

Board of Selectmen

**Town of Upton**



**Massachusetts**

**BOARD OF SELECTMEN**

**James A. Brochu, Chairman**

**Robert J. Fleming**

**Kenneth E. Picard**

**TOWN MANAGER**

**Blythe C. Robinson**

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Memo To: Board of Selectmen  
From: Blythe C. Robinson, Town Manager  
Date: June 28 2013  
Re: Town Manager's Weekly Report

Warrants:

- Payroll: \$ 81,668.68
- Expense Warrant: \$ 47,118.83

For Your Information/Follow Up:

- We are completing our first week of operating Town Hall at Holy Angels church. It seems as though everyone has settled in well, and most of the unpacking is complete. We had training on our new VOIP phones on Wednesday. The rest of the items not needed for the year are stored in two large containers at Public Works. The last item to be moved is the state computer that we use for recording voters and elections, and that will be relocated today.  
A big thank you to Public Works for sending over a crew this week to assist Paul in emptying out of Town Hall the last of the furniture and materials no longer needed into a dumpster. The Fire Department also set up the variable message signs to notify drivers that the lower section of Warren Street will close on Monday. Pezzuco Construction is on site this week, and the fencing will go up on Monday as planned. Our mailbox will be relocated this week to the Risteen Building parking lot and will remain there during construction. Our first construction job meeting will take place on July 8<sup>th</sup>.
- The process is underway to hold a bond sale to acquire the financing for the Town Hall project. The schedule from the financial advisor shows a bond sale of August 15<sup>th</sup>, so that the Board can execute the documents at the August 20<sup>th</sup> meeting. A copy of the schedule is attached for your information.
- This week the Police Department underwent training on the new Tasers they have acquired, which were approved at last fall's special town meeting. Those will go into service shortly now that everyone has been properly trained in how and when to use them.
- Voter turnout was good for the US Senate election on Tuesday with about 30% of Upton voters turning out. Unfortunately for election workers we had one of the hottest days of the year, but they carried on and the election went smoothly.

- Just one more reminder that this week brings the FY 12/13 year to a close. For those who have invoices to turn in please be reminded that they are due on Friday, or if you don't have that to turn in, an encumbrance is required so the funds can be put aside until the bill comes in. Contact Kenny Costa, the Town Accountant if you have questions.