

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: July 6, 2012
Re: Town Manager's Weekly Report

Warrants:

- Payroll: \$ 95,558.28
- Expense Warrant: \$110,979.04

For Your Information/Follow Up:

- The Milford Daily News has retained a new reporter to cover Upton, and his name is Mike Garrison. I met with him Thursday and brought him up to speed on the issues in Upton.
- We were pleased to learn that efforts made by the Conservation Commission to get the State DCR to assist in the solution to the beaver problems on Southborough Road were realized when the State came up with some funds to pay for the relocation of the beaver deceivers on the north side of the bog away from the road. This work involved moving them to where the water more naturally flows, so that the trail and road would be less impacted by water. Hopefully this will result in a more long term solution to this issue and less cost to the town.
- I was notified by the Grafton Upton Railroad that the project to install insulation on the intake chutes for the wood pellet building on the property has been completed. Hopefully this will be beneficial to reducing the noise level to the neighbors when this work is in process.
- We have been getting complaints from neighbors in the area of the South Street gravel pits regarding the number of truck trips per day, routes the trucks are taking, timing of truck traffic, etc. We have reminded the owner and the company with which they have contracted to operate the pit of the obligations under the permit and asked them to make sure they are in compliance. We've also asked the Police Department to keep an eye on this.
- On Tuesday the Ford Explorer that has been assigned to the Fire/EMS Department had to be taken out of service. The transmission failed when the employee driving it sought to leave a house inspection to return to work. It has been examined by DPW and they've determined it should be disposed of. You may recall that we'd passed a warrant article

at Town Meeting to purchase a new pickup truck for the department, and the current one would be repurposed for EMS and other uses for which a smaller vehicle is suited. We have already ordered that truck and expect it mid-summer, so we'll be without until that time.

- On Tuesday DPW, the Rec Comm chair and I met with the architect for Leland Field to discuss the status of the field and address some issues that we have there. If you've driven by you will have seen that the contractor has not mowed the grass lately and it has gotten quite long. There were also some concerns staff had over the final design of the field with regard to drainage. It was agreed that the architect will send a letter to the contractor advising him that he must either mow the grass immediately in a manner that protects the investment, or we will utilize the remaining funds to do so and charge him for that. Some additional investigation with regard to the grades will also be done to see if the areas were built according to plan.
- On Tuesday a pre-construction meeting was held with the contractor who will be building the water main for Well Field #3. That company intends to start mobilizing for the project, and begin construction on Monday, July 23rd. We will keep residents apprised of any impact to the street during this period in hopes of minimizing any inconveniences to them.
- The new ambulance has arrived! We are in the process of moving equipment to it and installing radios, etc. We've also put the updated version of the Town Seal on the doors which look great! The old ambulance will be turned in, as a trade in was part of the process.
- We have posted a number of items to the Public Surplus auction website for disposal, including the latest 5-ton plow truck that was replaced. We'll let you know the outcome of this effort when the auction closes.

July 10th – Agenda Background Information

Invited Guests:

- 6:00 PM The Recreation Commission will be present to discuss with you the results of the RFP that was distributed seeking land for a future Recreation Park, and their recommendation as to which parcel of the two submitted should be pursued for purchase by the Town. A draft copy of their recommendation is attached for your preliminary review. The Commission will be meeting Monday night and bringing a final version of this document to your meeting.
- 6:15 PM Mr. Bruce Kut, a representative of National Grid, will be at the meeting to participate in a Pole Location Hearing for a new telephone pole to be set within the right of way on Warren Street to serve the new cellular communication tower. In order to move completion of the tower along the cell company has decided to put in a private electrical service from the street to the tower, and that requires a new pole to be set. It is anticipated that the tower may be in service approximately a month after the hearing.

Discussion Items:

1. Discussion on Town of Upton Other Post-Employment Benefits (“OPEB”) trust agreement

Enclosed with your packet is a memo from me and a sample OPEB trust document that has been recommended by Town Counsel. We need to determine who the trust fund commissioners will be so that the document can be activated and the funds approved in the past two years deposited.

2. Discussion on BOS Appointments

Enclosed with your packet is a list of the appointments that remain outstanding from the June 19th Selectmen’s meeting that has been prepared by Sandy. We need to appoint the Fire/EMS Advisory Committee and the Tree Warden/Superintendent of Pest Control. The Public Works Director is working on a job description for this position which will be ready for the July 24th meeting.

3. Discussion on Status of MURSD Secession Committee

Included with your packet is a letter from the Committee informing you that they are now only three members and as such they believe they are unable to complete the charge they have been given. They are seeking further direction from the Board as to whether you will be able to appoint any new members, or should they turn in the information they have gathered up to this point.

4. Motion to Designate all call/volunteer EMT’s & Firefighters as Special Municipal Employees

Included in the packet is a letter from David Harrison requesting that all on call/volunteer EMT’s and Firefighters in the Fire/EMS Department be designated as special municipal

employees. As you know, Mr. Harrison serves as an EMT in our department. I have also included the relevant information from the State Ethics Commission's website on this topic. After reviewing both I find that his request is in order as persons in these categories work part-time that allows them to hold another job during regular business hours. This designation would allow the employee to represent parties before other boards under certain conditions, and act as an agent for private parties in connection with a matter of interest in the Town. I would recommend that you vote to designate both positions as "Special Municipal Employees"

5. Discussion on Railroad Fact Finding Committee's Report

At the last meeting the Board decided to accept the RFFC report, and asked that the questions posed by the RFFC and the question asked by the Planning Board be forwarded to Town Counsel for their review and response. Enclosed with your packet is a copy of the email to Town Counsel. If he is able to respond by our meeting on July 10th we will include that information in your packet.

6. Motion to adopt the Affordable Housing Plan; execute a letter to the Department of Housing & Community Development for Plan approval

In order for the Affordable Housing Plan to be fully implemented, both the Town's Planning Board and Board of Selectmen need to vote to adopt the plan. The Planning Board has done so, as evidenced by the memo that is attached from their clerk, and now the Selectmen need to do the same. A draft letter to the State has been enclosed in your packet for consideration.

7. Motion to Award Road Reconstruction and Repairs Contract

Enclosed please find a memo from Jeff Thompson, DPW Director recommending that a contract be awarded to Murray Paving for work on various roads in Upton that will be funded by State Chapter 90 funds. I concur with his recommendation and ask that you motion to approve it, giving me the authority to execute the contracts.

8. Motion to authorize filing of a State PARC Grant

Enclosed with your packet is a draft application to the State Division of Conservation Services for the Town to request a \$400,000 grant under the Parkland Acquisitions and Renovations for Communities (PARC) Grant Program. With the resolution by the Recreation Commission that we pursue the purchase of the land on South Street for a future recreation park facility, the Recreation Commission with support from their field subcommittee and the Conservation Commission have put together an application for this grant. If awarded in full, it would provide \$400,000 of the \$624,000 that had previously been negotiated with the property owner. It is our intent to bring to the meeting a final draft of the application for your review and approval, so that the grant document can be submitted to the State by the July 12th deadline.

Should we be successful in winning the grant a Special Town Meeting will need to be held this fall to ask the voters for approval of funds to complete initial design and permitting of the property. If that is successful then the acquisition would take place after that, but no later than June 30, 2013 under the terms of the grant.