

BOARD OF SELECTMEN MEETING MINUTES

December 20, 2022

Chair Brett Simas; Select member Stephen A. Matellian; Select member Maureen Dwinnell; Town Manager Joseph Laydon; Executive Assistant Sandra Hakala.

1 CALL MEETING TO ORDER/ PLEDGE OF ALEGENCE

2 Chair Simas opened the regular meeting at 7:04 PM and lead the pledge of allegiance.

4 DEPARTMENT/BOARD UPDATES AND REQUESTS

5 Acceptance of Gift/ Donation – Director of Elder and Social Services

6 The Department of Department of Elder & Social Services recently received a donation of
7 \$1,000 worth of gift cards from UniBank and from someone who requested to remain
8 anonymous. UniBank also provided a donation of various clothing items to the Department to
9 seniors. In addition, the department had previously received several gift cards and the Board
10 was requested to formally accept these donations.

11
12 **Maureen Dwinnell MOVED** that the Board of Selectmen vote, pursuant to MGL C.44, §53A to
13 accept donations to the Department of Elder & Social Services (ESS) various gift cards from
14 anonymous residents in the amount of \$2,055.70; various gift cards from UniBank in the
15 amount of \$475, and various items of clothing from UniBank.

16 **Second:** Select member Matellian, Unanimous, Chair Simas.

18 Acceptance of Mass Office of Disability Grant/ Execution of Contract – Town Manager

19 An award for the FY 2023 Municipal ADA Improvement Grant which will fund ADA
20 improvements at the Town Hall, Police Station, Fire Station, and DPW Trailer was reviewed.

21
22 **Steve Matellian MOVED** that the Board accept the award of the FY 2023 Municipal ADA
23 Improvement Grant in the amount of \$97,500 and authorize the Town Manager to sign
24 associated contracts.

25 **Second:** Select member Dwinnell, Unanimous, Chair Simas.

27 TOWN MANAGER REPORT/ UPDATES

28

- Grove Street Bridge contracted expected end of January
- TIP Project on hold, contractor was supposed to complete in the fall, work will continue
30 in the spring.
- Water Department is working with Pulse Homes on water issues
- Finance department working on getting tax bills out, improving processes and
33 supporting departmental budget preparations
- Recreation has Light Up Upton live, pickle ball and yoga will be starting at town hall.
35 Kids @ Play registration starts in January and will accept applications for staff

36

37 • March 2024 primary will need to be part of FY Budget. Nomination papers will be live in
38 February. All elections are now required to be vote by mail; the Town can opt out as a
39 vote of the BoS
40 • Code is reviewing permit fees and will present to for BoS for review
41 • Library unexpectedly saw circulation increase in November. Programming will continue
42 in town hall.
43 • The grant for back up cameras for fire trucks was received.
44 • An employee portal will be activated shortly for payroll.
45 • BoH is dealing with mattress disposal

46
47 **PUBLIC INPUT/BOARD MEMBERS' UPDATES**

48 Lyn Haggerty thanked Mr. Laydon and others for the work in securing the disabilities grant.
49

50 **BOARD OF SELECTMEN DISCUSSION**

51 **Grafton Upton Railroad – Town of Upton Sewer Interceptor Replacement Project***

52 DPW Director Dennis Westgate and GURR President Michael Malinowski were in attendance to
53 discuss a joint effort to replace an existing clay pipe within the GURR rail yard. Design and
54 construction administrative services prepared by the Town's engineering consultant Wright-
55 Pierce were reviewed.

56
57 **Maureen Dwinnell MOVED** that the Board vote to authorize the Town Manager to prepare and
58 execute a contract with Wright-Pierce for design and construction administration services for
59 sewer improvements at the Grafton and Upton Railroad Rail Yard per the letter dated
60 November 30, 2022 in the amount of \$52,200 and to authorize the expenditure of ARPA Funds
61 for the design and construction administration services.

62 **Second: Select member Matellian, Unanimous, Chair Simas.**

63
64 **Earth Day Clean Up Committee, Lynn Hagerty, Earth Day Upton Clean Up Coordinator**

65 Lyn Haggerty requested the creation of an Upton Earth Day Committee and the proposal of a
66 charge for the committee.

67
68 The Board agreed that a committee would be helpful to support this effort and will defer to the
69 Board of Health who may be more aligned to this effort.

70
71 **Donation of Land to Town of Upton**

72 The Board entertained John Pollack's request to accept a donation of his land located
73 property on West River. The Board will continue their discussion in January.

74
75 **Update of FY21 Priorities**

76 The Board reviewed FY21 BoS Priority List and will review the updated list at a future meeting.
77 They noted some of the priorities to include will be the disposition of Holy Angels, Risteen
78 building, taxes, EDC/RFP and the Master Plan.

79
80 **2023 BoS Meeting Schedule**
81 The Board of Selectmen typically meets the 1st and third Tuesday of the month. The Board will
82 shift the January meetings due to the observance of New Year's Day on Monday January 2nd
83 and Martin Luther King Day on the 16th to the following:
84

85 January 10th and 24th
86 February 7th and 21st
87 March 7th and 21st

88
89 The town manager proposed meeting on the following dates:
90

91 April 4th and 18th
92 May 1st (night of Town Meeting) and May 16th
93 June 6th and 20th

94
95 **MINUTES**

96 **Maureen Dwinnell MOVED** that the Board of Selectmen vote to approve the meeting minutes
97 November 15, 2022.

98 **Second: Select member Matellian, Unanimous, Chair Simas.**
99

100 **BOARD OF SELECTMEN DISCUSSION**

101 **Special Legislation Senior Tax Exemption Discussion**

102 On the advice of legal counsel from the State, town counsel and the principal assessor, to
103 expedite the bill, and because it does not change the intent of the action, recommend that the
104 Board accept the proposed changes.

105
106 **Brett Simas MOVED** to accept the changes recommended to the special legislation.

107 **Second: Select member Matellian, Unanimous, Select member Dwinnell.**
108

109 **ADJOURNMENT**

110 **Maureen Dwinnell MOVED** to adjourn the meeting of December 20, 2022, at 8:36 PM.

111 **Second: Select member Matellian, Unanimous, Chair Simas.**
112

113 Respectfully submitted,

114 Sandra Hakala, Executive Assistant