

**BOARD OF
SELECTMEN
MEETING
MINUTES**

December 17, 2019

Town Hall

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

CALL MEETING TO ORDER

Chairman Matellian opened the meeting at 7:00 p.m. lead the pledge of allegiance and reviewed the agenda.

MINUTES

Motion #1: Motion made by Selectman Dwinnell to approve the Regular Session Meeting minutes December 3, 2019.

Second: Selectman Simas, Unanimous: Chairman Matellian.

INVITED GUESTS

Update from the EDC

Gene Bernat and Steve Rakitin from the EDC updated the BoS on recent events regarding Upton Center revitalization efforts, they also urged the Board to close Warren Street as soon as possible and not wait for the Spring. Further, requesting that this closing be permanent and not temporary. They also made comment on the following: the status of the RFP, nano brewery, the EDC plan, impact of the new bylaws on plastic and Styrofoam, sidewalks on Maple Ave., Town Planner and the need to update the Town Master plan.

A majority of the Board supported a PT town planner to report to the town manager and to coordinate the steps to update the master plan. They also agreed finding the right partner (IMA) would be beneficial.

DISCUSSION ITEMS

Discussion on Trash Bag Storage

Richard Desjardins and Diane Tiernan from the Board of Health explained to the BoS that the bulk storage of trash bags by the trash bag manufacturer was being eliminated and they were seeking alternative storage solutions. Their preference was to purchase a large container, and house it in the library parking lot in order to be easily assessible for staff. The BoS agreed that this would not be aesthetically pleasing, and contrary to the vision being proposed in the town cementer revitalization. Mr. Westgate suggested a container be placed in the DPW yard. The BoS concurred.

Discuss Community Center Steering Committee

41
42 The Board reviewed the following submitted by the Community Center Steering Committee:
43

44 *Mission:*

45 The Community Center Steering Committee (hereinafter Committee) has been tasked by the
46 Board of Selectmen with facilitating the design and construction of a new municipal facility to
47 deliver various community services, including library, elder and social services. Over a period of
48 nine to eighteen months, the Committee will refine existing designs, coordinate with town
49 departments and community groups, make recommendations for the operation and services of
50 the new facility, and provide publicity to keep the general public informed of the project's
51 progress. The Committee will recommend to the Building Committee any space needs and
52 design considerations related to providing services, and will recommend to the Board of
53 Selectmen, Library Trustees and Council on Aging any policies, procedures and memorandums
54 of understanding for operation of the departments.

55
56 The committee will consider quality and variety of services, efficient use of space and financial
57 resources, needs of all departments and the residents of Upton, and Architectural Access Board
58 (AAB) requirements.

59
60 *Background:*

- 61 1. The Town has appropriated funds for conceptual and schematic design and the construction
62 bid process for a new municipal facility of approximately 14,000 square feet located on the
63 town-owned land at 13 Milford Street (Playground site)
- 64 2. The preliminary conceptual designs approved by the voters show a facility to house Library,
65 Elder and Social Services, along with sufficient parking and a re-designed playground on the
66 site.
- 67 3. A Building Committee will be appointed in accordance with the general bylaws of the town.
68 The Building Committee will be responsible for selecting an OPM, a designer and managing the
69 design and construction bid phases of the project.
- 70 4. The Building Committee will need recommendations on the specific design considerations
71 needed to accommodate the desired services.
- 72 5. As the project moves forward, Town departments, boards and committees will need
73 recommendations on how to effectively combine their services in the new facility.
- 74 6. At the conclusion of the construction bid phase, the residents of the town will need to make
75 an informed decision whether or not to proceed with the full construction and project costs.

76
77 *Composition:*

78 The Committee will consist of seven (7) members: Ad Hoc non-voting members are the Director
79 of Elder and Social Services and the Library Director. Five (5) voting members appointed by the
80 Board of Selectmen should include members of the Library Trustees, Council on Aging and the
81 general public.

82 A quorum shall consist of 3 voting members.

84 *Tasks:*

85 The Committee shall meet regularly, and complete its tasks in a timely fashion, as needs and
86 opportunities are time sensitive. Recommendations should be available to the governing bodies
87 with sufficient time to evaluate and take action.

88

89 The specific tasks of the Community Center Steering Committee are as follows:

90

91 1. Post all meetings as prescribed by law.

92 2. Elect officers.

93 3. Record the minutes of each meeting.

94 4. Determine any planning funds required and request such funds if necessary.

95 a. Investigate grant opportunities and apply if directed by the governing bodies.

96 b. Seek donations of furnishings and equipment.

97 5. Regularly meet with the Building Committee to provide recommendations about space needs
98 and design considerations.

99 6. Contact community groups and organizations to solicit feedback and input about the project.

100 7. Use multiple avenues, such as public informational sessions, Town websites, print
101 publications and social media to keep the general public informed of the project.

102 8. Determine the feasibility of including additional services in the facility, including but not
103 limited to Historical Society.

104 9. Investigate options for future preservation of the Knowlton Risteen building stained glass
105 window.

106 10. Develop a plan for the operation of the facility, including but not limited to the following:

107 a. Make recommendations on what services should be offered at the facility

108 b. Make recommendations on spaces, equipment and infrastructure required.

109 c. Make recommendations on appropriate staffing levels for each department.

110 11. If directed by the governing bodies, create draft policies, procedure manuals or
111 memorandums of understanding with internal and external stakeholders.

112 12. Present all recommendations and documents to the governing boards and the general
113 public.

114 13. Review comments and modify documents as directed by the governing boards.

115 **Motion #2:** Motion made by Selectman Simas approve as written the mission of the Community
116 Center Steering Committee.

117
118 Second: Selectman Dwinnell, Unanimous, Chairman Matellian.
119

120 *Discussion on Trash Bag Storage*

121
122 Richard Desjardins and Diane Tiernan from the Board of Health explained to the BoS that the
123 bulk storage of trash bags by the trash bag manufacturer was being eliminated and they were
124 seeking alternative storage solutions. Their preference was to purchase a large container, and
125 house it in the library parking lot in order to be easily assessible for staff. The BoS agreed that
126 this would not be aesthetically pleasing, and contrary to the vision being proposed in the town
127 cementer revitalization. Mr. Westgate suggested a container be placed in the DPW yard.
128

129 *Motion to Expend from the Lora Dearth Library Trust Fund*

130 The Upton Town Library Board of Trustees requests authorization to expend up to \$731.00
131 from the Lora Dearth Library Trust Fund (8210-300-3590-1000) in FY2020 for the purchase of
132 books for the library collection.
133

134 **Motion #3:** Motion made by Selectman Simas to expend up to \$731.00 from the Lora Dearth
135 Library Trust Fund in FY2020 for the purchase of books for the library collection.
136

137 Second: Selectman Dwinnell, Unanimous, Chairman Matellian.
138

139 *Motion to Approve Various Donations*

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141 **Motion #4:** Motion made by Selectman Dwinnell to accept with thanks and gratitude the
142 donation from Ann Hill for \$100.00.
143

144 Second: Selectman Simas, Unanimous, Chairman Matellian.
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146 **Motion #5:** Motion made by Selectman Simas to accept with thanks and gratitude the \$6000.00
147 donation from Mr. Muradian.
148

149 Second: Selectman Dwinnell, Unanimous, Chairman Matellian.
150

151 **Motion #6:** Motion made by Selectman Dwinnell to accept with thanks and gratitude the
152 \$200.00 donation from Mr. Moore.
153

154 Second: Selectman Simas, Unanimous, Chairman Matellian.
155

156 *Motion to Approve PPPM Updates*

157 At their meeting on December 10 the Personnel Board unanimously approved the noted
158 amendments to the Performance Review Procedures which reflect the updated process in the

159 Town's Compensation Plan, and the Overtime Procedures are now in line with the Town's
160 CBA's.

161

162 **Motion #7:** Motion made by Selectman Simas to accept the updates to the PP&PM as
163 recommended by the personnel board at their December 10 meeting.

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165 Second: Selectman Dwinnell, Unanimous, Chairman Matellian.

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167 **ADJOURN MEETING**

168 **Motion #8:** At 9:00pm Selectman Simas made motion to adjourn.

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170 Second: Selectman Dwinnell, Unanimous: Chairman Matellian

171

172 Respectfully submitted,

173

174 Sandra Hakala

175 Executive Assistant