



TOWN OF UPTON, MASSACHUSETTS

BOARD OF SELECTMEN

Memo To: Board of Selectmen
From: Blythe C. Robinson, Town Manager
Date: January 17, 2014
Re: Town Manager's Weekly Report

Warrants:

- Payroll: \$ 74,279.92
- Expense Warrant: \$ 113,465.41

For Your Information/Follow Up:

- We have been served with a notice of a civil complaint and demand for a jury trial regarding a decision of the Zoning Board of Appeals. The ZBA issued a decision to allow a variance for a house being built at 7 Prospect Street where the front steps of the home did not meet the setback requirements of our by-law (but the foundation of the house does). The neighbor has filed this action asking that the court overturn the decision of the ZBA and grant relief that the court deems appropriate. This matter has been referred both to Town Counsel and to MIIA. However since monetary damages are not being sought it is unlikely that MIIA will defend the action and we will need to handle it through our legal counsel expense budget.
- The Town Hall Renovation Project continues. This week we've focused on the utility needs of the building. We've had to consider a relocation of the water line due to ledge in the back corner of the building and run it up Warren Street. Warren Street is served with asbestos cement pipe, which is an older installation and has been the subject of most of the water main breaks we've had in recent years. We're looking at the possibility and opportunity of replacing that section of pipe with ductile iron since the street is being opened anyway if it is feasible from a cost perspective and project timing. We would not want to have to repair a break after the repaving of this area is completed! As an update to the change order log the total committed still stands at \$107,000 of the \$516,000 budgeted. We do have a number of items that are under discussion at this point and our best guess at this time is that those when totaled and added to the \$107,000 will be about \$250,000. I can assure you we are watching all of these closely to stay within budget.
- Training update – this week we've had our insurer (MIIA) provide us with their driver simulator here for Police Department Training. All Officers will be going through a class and an emergency vehicle operation scenario in the simulator. Next Tuesday MIIA staff will also be in Town to provide workplace violence prevention training at the Fire Station.
- The Crown Victoria I drive is at DPW for repair this week. Leaving for work on Monday I discovered it was leaking fuel, and upon reviewing it the mechanic has determined it needs to have the fuel tank replaced, strap, and perhaps other parts. The estimate for all

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of this is between \$500 and \$1,000. We are going ahead with that, but I want to give you a heads up that a budget transfer may be required later in the year. While we budget for regular maintenance something of this magnitude was not contemplated.

- Snow removal budget update – of our \$210,000 snow budget we've spent \$67,125.
- I attended the Planning Board meeting this week, specifically to hear an update by the developer for the Crosswinds subdivision on their plans to move forward with that project. The developer was not there but represented by counsel, who told the Board that they are making arrangements to put in all of the safety equipment at the new railroad crossing that the railroad will require, and will be completing the work on the sewer pump station that we've outlined. Once those components are in place they will be seeking lot releases for a portion of the 32 homes and begin construction. This is all good news; however I've asked the Planning Board to make sure that the developer in his final plan also addresses the grade change from the development to Station Street. It is too steep due to the need to meet the railroad crossing, and could cause issues in the future.
- Please be aware that this weekend our server will be down for a 24 hour period beginning late Friday afternoon for maintenance. The number and size of documents we've accumulated since the new server was installed almost three years ago will soon exceed the size of the hard drives we have, which requires us to purchase and install larger ones. It is not an expensive undertaking, but does require the server to be down so that the work can be accomplished. Any email sent during this time will be held until the server is back on line.
- The schedule for the Library renovation project has been set, bids will be due in our office on February 5th at 11 AM, and should everything be on track the Trustees will execute a contract shortly afterwards so that the actual work can be completed in March.