

# 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.

## 1 CALL MEETING TO ORDER/ PLEDGE OF ALEGENCE/ INTRODUCTION

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

## 4 Introduction of Maggie Gundersen as Upton's new Elder and Social Services Director

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

## 8 DEPARTMENT/BOARD UPDATES AND REQUESTS

### 9 Declaration of Surplus Vehicles - DPW Director

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

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

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

## 17 PUBLIC HEARINGS– COMMON VICTUALLER

18 Mr. Simas opened the public hearing at 7:05

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

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

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

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

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

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

32 Mr. Simas opened the public meeting at 7:21

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

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

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

40  
41 Hopkinton Rd - National Grid to install 1 JO Pole on Hopkinton Rd beginning at a point  
42 approximately 415 feet southwest of the centerline of the intersection of Cider Mill Ln and  
43 Hopkinton Rd and continuing approximately 20 feet in a northwest direction. Remove existing  
44 Stub Pole #30-84 from 74 Hopkinton Rd. Install new 35'C2 Stub Pole #30-84 with Anchor and  
45 guy to support existing Pole# 30.

46  
47 Hopkinton Rd - National Grid to install 1 JO Pole and Remove 1 JO Pole on Hopkinton Rd. Install  
48 a new 35' pole and anchor, #37-2 across from P37 for underground service to #92 Hopkinton  
49 Rd.

50  
51 at 7:10pm on Tuesday, December 6, 2022, at Town Hall, One Main Street.

52  
53 **Maureen Dwinnell MOVED** that the Select Board vote to approve National Grid's request to  
54 erect a new pole in the vicinity of 74 and 92 Hopkinton Road in accordance with the petition  
55 dated October 12th and 25th, 2022.

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

57  
58 **Mr. Simas closed the public meeting at 7:25**

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

60  
61 **DEPARTMENT/BOARD UPDATES AND REQUESTS**

62 **Approval of Salt Contract – DPW Director**

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

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

67  
68 **Acceptance of MassWorks Grant and Execution of Contract – Town Manager**

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

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

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

75  
76 **Review of Draft Community Center Dedication Plaque – UCC Building Committee**

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

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

80

### 81 **TOWN MANAGER REPORT/ UPDATES**

- 82 • The election was certified, and our totals are as follows: 3,947 out of 6336 registered  
83 voters (62%) - 1,866 were early votes accounting for 47% of all votes. 40 absentees, 450  
84 in person early voters, and 1,376 voted by mail.
- 85 • October revenue reports and November expenditure reports will be distributed this  
86 week.
- 87 • FY2023 Tax Recap has been submitted for review and approval.
- 88 • New time sheets are being rolled out to departments to standardize submission for  
89 payroll
- 90 • HR to roll out Employee Forward which will also employees' greater access to tax forms,  
91 paycheck stubs, pay history, and deductions.
- 92 • Working with DPW Staff to have water and sewer bills payments go to lock box, like tax  
93 payments to improve efficiency within the Treasurer Collectors Office.
- 94 • Town Completed \$800K worth of paving in 8 days approx. 5 miles
- 95 • Grove Street engineering well underway, boring rig was out a couple weeks ago.  
96 Anticipate 25% design hearing sometime end of January beginning of February.
- 97 • Fiske Street engineering is being done for AC Pipe water main replacement and for road  
98 reconstruction including drainage, granite curbing, concrete sidewalks.
- 99 • Working on proposals for public cation in Jan 2023 for the Water Treatment Plant  
100 generator and the improvements to our two water tanks.
- 101 • Consultant is working on a scope of services to do engineering work associated with  
102 MassWorks project.
- 103 • Route 140 Tip Project including a round-a-bout in Upton Center is scheduled for January  
104 27<sup>th</sup>. Staff will be coordinating outreach efforts with MassDoT.

105

### 106 **PUBLIC INPUT/BOARD MEMBERS' UPDATES**

107 None

108

### 109 **BOARD OF SELECTMEN DISCUSSION**

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

111 **Steve Matellian MOVED** that the Board of Selectmen vote, pursuant to MGL C.39, §10 and  
112 Town Code Chapter 100, to open the warrant for the Thursday, May 4, 2023, Annual Town  
113 Meeting on Wednesday, December 9, 2022, and to close said warrants on Friday, January 27,  
114 2023 at noon; said Annual Town Meeting to be held at Nipmuc Regional High School, 90  
115 Pleasant Street, Upton, MA 01568.

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

117

### 118 **Contract Approval Civic Plus for Website Redesign**

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

126

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

129

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

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

134

135 **Annual Common Victualler, Entertainment and Class II License Renewals**

136 Mr. Matellian recused himself.

137

138 **Maureen Dwinnell MOVED that the Board vote to approve the following License renewal**  
139 **applications, contingent on successful inspections for the following:**

140 **CLASS I II & III**

141 Matellian Motors  
142 McQ Sales (Gasco)  
143 MGM Auto  
144 Motuzas Automotive Inc.  
145 NALA Equip. Corp, Inc.  
146 Patrick Davidson  
147 Precision Auto Center  
148 Upton Truck & Auto  
149 Upton Foreign Auto Service  
150 Upton Getty, Inc. (BP)

151 Cornu  
152 **Second: Chair Simas, Majority Action**

153

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

156 **ENTERTAINMENT**

157 Aguacate Grill, LLC  
158 Red Rock Grill & Bar

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

160 **Maureen Dwinnell MOVED that the Board vote to approve the following License renewal**  
161 **applications, contingent on successful inspections for the following:**

162

163 **COMMON VICTUALLER**

164 Aguacate Grill, LLC

165 Country Club Sooper

166 Red Rock Grill & Bar

167 KB Holdings (118 Main)

168 Main Street Pizza

169 C&N Food Service, Inc. (Dunkin D) Neal

170 Dick Kelly's Farm Stand

171 Honey Farms, Inc.

172 Imperial Cars (Former Gasco - 44 Milford)

173 J&J's Ice Cream Shoppe

174 Kevin Lu, Inc. (Jade Garden)

175 SBD, Inc. (Little Coffee Bean)

176 Breakfast at Stephanie's

177 Upton House of Pizza

178 BVT

179 VFW

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

181

182 **Update of FY21 Priorities.**

183 Passed over.

184

185 **MINUTES**

186 Passed over.

187

188 **ADJOURNMENT**

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

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

191

192 Respectfully submitted,

193 Sandra Hakala, Executive Assistant