

# BOARD OF SELECTMEN MEETING MINUTES

July 12, 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

2 **Motion # 1:** Select member Dwinnell moved to open the regular meeting at 7:00 PM.

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

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## 5 DEPARTMENT/BOARD UPDATES AND REQUESTS

### 6 A. Year End Transfers - Kenny Costa, Finance Director

7 As FY 2022 ends, there are a number of individual accounts that require transfers  
8 to eliminate deficits. Many of these are due to increased costs in energy such as utilities, fuel,  
9 and repairs which were unforeseen in the preparation of budgets. Others are minor and are  
10 due to increased demand for staffing.

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FY 22 END OF YEAR TRANSFERS

DOC DATE 07/11/2022

GENERAL FUND	AMOUNT	FROM	ACCOUNT #	TO	ACCOUNT #	JUSTIFICATION
TRANSFER #1	\$12,600	Selectmen - Expense	0100-210-5400-5421	Selectmen - Salaries	0100-122-5100-5110	Deficit due to the transition and contractual obligations of the Town Manager during the Fiscal Year. Transfer within the Board of Selectmen Office.
TRANSFER #2	\$24,400	Finance Department - Wages	0100-133-5100-5100	Finance Department - TC Exp.	0100-133-5400-5422	Deficit due to the transition of the Finance Department - Treasurer/Collector's Office. Transfer is within the Finance Department.
TRANSFER #3	\$7,500	Town Counsel Expense	0100-151-5200-5302	Town Building Expense	0100-192-5400-5421	Deficit is due to the replacement of actuators in 4 fan coils throughout Town Hall in the amount of approximately \$6,000. Also, the increase of utilities added to the deficit.
TRANSFER #4	\$325	Police - Wages	0100-210-5100-5100	Police - Training	0100-210-5200-5313	Deficit is due to additional training at year-end. Transfer is within the Police Department.
TRANSFER #5	\$10,000	Police - Wages	0100-210-5100-5100	Police - Cruiser Gas	0100-210-5400-5481	Deficit due to the rise of fuel cost. Inflationary pressures seen across the world. Transfer is within the Police Department.
TRANSFER #6	\$3,500	Police - Wages	0100-210-5100-5100	Police - Cruiser Maintenance	0100-210-5400-5482	Deficit due to the rise in the cost of car parts and maintenance in addition to higher mileage on the fleet. Inflationary pressures and supply chain issues around the world. Transfer is within the Police Department.
TRANSFER #7	\$3,000	Fire-EMS - Wages	0100-220-5100-5100	Fire-EMS Dept - Vehicle Fuel	0100-220-5400-5481	Deficit due to the rise of fuel cost. Inflationary pressures seen across the world. Transfer is within the Fire-EMS Department.
TRANSFER #8	\$700	Veteran Service - Expense	0100-543-5400-5421	Veterans Service - Wages	0100-543-5100-5100	Deficit is due to additional hours worked for Upton Veterans support and training not budgeted. Transfer is within the Veterans Department.
TRANSFER #9	\$725	Recreation - Site Improvements	0100-630-5800-5840	Recreation - Beach	0100-630-5100-5112	Deficit due to year end Beach - lifeguard services provided not budgeted. Transfer is within Recreation Budget.
TRANSFER #10	\$1,355	Town Counsel Expense	0100-151-5200-5302	Bond Town Officers	0100-945-5700-5741	Deficit due to the transition of the Finance Department - Treasurer/Collector's Office. Treasurer and Asst. Treasurer required to be bonded.

TOTAL \$64,105

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14 **Motion # 2:** Select member Dwinnell made the motion that the Board of Selectmen vote to  
15 approve the year end transfers as recommended by the Finance Director/ Town Accountant.  
16 **Second: Select member Matellian, Unanimous, Chair Simas.**

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18 **PUBLIC INPUT/BOARD MEMBERS' UPDATES**

19 Cobbler Creek

20 Eames Way residents attended the meeting seeking support from the Board to work with the  
21 developer John Burns to determine alternative solutions to their concerns regarding the current  
22 parking plan to accommodate a new trail. They are fearful they will end up with a worst-case  
23 scenario of living in the middle of a tourist attraction.

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25 **HEARINGS**

26 **A. 7:30 PM – Public Hearing – Pole Hearing – National Grid, Applicant**

27 Chair Simas opened the Public Hearing at 7:30PM pertaining to the Petition by National Grid  
28 seeking approval to review the petition of Massachusetts Electric Company and Verizon New  
29 England, Inc., Westboro St for support of existing JO P41, National Grid will install a 35' JO push  
30 brace pole 41-89 on public property. It will be approx. 15' east of P41 at 7:30pm on Tuesday,  
31 July 12, 2022, at Town Hall, One Main Street.

32  
33 Al Galvin was in attendance representing National Grid to answer questions from the Board.  
34 DPW has reviewed the location and has no issue with the relocation. Chair Simas asked if there  
35 were any questions or comments.

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37 **Motion # 3:** Select member Dwinnell made the motion that the Board of Selectmen vote to  
38 approve National Grid's request to erect a 35-foot push brace pole to support the existing pole  
39 JO P41 in accordance with the petition dated February 4, 2022.

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

41 **Motion #4:** Motion made by Chair Simas close the public hearing at 7:34 pm.

42 **Second: Select member Matellian, Select member Dwinnell.**

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44 **B. 7:35 PM - Public Hearing to set Water and Sewer Rates for FY 2023**

45 Chair Simas opened the Public Hearing at 7:35PM in accordance with General By-laws  
46 Chapter 274 Water, Section 12, Rates for connection and use of the Town's public water  
47 supply system and under said General By-laws Chapter 223 Sewer, Section 4 Rates for  
48 connection and use of the Town's public sewer system will hold a public hearing to review  
49 the water and sewer rates proposed by the Director of Public Works for Fiscal Year 2023  
50 on Tuesday, July 12, 2022 at 7:35 pm at Town Hall, Room 203, One Main Street, Upton,  
51 MA 01568.

53 The Board reviewed the proposed water and sewer rates for FY2023. The rates are calculated  
54 to cover the cost for the operation of the water and sewer departments. The Director proposes  
55 an increase of 5% over the prior rates. It should be noted that there are discounts for veterans  
56 and seniors in the amount of 20% and 50% off the customer service charge respectively.

Below is a chart illustrating the current and proposed rate changes:

Gallons Used Quarterly	Water Rates FY22	Water Rates FY23	Sewer Rates FY22	Sewer Rates FY23
Customer Service Charge (CSC)	\$19.50	\$20.48	\$89.30	\$93.77
Step 1 0 - 3,000 gallons	\$4.00	\$4.20	\$11.30	\$11.86
Step 2 3,001 - 7,500 gallons	\$5.00	\$5.25	\$13.56	\$14.24
Step 3 7,501 - 20,000 gallons	\$8.00	\$8.40	\$14.69	\$15.42
Step 4 More than 20,000 gallons	\$12.00	\$12.60	\$20.34	\$21.35
Second Meter Charge	\$12.00	\$12.60	N/A	N/A

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58 **Motion #5:** Select member Matellian made the motion that the Board of Selectmen vote to  
59 approve the FY 2023 Water and Sewer Rates as proposed by the Director of Public Works.  
60 **Second:** Select member Dwinnell, Unanimous, Chair Simas.

61 **Motion #6:** Motion made by Chair Simas close the public hearing at 7:34 pm.  
62 **Second:** Select member Matellian, Select member Dwinnell.

#### 64 **APPOINTMENTS/RESIGNATIONS**

65 The Board received letters from Donna Desjardins and Don Spargo resigning from the Historical  
66 Commission. It is anticipated that the Board will be considering applications for appointment at  
67 the July 26, 2022 meeting.

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69 **Motion #7:** Select member Dwinnell made the motion that the Board of Selectmen vote to  
70 accept with regret the resignations of Donna Desjardins and Don Spargo from the Historical  
71 Commission and thanked them for their many years of service.

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

#### 74 **BOARD OF SELECTMEN DISCUSSION**

##### 75 **A. 0 Grove Street Update**

76 Included in the Board's packet is a draft survey plan showing the results of the Town's  
77 surveying consultant's examination into 0 Grove Street. Both parties are working towards an  
78 amicable agreement. The recording of the deeds do not depict the gravel parking lot and the  
79 brewery's original intent of ownership.

##### 80 **B. Street Sign Request – Blind Drive at 9 Christian Hill Road**

82 The Board reviewed a Street Sign Request for a Blind Drive submitted by the resident at 9  
83 Christian Hill Road. The request has been reviewed and approved by the Police Chief and the  
84 DPW Director.

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86 ***Motion # 8:*** Select member Matellian made the motion that the Board of Selectmen vote to  
87 approve the request for a Blind Drive to be installed near 9 Christian Hill Road and that it be  
88 installed as directed by the DPW Director.

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

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91 **C. Eagle Scout Project Contracts for Furniture and Finishings**  
92 The Board discussed Charlie Giracca's Eagle Scout project. He is proposing to build a *GaGa Ball*  
93 *Pit* on Kiwanis Beach. The Board asked that he seek advice from the building inspector to  
94 ensure code and ADA compliance before funding is considered.

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96 **MINUTES**  
97 Passed over

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99 **ANTICIPATED ADJOURNMENT**

100 ***Motion # 9:*** Select member Dwinnell made the motion that the Board of Selectmen vote to  
101 adjourn the meeting of June 21, 2022 at 8:35 PM.

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

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104 Respectfully submitted,  
105 Sandra Hakala, Executive Assistant