

BOARD OF SELECTMEN MEETING MINUTES

December 17, 2019

Town Hall

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

CALL MEETING TO ORDER

Chairman Matellian opened the meeting at 7:00 p.m. lead the pledge of allegiance and reviewed the agenda.

MINUTES

Motion #1: Motion made by Selectman Dwinnell to approve the Regular Session Meeting minutes December 3, 2019.

Second: Selectman Simas, Unanimous: Chairman Matellian.

INVITED GUESTS

Update from the EDC

Gene Bernat and Steve Rakitin from the EDC updated the BoS on recent events regarding Upton Center revitalization efforts, they also urged the Board to close Warren Street as soon as possible and not wait for the Spring. Further, requesting that this closing be permanent and not temporary. They also made comment on the following: the status of the RFP, nano brewery, the EDC plan, impact of the new bylaws on plastic and Styrofoam, sidewalks on Maple Ave., Town Planner and the need to update the Town Master plan.

A majority of the Board supported a PT town planner to report to the town manager and to coordinate the steps to update the master plan. They also agreed finding the right partner (IMA) would be beneficial.

DISCUSSION ITEMS

Discussion on Trash Bag Storage

Richard Desjardins and Diane Tiernan from the Board of Health explained to the BoS that the bulk storage of trash bags by the trash bag manufacturer was being eliminated and they were seeking alternative storage solutions. Their preference was to purchase a large container, and house it in the library parking lot in order to be easily assessible for staff. The BoS agreed that this would not be aesthetically pleasing, and contrary to the vision being proposed in the town cementer revitalization. Mr. Westgate suggested a container be placed in the DPW yard. The BoS concurred.

Discuss Community Center Steering Committee

The Board reviewed the following submitted by the Community Center Steering Committee:

Mission:

The Community Center Steering Committee (hereinafter Committee) has been tasked by the Board of Selectmen with facilitating the design and construction of a new municipal facility to deliver various community services, including library, elder and social services. Over a period of nine to eighteen months, the Committee will refine existing designs, coordinate with town departments and community groups, make recommendations for the operation and services of the new facility, and provide publicity to keep the general public informed of the project's progress. The Committee will recommend to the Building Committee any space needs and design considerations related to providing services, and will recommend to the Board of Selectmen, Library Trustees and Council on Aging any policies, procedures and memorandums of understanding for operation of the departments.

The committee will consider quality and variety of services, efficient use of space and financial resources, needs of all departments and the residents of Upton, and Architectural Access Board (AAB) requirements.

Background:

1. The Town has appropriated funds for conceptual and schematic design and the construction bid process for a new municipal facility of approximately 14,000 square feet located on the town-owned land at 13 Milford Street (Playground site)
2. The preliminary conceptual designs approved by the voters show a facility to house Library, Elder and Social Services, along with sufficient parking and a re-designed playground on the site.
3. A Building Committee will be appointed in accordance with the general bylaws of the town. The Building Committee will be responsible for selecting an OPM, a designer and managing the design and construction bid phases of the project.
4. The Building Committee will need recommendations on the specific design considerations needed to accommodate the desired services.
5. As the project moves forward, Town departments, boards and committees will need recommendations on how to effectively combine their services in the new facility.
6. At the conclusion of the construction bid phase, the residents of the town will need to make an informed decision whether or not to proceed with the full construction and project costs.

Composition:

The Committee will consist of seven (7) members: Ad Hoc non-voting members are the Director of Elder and Social Services and the Library Director. Five (5) voting members appointed by the Board of Selectmen should include members of the Library Trustees, Council on Aging and the general public.

A quorum shall consist of 3 voting members.

84 *Tasks:*

85 The Committee shall meet regularly, and complete its tasks in a timely fashion, as needs and
86 opportunities are time sensitive. Recommendations should be available to the governing bodies
87 with sufficient time to evaluate and take action.

88
89 The specific tasks of the Community Center Steering Committee are as follows:

- 90 1. Post all meetings as prescribed by law.
- 91 2. Elect officers.
- 92 3. Record the minutes of each meeting.
- 93 4. Determine any planning funds required and request such funds if necessary.
 - 94 a. Investigate grant opportunities and apply if directed by the governing bodies.
 - 95 b. Seek donations of furnishings and equipment.
- 96 5. Regularly meet with the Building Committee to provide recommendations about space needs
97 and design considerations.
- 98 6. Contact community groups and organizations to solicit feedback and input about the project.
- 99 7. Use multiple avenues, such as public informational sessions, Town websites, print
100 publications and social media to keep the general public informed of the project.
- 101 8. Determine the feasibility of including additional services in the facility, including but not
102 limited to Historical Society.
- 103 9. Investigate options for future preservation of the Knowlton Risteen building stained glass
104 window.
- 105 10. Develop a plan for the operation of the facility, including but not limited to the following:
 - 106 a. Make recommendations on what services should be offered at the facility
 - 107 b. Make recommendations on spaces, equipment and infrastructure required.
 - 108 c. Make recommendations on appropriate staffing levels for each department.
- 109 11. If directed by the governing bodies, create draft policies, procedure manuals or
110 memorandums of understanding with internal and external stakeholders.
- 111 12. Present all recommendations and documents to the governing boards and the general
112 public.
- 113 13. Review comments and modify documents as directed by the governing boards.
- 114

Motion #2: Motion made by Selectman Simas approve as written the mission of the Community Center Steering Committee.

Second: Selectman Dwinnell, Unanimous, Chairman Matellian.

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Motion to Expend from the Lora Dearth Library Trust Fund

The Upton Town Library Board of Trustees requests authorization to expend up to \$731.00 from the Lora Dearth Library Trust Fund (8210-300-3590-1000) in FY2020 for the purchase of books for the library collection.

Motion #3: Motion made by Selectman Simas to expend up to \$731.00 from the Lora Dearth Library Trust Fund in FY2020 for the purchase of books for the library collection.

Second: Selectman Dwinnell, Unanimous, Chairman Matellian.

Motion to Approve Various Donations

Motion #4: Motion made by Selectman Dwinnell to accept with thanks and gratitude the donation from Ann Hill for \$100.00.

Second: Selectman Simas, Unanimous, Chairman Matellian.

Motion #5: Motion made by Selectman Simas to accept with thanks and gratitude the \$6000.00 donation from Mr. Muradian.

Second: Selectman Dwinnell, Unanimous, Chairman Matellian.

Motion #6: Motion made by Selectman Dwinnell to accept with thanks and gratitude the \$200.00 donation from Mr. Moore.

Second: Selectman Simas, Unanimous, Chairman Matellian.

Motion to Approve PPPM Updates

At their meeting on December 10 the Personnel Board unanimously approved the noted amendments to the Performance Review Procedures which reflect the updated process in the

Town's Compensation Plan, and the Overtime Procedures are now in line with the Town's CBA's.

Motion #7: Motion made by Selectman Simas to accept the updates to the PP&PM as recommended by the personnel board at their December 10 meeting.

Second: Selectman Dwinnell, Unanimous, Chairman Matellian.

ADJOURN MEETING

Motion #8: At 9:00pm Selectman Simas made motion to adjourn.

Second: Selectman Dwinnell, Unanimous: Chairman Matellian

Respectfully submitted,

Sandra Hakala
Executive Assistant