



# TOWN OF UPTON, MASSACHUSETTS

## Office of the Town Manager

### MEMORANDUM

TO: SELECT BOARD  
FROM: JOSEPH LAYDON, TOWN MANAGER  
SUBJECT: TOWN MANAGER REPORT FOR DECEMBER 3, 2024  
DATE: DECEMBER 3, 2024

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The following is the Town Manager's Report for the December 3, 2024, Select Board Meeting.

#### **Town Manager**

- *Upton - MURSD – Mendon Meeting* – Reschedule to Thursday, December 5<sup>th</sup>, I am meeting with the MURSD Superintendent and the Mendon Town Administrator to discuss MURSD's capital needs and discuss FY 26 Capital and Operating Budgets. We will also be discussing other topics of mutual concern and for mutual collaboration.
- *Police Chief Search* – The Police Chief Assessment Center is scheduled for Friday, December 13<sup>th</sup>. Following the results of the Assessment Center, I'll be recommending a candidate for appointment as Police Chief.
- *Special Town Meeting Follow Up* – I have prepared and executed contract for electronic voting and for professional services for the Upton Center TIP Project. I have also submitted the paperwork for the donation of Trask Trust Funds. I also signed contracts with the state for releasing funds for the Green Communities Grant award so we can start the streetlight conversion project.
- *Governor's Landing Development Agreement* – Town Officials and the Governor's Landing development team are working finalizing a 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. We have a session scheduled for December 12<sup>th</sup> and after that meeting I will be providing the Board with an update. There are still some unknowns on their side that they need to identify such as total number of connections and calculated flow. The Development Agreement only covers the 126 units approved as part of Governor's Landing and states that any development plan to increase density for due to the approval of the MBTA Communities bylaw will require amending the Development Agreement.
- *Milford Street Water/Sewer Extension* – The Town's engineering consultant and Staff are shooting to advertise the water/sewer extension project by mid-December. We are also coordinating dividing off a section of the project that will become part of the Milford Street Culvert Project. Unfortunately, that does not mean the State will be assuming the cost. But it will result in a reduction in cost from what was originally estimated since we originally had to tunnel under the culvert. We are also looking at bidding the project out in two parts to better make sure of grant funds and work with the State on any need for supplemental funding
- *Upton Community Center Building Committee* – The Building Committee has scheduled their final meeting on December 17, 2024, to consider replacing two toilets in the senior center portion of the building, approve the Committee's report for the Annual Report, and to formally vote to dissolve the Building Committee.

**DPW** – The Consulting Engineer has submitted design plans for Chapter 85 review with MassDOT. Approval is required by MassDOT to apply for construction grant round, which will be opening on December 2<sup>nd</sup> and close Feb 3<sup>rd</sup>. Weston & Sampson are aware of the deadline and have committed to apply on behalf of the Town.

**Elder and Social Services** – The new Senior Tax Work-off Program season has started, and we are encouraging residents who qualify to apply. For those interested in participating, please contact ESS Department. A new “Friends of Upton Seniors” group has been established and is working on bylaws and their 501C3 status. The group’s primary purpose will be to fundraise to support senior center activities. More than 30 families were served by the Upton Community Center Food Pantry in November. The Food Pantry is receiving numerous donations and ESS Staff want to thank everyone for their donations. ESS has more than doubled the number of roundtrips from 249 in the 1<sup>st</sup> quarter of 2024 to 514 round trips in the 1<sup>st</sup> quarter of 2025.

**Recreation Department** – Recreation is working to revise the Recreation website to reflect 2025 programs and to advertise for hiring for the 2025 Beach and Kids@Play season.

**Finance Department** – Staff is processing Senior Tax Work Off payroll and working with Assessing to have the values reflected on participants 3<sup>rd</sup> and 4<sup>th</sup> quarter tax bills. Assessing is interviewing for a potential GIS intern to assist the department and Conservation Department in the first half of 2025.

**LUIS Department** – The Department is working with the Town Manager’s Office to conduct inspections associated with the Select Board’s annual license process. EDC is working with BSC Group to evaluate possible development scenarios in Upton Center. This work is being conducted with grant funds. The LUIS Director is finalizing the grant program associated with MBTA Communities and working with the Town Clerk to submit paperwork to the state for certifying Upton as an MBTA Community. Planning Board and Conservation are both reviewing the expansion of the parking lot for Mass General Brigham Community Physicians at 236 Milford Street.

**Human Resources** – The Town is sent out a letter to retirees that Medex 2 (medical plan) with Blue Medicare Rx (a Medicare Part d Prescription Drug Plan) will be increasing 20.8%. For more information on benefits changes going into effect January 1, 2025, visit the Town’s Human Resource webpage. The Insurance Advisory Committee (a staff committee) is meeting on December 4<sup>th</sup> to discuss potential 2025 cost increases and to have initial discussions on various plan options. Meetings will continue through the FY 26 budget process. Staff is working with the Personnel Board on various policy and benefit changes. Any recommendation for changes will be brought before the Select Board for consideration.

### **Employment Opportunities**

Firefighter Paramedic (2 positions)

Per Diem Paramedics

DPW Laborer

DPW Department Specialist

DPW Water/Wastewater Operator

Assistant Planner

PT Van Driver

### **Upcoming Events**

Coffee with the Town Manager – Friday, December 6<sup>th</sup> from 9:15 am to 10:30 am.

Pancakes with Santa – Sunday, December 8<sup>th</sup> from 10 am to 1 PM at the Upton Fire Station

Senior Dinner, sponsored by Upton Men’s Club (Catered by Rose Garden Restaurant) – Friday, Dec. 13<sup>th</sup> at 5 PM