



## TOWN OF UPTON, MASSACHUSETTS

### Office of the Town Manager

#### MEMORANDUM

TO: SELECT BOARD  
FROM: JOSEPH LAYDON, TOWN MANAGER  
SUBJECT: TOWN MANAGER REPORT FOR MARCH 4, 2025  
DATE: MARCH 4, 2025

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The following is the Town Manager's Report for the March 4, 2025, Select Board Meeting.

#### **Town Manager**

- *Governor's Landing Development Agreement* – While Town Officials were successful in securing an additional \$500K in from State Officials, representatives of the Governor's Landing Development Team decided to withdraw from participating in a development agreement. The Town does have enough funding, mainly through \$4,153,722.50 in grant funding, to complete the project. The Select Board will be considering awarding the contract at the March 4, 2025, Select Board Meeting.
- *Grove Street Bridge* – DPW Director is of the opinion that the project is on schedule to be advertised late March with proposals due in April for a potential for awarding the contract in June 2025.
- *Fiske Ave Reconstruction* – The Fiske Ave Reconstruction proposals have been submitted and are currently being evaluated. It is anticipated that the Select Board will be asked to award the contract at the March 18<sup>th</sup> meeting.
- *DPW Building Project OPM Services* – The DPW Building Committee conducted interviews on Wednesday, February 26<sup>th</sup>. The Committee will be scheduling a second meeting to vote on which firm to select as OPM.
- *FY 2026 Budget* – The Town Manager Budget Recommendation report was published on Friday, February 28<sup>th</sup> and is available on the Town's website.
- *May 1, 2025 Annual Town Meeting* – The warrant closed and an internal draft has been circulated to Staff for review before being sent out. Currently there are 45 articles.
- *Little Town Hall AV Project* – Contract has been executed, and we are awaiting the scheduling of a kickoff meeting.
- *Streetlight Conversion* – Contracts have been executed, and the vendor is working to purchase equipment and finalize contract language with National Grid.

**Town Clerk** – Dog License Renewals deadline is March 31<sup>st</sup> and a \$10 late charge will be assessed starting April 1<sup>st</sup>. Nominations papers are available through November 14<sup>th</sup> and must be returned to the Registrars of Voters (Town Clerk's office) for certification of names on or before 5:00 PM on Tuesday, March 18<sup>th</sup>. The Town Clerk and Town Manager's Executive Assistant are coordinating the implementation of electronic voting devices for Annual Town Meeting.

**Treasurer Collector** – Hearing timeline for Grove Street Bridge, Treasurer will work with Bond Counsel to prepare for project borrowing. Water and Sewer Bills are due March 4<sup>th</sup>. Excise Taxes are due March 26<sup>th</sup>. Office Staff will start working with the Town Clerk to prepare Elected Board stipends.

**Elder and Social Services Department** – The food pantry is running low on stock and the ESS Department is asking for donations. The Town Manager and Police Chief indicated they would share on the Town and Police Facebook Page. The Town Manager said he would share as part of his Town Manager Report. ESS Staff is working with Fire/EMS Department to assist with repeat calls for assistance and transports. Staff is looking at how to fill a void in services that result in calls for Fire/EMS assistance. The Friends of Upton Seniors held a recent meeting and discussed fundraising ideas. A number of events are planned in March including a St. Patrick's Day Lunch, line dancing classes, and a Senior Soiree.

**LU&IS Department** – Now that Jon Atchue has become a Certified Local Inspector, LUIS Director is working to have him appointed by the State as an Interim Building Official. Planning Board has been reviewing smaller subdivision and site plan applications. Staff is attending the March 5<sup>th</sup> CPC meeting to discuss a request to seek funding for demolition and construction of an affordable unit at 28 Hartford Ave North. Staff continues grant management work for HousingWorks infrastructure and planning projects.

**Police** – Repair work is nearly complete from a water heater tank failure. The approved comfort dog is anticipated to be available by the end of the summer.

**Human Resources** – Personnel Board meeting scheduled for March 5<sup>th</sup> has been cancelled due to lack of Quorum. Agenda topics to be discussed were job description updates for Recreation Program Director, Use of Earned Sick Time Policy Updates, Comp Time Policy Update, longevity, and merit program.

#### **Employment Opportunities**

Firefighter Paramedic (2 positions)

Per Diem Paramedics

DPW Laborer

DPW Department Specialist

DPW Water/Wastewater Supervisor

DPW Water/Wastewater Operator

PT Van Driver

#### **Upcoming Events**

Coffee with the Town Manager – Friday, March 7<sup>th</sup> from 9:15 am to 10:30 am.

Senior Dinner, sponsored by Upton Men's Club (Pizza Night) – March 14<sup>th</sup> at 5 PM

St. Patty's Day – March 17<sup>th</sup> at 1 PM Upton Community Center

Upton Center Commons Design Charette/ Workshop – March 26<sup>th</sup> at Upton Town Hall

Senior Soiree – Friday, March 28<sup>th</sup> at 5 PM. Upton Community Center