

Board of Selectmen

# Town of Upton

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# Massachusetts

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**BOARD OF SELECTMEN**

**Kenneth E. Picard, Chairman**

**James A. Brochu**

**Robert J. Fleming**

**TOWN MANAGER**

**Blythe C. Robinson**

1 Main Street, Box 1, Upton, MA 01568

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Memo To: Board of Selectmen  
From: Blythe C. Robinson, Town Manager  
Date: September 21, 2012  
Re: Town Manager's Weekly Report

Warrants:

- Payroll: \$ 76,895.57
- Expense Warrant: \$ 34,873.28

For Your Information/Follow Up:

- The railroad has notified us as well as DEP that they have taken delivery of a large amount of railroad ties for their project to upgrade the line to Hopedale and Milford. The ties are being stored at their main yard adjacent to the main line and the wood pellet silos. They will be kept under 24 hour security. As mentioned above the DEP is aware of the situation and work to be accomplished. As we get a better idea of the railroad's schedule for this work we will let you know.
- The design development phase of the Town Hall project is underway. On Tuesday the architect and OPM met with a number of the departments that will be located in Town Hall to discuss their space and needs in order that the design may be further refined. That will continue next week along with further investigation about the structural aspects of the project that needs to be known before the project is bid.
- We were served with a lawsuit late last week, the Upton Development Group versus the Town and number of current or former residents regarding a parcel of land for which UDG wishes to perfect title. We have referred this to our attorneys for follow up on the Town's behalf.
- We were contacted by Hopedale this week to let us know that they would like to continue discussions on having Upton provide "ring down" service to them as part of their plan to leave the regional dispatch center they are in now. We are trying to set up a meeting of all the officials who should attend for next week.
- Website design continues to be a main focus for us. We took the first step this week of getting the Tuesday night Selectmen's meeting up on the internet. If you click on the video streaming tab you will find it. We will continue to upload prior Selectmen's and school committee meetings. We have some work to do with Charter run a live stream and hope to have that later in October.

- The Town Accountant and Treasurer Collector are wrapping up the process to submit the balance sheet to the DOR so that our free cash can be certified. They expect to do that towards the end of next week, so hopefully it will be approved prior to the Town Meeting.
- A series of items have been posted to the Public Surplus auction site we use. We are selling the old DPW plow truck, Fire tanker #2, police cruiser, some of the DPW lights that didn't sell last time, the series of books on the civil war, and some surplus chairs from the COA.
- The Recreation Commission meets on Monday to interview the five firms that were short listed firms who for the possible design of the South Street Park project. Our intent is to review all of them and select a firm who would be ready to begin work if funding for the project is approved in November.
- I attended training that the State put on this week for this year's round of community challenge grants for which there is \$4 million to be awarded. CMRPC is considering an application to establish electronic permitting for member communities and I have let them know that we'd be very interested in participating in this to determine if it would be a workable solution for us.
- The Personnel Board met Monday night and approved revisions to the Assistant Fire Chief and Captain's job descriptions. With the retirement of Deputy Chief Henderson we intend to not fill this position, but to add back a 2<sup>nd</sup> captain's position to the command structure. Based upon the amendments to the job descriptions the stipends for these two positions will be increased modestly, and the overall impact to the budget will be reduced. The Board also approved the electronics monitoring and social media policies as called for in the by-law approved in May. These will be going out to all employees for acknowledgement shortly.