



TOWN OF UPTON, MASSACHUSETTS

Office of the Town Manager

MEMORANDUM

TO: BOARD OF SELECTMEN

FROM: JOSEPH LAYDON, TOWN MANAGER

SUBJECT: TOWN MANAGER REPORT FOR FEBRUARY 21, 2023 – TOWN PROJECTS

DATE: FEBRUARY 21, 2023

The following is the Town Manager's Report for the February 21, 2023 Board of Selectmen Meeting. This report summarizes the status of a number of projects that the Town is undertaking.

TOWN HALL/ GENERAL GOVERNMENT

1. **VADAR Cloud Conversion:** Upton is one of three remaining Massachusetts community to use older server based VADAR financial software. This requires dedicated server space on the Town's server. The transition to VADAR Cloud will eliminate the need for dedicated server space and associated license costs by moving to a cloud-based solution. The Finance Dept is coordinating with the contractor and Staff to freeze financial processing between March 23rd to the 26th to allow for the conversion to the cloud.
2. **Town Hall Sewer Back Up:** Due to increased frequency of backups within Town Hall, non-supervised use of Town Hall has been restricted. The sewer lines on the ground floor of Town Hall have been inspected by a camera system to confirm the as-built plans. The Town's engineering consultant has reviewed sewer line footage and discussed a solution with the Town's plumbing company. The current proposal, which is being evaluated by the engineers.
3. **Town Hall Parking Lot:** The DPW Director has a reconfiguration plan for the Town Hall Parking lot. The plan will allow for more efficient parking design resulting in approx. 6 more parking spaces. Work is on hold as the Parklet Design Project moves forward. Since the design may impact striping of the lot, Staff is waiting for more finalized plans prior to restriping the lot. It would be anticipated that striping will occur in the June/July timeframe.

4. Risteen Building Ramp: A site visit is scheduled for February 23, 2023 with the ramp production company to review the installation location. Installation is anticipated to commence on March 9th.
5. Procurement: The Town Manager's Office is working on procurement documents for a number of projects including but not limited to 1. Pratt Pond and Fiske Pond Water Quality Study, 2. American Disabilities Act Improvements, 3. Cleaning Services Contract, 4. HVAC Blanket Contract, 5. Canadian Geese Control, and 6. Fire Station HVAC Repairs (due to recent cold spell).

INFORMATION TECHNOLOGY

1. Website Re-design: The Town and Civic Plus (current website vendor) are working on redesigning the town website. We are reviewing other municipal sites to provide a design direction. Contract expects website work to be completed in June 2023.
2. Town Hall Server: May 2, 2022 Annual Town Meeting approved \$60K for replacement of the Town's server. Town IT Staff is working with the Technology Committee and RetroFit to evaluate a physical server vs a virtual server. The VADAR Cloud migration will remove the last vintage server software needs for a physical server and therefore can reduce server costs. A final decision of physical vs virtual will be made in the next month.
3. Fiber Network: The fiber network project is on hold while supply chain issues have caused a delay in availability of fiber cable. It is anticipated that fiberoptic cable could be delivered during the summer to allow for work to commence.

DEPARTMENT OF PUBLIC WORKS

1. Grove Street Bridge: The surveyor has completed the field work and they are hoping to finish the base map. Soil borings were completed, and the geotechnical report is being prepared. The Engineering Contractor received the FEMA data for the hydraulic analysis but need the finished survey to complete the hydraulic analysis. The above work will allow for the preparation of the 25% Design Plans to be reviewed by the Board towards the end of March.
2. Water Tank: Tighe & Bond are finalizing the contract for the project, and we anticipate beginning the design within the next 2 weeks.
3. Fiske Ave: The project is a multi-year project that includes the removal and replacement of existing AC water pipe and full-depth reconstruction including new drainage, granite curbing, and concrete sidewalks. AC pipe removal in design stage by Wright Pierce and road reconstruction being designed by BETA.
4. Grafton-Upton Railroad Sewer Project: Wright Pierce (the Town's engineering consultant) is completing the engineering. A partial material list has been provided to Earthworks Construction so they can begin ordering materials. Project is on track to begin construction in the spring.
5. TIP Project – Main/ Hartford: Code Enforcement recently send MassDOT and Project Contractor a notice of violation with ADA requirements. MassDOT has been in communication with DPW

Staff on timing of resolving outstanding punch list items and a number of ADA compliance issues. Anticipated timeline for re-mobilization is April 2023.

6. TIP Project – Rt 140 Improvement: Town submitted comments pertaining to parking, impact on businesses, and the design of the multi-use path around the round-about. MassDOT has reached out to Staff to schedule a meeting to view comments in early March.

POLICE/FIRE/ EMERGENCY MANAGEMENT

1. Emergency Management Plan Update: The Updated Comprehensive Emergency Management Plan is complete and has been signed by all department heads and school Superintendents. The Plan Update will be scheduled to go before the BOS for acceptance and signatures at the March 7th meeting.
2. Fire Station HVAC: The Town Received an earmark for \$100K for HVAC improvements to the Upton Fire Station. An updated quote for the repair/ replacement of the HVAC Control System has been provided and the Town Manager is working with the Chief Bradley and Chief Marchand to solicit bids for the work.

PLANNING/ ECONOMIC DEVELOPMENT

1. Housing Production Plan: The Public Forum has been scheduled for March 16 in the Town hall Auditorium. Staff is working with CMRPC on outreach and logistics today. HPP Steering Committee will meet March 9 to address details ahead of that forum. Public notice will be sent out this week via e-blast, Facebook, and email to all survey respondents. A representative from the HPP Steering Committee is reaching out to the church about overflow parking.
2. Parklet: Gene Bernat (EDC) and Mike Antonellis (Town Planner) met with the Church to discuss the church's potential interest in the Parklet. The church has expressed initial interest in partnering with the town to allow for an easement that would provide access to the parklet through their property which abuts the parklet land. EDC is awaiting a formal letter of interest from the Church. Gene Bernat, Mike Antonellis and Joe Laydon (Town Manager) met with BSC to discuss next steps and the initial design proposal following the meeting with the church. BSC will come back to conduct another site visit and revise designs as discussed.
3. Façade Program: We are now accepting applications. E-blast went out last week. Social media posting will go out this week. The Town Planner is coordinating with CMRPC to discuss about next steps. We will be sending letters/fliers to businesses within the target area within the next week or so and will follow up with door-to-door visits to businesses to spread awareness. The Town Planner has already spoken with one business owner who received the notice and is interested in pursuing the program.

Thank you.