



TOWN OF UPTON, MASSACHUSETTS

BOARD OF SELECTMEN

Memo To: Board of Selectmen
From: Blythe C. Robinson, Town Manager
Date: September 16, 2016
Re: Town Manager's Weekly Report

Warrants:

- Payroll: \$ 84,873.28
- Expense Warrant: \$ 34,545.82

For Your Information/Follow Up:

- Included with your packet please find an updated list of nuisance properties and their status. The Committee met this week and removed three properties; put two on a separate list as they are resolved for now but we will keep an eye on, and our next steps on the others. Unfortunately we added #60 School Street and 25 Plain Street to this list. Please let me know if you have any questions.
- We kicked off the project to develop a comprehensive set of financial policies and procedures for the Town this week with our consultant, Scappini & Pina. They will be holding meetings with the Finance staff this week and next, after which they will begin drafting policies and set up further meetings with line departments, as well as both the Finance Committee and Selectmen. The goal is to complete the project this year.
- The State Dept. of Public Utilities held the public hearing on our electricity aggregation plan on Monday. No issues or concerns were raised which is positive and we now will wait for the Department to issue its order allowing us to proceed. I understand that this can take about a month or so.
- We received good news this week on two grants. Once again this year the Board of Health has been awarded a recycling dividends grant in the amount of \$3,550. Also, the Green Community program won a Municipal Energy Technical Assistance (META) grant valued at \$,3750 to have CMRPC perform all of the work we need done to report on the program requirements for the first year.
- The Planning Board made some changes to the draft of the Village Center Zoning Bylaw and it is now ready to be updated on our website ahead of the public information meeting on the bylaw on Tuesday, September 27th to be held at the Nipmuc High School Auditorium. A letter inviting all property owners affected by this change is going out shortly.
- We received word this week that the Department of Revenue has given preliminary certification to the Town for its revaluation of properties and assessments for FY 17. The Board of Assessors is now authorized to complete the process for full certification.

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

TOWN MANAGER
Blythe C. Robinson
One Main Street • Suite 1 • Upton, MA 01568
T: 508.529.6901 • F: 508.529.1010

- The Planning Board and the Conservation Commission have approved the site plan for the Grove Street parking lot. We are finalizing the budget for the work and plan to bring that to you at the October 4th meeting.
- On Monday, September 19th we will be hosting a day long forum at Town Hall being put on by the State for all of the communities that won a State Community Compact Information Technology grant for electronic permitting. We have 30 attendees coming! As you know we were one of those towns, and thus approximately six different vendors will be here to demonstrate their products for these communities so each of us can assess which one best fits our needs. For Upton our project is to upgrade what we have to a platform that is more user friendly for our residents, and creates internal efficiencies for our staff.
- We have two in house DPW projects on the docket to complete this fall. The first is to take out the center island in the cul de sac at the end of Oak Knoll Lane which will take place the week of September 26th and residents have been notified. The second is to tackle a drainage project on North Street at the driveway to Five Fork Farm. Runoff from the property creates an icing issue each winter – this will be a joint effort between the Town and the Farm.
- A major focus for our office this month is the development of the FY 18 – FY 23 Capital Improvement Program that we expect to deliver to the various boards at the beginning of October. New this year will be a section on future planning for Town cemetery space.
- We have a surplus auction posted on the website we use for excess vehicles and equipment at publicsurplus.com. We have uploaded an old DPW pickup truck and seven other pieces of equipment from DPW that are no longer in use by the Town. The auction ends on Thursday, September 22nd.
- Please mark your calendars for Heritage Day which will be Saturday, October 1st on the Town Common. As in past years there will also be the VFW Road Race and the Library book sale.