

# BOARD OF SELECTMEN MEETING MINUTES

**September 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**

**Maureen Dwinnell MOVED** to open the regular meeting at 7:00 PM.

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

## **DEPARTMENT/BOARD UPDATES AND REQUESTS**

### **Introduction of Jessica Gomez, Treasurer Collector**

### **Approval of Massachusetts Office on Disability (MOD) Grant Application Submission for Access/Egress ADA Improvements**

Town Staff is working on grant application to MOD for addressing noncompliance with ADA requirements for access/egress locations at various town buildings such as the Police Station, Fire Station, Town Hall, DPW, and the Risteen Building. The deadline is September 30, 2022 and staff is requesting approval to submit the grant.

MOVE that the Board approve the submission of an application to the Massachusetts Office on Disability (MOD) Grant Application Submission for Access/Egress ADA Improvements at Town owned buildings.

## **TOWN MANAGER REPORT/ UPDATES**

General Election is at Nipmuc High School on Nov 8th. Early Voting starts Saturday, Oct 22nd through Friday, November 4th at Town Hall

Heritage Day is Saturday, October 24th. Library is holding the book sale and with the help of DPW will have handicap accessible routes to book sale areas on the lawn., Fire Dept is holding an open house and will have information for the start of their fire prevention outreach program . I will have a table with town information.

Recreation Department held a movie night last Friday and is planning fall hikes and Halloween decorating events.

Board of health has scheduled a clinic for October 1st at Nipmuc High School to distribute the new Pfizer vaccine.

New staff in treasurer collector and land use and inspectional services department have started and are diving in.

Recruiting continues to be a large focus with finalizing the assistant town clerk position, hiring for the COA and Land use and Inspectional Services Department Specialist positions. We hope to fill a number of positions over the next month so we can dive into licensing renewals.

We were successful in our grant application to MIIA for exercise equipment under their wellness grant.

DPW will be milling and paving Mechanic Street, Glenview Street, Fiske Mill Road, and South Street starting yesterday through October 3rd.

Police: we have received requests for additional speed limit signs on Schools Street along with a request for deployment of our electronic speed sign. The DPW has installed a new 30 MPH sign in front of 46 School Street and our electronic speed sign has been deployed in the area again this week. At my request, the DPW has ordered a "Reduced Speed Zone" sign that will be mounted with the 30 MPH sign located on School Street near the intersection with High St/Hopkinton Rd. We will also continue to schedule traffic enforcement in this area.

Lastly, Janice Nowicki has announced her retirements as Director of Elder and Social Services. Her last day will be November 30th. I would like to recognize the work Janice has done in the Town of Upton for the last 8 years and thank her for her service. She will be staying on to help us fill her position.

#### **JOINT MEETING WITH ECONOMIC DEVELOPMENT COMMITTEE**

##### **Discussion of Town Center Development Request for Proposal (RFP) – Continued from Sept. 6, 2022 Bos Meeting**

The Board again reviewed the RFP with Dave Ross and requested him to reach out to Mr. Thompson to discuss his price and determine if the P&S is needed to issue RFP.

Previously there was a 60-day response time. All questions/responses are provided to those firms who request a copy of the RFP.

#### **APPOINTMENTS/RESIGNATIONS**

##### **Resignations – Notice of Vacancy on Board of Health**

The Selectmen received an email requesting that they schedule meeting to consider the filling of a vacancy on the Board of Health.

**Steve Matellian MOVED** that the Board of Selectmen and the remaining members of the Board of Health schedule a meeting for October 4, 2022, pursuant to MGL C.41,§11, to interview and consider appointment to fill a vacancy on the Board of Health for a term expiring May 2023.

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

78  
79 **Appointment – Historical Commission**

80 The Board reviewed the application from Edward Phillips for consideration for appointment to  
81 the Historical Commission. The Historical Commission currently has one seat open.

82  
83 **Steve Matellian MOVED** that the Board of Selectmen vote to appoint Edward Phillips as a Full  
84 Member on the Historical Commission for a one (1) year term to expire June 30, 2023.

85 **Second: Select member Dwinnell, Unanimous, Chair Simas.**  
86

87 **BOARD OF SELECTMEN DISCUSSION**

88 **Rushford & Sons Brewhouse One -Day Liquor License**  
89

90 The Board reviewed a one-day license applications for Wine & Malt Beverages only to be held  
91 on October 22, 2022 at an event named United Parish Chili Cookoff, located at 1 Church Street,  
92 Upton, MA.  
93

94 **Maureen Dwinnell MOVED** that the Select Board vote to approve the application submitted by  
95 Rushford & Sons; Owner/Operator Brian Goodman for a special 1-day Wine & Malt only  
96 (pouring) license for an event to be held on October 22, 2022 under *M.G.L. c.138 §14*; to be  
97 held at United Parish located at 1 Church Street, Upton, MA.

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

100 **VFW Post 5594 - Upton VFW Run to Remember 5K Road Race**

101 Included in the Board's packet is the Road Race Application for the Upton VFW Run to  
102 Remember 5K Road Race that is scheduled for Saturday, October 1, 2022.  
103

104 **Steve Matellian MOVED** that the Select Board vote to approve the road race application for  
105 Upton VFW Run to Remember 5K Road Race to be held on Saturday, October 1, 2022 at  
106 9:00am.

107 **Second: Select member Dwinnell, Unanimous, Chair Simas.**  
108

109 **Review of Draft Special Town Meeting Warrant**

110 Will be discussed at the next meeting.  
111

112 **Board Meeting Schedule for remainder of 2022/ Winter 2023**

113 The Board of Selectmen typically meets the 1<sup>st</sup> and third Tuesday of the month. Due to Special Town  
114 Meeting being on Tuesday, November 1<sup>st</sup>, the need for a Tax Classification hearing on November 7<sup>th</sup>,  
115 and the 2022 Election on Tuesday, November 8<sup>th</sup>, the Board agreed on the following meeting  
116 schedule:  
117

118 **October 4<sup>th</sup> and 18<sup>th</sup>**

119 **November 1, 7<sup>th</sup> and 22<sup>nd</sup>**

**December 6<sup>th</sup> and 20<sup>th</sup>**

Looking ahead to 2023, they further agreed to meeting on **January 10<sup>th</sup> and 24<sup>th</sup>** due to the observance of New Year's Day on Monday January 2<sup>nd</sup> and Martin Luther King Day on the 16<sup>th</sup>.

## **MINUTES**

Passed over.

## **ANTICIPATED ADJOURNMENT**

**Maureen Dwinnell MOVED** to adjourn the meeting of September 6, 2022 at 8:18 PM.

Second: Select member Matellian, Unanimous, Chair Simas.

Respectfully submitted,

Sandra Hakala, Executive Assistant