



# TOWN OF UPTON, MASSACHUSETTS

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## BOARD OF SELECTMEN

Memo To: Board of Selectmen  
From: Blythe C. Robinson, Town Manager  
Date: December 11, 2015  
Re: Town Manager's Weekly Report

### Warrants:

- Payroll: \$ 95,899.15
- Expense Warrant: \$ 156,882.44

### For Your Information/Follow Up:

- Last week letters went out to about 500 residents regarding dogs that we believe are unregistered. As you know, State law requires that all dogs that are more than six months old be registered with the Town. We have had a good mixture of responses from folks who either are aware of what they need to do to get in compliance, returned letters from those who are no longer residents and we can cross off our list, and a few who registered later in the year and we missed in our cross checking. Kelly has ordered more tags for 2016 in anticipation of the number of licenses increasing.
- The site visit to renew the accreditation for the Police Department went well last week. A team of assessors was on site for three days, and we came away with just one significant area to address, which is to better secure our evidence area. The Chief is working on that, and we look forward to the department receiving its award and becoming re-accredited in January. Great job by the Chief and his team.
- Sadly we are saying goodbye this week to a terrific team member – Matt Selby, known more fondly as “Selby”. Selby is an employee of the Town of Ashland, and has provided Conservation Agent services to us over the past 4+ years under a contract with Ashland. He is moving on to a new job and we wish him well. I have reached out to Ashland to find out what their next steps are, and if they wish to continue working together. Our agreement was up for renewal in 2016, however if they do not, the Town of Northbridge has expressed interest in jointly hiring someone to fill this role, and we'll work on that if that is the case.
- It's not only the holiday season, but the season for completing various required forms. Everyone is reminded that performance evaluations, State Ethics (all employees as well as elected and appointed officials), and confirmation forms regarding the sexual harassment policy all need to be turned in. If you need fresh copies of these please let us know.

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

**TOWN MANAGER**  
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- The insurance advisory committee met this week to review our health insurance experience, and talk about how to address the rising cost of health insurance for the upcoming year. Our plan usage continues to be high, and with the rising cost of medical and prescription drug costs/trends, it is likely we will face an increase next year. We reviewed various plan design changes and will meet again early next year to discuss how that could be mitigated.
- Governor Baker announced a piece of legislation this week regarding municipal modernization. The bill is a result of feedback the administration has received from cities and towns this year on impediments we have to doing business efficiently. The bill contains many items that would benefit Upton such as spreading out the Assessor's certification to every five years from three, eliminating the need to print procurement notices in the newspaper and instead on the Town's website and State sites, and others. We'll be watching this closely to see what the final bill looks like.
- The police cruiser budgeted this year is in service, and the retired one has been put up for auction at [publicsurplus.com](http://publicsurplus.com).
- We're working on the updated version of the website. Departments and boards are in the process of reviewing their content and deciding what to move to the new site. It is also a good time to think about new information that hasn't been posted before. Also, we are looking for new pictures for the home page. While we've reached out to the photographers that helped us with Town Hall, we welcome others so that we have lots of choice and ability to rotate them in the future.