



TOWN OF UPTON, MASSACHUSETTS

BOARD OF SELECTMEN

Memo To: Board of Selectmen
From: Blythe C. Robinson, Town Manager
Date: February 14, 2014
Re: Town Manager's Weekly Report

Warrants:

- Payroll: \$ 89,232.13
- Expense Warrant: \$ 418,849.78

For Your Information/Follow Up:

- As you may recall we met with staff from BVT last summer and a company retained by the Town of Mendon to market a parcel of land for development including a solar array. The company was looking to determine if there was interest by both BVT and us in purchasing net metering credits to support the development of the project. We have confirmed this week that there is capacity in that project, and that we will be able to participate, thus enabling Upton to save money on its electric bills in the future. A follow up meeting is planned for next week to nail down the details and which accounts will be affected. But I anticipate that our accounts that are the highest users of electricity will be impacted with these savings including water & wastewater, police, fire, Town Hall and the Risteen building.
- CMRPC has reached out to us regarding two new DLTA (District Local Technical Assistance) projects. Included with your packet is a letter to CMRPC indicating our interest in being included in a DLTA grant application to seek funding to support energy efficiency projects. I've told CMRPC staff that the Board is likely to decide next week whether or not to seek the Green Community Designation, and if so this might be a vehicle to get some technical assistance to carry that out. The second project would be a review of another of our priority development areas (PDA's), similar to the one done last year for the Route 140 Industrial/Commercial corridor. This year CMRPC is proposing to study our downtown commercial area, and I've told them we are interested.
- The Town Hall Renovation Committee met this week to work on technical aspects of the project. We are making plans for the access control system for exterior doors that will likely be a combination of plastic key cards at some doors, and traditional keys at doors that are primarily exit only. We're also planning for a limited network of security cameras inside the building and wiring for exterior ones for the future. The project also includes a replacement of the security alarm system that has been installed in the Treasurer's Office for years. We are looking at the equipment needed to permanently install audio and video for the Little Town Hall meeting room and the Main Hall as part of our cable TV system and our capabilities to tape events in the future. We also have

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meetings planned next week with each of the departments who will be housed in Town Hall to go over proposed furniture layouts so we can keep that process moving along.

- At this week's Finance Committee meeting the board voted to concur with our recommendation to deficit spend the snow/ice account. Once this week's warrant is posted I expect that we'll have less than \$15,000 available to address this week's storm though Wednesday's event is likely to exhaust this.
- You may have heard on the radio this week that there is a salt shortage in the region due in part of higher needs in areas of the country south of us. We've been managing this closely and have a sufficient supply at present, though it would help if winter would let up soon!
- Enclosed with your packet is a letter sent from the Central Mass Mosquito Control Project to the Conservation Commission in response to their request for information about the project. As you may recall, the Conservation Commission opposed the Board of Health's request for funds at this year's Town meeting and raised concerns about the safety of the program. I'm not aware at this point as to whether or not the BOH will want to ask for approval again this year to join the regional initiative, but I wanted you to be aware of the back and forth on the matter.
- While it seems early to be focused on bidding for July 1st, there are several bids and RFP's in the works at present. We plan to release the RFP for curbside collection of trash and recycling through the BOH soon, an RFQ is almost ready to go to seek an engineer for public works with the immediate project being the sewer master plan, and successor RFP's for ambulance billing services and IT services.
- We will soon be advertising to fill two open part-time positions in the organization. The first is the 18 hour/week Department Specialist position in the COA that was vacated last year, and the five hour/week PEG (Cable) Access Assistant position following the resignation of Mr. Costanza.