



## 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 21, 2023  
DATE: JUNE 21, 2023

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The following is the Town Manager's Report for the June 21, 2023 Board of Selectmen Meeting.

**Town Website Redesign** – Staff has been attending virtual training sessions for the last two weeks. The sessions will be completed by June 26<sup>th</sup>. Currently the “go live” date is scheduled for July 18<sup>th</sup>. A screenshot of the website is included at the end of this memo.

**Upton Community Center**– Sod has been installed at the bottom of the “bowl” at the end of the slides. Our DPW Director continues to work with the project engineers to resolve lighting and HVAC code errors. Staff is meeting internally to develop the exercise room policy to bring before the board at a future meeting. UCC Building Committee continues to meet to review final close out punch list.

**ADA Improvements** - Work is occurring under a MOD Grant to complete ADA Access Improvements at the Police Station, Fire Station, and DPW Admin Trailer.

**Route 140 TIP Project** – Staff attended a meeting with project engineers and officials to review amended roadway cross-section plans for parking on one side of the street and a striped bike lane on the other. Plans will be revised and submitted to Upton to review with officials, emergency responders and businesses.

**Human Resources** – End of the fiscal year also means it is time for departments to conduct annual evaluations. I have met with direct reports to the Town Manager's Office to set goals for the next year and to evaluation performance for the past year. While formally this is an annual process, communications and discussions regarding goals occurs throughout the year.

**Planning Department** – The Town was awarded a \$30K grant for zoning bylaw assistance for inclusionary zoning and MBTA Communities.

**Housing Production Plan** –. Most recent meeting occurred on June 15<sup>th</sup> and they started to review the draft plan and implementation matrix.

**DPW** – Conducting annual field maintenance activities at various soccer fields in town.

Thank you.



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MASSACHUSETTS

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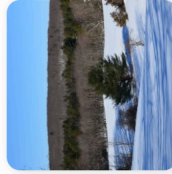
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