

BOARD OF SELECTMEN MEETING MINUTES

April 18, 2023

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 7:00 PM and lead the pledge of allegiance.

4 DEPARTMENT/BOARD UPDATES AND REQUESTS

5 Sale of Affordable Unit – Waiver of Right of First Refusal – Director of Land Use & Inspectional Services

7 Mr. Antonellis, Director of Land Use & Inspectional Services reviewed the process pertaining to
8 the sale of an affordable unit at 4 Sienna Circle and a draft letter for the Board to consider
9 sending to DHCD. Even with the Town declining the right of first refusal, the unit must remain
10 affordable.

11
12 **Maureen Dwinnell MOVED** the Board vote not to exercise its right of first refusal and to
13 authorize the Town Manager to draft a letter to send to DHCD.

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

16 Execute May 9, 2023 Annual Town Election Warrant – Town Clerk

18 **Stephen Matellian MOVED** the Board vote execute the warrant for the May 9, 2023 Annual
19 Town Election.

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

22 PUBLIC HEARING

23 All-Alcohol Beverages License §12 Club On-Premises – Nipmuc Rod & Gun Club

24 Chair Simas opened the public meeting at 7:05

25 Notice is hereby given, under Chapter 138, Section 15A, of the MGLs that a Public Hearing will
26 be held on Tuesday, April 18, 2023 at 7:05 PM at the Town Hall 1 Main Street, Upton, MA on
27 the application of Nipmuc Rod and Gun Club, Upton, MA for an All-Alcohol Beverages License
28 §12 Club on-premises. The description of the premises is as follows: First floor, basement room
29 60' X 32' with a storage vault, same elevation 10' X 11' entrances and exits on Fiske Mill Road.
30 Second floor 66' X 32' banquet hall. Kitchen and porch adjoining with exit and entrances on
31 Fiske Mill Road.

32
33 Ian Bell and Ali Mauro represented the Club and the Board reviewed the application for the
34 license submitted by Nipmuc Rod and Gun Club at 88 Fiske Mill Road, Upton, MA: All-Alcohol
35 Beverages License §12 On-Premises.

36 Chair Simas closed the hearing at 7:10

37
38 **Maureen Dwinnell MOVED** the Board of Selectmen vote to approve the All-Alcohol Beverages
39 License §12 On-Premises for Nipmuc Rod and Gun Club at 88 Fiske Mill Road, Upton, MA,
40 license issuance contingent upon satisfactory inspections and submission of all required
41 documents, fees and payments of municipal charges; to be reviewed by Town Manager.

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

43
44 **PUBLIC INPUT/BOARD MEMBERS' UPDATES**

45 None.

46
47 **PUBLIC PRESENTATION – GROVE STREET BRIDGE – 25% DESIGN**

48 **Presentation of 25% Design Plans for Grove Street Bridge**

49 Scott Bruso, P.E. and Sarah Perry of Weston & Sampson presented the 25% Design of the Grove
50 Street Over Center Brook Bridge Replacement and Proposed Pedestrian Bridge.

51 Project Schedule

52 **End Of June 2023**

53 • Final Design/MassDOT Ch. 85 Review and Approval
54 • Submit MassDOT Municipal Small Bridge Program Grant

55 Application

56 **Mid-May 2023 – End of July 2023**

57 • Environmental Permitting (Noi, Usace Svn) Approximate

58 **August 2023**

59 • Advertisement For Bid/Bid Opening

60 **September 2023**

61 • Contract Award/Construction Ntp

62 **September 2023 – December 2023**

63 • Estimated Construction to Substantial Completion

64 **COMMITTEE/ BOARD APPOINTMENT/RESIGNATION**

65 **Appointment – Technology Committee**

66 **Stephen Matellian MOVED** the Board of Selectmen vote to appoint Jeffrey Boss to fill a vacant
67 seat on the Technology Committee.

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

69
70 **BOARD OF SELECTMEN DISCUSSION**

71 **Road Race Application – Nipmuc Regional High School**

72 **Maureen Dwinnell MOVED** to approve the road race application submitted by Nipmuc Regional
73 High School students for a race/walk to be held on Sunday, May 21, 2023 at 8:00 am.

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

79 **Street Sign Request**

80 **Steve Matellain MOVED** to approve a “Dead End” sign at the Intersection of Juniper and
81 Miscoe Hill as recommended by the DPW Director and the Public Safety Director.

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

84 **Annual Scholarships**

85 Available annually, or as funds allow, will be a maximum of eight scholarships. Awarded will be
86 six, five-hundred-dollar scholarships funded by the E. W. Risteen Scholarship Fund or Risteen B
87 Welfare Trust Fund and two, two-hundred-dollar scholarships, one from the Ramsey Trust Fund
88 and one from the Gary Bates Scholarship Fund. As stipulated in the two trust fund documents,
89 the Ramsey Scholarship and the Gary Bates Scholarship, the scholarship will be awarded by the
90 Board of Selectmen to a deserving Upton student furthering their education. The six remaining
91 scholarships will be awarded first to an Upton senior who demonstrates a need and identifies
92 their intent to pursue further education in a municipal or public service field or secondly
93 demonstrates a need and identifies their past involvement in public service activity or activities.
94 Scholarship awards outside these identified criteria's will be at the discretion of the Board of
95 Selectmen.

96
97 **Steve Matellian MOVED** to approve a Risteen \$500 scholarship to each of the five applicants as
98 submitted.

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

100
101 **Discussion of Upton Community Center Room and Reservation Policies**

102 Staff are finalizing the Room Use Policy for the Great Room and Kitchen at the Community
103 Center. A draft policy will be presented at the Board's May 2, 2023 meeting for consideration.

104
105 **Maureen Dwinnell MOVED** to utilize the “Use of Town Hall Rules & Regulations Policy” for the
106 Upton Community Center's Great Room until such time as a new policy is approved by the
107 Board.

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

109
110 **Discussion of Upton Community Center Hours of Operation**

111 The Elder and Social Services Department/COA and the Upton Library are proposing to maintain
112 their hours as follows.

113
114 Elder and Social Services/ COA: Monday through Friday: 9:00 am to 4:00PM
115 Upton Library: Tuesday, Wednesday, Thursday: 9:00 am to 8:00 PM; Friday and Saturday: 9:00
116 am to 4:00 PM.

118 The Playground Hours have not yet been set and no decision has been made on the availability
119 of restrooms. The previous playground was posted as being open dawn to dusk and as weather
120 permits.

121
122 There had been discussion of providing access to the bathrooms as they can be
123 locked/unlocked separately from the rest of the building. The question will be whether the
124 Board wants to allow access and whether it should be the same hours as the playground or to
125 restrict to specific hours such as 9:00 am to 4 PM on the weekend and Monday. The Board
126 agreed the bathrooms should be available to the public only during the hours the community
127 center is open to the public.

128
129 **Discussion of possible projects for American Rescue Plan Act (ARPA) Funds**
130 The following table included revisions based on feedback from the Board as discussed on April
131 4, 2023. The Town has received an allocation of \$2,401,177.05 in ARPA Funding. The Board of
132 Selectmen authorized to expenditures for the redesign of the Town's website in the amount of
133 \$25,300 and \$52,200 for engineering design for sewer main replacement at GURR. Remaining
134 available ARPA funds are \$2,323,677.05.

135
136 At the Board's April 4th meeting, Staff was asked to evaluate the engineering and construction
137 costs for a sidewalk on Maple Ave. Design and Permitting are anticipated to cost \$280K and
138 construction \$1.5M to \$1.8M. Design and Permitting would take one year. Due to uncertainty
139 about availability of ARPA Funds in 2024 and importance of moving the Grove Street Bridge
140 forward, the DPW Director and I propose the following alternative for use of ARPA funds. By
141 using APRA funds for the bridge, we can escalate the timeline and begin construction in the fall.

Initial Proposal	COST	Alternative Proposal	COST
Fiske Ave Water Main / Replacement Construction	\$1,073,898	Fiske Ave Water Main / Replacement Construction	\$1,073,898
Fiske Ave Water Main Replacement/Design	\$106,600	Fiske Ave Water Main Replacement/Design	\$106,600
Asbestos Cement Water Line Replacement/ Rt 140 Design	\$45,000	Asbestos Cement Water Line Replacement/ Rt 140 Design	\$45,000
Asbestos Cement Water Line Replacement/ Rt 140 Oversight	\$125,000	Maple Ave Sidewalk Design and Permitting	\$280,000
Grove Street	\$200,000	Grove Street Bridge – Ped Bridge and Lighting	\$585,000
1997 Trackless or Backhoe (2025 Capital Plan)	\$180,000		
Acoustic Repairs to Main Hall	\$50,000		
Security Camera Upgrades	\$100,000		
Parking Lot Milling and Paving	\$53,116		
Parking Lot Milling and Paving	\$124,463		
Misc.	\$50,000		\$50,000
TOTAL	\$2,058,127		\$2,140,498
TOTAL REMAINING	\$265,550.05		\$183,179.05

143 **MINUTES**

144 **Pass over.**

145

146 **ADJOURNMENT**

147 **Maureen Dwinnell MOVED to adjourn the meeting of April 18, 2023, at 9:11 PM.**

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

149

150 Respectfully submitted,

151 Sandra Hakala, Executive Assistant