



# TOWN OF UPTON, MASSACHUSETTS

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## COUNCIL ON AGING

March Director's Report

### ***Programs/Events Held During the Month of March***

In addition to our regular weekly and monthly programs the following was offered:

- Employee Appreciation Social
- Foxwoods
- Podiatrist Appointments
- AARP Tax Appointments
- Craft Project
- Lunch Trip to Empire Buffet
- Men's Club Supper
- Friends of Rachel BVT Dinner
- Weekly Blood Pressure Checks
- Birthday Bash for February and March Birthdays
- Senator Moore Office Hours
- State Representative Muradian Office Hours
- Egg Decorating and Easter Egg Hunt
- BVT Salon Visit
- Presentation on Anxiety and Depression
- St. Patrick's Day Celebration
- Walk in the Park- Walking Club
- Tri Valley "Meals for March" dinner

### ***Save the Date***

- April 8<sup>th</sup> Milford Hospital "Medication Reconciliation"
- April 11<sup>th</sup> Breakfast and Heart Health Trivia
- April 15<sup>th</sup> Volunteer Appreciation
- April 19<sup>th</sup> Trinity Big Band
- April 22<sup>nd</sup> "Teacher Creature" Intergenerational Program
- May 3<sup>rd</sup> Mother's Day Celebration Tommy Rull (Cultural Council Grant)
- June 10<sup>th</sup> Father's Day Celebration "Jumpin' Juba"(Cultural Council Grant)
- August 12<sup>th</sup> "Jukebox Oldies Dance" with DJ's Adam Webster and Dave O

The Formula Grant finally came in! We are doing okay with the current budget and budget presented for 2017. Very grateful that the Town Manager, BOS and Finance Committee are committed to the seniors of the community.

**COUNCIL ON AGING DIRECTOR**  
Janice Read Nowicki

**SOCIAL SERVICES COORDINATOR**  
Jessica D'Amato  
2 Farm Street • Upton, MA 01568  
T: 508.529.4559 • F: 508.529.1014

Jessica and I will be attending training on “Workplace Safety Training” on April 26<sup>th</sup>.

May is “Older Americans Month”. Watch for many activities in celebration of this special month.

Congratulations to Susan Kalloch for finding the Leprechaun’s Hat in the newsletter.

Respectfully submitted,

Janice Read Nowicki, Director

**CODE ENFORCEMENT DEPARTMENT - MONTHLY REPORT**

**MARCH**

**2016**

**PERMITS ISSUED:**

	<b>CURRENT MONTH</b>	<b>F.Y.T.D.</b>
<b>Building Division: ***</b>	<b>38</b>	<b>309</b>
<b>Wiring Division:</b>	<b>30</b>	<b>234</b>
<b>Plumbing:</b>	<b>13</b>	<b>93</b>
<b>Gas:</b>	<b>9</b>	<b>92</b>

**REVENUES GENERATED:**

<b>Building Division:</b>	<b>\$ 15,027.62</b>	<b>\$ 139,967.95</b>
<b>Wiring Division:</b>	<b>\$ 3,230.00</b>	<b>\$ 23,034.16</b>
<b>Plumbing:</b>	<b>\$ 1,790.00</b>	<b>\$ 10,180.00</b>
<b>Gas:</b>	<b>\$ 780.00</b>	<b>\$ 6,885.00</b>

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**New Homes F.Y. To Date: 37**



# TOWN OF UPTON, MASSACHUSETTS

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## DEPARTMENT OF PUBLIC WORKS

April 12, 2016

RE: DPW Monthly Report for March 2016

### **Operations:**

1. Cemetery Division:

- (1) full burials / (0) Saturday burial
- Spring Clean-up
- Loom and over seed

2. Parks Division:

- Spring Clean-up
- Loom and over seed
- Prepped athletic fields for upcoming season
- Equipment maintenance

3. Forestry Division:

Conducted Windshield survey of hazard throughout the Town – scheduling tree and limb removal this coming spring.

4. Highway Division:

- Constructed New Temporary Storage Facility (Clear Span Garage)
- One (1) snow event in March
  - To date budget expensed = \$192,995.98, budget remaining = \$17,004.02 as of 4/12/16. We're still waiting on two contractors to submit their invoices for plowing totaling \$2,000.
- Patched pot holes and road repair work
- Continued with winter cleanup of tree limbs and brush

5. Water Division:

- Submitted Annual Statistical Report to MassDEP
- Water Consumption for November – 8.45 M.G./ daily avg. - 0.291 mgd. Decrease of 1,800 gpd from previous month.
- (1) Service leak and zero main breaks to report. Leaks location 10 Glen Ave
- (0) new water service connections inspected in Feb:
- Submitted W/S monthly reports to MassDEP and EPA
- Working on the Consumer Confidence Report (CCR) for MassDEP
- Completed KOH tank project

6. Sewer Division:

**TOWN MANAGER**  
Blythe C. Robinson

**DIRECTOR OF PUBLIC WORKS**  
Vincent J. Roy.  
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- Wastewater treated for November = 6.43 M.G., daily avg = 0.201 mgd, increase of 580,000 from the previous month
- Bid out sludge removal and disposal for WWTF

7. Stormwater:

- Still waiting on new MS4 permit from the EPA
- Attended CMRSWC meeting in Feb/ Reviewed new drafted bylaws/ Annual meeting scheduled for all member communities September 13, 2016.

**Projects:**

1. TIP Project (Hartford Ave, High St, Hopkinton Rd  
- BETA Engineering has completed 75% draft design – Walk-thru scheduled for 4/15 , with may submittal to MassDOT
2. I/I Study – Working with CDM Smith to develop a project list based on the latest I/I report as well as previous investigation studies and reports – **No new developments this past month.**
3. Kiwanis Upper Parking Lot –
  - a. Planning Board approved the site plans for the project.
  - b. Project being bid opening April 22nd
4. VFW Playground – surveillance camera project – need to schedule a meeting in the near future, low priority project right now.... **No new developments this past month.**

**Equipment Purchases:**

1. Dump Body for 10 Wheel Dump Truck – on hold until early spring. The body is at the dealership and will be installed after the snow season.

## **Report of the Library Director for March 2016**

Tower of Children's Books – new passport agents – MBLC library certification changes

### **Circulation**

March circulation activity was 5,009. This is 19.9% higher than last month, and 5.6% higher than March of 2015. Circulation for the entire C/WMARS network was down 0.3% compared to last year. We had a 20% increase in children's book circulation due to the reading specialist at Memorial School creating a "tower of books" program for the month of March. (1,700 children's books were circulated in March)

Laptops: 3. Nooks: 1. Games: 16.

### **Unique Patrons**

March 2016: on April 4<sup>th</sup>, Upton Library had 1,854 items checked out to 673 unique patrons.

### **Digital Content Use**

*BYKI*: 2 users learning French for 12 minutes, and also downloaded 23 vocabulary lists for offline usage.

*Overdrive*: eBook circulation to Upton patrons: 457, eAudio circulations: 183. This is a new record high usage for both eBooks and eAudio.

*Wowbrary*: We have 161 active subscribers to Wowbrary. (+4)

**New Patron Registrations**: 21 new patrons registered in March.

**New Items**: We added 191 items to the collection in March.

**Passport Applications**: processed in March: 16.

### **Programs**

*Library book group*: 9 people met on March 30<sup>th</sup>.

*Senior book group*: 6 people met on March 8<sup>th</sup>.

*Thursday storytime* 5 sessions, averaged 9 children.

*TinyTots lapsit* 4 sessions, averaged 4 children.

*Library Table*: 5 visits, averaged 6 patrons and 16 items.

*ESL classes*: 3 classes, averaged 2 students.

**Friends of the Library** –Meeting Thurs, April 14, 10:30am.

### **Plans for Next Month**

- 1) Hiring process for Circulation Clerk
- 2) April vacation week events
- 3) New RFP for library site.

### **Special Events**

Stephen Collins Irish Voices – funded by UCC, March 16<sup>th</sup> – 25 attendance

Read to a therapy Dog – March 29<sup>th</sup>, 7 attendance.

Nicole attended Literacy Night at Nipmuc HS

### **Upcoming April Events**

Matthew to attend iFair at Nipmuc HS on April 7<sup>th</sup>

Read to a therapy Dog program, every Tuesday afternoon in the Library

Earth Rhythms, songs with Davis Bates, April 19<sup>th</sup> 6:30pm at Nipmuc Auditorium

Vacation Yoga, funded by Friends of Library, April 21<sup>st</sup> 1pm at Memorial Cafeteria

### **Planning and Design Grant**

The feasibility committee has decided that none of the current site possibilities are suitable for library construction, so they are publicizing a new request for proposals for sites. This means the final design and town meeting articles will be delayed until the fall. I have submitted the request for payment of the last 20% of our state grant funds. We may need additional funds in the summer/fall to complete the investigation of the new sites.

### **Update E-Book Readers**

Not yet ordered new e-readers, although I have selected the model and content to be purchased from Barnes and Noble.

### **Public Printer Replacement**

I have received a draft lease agreement from Northeast Copier Systems. The price has changed slightly to \$195 per month, and we would own the equipment at the end of the 3 year lease. The lease is currently being reviewed by the Town Manager / procurement officer.

### **Passport Agents**

Regina Young and Lee Ann Murphy have completed the passport acceptance agent training and as of 3/31/2016 are certified to execute passport applications.

### **Patron Injury**

On Saturday, March 12<sup>th</sup>, a patron was injured after stumbling on the stairs leading into the library. Upton Police and EMS were called and they treated the patron for cuts and abrasions. The patron did not need transport to a hospital. The incident was reported to the Town Manager's office, and no further action is required at this time.

### **Library Restroom Renovations**

At the request of the Trustees, I have examined our public and staff restrooms in the Knowlton Risteen building for renovation and improvements.

*Top Priority items:*

The laminate floors are stained and peeling, and should be replaced.

Several of the drop ceiling tiles are stained and crumbling, and should be replaced.

*Medium Priority item:*

The wall paneling is dirty with minor scratches and nicks, and would be improved by repainting.

*Lower Priority items:*

The furnishings (mirror, soap dispenser, air freshener) are old and could be replaced.

The sink cabinet has cosmetic damage and could be replaced.

The Trustees should discuss possible funding sources (such as the fall town meeting), and whether we want to just address the top priority items, or do a more extensive renovation including repainting. I have not yet discussed this project with the Town Manager, I intend to talk to her about the project after we get past the Annual Town Meeting, and ask if any building maintenance funds will be available in the next fiscal year.

### **MBLC approves changes to State Certification / State Aid program**

The board of library commissioners has voted to adopt some changes to the library certification regulations. These changes are the final outcome of a 2 year process of data gathering and public input. There are three major changes, two of which will slightly affect Upton Town Library.

- 1) The Hours open requirement will now apply to any 9 consecutive months within a year. This is intended to give flexibility to libraries with seasonal variation in their hours open and **does not affect Upton Library.**
- 2) Library revolving funds will no longer be included as part of the Municipal Appropriation Requirement. In the past, revolving fund income was considered “appropriated” funds and helped us meet our minimum funding requirement. In the future, only the funds directly appropriated from the tax levy will count towards our requirement. There will be a compensating adjustment in our FY17 requirement, so we won’t unexpectedly miss our funding goal. **This change should not jeopardize Upton’s certification in the future, but it is another reason to review our revolving fund procedures next fiscal year.**
- 3) A percentage of the funds spent on purchasing or upgrading public-use technology, such as new computer workstations, will be considered a materials expenditure. Upton library is required to spend 19% of its total operating expenses on materials, and this change will encourage libraries to update their public use technology by allowing the expense to be paid with “materials” funds. The MBLC has not yet issued regulations on exactly what technology will count, or what percentage of the cost can be applied to the materials requirement. **This change should give Upton more options when upgrading our public technology.** For example, some portion of our new printer lease might count towards our materials expense requirement.

These changes will go into effect for this summer’s ARIS and 2017 certification process. As more details about the materials expense change become available, I will report them to the Trustees.

More information is available at the MBLC website at:

<http://guides.mblc.state.ma.us/state-aid-review/home>

# Upton Fire and Emergency Medical Services Monthly Report



March 2016

## **Upton Fire – EMS Department Report March 2016**

The Fire and EMS Department responded to a total of 71 calls for service during the month; 45 EMS calls and 26 fire calls. Of the 45 EMS calls, ALS services were required for 23 of the incidents. Several incidents during month were related to windy weather conditions.

### **Notable Incidents:**

None

### **Date                      Description**

The Upton Fire and EMS Department received and provided mutual aid to other departments during the month as follows:

### **Responded To:**

<b><u>Date</u></b>	<b><u>Description</u></b>
03/02/2016	Northbridge, BLS ambulance
03/03/2016	Hopedale, ALS intercept
03/14/2016	Northbridge, ALS ambulance
03/16/2016	Hopkinton, ALS ambulance
03/18/2016	Northbridge, BLS ambulance
03/18/2016	Northbridge, ALS ambulance
03/20/2016	Hopkinton, Tanker – Structure Fire
03/20/2016	Hopkinton, Engine – Station Coverage
03/20/2016	Hopkinton, Tower – Structure Fire
03/26/2016	Northbridge, ALS ambulance

### **Received From:**

<b><u>Date</u></b>	<b><u>Description</u></b>
03/20/2016	Grafton, Engine – Station Coverage

### **Fire – EMS Training:**

At monthly training firefighters reviewed emergency medical treatments, equipment and services. Our EMT's received scheduled training on Carbon Monoxide related emergencies.

**Personnel:**

Firefighter Robert Johnson completed Survival Air Management Training during the month.

Lieutenant Zachary Ward completed his Fire Instructor I certification during the month.

**Permits/Inspections:**

Inspectors with the Department conducted 18 Smoke Detector (26F) and Carbon Monoxide Detector Inspections during the month.

The Department issued 151 Open Air Burning permits during the month.

**Brush 1:**

The Department completed work re-mounting the body on Brush 1, our new 5 ton military chassis that we received at no cost from federal surplus. Running lights, emergency warning lights and radios were completed during the month. The truck was placed in service for an earlier than typical brush season. The truck is all wheel drive and is set up for off road use. It carries 1000 gallons of water and assorted hose and equipment specific to fighting brush fires.

**Incidents March 2015:**

EMS: 47 Calls

Fire: 35 Calls

Total Calls 82

Respectfully submitted,

Aaron Goodale  
Fire – EMS Chief

UPTON POLICE  
&  
COMMUNICATIONS

# MONTHLY REPORT

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MARCH 2016



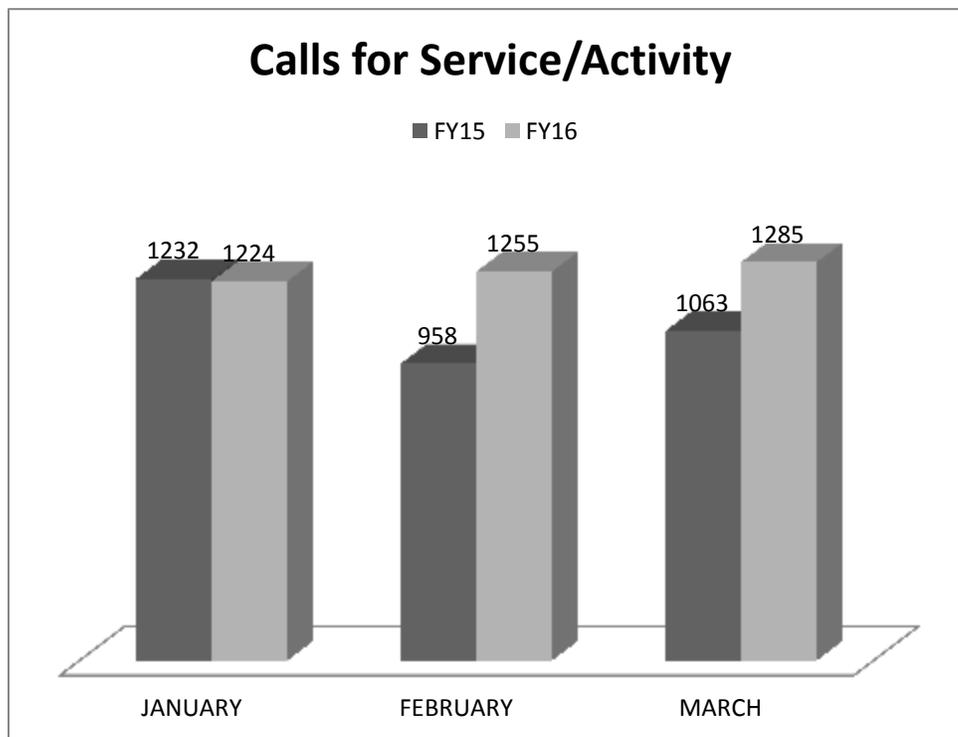
CHIEF MICHAEL J. BRADLEY, JR.  
APRIL 11, 2016

# UPTON POLICE DEPARTMENT

## CALLS FOR SERVICE/ACTIVITY MARCH 2016

The following is a partial list of calls for service/activity for March 2016:

Alarms	27	Motor Vehicle Complaints	23
Animal Complaints	10	Motor Vehicle Crash	20
Assault & Battery	2	Motor Vehicle Lockouts	4
Assist EMS	30	MV Violations	297
Assist other agency	13	OUI	2
Assistance (General)	40	Parking Complaint/Viol	9
Building Checks	211	Roadway Obstruction	12
Child Seat Installation	3	Serve Legal Process	15
Criminal Motor Vehicle Viol	20	Suicidal Person	2
Disabled MV	6	Suspicious Person	19
Domestic /Disturbance	8	Trespass	1
Fire Department Assists	21	Vandalism	1
Fraud/Scam	9	Well Being Check	7
Larceny	3	Wires Down	3
Lost/Missing Person	3	911 – Hopedale	70

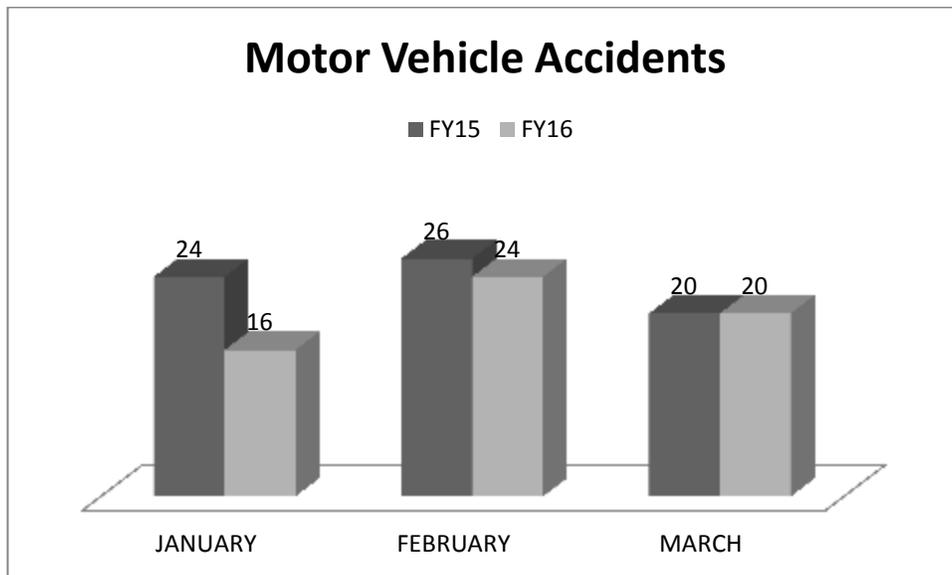


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MOTOR VEHICLE ACCIDENTS BY LOCATION – MARCH 2016

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East Street	1
Hopkinton Road	1
Main Street	5
Maple Avenue	1
Mendon Street	2
Milford Street	3
Plain Street	1
Pleasant Street	4
North Main Street	1
Westboro Road	1



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TRAINING FOR POLICE & COMMUNICATIONS –MARCH 2016

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Monthly EIP Training (Police) – Department meeting and training on providing resources for substance abuse and addiction.

CEMLEC Training – Officer Lupachini attended his monthly SWAT training event.

In-service Online Training – All Police Officers completed annual in-service training in First Responder, Eyewitness Identification, Fair & Impartial Policing and Procedural Justice.

Protecting Missing Children with Special Needs – Detective Palmieri attended a train the trainer session for missing and exploited children and autism speaks.

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**EVENTS FOR MARCH**

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Men’s Club/Police Department Easter Egg Hunt – This annual event took place at Kiwanis Beach on Saturday, March 19<sup>th</sup> at 11:30AM

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**FUTURE EVENTS**

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Tri Valley Front Runners 15K – The TVFR Boston Marathon Tune up will take place on Saturday, April 2<sup>nd</sup> at 10:00AM. The race begins and ends at Nipmuc Regional High School

Run for their Future 5K - The race has a date set for Sunday, April 10<sup>th</sup> at 10:00AM. The race begins and ends at Nipmuc Regional.

Nipmuc Student Council Road Race – The race will begin and end at Nipmuc using the same course as previous 5k races from the school. Race date is April 30<sup>th</sup>.

## UCTV Monthly Update for March, 2016

### Purchased:

- 200 DVD Blanks from BestBuy Milford \$60.00

### Repaired:

- LiveStream Switch software parameter settings

### Scrapped:

- 

### Activities:

1. Web had 118 views from Town Website and a bunch more from Youtube sites.
2. Regular schedule of events with school committee, selectmen and Be My Guest are going well.
3. I experienced some difficulty with the Livestream Switch after installing software updates where working parameters were changed unexpectedly.
4. Corrections have since been worked out for most of these issues at this time.
- 5.

Glenn Fowler, UCTV Local Access Provider