

Board of Selectmen

**Town of Upton**



**Massachusetts**

**BOARD OF SELECTMEN**

**Kenneth E. Picard, Chairman**

**James A. Brochu**

**Robert J. Fleming**

**TOWN MANAGER**

**Blythe C. Robinson**

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Memo To: Board of Selectmen  
From: Blythe C. Robinson, Town Manager  
Date: February 15, 2013  
Re: Town Manager's Weekly Report

Warrants:

- Payroll: \$ 71,096.02
- Expense Warrant: \$ 360,482.04

For Your Information/Follow Up:

- Please join me in thanking Public Works for a job very well done responding to last weekend's snow storm! The high winds make it difficult to say exactly how much snow we got, but it was at least two feet. They did an excellent job keeping up with it, getting the roads open and cleaning up afterwards. We also had no equipment breakdowns which is a testament to the quality of our maintenance. The guys always do a good job and we know we can count on it every time, but a storm like this tests everyone. I'm very proud of our team and how well they did with one of the biggest storms in our history.
- Related to the storm we are working to capture all of our costs associated with this storm. There is a possibility that there may be some funds available from FEMA given the damage throughout the State. We are calculating everything spent for public works, police and fire and will submit it when it is requested.
- I am very pleased to announce that the both State Community Innovation Challenge grants that the Town participated in were funded by the State. Chairman Picard and I attended the announcement ceremony at the State House on Tuesday. The CMRPC led grant of \$112,000 will bring electronic permitting to Upton and eight other towns for far less than we had budgeted for doing this on our own next year. We were also part of a 30-town grant led by the Town of Spenser for \$115,000 to develop the policies and procedures all of us need to be ready for the new MS4 storm water permit being issued by the EPA. That grant was for less than the amount applied for, but should still enable us to move forward to meet these requirements for less than trying to do it on our own.
- Interviews should take place on Friday for the part-time and full-time dispatcher positions, as we would like to get those filled as soon as possible.
- This week we've received resignations from the COA Department Specialist and the Personnel Board Department Specialist. We will be moving ahead to fill these positions in the coming weeks.

- The Fire Department was busy on Monday responding to a car fire at a home on Orchard Street that turned into a structure fire. The department had an engine on scene within 11 minutes, and was able to put out the fire quickly so that the house could be saved, but with about \$50,000 in damage. Great job especially with the weather at hand.
- We have been notified by BETA Engineering that the State DOT has finished their 25% review of the plans for the TIP project along Hopkinton Road, High Street and Hartford Avenue North. We are in the process of responding to their comments and that will be followed by a meeting amongst staff to resolve any outstanding matters. The next step after that is the scheduling of a public hearing regarding this design threshold, which we hope will be scheduled soon.
- The Town Hall Building Renovation Committee held another 3 hour meeting this week. We continued to work on the lighting systems planned for the building, options for a temporary town hall, approvals needed from the State on historic preservation and handicap access, parking, and the size of an emergency generator and so on. The project remains on schedule to be advertised for bid on March 6<sup>th</sup>, with bids due on April 9<sup>th</sup>. We plan to go before the Finance Committee on February 20<sup>th</sup> to bring them up to speed as well.
- The Public Safety subcommittee met this week to continue the planning process for a major incident in the West Upton area. We looked at possible situations that might occur, what resources would be needed to address them and how we might respond understanding that depending on the event, the response needs to be tailored. We are gathering more information and will meet again in a few weeks.