



## TOWN OF UPTON, MASSACHUSETTS

### Office of the Town Manager

# MEMORANDUM

TO: BOARD OF SELECTMEN

FROM: JOSEPH LAYDON, TOWN MANAGER

SUBJECT: TOWN MANAGER REPORT FOR JUNE 7, 2023

DATE: JUNE 7, 2023

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The following is the Town Manager's Report for the June 7, 2023 Board of Selectmen Meeting. Information below was discussed at the June 5<sup>th</sup> Department Head Meeting.

**Town Website Redesign** – This Friday, CivicPlus will present the new website to the website working committee. Trainings will occur over the next two weeks. A “go live” date will be scheduled after the trainings.

**Upton Community Center Dedication** – The dedication ceremony is scheduled for June 14<sup>th</sup> at 6:30 PM. Final touches are being made to the ceremony. Employees and Board members are being encouraged to park on Grove Street and at Town Hall due to the expected crowd.

**Human Resources** – Staff was informed that departments should be conducting annual reviews of their staff. HR will be working with the Treasurer Collectors Office to process COLA and Merit Increases. Open Enrollment for employees and retirees has closed. The Town signed the contract with GovHR to conduct the Classification and Compensation Study. Kick off meeting will occur in early July. No issues have been observed since repair. Staff is awaiting quotes for hand drier units so next phase of the repairs can be conducted.

**Planning Department** - The Director of Land Use & Inspectional Services submitted four grant applications last week. The principal grant application was for the MassWorks Program where the Town is seeking \$3.6M for the construction of water and sewer infrastructure on Route 140. The Developer will be contributing over \$700K towards the project. Grant applications for pre-permitting work of the Town's gravel lot on Grove Street, site feasibility analysis for Holy Angels, and zoning assistance for inclusionary zoning and MBTA Communities were also submitted.

**Conservation Dept.** – Staff is working with the Commission to close out the Knowlton Circle order of conditions and address lack of stormwater facility maintenance within the development.

**Code Department** – Conducted generator testing at the Community Center. Continuing to examine ADA compliance issues.

**Assessors** – BoA will be voting on the senior means testing for the senior tax exemption. This comes out of the Town's overlay and is not reimbursable. This will only be applied to the 3rd and 4th quarter tax bills.

**Town Clerk** – Welcomed 3<sup>rd</sup> graders to Town Hall and the Upton Community Center on June 6<sup>th</sup>. Coordinating employee and board member conflict of interest form collection. Submitted Annual Town Meeting Certification paperwork to the Attorney General's Office.

**Housing Production Plan** – The next meeting is scheduled for May 18<sup>th</sup>. Discussion of goals and strategies for affordable housing and on possible locations is on the agenda.

**DPW** – Street sweeping, Line painting, and hydrant flushing has been completed. Catch basin cleanings will start soon and will be completed by the end of June. has been completed. DEP came up with new regulations requiring an inventory of lead pipe, including homes. The Dept. will first identify if there are homes that have lead pipes and give resources to allow the homeowner to conduct the inspections.

**Municipal Fiber Network Project** – Hanging of fiber optic cables has been completed. Work has moved interior to buildings to make necessary network connection.

Thank you.