



# TOWN OF UPTON, MASSACHUSETTS

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## BOARD OF SELECTMEN

Memo To: Board of Selectmen  
From: Blythe C. Robinson, Town Manager  
Date: October 31, 2014  
Re: Town Manager's Weekly Report

### Warrants:

- Payroll: \$ 87,639.09
- Expense Warrant: \$1,508,842.29

### For Your Information/Follow Up:

- Happy Halloween!
- We continue to settle in at Town Hall. We had training this week in the snow melt system on the handicap ramp. Next week will be training on the security camera system. The contractor continues work on the punch list indoors. The site contractor has not yet returned so outdoor work including the installation of drainage is what is holding up the reopening of Warren Street. We are pushing to get that done. We had a meeting with the church regarding the closeout of our use of their space. Utilities will be changed over this week, and in the next week or so we'll finalize getting all of the remaining furniture and equipment out.
- The COA held their health fair on Monday. It was a well-attended event! Seniors were able to get their flu shots, an interesting group of vendors were on hand on topics such as Medicare, hearing aids, assisted living and such. Next year we're talking about having it at Town Hall so that more vendors can attend.
- I will be out of the office on Friday attending a Labor Relations seminar being put on by the Massachusetts Municipal Personnel Association.
- Just a reminder to all that conduct performance evaluations. Bob Carnegie, who is an HR professional, will be leading training sessions on how to conduct a performance evaluation on November 13<sup>th</sup> and 20<sup>th</sup>. Please contact our office to sign up.
- We're also working to schedule Town Counsel to come out and do a training session or two in the Open Meeting Law – likely in January.
- Unfortunately the company retained to do the DPW road striping has pushed off our work until next week due to the rain events this week.
- We received four applications for the COA Van Driver position.

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

**TOWN MANAGER**  
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