



TOWN OF UPTON, MASSACHUSETTS

Office of the Town Manager

MEMORANDUM

TO: SELECT BOARD
FROM: JOSEPH LAYDON, TOWN MANAGER
SUBJECT: TOWN MANAGER REPORT FOR JANUARY 7, 2025
DATE: JANUARY 7, 2025

The following is the Town Manager's Report for the January 7, 2025, Select Board Meeting.

Town Manager

- *Governor's Landing Development Agreement* – Town Officials and the Governor's Landing development team continue to work on a draft development agreement to present to the Select Board. The Development Agreement is needed to outline the responsibilities of each (Town and Developer) and also nail down the financial contribution. It is anticipated that we will schedule a meeting to update the Board in the next few weeks.
- *Grove Street Bridge* – Weston & Sampson are working with the MassDOT officials to finalize the State's review of the bridge engineering. MassDOT must approve the plans in order to submit for the next Small Bridge Grant round prior to the February 3rd deadline.
- *Fiske Ave Reconstruction* – Engineers with Wright-Pierce are finalizing plans for going out to bid in the next few weeks. It is anticipated that we will advertise and award the project to a contractor in February.
- *DPW Building Project OPM Services* – The Town advertised for Owner Project Manager (OPM) Services and received 9 responses. The Town Manager and DPW Director ranked the responses, and the next steps is reviewing the responses with the Building Committee and scheduling of presentations with the top companies.
- *FY 2026 Budget Process* – Friday, January 10th is the deadline for departments to submit FY 2026 Budgets. The Town Manager and Finance Director will start reviewing the budget requests for producing the Town Manager's FY 2026 Budget Recommendation. Following the release of the Budget Recommendation, Select Board and Finance Committee will schedule meetings in February and March to review budget requests, including meeting with individual departments to discuss their requests.
- *May 1, 2025 Annual Town Meeting* – The warrant is currently open and closes January 24th at noon.

Town Clerk – Annual Census forms are being mailed out and residents will start receiving them next week. Staff is also working on the next round of open meeting law and ethic trainings. Employees and Board Members must undergo training every two years and they will receive an email directly from the State on renewing those trainings. Dog licenses for calendar year 2025 are available. Dogs need to be licensed each year. By April 1st.

Treasurer Collector – W-2 forms for employees and senior tax work off volunteers will be ready soon. W-2 forms are not mailed, and the Treasurer's Office will email people with directions to download the forms from Employee-Forward, the Town's online payroll website.

Assessor – The Assessing Department is accepting abatement applications and the deadline to submit is February 3rd. An intern is starting in a few weeks and will help the Assessing, Land Use, and Conservation Departments with mapping assistance. The intern is an Upton resident and is currently a senior at Worcester State.

Recreation Department – Recreation is starting its hiring process for the 2025 Beach and Kids@Play season.

Elder and Social Services Department – Members of the ESS Department will be test driving vans on Friday. The Select Board had previously approved the use of Welfare Trust Funds to purchase a handicap accessible minivan. ESS Dept continues to support those who need financial assistance for heating oil and energy expenses, contact the department for assistance. For Seniors who need tax preparation assistance, AARP will be conducting free tax preparation services at the Community Center. Contact the ESS Department to schedule an appointment.

LUIS Department – The Planning Board is working on the development of 5G Small cell Regulations now that the bylaw was approved by Special Town Meeting. Activity with the Zoning Board of Appeals has quieted down and they cancelled their January meeting. The Code Dept. is taking enforcement action on unpermitted signs and non-permitted uses within residential zones. Conservation is taking enforcement actions against the owners of 41 Milford Road for filling wetland areas. The property at 47 Main Street recently transferred and the 40B Developer is finalizing approvals with the State. No permit for construction of the 40B has been submitted at this time and Staff believes plans could be submitted for approval in Mid to late spring, with construction starting shortly thereafter.

Human Resources – Staff will be sending employees and Board/Committee Members a copy of the Town's Harassment Policy, which included an acknowledgement page that must be signed and returned.

Employment Opportunities

Firefighter Paramedic (2 positions)

Per Diem Paramedics

DPW Laborer

DPW Department Specialist

DPW Water/Wastewater Supervisor

DPW Water/Wastewater Operator

Assistant Planner

PT Van Driver

Upcoming Events

Coffee with the Town Manager – Friday, January 10th from 9:15 am to 10:30 am.

Lunch & Learn: Protecting Your Legacy. Attorney Amy Azza and Todd Miller a Financial Advisory with Edward Jones will hold a workshop on Wednesday January 15th at 12:30 PM to discuss state planning and retirement planning. Lunch will be provided.

Senior Dinner, sponsored by Upton Men's Club (Catered by Country Sooper) – Friday, January 17th at 5 PM