

Board of Selectmen

# Town of Upton

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**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: August 3, 2012  
Re: Town Manager's Weekly Report

Warrants:

- Payroll: \$ 86,184.91
- Expense Warrant: \$ 62,213.45

For Your Information/Follow Up:

- The installation of the new cable TV studio equipment is nearing completion. We are very pleased with the new technology as it simplifies and streamlines the work involved in putting up programming. One of the benefits is that it allows us to stream video on the internet, and through our new website. We'll be integrating that as we bring the new website to fruition.
- Town Counsel has completed their review of the petition by seven residents to the STB to rule that the Grafton Upton Railroad is not preempted from local laws. He has advised us that there is no need for the Town to take action regarding this issue; it is between the petitioners and the railroad.
- Our office is in the midst of our major summer project which is to go through the files in the office and the boxes of old records in the basement storage room to determine what must be kept and what can appropriately be destroyed. It appears that most all records produced by the office have been kept, back at least to the 1970's. I would like to discuss with you at some point the need to keep some of these older records. We are working to get written permission from the state to destroy certain records that don't need to be kept which will help next year when the move out of the building happens.
- On the subject of records I want to remind everyone of a few points that may have been forgotten. For instance, the State requires that minutes of all meetings **MUST** be kept in paper form. It is not sufficient to have an electronic version. Also, minutes must include the documents and exhibits used by the board and are kept as part of the official record. Finally, destruction of documents **REQUIRES** not only a review of the state retention schedules, but it also requires that written permission be obtained by the state using the form that they provide. Anyone who has questions about these rules, please contact myself or Kelly to discuss it further!

- On Thursday we had the pre-construction meeting for the contract to build the 3<sup>rd</sup> well field and pump station that was awarded to Waterline. They are in the process of mobilizing and plan to be underway the week of August 20<sup>th</sup>.
- Another important part of the 3<sup>rd</sup> well field project is financing. Ken Glowacki has met with our financial advisor and they have decided that it would be best to have a bond issue now in order to lock in a favorable interest rate for the long term. Often this is not done until after the project is complete and the final cost is known, but in this case they've decided this is the best for us. We are working towards completing the official statement for a rating meeting with Standard & Poors in early September, and the sale is set for September 17<sup>th</sup> so that the Board can sign the documents at their meeting the following night.
- The State has finally completed its process to release Chapter 90 funds. Our contract with Murray Construction is almost finalized, so work can be scheduled. The difficulty will be that all other towns that rely on this to fund their road projects have also been waiting and scheduling will be a challenge. I won't be surprised if the road work gets done in the fall, and hopefully the weather will cooperate as it did last year.

## August 7<sup>th</sup> – Agenda Background Information

### Invited Guests:

- 6:05 PM Jayne Knott of Riverdale Water Company has accepted the board's invitation to come to the meeting on Tuesday to discuss a possible emergency connection for water between the Town and her firm. DPW Director Thompson will also be present for this discussion.
- 6:15 PM Town Hall Renovation Committee – the Committee will be present at the meeting to discuss with you their recommendation to hire Vertex Construction as the Owner's Project Manager for the Town Hall project. Jon Lemieux of Vertex will also be present. The Committee would also like to discuss with you their charge.
- 6:30 PM Red Rock Grill and Bar – Sherry Berger of Red Rock has requested that the board consider an amendment to their entertainment license to allow them to play music later than 8:00 PM which is what is included in their existing license. The neighbors abutting the restaurant have been notified of this meeting.

### Discussion Items:

#### **1. Discussion on Railroad Fact Finding Committee's Report**

Enclosed with your packet is a letter from Town Counsel Mark Reich regarding the questions posed by the Fact Finding Committee and the Planning Board. I recommend that with this information you consider whether you want to pursue any further action on the railroad, or consider it closed at this time.

#### **2. Review and Approve Tree Warden Job Description**

Included with your packet is a revised draft of the job description for the Tree Warden that you requested. The job description covers both Tree Warden and Superintendent of Pest Control. At the writing of this memo we are awaiting word back from the resident who had expressed interest in the position to find out if he does want to be appointed, and we'll have an update for you by Tuesday.

#### **3. Review and Discuss Draft Emergency Preparedness Plan**

Enclosed with the agenda is a draft of the Town Emergency Preparedness Plan produced by the Fire/EMS department. Chief Goodale will be present at the meeting to discuss with you the plan and how it is intended to be used, as well as our next steps towards dealing with an extreme weather event or man-made situation that would cause protection or evacuation of residents from an area of Town.

#### **4. Town Hall Renovation Committee – Owner's Project Manager Services and Charge to the Committee.**

Enclosed with your packet is a memo from the Committee and back up information regarding their recommendation that Vertex Services be retained as the Town's Owner's

Project Manager for the Town Hall project. They will be present at the meeting to discuss their recommendation in depth.

Also, they would like to discuss with you their official charge, and whether or not it should be modified to appoint them as a building committee as a result of the Town Meeting approval to move forward with the project that was obtained in May. A copy of their current charge as well as the Town's general by-law on building committees is included in the packet for your information.

**5. Motion to Approve Personnel Appointment – Richard Gould**

Included with your packet is a memo from me recommending that Richard Gould be appointed to the new part-time seasonal parks laborer position that was funded in this year's budget. Should you wish to approve this appointment I would ask that you waive the 15 day waiting period so we can have him begin work shortly thereafter.

**6. Motion to Approve Agreement with National Grid – New Footbridge**

I have been working closely with Bill Taylor of Open Space to prepare an agreement between the Town and National Grid that will allow for a Milford Eagle Scout to replace a footbridge under National Grid's transmission lines. This bridge serves as a well-used path by walkers and hikers traversing to Peppercorn Hill. I recommend that this document be executed so the work can get done this summer. We will also be looking to execute a similar document for access across all of National Grid's land at a future date.

**7. Sign the Warrant – State Primary**

A state primary for the upcoming November election is scheduled for September 6th. Given that this is the only scheduled meeting of the board this month this needs to be signed so it can be posted in time for the primary.

**8. Motion to Accept the Resignation of Barbara Burke – Historical Commission**

Enclosed with your packet is an official resignation from this Commission of Barbara Burke, its long time chairperson. As I write this I am at a loss for words on what it means to the Town that Barbara has decided to step down. She is looking forward to spending more time working on her fourth book about Upton. But we wish her well, knowing that she's still nearby to answer the questions we have about Upton that no one else knows!