



TOWN OF UPTON, MASSACHUSETTS

Office of the Town Manager

MEMORANDUM

TO: SELECT BOARD
FROM: JOSEPH LAYDON, TOWN MANAGER
SUBJECT: TOWN MANAGER REPORT FOR MAY 13, 2025
DATE: MAY 13, 2025

The following is the Town Manager's Report for the May 13, 2025, Select Board Meeting, including Dept. updates from the May 6th monthly Dept Head Meeting.

Town Manager

- *DPW Building Project Designer Services* – Weston & Sampson was the only firm to respond to the advertisement for Designer Services for the DPW Building Project. W&S had previously worked on the initial feasibility study for DPW renovations and expansion. The DPW Building Committee is expected to meet on May 20th to hear the proposal.
- *Town Counsel Services RFP* – Two responses for a Request for Proposal for Town Counsel Services were received and interviews have been tentatively scheduled for May 27th with the Select Board, pending confirmation by the Board.
- *Route 140 Paving* –Due to rain, paving of Rt. 140 has been delayed. Police Chief is awaiting a new scheduled date for paving to start. Originally paving was to occur mid-May.
- *Town Hall Meeting Room Improvements* – All equipment has been installed, and IT staff has been trained on the equipment. The next step will be to discuss with the Board various sound deadening treatments such as rugs and wall treatments.
- *Fiske Ave Reconstruction* – Preparation work has commenced, and the project is on schedule for removal/trimming of trees in mid-May with construction starting towards the end of May.
- *Rt. 140 Culvert Project* - The Rt 140 Culvert Project is on track and programed for 2026. This project is important since it incorporates the installation of water and sewer pipe in coordination with the larger Water/Sewer Infrastructure Project the town is undertaking.
- *Rt 140 TIP Project* - In a call with CMRPC, MassDOT Staff said that the 140 TIP Project schedule has slid. It was originally scheduled for 2026 five years ago, and they said last year it slid to 2029. This year the project was moved up to 2028. CMRPC and MassDOT also stated it was their opinion that funding for this project was not in jeopardy as it does not involve discretionary funds. Separately, MassDOT has indicated that the 75% design plans are schedule to be complete by July 28, 2025. MassDOT felt that scheduling a meeting in late September would be appropriate. They also said that the current advertisement date for the project is November 13, 2027.
- *Rt. 140 TIP Project Street Lighting Fixtures* – MassDOT has requested that the Town of Upton reconsider the Board's selection of Spring City light fixtures. Feedback on the fixtures from MassDOT was that they are top heavy and that they are prematurely rusting. MassDOT asked if the Town would support the use of the Holophane fixtures, which were on the lighting cut sheet the Board and Historical Commission reviewed. Discussion of this request will be placed on a future agenda.

Police – Lt. Michael Benjamin notified the Police Chief that he will be retiring effective June 1st. Lt. Benjamin has spent 33 years with the department. The Chief is developing a plan for filling the lieutenant position, and any other positions that may become open as a result.

Treasurer Collector – Water and sewer bills were mailed to users and are due June 3rd. The Treasurer reviewed the end of year calendar with Dept Heads and noted that end of year payroll changes are due June 6th.

Assessor – The Department's intern completed work for the semester which consisted of updating trail maps and assessor maps. MDM 1 for reimbursement has been submitted and approved by DOR. Staff is working to capture new growth based on new permits that have been issued, 5 new lots that were created off South Street, new road named Sawmill Brook Lane, and construction which is continuing at Cobbler's Creek condo complex.

Elder and Social Services Department – The department has hired a third driver, Jay Nolan, who completed training recently. The Friends of Upton Seniors is now active and have so far raised \$3K. Social Services has been very busy and has been working on finishing heating assistance programs applications and now working to assist Kids@Play scholarships. On April 30th, 75 seniors and visitors attended the Police Spaghetti Dinner). Last Upton Men's Club dinner of the season will be held on Friday, May 19th. Over the course of this past year, seniors and students from the Memorial School have been pen pals. On May 21st students and seniors will met for the first time at the Memorial School. June is Alzheimer's Month and will work with Police to encourage the Silver Alert Program. The Department is seeing more people participating in the Memory Cafe and staff is engaging with more families for support.

LUIS Department

- Planning – A Definitive Subdivision Plan for East Street Estates was submitted to the Planning Board considering of 17 lots. It is anticipated the Planning Board will schedule the initial public hearing for Tuesday, June 10th.
- Building - 12 active construction permits. Numerous inquiries into Accessory Dwelling Units. Jon Atchue was appointed as Conditional Building Commissioner for the Town of Upton by the Building Official Certification Committee.
- Conservation – The Commission is inspecting a number of potential vernal pools to determine their status. Working with Claflin Farm on their Certificate of Compliance. Staff and the Commission are continuing to work on the implementation of Stormwater bylaw.
- 47 Main Street (Upton Apartments 40B) – Soil tests are going to performed on the site over the next week or two. A formal application has not been filed at this time, though it is anticipated before the end of summer.

Library –The Library is changing its afternoon programs and will host three clubs in the afternoon: a chess club, a crafting club, and a gaming club. The library is also advertising for a part-time library assistant to fill an existing vacancy.

Human Resources – HR is working with Rec Director for the hiring and onboarding 50 seasonal employees to for Kids@Play summer program. Open enrollment runs May 1st through June 2nd. For Staff, this is a good time is to update beneficiary forms and submit a hard copy to HR.

Upcoming Events

Johnny Cash Tribute – Matt York, sponsored in part by a grant from Upton Local Cultural Counsel, Wednesday, May 14th at the UCC at 2:00 PM.

Senior Dinner, sponsored by Upton Men's Club (Annual Cookout) – Friday, May 16th at 5 PM

Hazardous Waste Day – Upton DPW – Saturday June 7th from 8:00 am to Noon.

Coffee with the Town Manager – Friday, June 13th from 9:15 am to 10:30 am.