



TOWN OF UPTON, MASSACHUSETTS

BOARD OF SELECTMEN

Memo To: Board of Selectmen
From: Blythe C. Robinson, Town Manager
Date: September 9, 2016
Re: Town Manager's Weekly Report

Warrants:

- Payroll: \$ 98,837.89
- Expense Warrant: \$ 185,010.03

For Your Information/Follow Up:

- Next week we will be kicking off the project to develop a comprehensive set of financial policies and procedures for the Town. As you recall, we received a grant from the State to do this work as part of joining the Community Compact. Staff will be meeting with our consultant selected for the project, and at some point after that we'll be setting up a meeting for both the Finance Committee and Selectmen to participate.
- One of the last steps in our pavement work for this year is crack sealing. That will be taking place this Saturday with 15 streets affected. There will be a police detail assigned to the contractor doing that work so that traffic on these streets is handled appropriately.
- Speaking of road work, we have updated our pavement management plan to reflect the work done this year. As you know, our road surface rating (RSR) score had fallen from 74 to 68 over the last five years when we had limited funds to dedicate to road work. This year it has fallen slightly to 67.31. While this is not good news, we were able to dedicate additional resources this year that have kept the rating close to what it was, and if we can continue to add to it in future years it will again increase.
- The preliminary draft of the Village Center Zoning Bylaw has been posted on the website. The Planning Board will be taking up a minor versions at their September 13th meeting, and have scheduled a 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 will be sent out ahead of the 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. 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.

BOARD OF SELECTMEN
James A. Brochu, Chairman
Robert J. Fleming
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- 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, after which we will repave the affected area and fix the broken curbing on the outer edge of the cul de sac. This is a town owned road and we will notify the neighbors before work begins. 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 new 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.
- We have been assigned a new representative from the Department of Revenue. Kenny Costa and I met with Amy Handfield this week and believe she will be very good to work with.
- We are appreciative of residents making the efforts to reduce water consumption over the summer. Those restrictions continue until the end of September, but as the temperatures start to drop into fall and hopefully we will have some rain, it seems like the most difficult period is behind us. Thus, please remember that no outdoor watering is allowed except by hand from 9 AM – 5 PM.
- 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.