

BOARD OF SELECTMEN MEETING MINUTES

July 13, 2021

Chair Maureen Dwinnell; Selectman Stephen A. Matellian; Selectman Brett A. Simas; Town Manager, Derek S. Brindisi; Executive Assistant, Sandra Hakala

1 CALL MEETING TO ORDER

2
3 6:00 PM Executive Session under MGL c. 30A, sec. 21 exceptions #2: to conduct strategy
4 sessions in preparation for contract negotiations with non-union personnel (town manager).

5 Public Comment

6 None
7

8 Guest Presentations

9 Cemetery Commissioners Update

10
11 Ed Phillips relayed to the Board the Commissioner's engagement with Maplewood cemetery officials
12 and BVT administration and outlining the benefits of both parties should the town acquire the property
13 as detailed in his letter.

14 The Commission received a formal letter from the Trustees of the Maplewood Cemetery Association
15 requesting the Commission take over the operations and management of the Maplewood Cemetery and
16 accept the property as a gift last fall. Maplewood Trustees stated they would transfer approximately 20
17 acres of land to the town, which would also include a chapel, tool house, and gazebo. Furthermore, a
18 nearly eight-year-old John Deere tractor would be provided, as well as any remaining funds in the
19 Association's checking and savings account.

20 The Commission assesses there are an estimated 916 graves available (458 two grave lots) in the central
21 portion of the property, 1,374 (687 two grave lots) in the lower field to the south of the central
22 cemetery, and 1,120 graves (560 two grave lots) north of the central cemetery

23
24 DPW Director Dennis Westgate attended the Selectmen's meeting to provide information on the costs
25 needed. The Maplewood Cemetery acquisition would need to be approved through a town meeting
26 vote.

27 Community Center Update- Jim Brochu

28 Mr. Brochu provided the following progress report and schedule.

- 29
- 30 • Developed mitigation plan and received approval by Conservation Commission on 6/23/21.
31 Waiting to receive final Order of Conditions to include in bid documents.
 - 32 • Have responded to Planning Board peer review comments from Stantec. Final hearing
33 scheduled for 7/27/21.
 - 34 • Received comments from Mass DOT regarding curb cut permits on 6/25/21. T2 to provide
35 response.

40 Bid documents

- 42 • 90% Construction Documents currently under constructability review.
43 • Bidding will be electronic through web-based host.

44
45 **Schedule (updated):**

- 46 • 7/1/21 – 90% Construction Documents drawings and specs issued by T2 for constructability
47 review
48 • 7/14/21 – Vertex to obtain prevailing wages from MA DSL
49 • 7/29/21 - Return comments/changes to T2
50 • 8/12/21 - T2 and Consultants incorporate Vertex comments/changes and complete drawings
51 and specs. Forward to bid host.
52 • 8/12/21 – Vertex to post to Central Register. Town to issue newspaper ad, website, and
53 COMMBUY'S
54 • 8/18/21 - Bid start date. Bid docs available to bidders. Electronic bidding.
55 • 8/25/21 – Bidders site walk through/briefing session
56 • 9/8/21 - FSB due
57 • 9/22/21 - GC Bid due
58 • 9/27/21 – Review bid and recommend award to THBC
59 • 9/27/21 – THBC meeting. Vote for award recommendation to BOS
60 • 9/28/21 – BOS approval of award
61 • 10/1/21 – Award contract to low responsible bidder.
62 • 10/13/21 – Preconstruction meeting
63 • 10/25/21 – Close playground. Remove play structures to secure temporary storage location
64 • 11/1/21 – GC mob to site
65 • 11/1/22 – Substantial completion (13 months from award)
66 • 12/1/22 – Final completion (14 months from award)

67
68 [Discuss One day Liquor License Applications](#)

69 **Motion #1:** Motion made by Selectman Simas to approve one day liquor licenses to Rushford
70 and Son at the VFW 15 Milford Street on July 27 (rain date 8-3).

71 Second: Selectman Matellian, Unanimous, Chairman Dwinnell

72 **Motion #2:** Motion made by Selectman Matellian to approve one day liquor licenses to
73 Rushford and Son at the VFW 15 Milford Street on August 31 (rain date 9-7).

74 Second: Selectman Simas, Unanimous, Chairman Dwinnell

75 **Motion #3:** Motion made by Selectman Simas to approve one day liquor licenses to Rushford
76 and Son at the Kiwanis Beach July -21,28, August 4, 11 (or corresponding rain date).

77 Second: Chairman Dwinnell, Majority Action of the Board.

78 Brett Simas, aye, Maureen Dwinnell, aye, Steve Matellian, nay

79 Mr. Matellian is opposed to alcohol on town owned property.

87 **Motion to Appoint Members to Various Boards and Committees**

88 **Mosquito Control Board**

89 **Motion #4:** Motion made by Selectman Matellian to appoint Alyssa Bernat and Gavin Jones to
90 the Mosquito Control Board

91 Second: Selectman Simas, Unanimous, Chairman Dwinnell

92 **Motion #5:** Motion made by Selectman Matellian to appoint Christine Scott to the Mosquito
93 Control Board

94 Second: Selectman Simas, Unanimous, Chairman Dwinnell

95 **Motion #6:** Motion made by Selectman Matellian to appoint Marcella Stassa (Sustainable
96 Upton) to the Mosquito Control Board

97 Second: Selectman Simas, Unanimous, Chairman Dwinnell

98 **Open Space Committee**

99 **Motion #7:** Motion made by Selectman Matellian to re appoint Alan Miano and Todd Dodd to
100 the Open Space Committee.

101 Second: Selectman Simas, Unanimous, Chairman Dwinnell

102 **Motion to Authorize Town Manager to Execute Extension Agreement with E.L. Harvey & Sons,
103 Inc.**

104 **Motion #8:** Motion made by Selectman Simas to Authorize Town Manager to Execute Extension
105 Agreement with E.L. Harvey & Sons, Inc.

106 Second: Selectman Matellian, Unanimous, Chairman Dwinnell

107 **Motion to Approve Intermunicipal Agreement with the Town of Northbridge for Public Health
108 Shared Services**

109 **Motion #9:** Motion made by Selectman Simas to approve the Intermunicipal Agreement with
110 the Town of Northbridge for Public Health Shared Services as submitted.

111 Second: Selectman Matellian, Unanimous, Chairman Dwinnell

112

113 Second: Selectman Matellian, Unanimous, Chairman Dwinnell

114 **Motion to Approve Year end Transfers**

125 **Motion #10:** Motion made by Selectman Matellian to approve the Year end Transfers as
126 submitted.

127
128 Second: Selectman Simas, Unanimous, Chairman Dwinnell
129

130 **Motion to Approve Tri Valley Frontrunners Road Race**

131 **Motion #11:** Motion made by Selectman Matellian to Approve Tri Valley Frontrunners Road
132 Race.

133
134 Second: Selectman Simas, Unanimous, Chairman Dwinnell
135

136 **Motion to Execute Glen Avenue/ Hartford Avenue Sewer Easement**

137 **Motion #12:** Motion made by Selectman Simas to Execute Glen Avenue/ Hartford Avenue
138 Sewer Easement.

139
140 Second: Selectman Matellian, Unanimous, Chairman Dwinnell
141

142 **Motion to Accept Deed and Related Easements for Azalea Lane**

143 **Motion #13:** Motion made by Selectman Matellian to Accept Deed and Related Easements for
144 Azalea Lane contingent upon clear title.

145
146 Second: Selectman Simas, Unanimous, Chairman Dwinnell
147

148 **Motion to Accept Deed for Williams Street**

149 **Motion #14:** Motion made by Selectman Simas to Accept Deed for Williams Street.

150
151 Second: Selectman Matellian, Unanimous, Chairman Dwinnell
152

153 Mr. Matellian asked for an inventory of open space parcel be provided to the Board.

154
155 **Forest Heights Update**

156 The Town Manager updated the Board on his conversation with Mike Penko and Bill Taylor and other
157 member of the Conservation Commission on the historical data that was provided to the Town.

158

159 **Motion to Open Warrant August 1 and Close September 10**

160 **Motion #15:** Motion made by Selectman Simas to Open Warrant August 1 and Close September
161 10.

162
163 Second: Selectman Matellian, Unanimous, Chairman Dwinnell

164 **Discuss Summer Schedule**
165 The Board will meet next on August 3 & 31 and September 14 & 28 and then return to their regular
166 schedule.
167
168 **Certificate of Announcement pursuant to 301 CMR 51.08(2) DCR #P-000963**
169 DCR #P-000963, Town of Upton
170 I, Maureen Dwinnell, Chair of the Board of Selectmen of the Town of Upton, Massachusetts, do
171 hereby certify that on, July 13, 2021, it was announced at a public meeting of the Board of
172 Selectmen that:
173
174 The Department of Conservation and Recreation may acquire an interest in parcels of land
175 located in Upton as shown on the attached locus map marked as "Exhibit A" for conservation
176 and/or recreation purposes.
177
178 **Adjourn Meeting**
179
180 ***Motion #16:*** At 9:31PM Selectman Simas made motion to adjourn.
181
182 Second: Selectman Matellian, Unanimous, Chairman Dwinnell
183
184 Respectfully submitted,
185 Sandra Hakala, Executive Assistant