



# TOWN OF UPTON, MASSACHUSETTS

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## BOARD OF SELECTMEN

Memo To: Board of Selectmen  
From: Blythe C. Robinson, Town Manager  
Date: April 25, 2014  
Re: Town Manager's Weekly Report

### Warrants:

- Payroll: \$ 76,944.51
- Expense Warrant: \$1,370,357.49

### For Your Information/Follow Up:

- We had an unfortunate incident this week at Town Hall with water damage to a small section of the basement. The water department began flushing hydrants, including one on N. Main Street across from Town Hall. The catch basin adjacent to Town Hall was protected under a conservation restriction, and thus water generated from the flushing was not able to drain away, causing it to build up and then find its way down into the basement. Thankfully crews saw the water come in and were able to call a halt to the flushing, but not before the utility trenches filled up with water and the pipe insulation got wet and must be replaced. We've contacted our insurer and will work through the process of getting this resolved. In more positive news you might note that the new basement windows started being installed this week – a very different look from what we've had in place for many years prior.
- The warrant for the Annual Town Meeting May 8<sup>th</sup> as well as the text of six different articles was posted this week at several locations in Town. It is also on the website under "Forms and Documents".
- Next week the Finance Committee will hold its Annual Budget Hearing on Wednesday the 30<sup>th</sup> at 7:15 in the Fire Station Training room for any residents who would like to come and ask questions about the budget prior to Town Meeting.
- We received two bids for the exterior repairs to the Police Station on Wednesday. Both are higher than the amount previously set aside, but with some amendments to the plan and some additional dollars we are optimistic this project can be completed this spring.
- We are moving ahead to a purchase and sale agreement on the Orchard Street lot. Town Counsel has given us the green light on the offer, and the Board of Health voted to extend the approved septic plan by one year giving the purchaser time to install. The P&S will be drafted for approval by the Board in May.
- We have put up on public surplus the 10 wheel dump/plow truck that has been replaced by the refurbished vehicle obtained from FEMA last year. The reserve price for this 1985 truck with over 80,000 miles on it is \$6,000. So far we have several bids and the price is at \$4,600 with 2 days to go.

**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

- There are two positions advertised for the Town on our website. Barbara Robertson in the Treasurer/Collector's office has announced her retirement after 16 years and so we are seeking candidates for that job. We are also taking applications for the new full-time laborer position to support DPW's takeover of the maintenance of the cemeteries in July. Applications for both are due in our office on May 15<sup>th</sup>.
- You may recall that after our bond rating review last summer that was done for the sale of bonds for Town Hall, we learned that some of our neighboring Towns had also been rated and higher than we had. We reached out to S&P and they have agreed to review our rating again in mid-May.
- The DPW Director and I attended the Planning Board's meeting this week to talk about process of subdivision plans, construction engineers and project oversight, and some of the Board's standards for new construction. The meeting was very productive, and we are pleased with some of the process changes we think will be beneficial to all. We are in the process of interviewing for a new engineering firm this next week, and the Planning Board asked us to see if the firm we decide to choose can offer clerk of the works services for future subdivision installations.
- The Board of Health will also be holding a paper shredding day on May 31<sup>st</sup>. That event will be in the parking lot on Route 140 in front of the playground.