott, Chairman of the Conservation Commission to
104 apply for the Local Acquisitions for Natural -Diversity grant on behalf of the Town of Upton.
105 The conservation commission is seeking a grant to purchase in part the land owned by Mr.
106 Robertson (\$500K).

107
108 **Motion #12:** Motion made by Selectman Dwinnell to approve the Open Space Committee Letter
109 of Support.

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111 Second: Selectman Simas, Unanimous: Chairman Matellian.

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113 **Motion to Approve BOA Supplemental Billing**

114 The Town Manager, Board of Assessors (BOA) and Treasurer/Collector are working on a plan to
115 implement MGL 59 Sec 2(d) which would allow the town to assess a home at the time of
116 occupancy. The Assessor Bill Taylor provided the Selectmen an analysis showing if
117 supplemental billing was active in 2017 and 2018, the town would have received approximately
118 132K in additional revenue. The BoA recommends to accept the statue.

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120 **Motion #13:** Motion made by Selectman Dwinnell to accept MGL 59 Sec 2(d) and to rescind the
121 decision by former BOS not to accept.

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123 Second: Selectman Simas, Unanimous: Chairman Matellian.

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125 **TOWN MANAGER REPORT**

128 • The DPW released its annual water quality report aka Consumer Confidence Report-
129 2018. This is required for all public drinking water suppliers in MA and can be found on
130 our website as well.
131 • The Architectural Access Board (AAB) held a “fine” hearing on July 1 to determine if the
132 town was in compliance with the order issued in June of 2018 and whether the AAB
133 should impose fines against the town for lack of compliance to such order. The AAB
134 found that the town has complied with the June 2018 order, however now that the Master
135 Plan is complete, they now expect the dock and the fire pit to be remedied. They ruled
136 that there would be a \$1,000 fine imposed if the town did make correct the fire pit and
137 dock by June 30 2020. The dock is no longer in use (therefore compliant) and the town
138 has a contract with CME to design a walkway that will provide proper accessibility to the
139 fire pit, Ramsey building and pavilion. The AAB has requested monthly updates.
140 • Attended a workshop on District Incentive Financing program to consider in conjunction
141 with the town center project.
142 • Nexamp is projecting in the Fall 2019 to begin offering the Town utility savings.
143

144 The Board targeted the week of July 29th to have the RFP committee, EDC committee and BoS
145 have a working group meeting to refine goals.

146 **LOOK AHEAD TOPICS**

147 Recreation Master Plan Presentation – August 20

148 Update from the Economic Development Committee – August 20

149 Ms. Dwinnell asked if the Financial Reserve Policy would be scheduled for discussion.
150 Chairman Matellian believed it was not a valid policy and was not inclined to add it to the
151 agenda for further discussion. Mr. Simas and Ms. Dwinnell would like to add this policy to the
152 agenda to discuss at a future meeting.

153 **ADJOURN MEETING**

154 ***Motion #14:*** At 8:39PM Selectman Dwinnell made motion to adjourn.

155 Second: Selectman Simas, Unanimous: Chairman Matellian

156 Respectfully submitted,

157 Sandra Hakala, Executive Assistant