

# BOARD OF SELECTMEN MEETING MINUTES

August 22, 2023

Chair Maureen Dwinnell; Select member Brett Simas; Select member Laura Hebb; Town Manager Joseph Laydon; Executive Assistant Sandra Hakala.

## 1 CALL MEETING TO ORDER

2 Chair Dwinnell opened the regular meeting at 7:00 PM.

3

## 4 DEPARTMENT/BOARD UPDATES AND REQUESTS

### 5 Pratt Hill and Pearl Street Water Tank Improvements – Approval of Contract – DPW Dir.

6 May 5, 2022 Annual Town Meeting, voted to approve the sum of Five Hundred Fifty Thousand  
7 dollars (\$550,000), to be used for purchasing all the necessary equipment, materials,  
8 permitting, engineering, and bidding and construction labor, associated with providing the  
9 Town's two water storage tanks to be filled to capacity while maintaining appropriate water  
10 pressures throughout the Town's water system; including all costs incidental and related.

11

12 The contract will be funded with the 2022 ATM Appropriation, which covers professional  
13 engineering services to assist the Town in preparation of bid documents for the installation of  
14 mixing systems at both water storage tank locations.

15

16 Scope of work also includes a hydraulic evaluation of the existing water storage operational  
17 scheme to determine how the tanks can be more fully utilized. Included in this analysis will be  
18 an assessment of the impacts associated with water tank operational changes to water system  
19 pressures, a water storage tank capacity analysis including recommendations for water tank  
20 operational levels, a water system transient analysis of the high-pressure areas having asbestos  
21 cement water mains, and recommendations for the placement of pressure reducing valve  
22 vaults and the creation of pressure zones to lessen the likelihood of pipe breaks associated with  
23 an increased water system pressure.

24

25 **Laura Hebb MOVED** the Board vote to authorize the Town Manager to execute the contract  
26 with Tighe & Bond engineering services related to improvements at the Pratt Hill and Pearl  
27 Street Water Storage Tanks.

28 **Second: Member Simas, Unanimous Chair Dwinnell**

29

### 30 Lead Service Line Inventory and Replacement Plan – Approval of Contract – DPW Dir.

31 Under newly released requirements from DEP, water systems have until October 16, 2024, to  
32 develop Lead Service Line (LSL) inventories and replacement plans after which time LSL  
33 replacement will be required if water quality sampling results exceed a defined trigger level.

34

35 The Town applied for funding under the LSL Inventory Grant Program to fund to perform the  
36 inventory and the development of an LSL Replacement Plan. The Town was awarded the grant  
37 and the scope of work covered by the contract are 100% funded through the grant.

38  
39 **Brett Simas MOVED** MOVE the Board vote to authorize the Town Manager to execute the  
40 contract with Wright-Pierce Engineering to prepare the Lead Service Line Inventory and  
41 Replacement Plan.

42 **Second: Member Hebb, Unanimous Chair Dwinnell**

43  
44 **MassWorks Project Update –Town Manager**

45 FY2023 Invoices were due to the state for final payment. Since the award of \$275K in the fall of  
46 2022, the Town's consultants have completed plans through the 50% design stage. Expenses to  
47 date have totaled \$141,250. The engineers continue to work on the engineering plans. An  
48 article will need to be placed on the Fall Special Town Meeting Warrant to secure a permanent  
49 easement for a new pump station.

50  
51 **Fall 2023 Board Meeting Schedule**

52 The Board of Selectmen typically meets the 1st and third Tuesday of the month. The Board did  
53 vote on May 16th to schedule regular meetings on September 5th and 19th.

54  
55 Due to Special Town Meeting being held on November 7th, the town manager proposed to shift  
56 the November meeting to November 14th. This will also be the date of our Tax Classification  
57 Hearing. The following is the proposed schedule of meetings for the remainder of 2023:

58  
59 September 5th and 19th  
60 October 3rd and 17th  
61 November 14th  
62 December 5th and 19th

63  
64 The schedule of regular meetings does not preclude scheduling other meetings as they may be  
65 needed.

66  
67 **Laura Hebb MOVED** that the Board vote to schedule regular meetings for September 5th and  
68 19th October 3rd and 17th; November 14th; and December 5th and 19th, 2023.

69 **Second: Member Simas, Unanimous Chair Dwinnell**

70  
71 **APPOINTMENTS**

72 **Central Mass Regional Planning Commission – Appointment of Alternate Delegate**  
73 Passover.

74 **TOWN MANAGER REPORT**

75 The following is the Town Manager's Report for the August 22, 2023 Board of Selectmen  
76 Meeting.

77  
78 **DEPARTMENT UPDATES**

79  
80 **Elder and Social Services/ Council on Aging** - ESS Staff and the Town Manager met with Tri-  
81 Valley to renew the contract for meals on wheels in preparation of moving to the UCC in mid to  
82 late September.

83  
84 Coffee with the Town Manager – I held “Coffee with the Town Manager” on August 18th at  
85 Millhaus to talk with residents on various issues. Topics that came up during the 1 and ½ hour  
86 session included cable/internet costs, electric aggregation plan status, completion of Hartford  
87 Ave TIP Project, pedestrian safety at Millhaus Crosswalk and Coach Road Crosswalk, speed of  
88 traffic in Town, and the new TIP Project.

89  
90 **Human Resources** – A meeting with Town Employees on Tuesday, August 1st to kick off the  
91 Classification and Compensation Plan. Employees are reviewing existing job descriptions and  
92 completing Job Analysis Questionnaires, which will be submitted to GovHR for the Plan. HR  
93 Staff is also working to evaluate paid family and medical leave options. Municipalities are  
94 exempt from the Commonwealth’s requirements to provide paid family medical leave, so the  
95 Town vote must opt in to provide such leave. Since this will impact existing benefits, we must  
96 conduct an analysis of impacts to employees covered by collective bargaining agreements. A  
97 meeting with our issuance carrier is scheduled for next week to discuss a private party option.

98  
99 **DPW** – Fiske Ave Water Main Project contract has been signed and a pre-construction meeting  
100 was held on Friday, August 18<sup>th</sup>. The contractor will be mobilizing the second week of  
101 September. DPW Staff will prepare a pamphlet to be hand delivered to each household that is  
102 on or around Fiske Ave. The contractor estimated the project will take 120 days to complete  
103 but anticipates initial work being done by the winter and loam and seeding being completed in  
104 spring 2024. DPW crew has been working to rejuvenate fields in preparation for fall sports.

105  
106 **Cultural Council** – The FY24 Mass Cultural Council grant cycle will open September 1<sup>st</sup> and runs  
107 until October 19<sup>th</sup>. For more information visit <https://massculturalcouncil.org/local-council/Upton/>

108  
109 **Kiwanis Beach** – With Kids@Play ending, the beach is now only open weekends.

110  
111

112 **Kiwanis Tennis/ Basketball/ Pickleball Court Resurfacing** – I am working with the Recreation  
113 Commission to draft specifications and solicit quotes for resurfacing of the surface courts at  
114 Kiwanis. Draft documents will be completed this week to send to Recreation Commission for  
115 their review.

116

117 **Kiwanis Soccer Field Lights** – A meeting between town staff and representatives from MUYSA  
118 occurred on Monday, Aug 21<sup>st</sup> to discuss the installation of lights at the Kiwanis Soccer Field.  
119 MUYSA would like permission to install lights and then turn them over to the Town. They are  
120 tentatively scheduled to meet with the Board of Selectmen on September 5<sup>th</sup> to review their  
121 proposal.

122

123 **Treasurer Collector's Office** – Courtesy letters for outstanding taxes for 2021, 2022, and 2023  
124 have been sent out. Department is getting a good response to the letters. Assisting Finance Dir.  
125 with year-end.

126

127 **Finance Department** – Staff has completed statement of indebtedness and Community  
128 Preservation reports. Staff continues to reconcile cash and receivables and anticipates  
129 completion Mid-September to submit to the state.

130

131 **Assessor's Office** – Staff worked with vendors to update Assessing and GIS software, GIS  
132 software has not been updated since 2019. Staff is working on calendar year 2022 sale  
133 verification and new growth reporting, which are due in September. Staff is also working on  
134 mailing the annual Chapter Land Application to the owners of 59 parcels that participate in the  
135 State Chapter Land Program. The state revised the due date for submission to December 1<sup>st</sup> in  
136 2022.

137

## 138 **PROJECT UPDATES**

139

140 **Housing Production Plan** – A presentation of the final draft of the Housing Production Plan will  
141 occur at the August 22<sup>nd</sup> a joint meeting with the Board of Selectmen and Planning Board. Both  
142 the Board of Selectmen and the Planning Board must vote to approve the plan prior to it being  
143 sent to DHCD for approval.

144

145 **Town Website Redesign** – Staff continues to update content on the new website. We have  
146 been meeting internally to review issues with consistency and formatting and realized we need  
147 a different approach. Assistant Town Clerk Kathleen Bern has been tapped to be our website  
148 “guru” and will be coordinating consistency and formatting of pages. In addition, we are  
149 working with CivicPlus and our IT Department to build out staff and board/committee member  
150 modules that will enable us to track members and graphically display members on committee

151 pages. To allow staff additional time to do this work, we are pushing back the “go live” date to  
152 October 1<sup>st</sup>.

153  
154 **Town Server Replacement** – Annual Town Meeting approved \$60K to replace the server at  
155 Town Hall. With the cost of purchasing an on-premises server being higher than the amount  
156 authorized by Town Meeting, IT Staff and the Technology Committee are evaluating leasing  
157 equipment or moving to a cloud storage solution. Discussion of estimated costs will occur at the  
158 committee’s September meeting.

159  
160 **Upton Community Center (UCC)** – UCC Building Committee continues to meet to review final  
161 close out punch list. With the downpour events we have been experiencing, the stone dust  
162 surface in the rear of the playground has been damaged due to runoff. The Committee is  
163 working with the Landscape Architect to evaluate various solutions including installing  
164 additional drainage. The Building Committee is also looking to install fencing between the  
165 upper portion and lower portion of the playground. Fencing is also being proposed around the  
166 generator to protect it against vandalism.

167  
168 **UCC/ VFW Parking Lot** – The Town and the VFW have a shared parking agreement that allows  
169 the shared use of the parking lot between both facilities. Nitsch Engineering has started their  
170 work to redesign the parking lot to install a new handicap accessible ramp near the Senior  
171 Center entrance of the UCC, to add handicap parking spaces, relocate EV make traffic one way,  
172 and adjust spaces to increase the total number of spaces. The revised plan will need to be  
173 reviewed by the Planning Board before it can be implemented.

174  
175 **UCC EV Charger** – Installation of EV Charger will occur after the UCC parking plan has been  
176 altered and approved. The Town will be working with National Grid to secure and install the  
177 charger.

178  
179 **Municipal Fiber Grant** – Work to connect all municipal buildings, including the beach and  
180 schools, is nearing completion. Switching gear had been backordered and was delivered to  
181 Town Hall yesterday. Contractors will be working to install networking gear to complete the  
182 project in September.

183  
184 **Parklet & Town Hall Parking Lot** – Town Planner and DPW Director are reviewing draft plans  
185 reconciling the Town’s parking reconfiguration plan and the work done by EDC and BSG for the  
186 parklet design plan. Next steps will be presentation of final plan to the Board of Selectmen.

187  
188 **Electric Aggregation** – I recently requested an update from our Aggregation Plan Consultant,  
189 Colonial Power, on the status of the Town’s Aggregation Plan with the Department of Public

190 Utilities. Colonial Power confirmed that they do not know the status of the plan after they had  
191 submitted information back in May that was requested by DPU. They indicated that Upton was  
192 one of 23 municipalities that have a plan under review by DPU. I asked Colonial Power to come  
193 to our 2<sup>nd</sup> September or 1<sup>st</sup> October meeting to give the Board an update and they agreed  
194 they would attend a meeting. I have also asked Representative Muradian and Senator Fattman  
195 for their assistance in moving the Town's plan through DPU.

196

197 **Police and Fire Paving** – The paving contractor is currently repaving the Fire Department  
198 parking lot. The Police Station lot will be paved next week. The paving work is being funded  
199 through the Town's American Rescue Plan Act (ARPA) allocation.

200

201 **MassWorks/ Rt 140 Water & Sewer Extension Project** – FY2023 Invoices were due to the state  
202 for final payment. Since the award of \$275K in the fall of 2022, the Town's consultants have  
203 completed plans through the 50% design stage. Expenses to date have totaled \$141,250. The  
204 engineers continue to work on the engineering plans. An article will need to be placed on the  
205 Fall Special Town Meeting Warrant to secure a permanent easement for a new pump station.

206

## 207 **CONSTRUCTION PROJECTS**

208

209 **Governors Landing** – The Conservation Commission issued an Order of Conditions at their  
210 August 9<sup>th</sup> meeting. The Zoning Board of Appeals filed its special permit decision with the Town  
211 Clerk on July 5, 2023 and the appeal period has expired. The Planning Board is scheduled to  
212 take action on the draft special permit decision at their August 22, 2023 meeting.

213

214 **Upton Apartments/ 40B at 45-51 Main Street** – Mass Housing issued a letter date August 11,  
215 2023 granting the proposed 68 unit 40B site approval. The Mass Housing approval allows the  
216 applicant to file a Comprehensive Permit Application with the Zoning Board of Appeals.

217

## 218 **PUBLIC COMMENT**

219 Marcella Stassa would like to update the charge of the mosquito committee, reduce the  
220 membership to 5 and be a subcommittee of the conservation committee. The board will review  
221 the request at an October meeting.

222

## 223 **MINUTES**

224 **Brett Simas MOVED** that the Board of Selectmen vote to approve the meeting minutes of June  
225 7, 13, 21, 23, 28.

226 **Second: Member Hebb, Unanimous Chair Dwinnell**

227

## 228 **BOARD OF SELECTMEN WORKSHOP**

229 **Discussion of potential article for the November 7th Special Town Meeting.**  
230 The following is an initial list of articles that could be placed on the November 7, 2023 Special  
231 Town Meeting warrant.  
232 1. Taking Authorization – Land for Pump Station for on Milford Road  
233 2. Taking Authorization – Land for Pedestrian Bridge on Grove Street  
234 3. Funding for Consultant and Administrative Services Supporting Upton Cemeteries (\$100K)  
235 4. Funding for Road Safety Audits and Improvements (\$60K)  
236 5. Zoning Bylaw Amendment – Ground Mounted Solar  
237 6. General Bylaw Amendment – Wetland Bylaw Public Hearing Notification Process  
238 7. Renaming Board of Selectmen to Select Board (rumor of Citizen Petition)  
239 8. CPC – Community Preservation Plan Update (\$20K)  
240 9. Municipal Server Upgrade (Placeholder. May not be submitted if Technology Committee  
241 recommends leasing or moving server to a cloud-based solution)  
242 10. Authorization to Lease First Floor of Risteen Building  
243 11. FY 2024 Budget Adjustments (MURSD and DPW)  
244 12. Zoning Bylaw Amendment – Upton Center Business District Use Table

245  
246 **ADJOURNMENT**

247 **Brett Simas MOVED to adjourn the meeting of August 22, 2023, at 8:37PM.**

248 **Second: Select Member Hebb, Unanimous, Chair Dwinnell.**

249  
250 Respectfully submitted,  
251 Sandra Hakala, Executive Assistant