



# TOWN OF UPTON, MASSACHUSETTS

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## BOARD OF SELECTMEN

Memo To: Board of Selectmen  
From: Blythe C. Robinson, Town Manager  
Date: April 29, 2016  
Re: Town Manager's Weekly Report

### Warrants:

- Payroll: \$ 89,577.68
- Expense Warrant: \$ 1,265,628.58

### For Your Information/Follow Up:

- The Finance Committee's report on the FY 16/17 budget which also contains the town meeting warrant is available on the website. It will also be available at the polls on Monday, along with the Town's 2015 Annual Report. As a reminder, annual town meeting starts at 7:00 PM at the Nipmuc High School Auditorium next Thursday, May 5<sup>th</sup>. A copy of the PowerPoint presentation that gives an overview of the budget is also available.
- A number of bids and RFP's are in progress at this time. They include:
  - Kiwanis Beach upper parking lot - we received four bids on April 26<sup>th</sup>. The low bid is \$149,000 which is within budget. We are evaluating this before recommending a contract to the Recreation Commission for approval.
  - Development of Financial Policies and Procedures – we received three proposals for this state grant funded project and are currently reviewing them internally.
  - Road Repairs and Reconstruction – annual road paving and repairs due May 4<sup>th</sup>
  - RFP to seek land for purchase by the Town for a future new Library – due June 2<sup>nd</sup>.
- There are a number of upcoming Town events that you may want to be aware of:
  - 5K Road Race – Nipmuc High School – Saturday, April 30th
  - Loyalty Day – Sunday, May 1<sup>st</sup> – 11 AM
  - Election Day – Monday, May 2<sup>nd</sup> – Nipmuc High School
  - Annual Town Meeting – Thursday, May 5<sup>th</sup> – Nipmuc High School – 7:00 PM
  - Library Book Sale – Risteen Building Lawn - May 21<sup>st</sup>
  - Town Government Day for 3<sup>rd</sup> Graders – May 25<sup>th</sup>
  - Hazardous Waste Collection Day – DPW Facility - June 4<sup>th</sup>
- The insurance advisory committee met this week and decided to stay with the current plan design for the HMO and PPO plans provided by the Town, which means that rates will be increasing on July 1<sup>st</sup> by 12.8%. The Committee did agree to look at the mitigation offered by the Town to transition to plans that impose deductibles, and the committee meets on May 18<sup>th</sup> to discuss that further.

**BOARD OF SELECTMEN**  
Kenneth E. Picard, Chairman  
James A. Brochu  
Robert J. Fleming

**TOWN MANAGER**  
Blythe C. Robinson  
One Main Street • Suite 1 • Upton, MA 01568  
T: 508.529.6901 • F: 508.529.1010

- The Solarize Upton application has been completed by the Green Community Committee and submitted to the State this week. As you recall, this will give residents interested in putting a solar array on their homes the ability to do so at a lower cost than if they do it on their own, depending on how many people sign up.
- On Thursday I attended a meeting in Auburn of area Town Managers with the purpose of meeting with the State Commissioners from the Department of Energy Resources and her staff. The Commissioner gave an overview of the status of the Green Community program, took feedback from the 12 communities present about how that program was going, and gave us some early information about new programs soon to be announced in the area of energy. One that may be of interest to Upton is a program under which the State will offer grants to pay for 30 – 50% of the cost of the hardware on street lights to convert them to LED technology. Of course there is a catch and that is that the community must own its lights and presently we do not. But the cost to retrofit them is significant, and a grant such as this might make the decision to purchase a more attractive one for us in the future.
- The Personnel Board met this week and qualified six candidates to be interviewed for the Conservation Agent, and five candidates for the Library Circulation Assistant. Interviews will be set up in the coming weeks.
- In the next two weeks our engineering firm working on the design of the TIP project will be submitting the 75% design to the State for review. Staff has been out on the road several times this week field verifying current conditions of pipes, roads, drains and such so that we can make every effort to have no unforeseen conditions when construction begins in 2019.
- ClearGov is live! The website address is [www.cleargov.com](http://www.cleargov.com) where you can find actual budget data for Upton for FY 15. Comparisons of our data to other towns are shown if you look at the previous fiscal years (FY 11 – 14).