

Memo To: Board of Selectmen
From: Blythe C. Robinson, Town Manager
Date: July 27, 2012
Re: Town Manager's Weekly Report

Warrants:

- Payroll: \$ 91,102.49
- Expense Warrant: \$1,061,164.03

For Your Information/Follow Up:

- Please join me in congratulating Kelly McElreath on completing her coursework to be designated as a certified municipal clerk. This is a national designation, for which Kelly has worked hard to achieve. Once she serves one more year in office she will have fully achieved this milestone. We're proud of her and the Town is will surely benefit from her knowledge in this area.
- The installation of the Water Main on West River Street went very well the first week, with about 1,700 feet of main installed. The contractor is working between the bridge over the West River and the driveway to the site. We held a preconstruction meeting with the contractor who will be building the pump station and well field so that work can begin in the next few weeks.
- Chestnut Street paving – the “recycling” of Chestnut Street between Mendon Street and Route 140 took place on Monday. As you know we used the same firm as did the work on Fisk Mill last year, with the same good results. The next step will be to contract for the chip sealing to be applied later this year.
- The DPW Director and I have begun discussing very seriously the imposition of an outside watering ban. It has been a very dry summer thus far, and the Glen Avenue Well is having some difficulty recharging at a rate needed to meet the demand. Our first step will be to send out letters and notices to remind people of the odd/even ban currently in place. We also plan to deploy the electronic message boards, put the information on our website and so on. If that does not result in a reduction in water use and/or we continue to have less rain than needed then a full ban will need to be imposed. We will keep you apprised of our decision. If you have the opportunity to let others know that this is becoming critical and to try to avoid outdoor water use except for hand watering of gardens that would be much appreciated.
- Six residents who live near the Grafton Upton Railroad have filed a petition with the STB for a declaratory ruling that the railroad is not preempted from state and local laws. We have shared a copy of the filing with our attorney to make an assessment of whether or not the Town needs to take any action regarding this matter.
- The on line auction ended for several of the items for sale. We sold the Police Chief's Explorer, the one from EMS, an old trailer mounted generator and some tires for about \$5,000. The Chief's car brought about twice what it would have by trading it in.

- As a result of the RFP process to retain an architect for the renovations to the exterior of the police station we have selected Allen Lieb architects to perform this work. As you know he was the designer of the original renovations to the station. He will perform an analysis of the reasons why the EIFS system has failed and options to replace it. His fee for this work came in at \$24,500 thus I will be awarding the contract.
- We are finishing up an RFP document to advertise next week to seek proposals from architectural and engineering firms interested in the design of the South Street park should it be approved at a town meeting this fall. We will clearly state in the RFP that funds are not in hand right now, but we want to pre-select a firm in order to move expeditiously to design if the PARC grant is won and the Town Meeting vote is favorable.