

BOARD OF SELECTMEN MEETING MINUTES

December 06, 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 ALEGEANCE/ INTRODUCTION

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

Introduction of Maggie Gundersen as Upton’s new Elder and Social Services Director

Maggie Gundersen, who started on December 5th as Upton’s new Director of Elder and Social Services, was in attendance and was introduced to the Board and the Town.

DEPARTMENT/BOARD UPDATES AND REQUESTS

Declaration of Surplus Vehicles - DPW Director

Mr. Westgate was in attendance to discuss the two vehicles to be considered.

Maureen Dwinnell MOVED that the Board of Selectmen vote to declare two vehicles, a 2005 International 7400 and a 2006 Chevy Silverado, as surplus equipment for the purpose of disposal by auction or trade-in, depending on the greater value.

Second: Select member Matellian, Unanimous, Chair Simas.

PUBLIC HEARINGS– COMMON VICTUALLER

Mr. Simas opened the public hearing at 7:05

Ms. Dwinnell aye, Mr. Matellian aye, Mr. Simas aye

Common Victualler Public Hearing - 44 Milford Street, Imperial Gas Upton, LLC Applicant

In conformity with Chapter 140 of the General Laws notice is hereby given that a Public Hearing will be held on December 6, 2022, at 7:05pm Town Hall 1 Main Street 2nd floor.

The Public Hearing is being held upon the request of Imperial Gas Upton, LLC, 8 Uxbridge Road, Mendon, MA, for the purpose of obtaining a Common Victualler License at 44 Milford Street.

Steve Matellian MOVED that the Select Board vote to approve the Common Victualler license submitted by Imperial Gas Upton, LLC for 44 Milford Street, Upton.

Second: Select member Dwinnell, Unanimous, Chair Simas.

Mr. Simas opened the public meeting at 7:21

Ms. Dwinnell aye, Mr. Matellian aye, Mr. Simas aye

Pole Hearing – 74 & 92 Hopkinton Road, National Grid, Applicant

Please be advised that the Board of Selectmen will be reviewing the petitions of Massachusetts Electric Company and Verizon New England, Inc., requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Hopkinton Rd - National Grid to install 1 JO Pole on Hopkinton Rd beginning at a point approximately 415 feet southwest of the centerline of the intersection of Cider Mill Ln and Hopkinton Rd and continuing approximately 20 feet in a northwest direction. Remove existing Stub Pole #30-84 from 74 Hopkinton Rd. Install new 35'C2 Stub Pole #30-84 with Anchor and guy to support existing Pole# 30.

Hopkinton Rd - National Grid to install 1 JO Pole and Remove 1 JO Pole on Hopkinton Rd. Install a new 35' pole and anchor, #37-2 across from P37 for underground service to #92 Hopkinton Rd.

at 7:10pm on Tuesday, December 6, 2022, at Town Hall, One Main Street.

Maureen Dwinnell MOVED that the Select Board vote to approve National Grid's request to erect a new pole in the vicinity of 74 and 92 Hopkinton Road in accordance with the petition dated October 12th and 25th, 2022.

Second: Select member Dwinnell, Unanimous, Chair Simas.

Mr. Simas closed the public meeting at 7:25

Ms. Dwinnell aye, Mr. Matellian aye, Mr. Simas aye

DEPARTMENT/BOARD UPDATES AND REQUESTS

Approval of Salt Contract – DPW Director

Steve Matellian MOVED that the Board of Selectmen vote to authorize the Town Manager to sign the contracts with Morton Salt in the amount of \$71.82 per ton and with Eastern Minerals in the amount of \$85 per ton, both for the provision of rock salt for road maintenance.

Second: Select member Dwinnell, Unanimous, Chair Simas.

Acceptance of MassWorks Grant and Execution of Contract – Town Manager

The Board reviewed the Commonwealth of Massachusetts MassWorks award letter and associated contract for roadway, water, and sewer improvements in Milford Street.

Steve Matellian MOVED that the Board accept the award of the MassWorks Grant in the amount of \$275,000 and authorize the Town Manager to sign associated contracts.

Second: Select member Dwinnell, Unanimous, Chair Simas.

Review of Draft Community Center Dedication Plaque – UCC Building Committee

Maureen Dwinell MOVED that the Board approve the dedication plaque as presented and pending non-substantive changes such as revisions to names and initials.

Second: Select member Matellian, Unanimous, Chair Simas.

TOWN MANAGER REPORT/ UPDATES

- The election was certified, and our totals are as follows: 3,947 out of 6336 registered voters (62%) - 1,866 were early votes accounting for 47% of all votes. 40 absentees, 450 in person early voters, and 1,376 voted by mail.
- October revenue reports and November expenditure reports will be distributed this week.
- FY2023 Tax Recap has been submitted for review and approval.
- New time sheets are being rolled out to departments to standardize submission for payroll
- HR to roll out Employee Forward which will also employees' greater access to tax forms, paycheck stubs, pay history, and deductions.
- Working with DPW Staff to have water and sewer bills payments got to lock box, like tax payments to improve efficiency within the Treasurer Collectors Office.
- Town Completed \$800K worth of paving in 8 days approx. 5 miles
- Grove Street engineering well underway, boring rig was out a couple weeks ago. Anticipate 25% design hearing sometime end of January beginning of February.
- Fiske Street engineering is being done for AC Pipe water main replacement and for road reconstruction including drainage, granite curbing, concrete sidewalks.
- Working on proposals for public cation in Jan 2023 for the Water Treatment Plant generator and the improvements to our two water tanks.
- Consultant is working on a scope of services to do engineering work associated with MassWorks project.
- Route 140 Tip Project including a round-a-bout in Upton Center is scheduled for January 27th. Staff will be coordinating outreach efforts with MassDoT.

PUBLIC INPUT/BOARD MEMBERS' UPDATES

None

BOARD OF SELECTMEN DISCUSSION

Vote to Open Annual Town Meeting Warrant on Wednesday, December 9, 2022

Steve Matellian MOVED that the Board of Selectmen vote, pursuant to MGL C.39, §10 and Town Code Chapter 100, to open the warrant for the Thursday, May 4, 2023, Annual Town Meeting on Wednesday, December 9, 2022, and to close said warrants on Friday, January 27, 2023 at noon; said Annual Town Meeting to be held at Nipmuc Regional High School, 90 Pleasant Street, Upton, MA 01568.

Second: Select member Dwinell, Unanimous, Chair Simas.

Contract Approval Civic Plus for Website Redesign

The Board's reviewed a draft contract supporting the town manager's request to redesign the Town of Upton's website. Communication and the discrimination of information is integral to the operation local government, new technologies and platforms for disseminating information have emerged since the last update of the Town's website. Many communities are using ARPA funds to achieve this task. The Town's current website provider is offering a reduced fee for redesigning the Town's website and it is his recommendation that we approve the contract to take advantage of cost savings.

The Board's reviewed a model letter that other communities have used to support the use of ARPA funds for the redesign of their website.

Maureen Dwinneil MOVED that the Board of Selectmen vote to authorize the Town Manager to execute the contract with Civic Plus in the amount of \$25,809.32 to be funded by the Town's APRA allocation.

Second: Select member Matellian, Unanimous, Chair Simas.

Annual Common Victualler, Entertainment and Class II License Renewals

Mr. Matellian recused himself.

Maureen Dwinneil MOVED that the Board vote to approve the following License renewal applications, contingent on successful inspections for the following:

CLASS I II & III

Matellian Motors

McQ Sales (Gasco)

MGM Auto

Motuzas Automotive Inc.

NALA Equip. Corp, Inc.

Patrick Davidson

Precision Auto Center

Upton Truck & Auto

Upton Foreign Auto Service

Upton Getty, Inc. (BP)

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Second: Chair Simas, Majority Action

Steve Matellian MOVED that the Board vote to approve the following License renewal applications, contingent on successful inspections for the following:

ENTERTAINMENT

Aguacate Grill, LLC

Red Rock Grill & Bar

Second: Select member Dwinneil, Unanimous, Chair Simas.

Maureen Dwinneil MOVED that the Board vote to approve the following License renewal applications, contingent on successful inspections for the following:

COMMON VICTUALLER

Aguacate Grill, LLC
Country Club Sooper
Red Rock Grill & Bar
KB Holdings (118 Main)
Main Street Pizza
C&N Food Service, Inc. (Dunkin D) Neal
Dick Kelly's Farm Stand
Honey Farms, Inc.
Imperial Cars (Former Gasco - 44 Milford)
J&J's Ice Cream Shoppe
Kevin Lu, Inc. (Jade Garden)
SBD, Inc. (Little Coffee Bean)
Breakfast at Stephanie's
Upton House of Pizza
BVT
VFW

Second: Select member Matellian, Unanimous, Chair Simas.

Update of FY21 Priorities.

Passed over.

MINUTES

Passed over.

ADJOURNMENT

Maureen Dwinneil MOVED to adjourn the meeting of December 6, 2022, at 8:36 PM.

Second: Select member Matellian, Unanimous, Chair Simas.

Respectfully submitted,

Sandra Hakala, Executive Assistant