

Board of Selectmen

**Town of Upton**



**Massachusetts**

**BOARD OF SELECTMEN**

**Kenneth E. Picard, Chairman**

**James A. Brochu**

**Robert J. Fleming**

**TOWN MANAGER**

**Blythe C. Robinson**

1 Main Street, Box 1, Upton, MA 01568

Tel: 508-529-6901 Fax: 508-529-1010

brobinson@uptonma.gov

Memo To: Board of Selectmen  
From: Blythe C. Robinson, Town Manager  
Date: November 30, 2012  
Re: Town Manager's Weekly Report

Warrants:

- Payroll: \$ 74,769.50
- Expense Warrant: \$1,168,889.36

For Your Information/Follow Up:

- Our tax rate was approved by the DOR this week. Our staff person from DOR (Kathy Reed) came out to Town Hall on Monday to meet with all involved with the recap sheet, and we answered her questions and made some minor adjustments to local revenue. The final rate is what was anticipated at the meeting we had with the Assessor's last week - \$16.72/thousand. We don't have a definite date for when the bills are going out, but it is in process. The Assessor's will also be putting information up on the website that helps people understand what contributes to the rate change.
- Now that the tax rate is set the process to begin formulating the budget for next fiscal year has begun. Budget packages were handed out to all of my department heads this week. Again this year we'll be using the format for submissions that was used last year, and staff from other boards have also received copies and are welcomed to use it for their budgets as well.
- It is also the time of year when performance evaluations are completed on all employees. I bring this up as a gentle reminder to all, but also to bring to everyone's attention the new merit bonus program that was approved at the Annual Town Meeting. Supervisors of non-union, non-contract employees may submit to the Personnel Board the performance evaluation of any of their employees for which they would like meritorious service to the Town rewarded. The Personnel By-law outlines the sorts of things that the Personnel Board will look at when they assess evaluations submitted. Supervisors who have questions can either contact the Personnel Board or me.
- The process to begin transferring 911 calls for the Town of Hopedale is well underway. The State has begun its work to install the required equipment, and Hopedale is in the process of hiring its dispatching staff. Training is scheduled in about two weeks on this new equipment, and we expect to be up and running for January 1<sup>st</sup> as planned.

- The Town Hall project will be a primary focus over the next six months as we continue through the design and planning process that will lead to a Town Meeting warrant article on the project in May. The design development drawings will be completed on December 19<sup>th</sup>, after which we will be obtaining a detailed cost estimate from an outside firm specializing in this work. Some of the points you may be interested in include:
  - Changes have been made to the ground floor in the rear to reduce the amount of underpinning required of the foundation in rooms that are not occupied by staff.
  - As you might expect, many changes have been made to the building code since the building was built, and additional structural work will be needed address those issues. For the most part we believe these costs were already considered in the original estimate, but the 2<sup>nd</sup> one will clarify that.
  - The architect and OPM will prepare an office layout for our temporary Town Hall at Memorial School, and we'll start work on the various details that need to be coordinated to make the move successfully in June.
  - The Committee will be meeting with the CPC next week to review funding scenarios for the project. A decision for the CPC is what percentage of the eligible costs do they want to support for the project, and how much of their undesignated fund balance do they want to contribute to the project. The Committee intends to meet monthly with them up to Town Meeting.
  - We will be scheduling a meeting with United Parish to discuss the parking lot in further detail and begin a discussion of a long-term lease agreement between them and the Town.
- I have a meeting scheduled on Thursday evening with the owners of the gravel pit on South Street to discuss the on-going concerns about truck traffic and the amount of material being removed from the pit with regard to the license. I will keep you updated on the outcome of that meeting.