

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.

CALL MEETING TO ORDER/ PLEDGE OF ALEGENCE

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

DEPARTMENT/BOARD UPDATES AND REQUESTS

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

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

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

Second: Select member Matellian, Unanimous, Chair Simas.

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

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

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

Second: Select member Dwinnell, Unanimous, Chair Simas.

TOWN MANAGER REPORT/ UPDATES

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

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

PUBLIC INPUT/BOARD MEMBERS' UPDATES

Lyn Haggarty thanked Mr. Laydon and others for the work in securing the disabilities grant.

BOARD OF SELECTMEN DISCUSSION

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

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

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

Second: Select member Matellian, Unanimous, Chair Simas.

Earth Day Clean Up Committee, Lynn Hagerty, Earth Day Upton Clean Up Coordinator

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

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

Donation of Land to Town of Upton

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

Update of FY21 Priorities

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

2023 BoS Meeting Schedule

The Board of Selectmen typically meets the 1st and third Tuesday of the month. The Board will shift the January meetings due to the observance of New Year's Day on Monday January 2nd and Martin Luther King Day on the 16th to the following:

January 10th and 24th

February 7th and 21st

March 7th and 21st

The town manager proposed meeting on the following dates:

April 4th and 18th

May 1st (night of Town Meeting) and May 16th

June 6th and 20th

MINUTES

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

Second: Select member Matellian, Unanimous, Chair Simas.

BOARD OF SELECTMEN DISCUSSION

Special Legislation Senior Tax Exemption Discussion

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

Brett Simas MOVED to accept the changes recommended to the special legislation.

Second: Select member Matellian, Unanimous, Select member Dwinnell.

ADJOURNMENT

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

Second: Select member Matellian, Unanimous, Chair Simas.

Respectfully submitted,

Sandra Hakala, Executive Assistant