



TOWN OF UPTON, MASSACHUSETTS

BOARD OF SELECTMEN

Memo To: Board of Selectmen
From: Blythe C. Robinson, Town Manager
Date: January 10, 2014
Re: Town Manager's Weekly Report

Warrants:

- Payroll: \$ 87,901.76
- Expense Warrant: \$ 153,529.31

For Your Information/Follow Up:

- The Town Hall Renovation Project continues to move along despite the cold weather. Most structural framing is done, and the next phase of carpentry has started. The old boiler was removed from the basement in late December, and with some more of the trenching to be done in the basement we'll be ready for pours of concrete. We have had some infiltration of water in the back corner of the building and are discussing with consultants how to best address that before that area is finished. The Committee has had meetings to work on selecting the door lock and security systems, cameras, and next audio/visual equipment that will be installed. We're also starting to make plans for furniture selections. To date of the construction contingency of \$516,000 we've committed to \$107,000. The tentative completion date of the project has moved to September 5th due to the extra time required to resolve the issues in the basement. At an upcoming meeting I'd like to discuss with the Board the possibility of permanently closing Warren Street just below Nelson Street for a variety of reasons.
- The insurance advisory committee met this week to discuss changes to the copays for the health plan for the next fiscal year. We've had extremely high utilization of the health plan over the last year which we anticipate will result in a 10% increase in our rates next year. This would be a significant budget increase and we're looking at options to mitigate that to some extent.
- To date we've had a total of nine snow storm events. Prior to the storm following New Year's we'd spent about \$40,000 of the \$210,000 snow budget. Of course invoices for that have not yet come in. We've got a backlog of salt deliveries that we're pushing to get cleared up – two of the 20 loads needed have come in and we're working to make sure we get the rest so we're ready for any new long duration storms.
- Training for employees is an on-going priority to aid in their development and ultimately resulting in better service delivery. To that end we have invited our insurer MIIA to hold three seminars in the coming months at the Fire Station on a variety of topics. The first is on January 21st at 10 AM regarding preventing workplace violence. These are open to all employees – please contact Public Works to reserve a seat.

BOARD OF SELECTMEN
James A. Brochu, Chairman
Robert J. Fleming
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- The deadline for submitting performance evaluations has come and gone and we have not received many to this point. I'd ask all supervisors to try to wrap these up soon, particularly for those who would like to recommend for a performance bonus get in touch with me and I can give you some guidance on how to structure that employees review so it ready for submission to the Personnel Board to be considered.
- It is once again open burning season. The Fire Department is gearing up to issue permits for the season that opens on January 15th. This year we'll be using the electronic permitting system and residents will be able to either come in to get their permit or apply on line. We're hoping this will streamline the process and create efficiency in the office.
- Still on the topic of paperwork, all employees need to turn in their signoffs on the harassment policy, as well as their annual State Ethics Commission acknowledgement. Please get the former to my office, and the latter to the Town Clerk.
- The Finance Committee has sent out their budget package for the next fiscal year and they are looking for all submissions by January 24th so they can begin their review schedule. I will be presenting to them on February 26th.
- On Thursday I signed off on the Library's application to the State for a planning grant to explore either a new Library facility or renovation of its current space or another space. As we've discussed with the Board of Trustees, they'll be sponsoring a warrant article to obtain the Town's matching share at the annual town meeting should the Town be selected to receive a grant.