



TOWN OF UPTON, MASSACHUSETTS

BOARD OF SELECTMEN

Memo To: Board of Selectmen
From: Blythe C. Robinson, Town Manager
Date: May 13, 2016
Re: Town Manager's Weekly Report

Warrants:

- Payroll: \$ 80,494.39
- Expense Warrant: \$ 53,028.64

For Your Information/Follow Up:

- We will be getting underway shortly with the process to remove the building at #2 Grove Street. As you recall, we purchased this for parking for Town Hall, and the demolition delay that was put in place by the Historical Commission has expired. As the schedule develops I will keep you apprised of the process.
- We received four bids last week for construction of the new parking lot at Kiwanis Beach adjacent to the upper field. This week we recommended to the Recreation Commission that they award a contract to Kazowski Contracting for \$139,000 and they have. We anticipate that construction will begin by the end of the month. Tree clearing by Cook Landscaping will begin tree removal next week, and we will be notifying the area residents so they are aware of what will be taking place.
- The Town has two openings for summer jobs in DPW. Annually we hire three "summer kids" to cut grass, attend to Kiwanis Beach, and other various tasks. These are 40 hour/week positions through the summer which complement our full-time staff. Applications are due by May 19th and we are looking to have these positions filled with your approval at the June 7th meeting.
- Please mark your calendars for an excellent training opportunity on Tuesday, June 14th. The Personnel Board will be offering a training program on how to conduct a successful interview including questions that you can and cannot ask, led by Bob Carnegie. A well thought out interview process is critical to making a good hiring decision, but also to avoid asking questions that are not appropriate. Department heads and members of boards and commissions are urged to attend. The training will be held in the morning in the Fire Station Training Room.
- A number of bids and RFP's are in progress at this time. They include:
 - Chip Sealing – May 18th, Drinking water chemicals & road materials - May 25th
 - RFP to seek land for purchase by the Town for a future new Library – due June 2nd.
- There are a number of upcoming Town events that you may want to be aware of:
 - Loyalty Day Parade – rescheduled to this Sunday the 15th at 11:00 AM

BOARD OF SELECTMEN
James A. Brochu, Chairman
Robert J. Fleming
Gary Daugherty

TOWN MANAGER
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- Library Book Sale – Risteen Building Lawn - May 21st
- Town Government Day for 3rd Graders – May 25th
- Memorial Day Parade – May 30th
- Hazardous Waste Collection Day – DPW Facility - June 4th
- Police Fishing Derby – June 11th
- As mentioned above the Household Hazardous Waste Day is June 4th and there is a detailed flyer on the website from the Board of Health. Given that this event is held once a year now and anticipated to be busy, residents are encouraged to review the details so they are prepared that day to pay cash for the items for which we charge a fee, and some items we cannot accept – such as Styrofoam.
- CMRPC is holding a meeting on May 18th of economic development commissions to discuss lessons learned, success stories and such. We have not had an active Industrial Development Commission in some years, but if you believe we may be able to appoint some members to that this might be a good meeting to attend.
- Now that the election and Town Meeting are behind us it is the time of the year that the Board begins to make a number of annual appointments. Sandy has already reached out to all of the current members of boards whose terms are up to gauge their interest in continuing. We will have openings (Personnel Board, Historical Commission and others) and we'll be advertising those shortly. We will also need to have a joint election for the Recreation Commission because there was a failure to elect anyone at the election, and that is the process to fill the vacancy. If you know of anyone interested in serving on a town board, please direct them our way, or to the website where they can get the application to turn in.
- Interviews were held this week for the Conservation Agent, and the Library Circulation Assistant.