



# TOWN OF UPTON, MASSACHUSETTS

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## BOARD OF SELECTMEN

Memo To: Board of Selectmen  
From: Blythe C. Robinson, Town Manager  
Date: March 7, 2014  
Re: Town Manager's Weekly Report

### Warrants:

- Payroll: \$ 83,225.26
- Expense Warrant: \$ 222,888.39

### For Your Information/Follow Up:

- The Fire Department responded to a call at Nipmuc High School this week that presented itself as smoky conditions on the 3<sup>rd</sup> floor. The crews discovered an electrical fire in an Electrical Room #342. The equipment involved was part of an air handling system. There was considerable smoke but no significant fire damage. The building was initially evacuated with the fire alarm. Once we confirmed the fire was out we relocated the students and faculty to the gym and auditorium. We ventilated the smoke from the building and metered the area for contaminants or gases like carbon monoxide. After making various safety checks students were able to return.
- While July 1<sup>st</sup> seems a way off it is not too soon for us to get underway with advertising various general bids and requests for proposals for services that will be required in the new fiscal year. The list of items advertised in the coming weeks includes:
  - RFP – On Call Engineering Services
  - RFP – Sale of Two Building Lots on Orchard Street
  - RFP – Ambulance Billing Services
  - BID – Exterior Repairs to the Police Station
  - BID – Purchase of a Year 2000 or Newer Platform Quint Fire Apparatus
  - RFP – Refuse & Recycling Services – this proposal has been expanded from past years and we're seeking proposals not only for the Town, but to also include BVT and MURSD.
- It was exciting to see a cement truck pulled up to Town Hall this week as well as gravel being moved into the basement of Town Hall. That signals that the pour of the new basement floor is close at hand, a milestone for the project. We're also focused on the furniture layout so that all electrical outlets and computer connections can be finalized as installation is underway of these items, decisions about cable television equipment are being reviewed, and coordination with utilities such as Verizon & Charter are also being managed.
- Please be reminded that two important dates are coming up in the next few weeks with regard to Town Meeting and elections. The last day to notify our office of warrant articles for the May 8<sup>th</sup> Town Meeting is March 15<sup>th</sup>. Exact language isn't required, but

**BOARD OF SELECTMEN**  
James A. Brochu, Chairman  
Robert J. Fleming  
Kenneth E. Picard

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

but is helpful. The last day for a vote by the Board to place questions on the annual town election ballot is March 31<sup>st</sup>.