



TOWN OF UPTON, MASSACHUSETTS

Office of the Town Manager

MEMORANDUM

To: BOARD OF SELECTMEN

FROM: JOSEPH LAYDON, TOWN MANAGER

SUBJECT: TOWN MANAGER REPORT FOR FEBRUARY 7, 2023

DATE: FEBRUARY 7, 2023

The following is the Town Manager's Report for the February 7, 2023 Board of Selectmen Meeting.

Treasurer Collector: Water/Sewer bills will be mailed the week of February 13th. Payments will be collected by Lockbox, a banking service the Town uses for property and excise taxes. This will simplify and streamline receipt of payments. A summary of the change will be included the bill. Staff will start the VADAR cloud conversion. Excise tax bills are going out Feb 24th and will be due 30 days later in March.

Conservation: Working with 5-Forks Farm on an irrigation pond to support their operation. Worked with Code Dept on complaints received concerning 190 Milford Road, owner was clearing land and removing stone/ledge for parking of equipment, work will be under 1 acre and will not trigger stormwater bylaw. Residents had been complaining about noise due to rock hammering.

DPW: Staff is taking advantage on lack of snow, doing some deferred maintenance/ repairs and doing tree removal activities. Staff continues to fill potholes, two to three times a week, due to rain and cold temperatures. For complaints, people should call DPW. Today, Staff is picking up litter.

Town Clerk: Processing Town Census Forms and Dog Licenses. Nomination papers are available, 18 seats are open. Office Staff will be working to coordinate ethics and open meeting training. The State has a new portal for members and employees to do training.

Assessor: The abatement period ended Feb 1st. A total of 62 abatements were received, representing 1.8% of town parcels. Board of Assessors will be meeting with each applicant to review submissions.

Elder and Social Services/ COA: Staff is continuing to work on assistance requests. Staff is preparing for the department's move sometime in April. Director had opened the Center on Saturday as a warming center due to power outages in town.

Police/ Fire: Police Department is nearly fully staffed, awaiting one last officer to join the department who is currently in the police academy. Fire Department continues to have challenges filling paramedic

positions. This leads to higher overtime use and/or shifts are not fully staffed. On Saturday the Fire Station had pipes freeze and they are working with contractors to conduct repairs.

Code: Department continues to be very busy, continue to receive and investigate complaints. Staff sent MassDOT a letter regarding outstanding ADA compliance issues with the TIP project.

Recreation: Kids at Play Registration is now open, added a summer theater program and field trips. Staff met with WooSox to discuss community outreach and mascot visits to town events. Staff will work with WooSox to coordinate a 2024 Upton Take Over Day.

Board of Health: Coordinating a covid clinic on March 4th and the State is looking to increase booster participation by giving out \$75 gift certificates. Upton was identified in an area of low booster rates. More information will be posted soon.

Library: Attention is shifting to prepare for the move to the new Community Center. Work is being done to finish the interiors by the end of the month and furniture will start arriving in March.

Planner: The Planning Board has requested an update on the community center as it relates to their approval. Staff is working complying with MBTA Communities. Staff submitted paperwork for interim compliance, including an action plan. Create a district for multifamily dwellings to be created by right in one or more districts. Working to submit for Housing Choice Designation, will arrange for a presentation to the BoS.

Human Resources: Working to bring on board the department specialist to support planning, conservation. In the process of hiring drivers for COA Van. Working with Recreation to start the Kids at Play hiring process.

Thank you.