



# TOWN OF UPTON, MASSACHUSETTS

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## BOARD OF SELECTMEN

Memo To: Board of Selectmen  
From: Blythe C. Robinson, Town Manager  
Date: July 12, 2013  
Re: Town Manager's Weekly Report

### Warrants:

- Payroll: \$ 9,973.47 – FY13, \$ 68,305.31 – FY 14
- Expense Warrant: \$ 105,107.68 – FY 13, \$1,335,706.93 – FY 14

### For Your Information/Follow Up:

- You may note above that there are two sets of payroll and expense warrants. As usual, at the beginning and end of the fiscal year there are two warrants to ensure that costs are reflected in the correct year. This week we'll be processing the last expense warrant for any items incurred in FY 12/13.
- We received our year-end report from our medical billing provider for ambulance fees. It shows that we brought in \$207,736.41 for FY 12/13, which is \$7,736.41 more than was budgeted for the year. This is also \$35,875.18 more than we received for the prior year. We are very pleased to have met our budget goal for this year. Despite this good news we still had to write off just over \$103,000 of invoices for various reasons, the most significant being that for runs for Medicare eligible patients, Medicare will only pay a certain amount, and that has dropped recently by 2%. We will be discussing these rates and recommending changes at the July 23<sup>rd</sup> meeting as we seek to charge fees that are reasonable yet still cover our costs of providing the service and planning for future ambulance replacements.
- Work is well underway for the Town Hall project. The primary focus at the moment is demolition of interior spaces. The company has made good progress on the basement level, and almost all offices that existed have been removed. Work is also occurring on the first floor in the Town Clerk, Assessor's and Selectmen's Office. The gym floor in the main hall has been protected, as will the Little Town Hall next. Abatement of asbestos will likely happen next week, and plumbers and electricians are on site to demo and make safe those systems. The Treasurer's Office safe and the one that was sold like it will be relocated to temporary Town Hall soon.
- Bids were received on July 11<sup>th</sup> for the road work we planned for this year. The low bid was from Lynch for \$258,000, for all scheduled work. Unfortunately, because the Governor has only released \$150 million in Chapter 90 funds, we will not be able to complete all of this work. At the July 23<sup>rd</sup> meeting we will recommend what can be accomplished for a contract award to this firm.
- Bids are due on July 18<sup>th</sup> for the exterior renovation of the Police Station. In this third attempt to complete the project we have limited the scope of work to just the exterior

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

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

insulation and coating work on the building, so as to attract vendors who perform this work and are eligible to bid. Six firms have pulled plans at this time, and several have visited the site either on their own or with the architect. We are hopeful that this means we will obtain bids for this work so it can be done this season.

- The state budget process continues to evolve. The Governor has until today to sign the budget or veto it, and it appears that the two sides are not coming together with regard to the revenue required. This will likely continue to play out over the coming weeks.