

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: December 14, 2012
Re: Town Manager's Weekly Report

Warrants:

- Payroll: \$ 101,920.31
- Expense Warrant: \$ 58,727.06

For Your Information/Follow Up:

- If you take a drive up North Street this week you may note that the fencing of the easement on the side of the lower pasture at Sweet William Farm is in the process of being installed. The Land Stewardship Committee was successful in winning a grant for the cost of installation of the fence, and it is well along in being put in.
- The Town Hall Renovation Committee has continued to be very active as they approach the conclusion of the design development phase of the design process. They held two meetings this week to discuss the mechanical/electrical plumbing (MEP) aspects of the project and make decisions about those items, as well as a second meeting regarding an update on code related matters of concern to the Building Official and the Fire Chief. We also discussed floor finishes on all levels of the building. The architect also update the Committee about meetings they had the previous week with the Massachusetts Historical Commission (MHC) and the Architectural Access Board (AAB) both which went very well. The MHC reacted favorably to the latest version of the plans, and will provide the Town a letter to that effect. The architects met with the AAB to discuss with them the plan to apply for four (4) variances to the code given the conditions present with our building, and it appears that those will also not be an issue.

The Committee plans to meet with the Historical Commission next week to go over the drawings and discuss the project with them. The Town Clerk and I will be meeting with the Administrative Team from United Parish Church on Monday night to review the latest design for the upgrade to their parking lot, and begin discussions on a lease agreement for the Town to be able to use the parking lot as a result. The Committee is planning to attend the Selectmen's meeting on January 22nd to bring you up to speed on the project.

- The Fire and Police Chiefs, DPW Director and I will be meeting with National Grid on Friday to discuss their response to Hurricane Sandy and how we might improve upon that

in the future. I'll let you know how that turns out.

- As you know, we've joined 8 other Towns in seeking a grant to put in place an electronic permitting system. This week I asked a firm called GEO TMS to come in and make a presentation about their system to various departments. We had great participation from Code Enforcement, Board of Health, Planning, Zoning, Conservation, Assessor's, Fire, Police and our office. The general consensus was that this is a robust system that would greatly improve our ability to monitor and manage all activity on each parcel in Town, make our internal operations more efficient, and give the public and contractors more flexibility in conducting business with us and paying on line if they choose to do so. The coordination between departments in the permitting process would be very helpful, and the licensing process in our office would be much more efficient. I'll be including a warrant article for the ATM to start a program, while we wait to hear the status of our grant application.
- The Board of Assessor's have been through an RFP process over the last two months to select a firm to conduct the next triennial revaluation. They voted last night to accept the proposal from Northeast Revaluation and asked me to negotiate this three year agreement with that firm. Once again the procurement process has yielded a lower cost than the previous contract, and it appears that the Board will be under budget from what has been set aside for this work.
- The Town of Upton Office of Emergency Management has received \$2,500.00 in funding under FFY 2011 US DHS/FEMA Emergency Management Performance Grant for the purpose of improving our Emergency Operations Center. The goal is to provide our Emergency Operations Staff with a safe and secure work place by purchasing and installing four roll up metal hurricane/storm shutters for the exterior windows. The protective shutters will be mounted on the inside of the existing windows.
- The auditors have arrived! They have set up shop at Town Hall and are working through their normal process to test the quality of our books, process etc. They will be reviewing our progress on the management letter from last year, and we'll be discussing with them areas to investigate for this year.