



# TOWN OF UPTON, MASSACHUSETTS

## Office of the Town Manager

### MEMORANDUM

TO: SELECT BOARD  
FROM: JOSEPH LAYDON, TOWN MANAGER  
SUBJECT: TOWN MANAGER REPORT FOR APRIL 15, 2025  
DATE: APRIL 15, 2025

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The following is the Town Manager's Report for the April 1, 2025, Select Board Meeting.

**DPW Building Project Designer Services** – The DPW Director, Town Manager and the Project OPM have advertised for Designer Services for the DPW Building Project.

**Town Counsel Services RFP** – Responses for a Request for Proposal for Town Counsel Services is due May 2, 2025.

**FY 2026 Budget** – Finance Committee Recommended FY 26 Budget is complete. It will be posted on the website following the Select Board Meeting once the Annual Town Meeting Warrant is executed.

**Town Meeting Clickers** – Staff has continued to meet to discuss logistics for implementing clickers at town meeting. Due to the three MURSD capital articles, we are planning for a spill-over room for added capacity. The Town of Grafton has agreed to provide extra clickers for our Town Meeting.

**Route 140 Paving** – Roadwork on RT 140 continued from the Grafton Library eastward to Williams Street.

**Town Hall Meeting Room Improvements** – All equipment has been acquired, and the contractor is working to finalize engineering and programing for the equipment. Equipment will be delivered May 5<sup>th</sup> and installation will occur May 6<sup>th</sup> through the 8<sup>th</sup> with training tentatively scheduled for May 9<sup>th</sup>.

**Fiske Ave Reconstruction** – Necessary contract documents have been executed. Erosion controls and removal/trimming of trees will occur early to mid-May with construction starting towards the end of May. Construction logistics have been reviewed by the Police Department and School Officials.

**Milford Street Water/Sewer Project** – Contract documents have been signed, and we are awaiting confirmation of a start date.

**Pratt and Mill Pond Phase 2 Report** – I am working with Lakes, Ponds, and Streams to finalize and execute the contract for the Phase 2 report.

**Mill Pond Dam Repairs** – The DPW Director and the Town's engineer has evaluated the current status of the structure for Mill Pond that is adjacent to Milford Street (adjacent to Fin and Feather). When the water levels reduce in the summer, the Town will replace the top board and examine how the boards sit on the concrete dam structure. They will repair the concrete as best as possible before replacing the boards to keep the water level higher. This will be a temporary fix and eventually the Town will be faced with a larger dam repair/replacement project.