



## TOWN OF UPTON, MASSACHUSETTS

### Office of the Town Manager

# MEMORANDUM

TO: BOARD OF SELECTMEN

FROM: JOSEPH LAYDON, TOWN MANAGER

SUBJECT: TOWN MANAGER REPORT FOR MARCH 21, 2023

DATE: MARCH 21, 2023

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The following is the Town Manager's Report for the March 21, 2023 Board of Selectmen Meeting.

**Town Website Redesign** – A staff committee met with the Civic Plus design team to identify preferred design elements, page layout, and color schemes. Next step is approval of layout and color template to facilitate development of mock pages. Project is on track for end of June 2023 launch.

**Town Hall Bathrooms** –FinCom approved a request for funding to repair bathrooms. The first part of the repair, polishing the wastewater lines, has been completed. Replacement toilet fixtures have been ordered and are anticipated to be stock by March 27<sup>th</sup>. Work will be scheduled once toilets are delivered. Town Hall use remains restricted, and completion of repairs are anticipated to be complete by April 1<sup>st</sup>. For board and committees that are meeting in Town Hall, Staff supporting those meetings check bathrooms prior to leaving to make sure nothing is bubbling out of floor drains or toilets.

**Electrical Aggregation** - The Town of Upton is continuing its work to finalize its electric aggregation program but at this time it is not available. Colonial Power, our aggregation consultant, notified the Town Manager on March 21<sup>st</sup> of request for documentation from the Department of Public Utilities. Colonial is working to provide the documentation to DPW. No update on approval of the aggregation plan has been provided.

**Excise Tax** - Excise tax bills due March 27<sup>th</sup>.

**Risteen Building Ramp** - Handicap ramp has been partially installed at the Risteen Building. Final adjustments will be made to finalize installation on Friday, March 24<sup>th</sup>. Door company visited the site to provide a quote for installation of handicap access buttons internal and external to the door. DPW Director is working with consultant engineer to layout parking spaces and required handicap parking spaces.

**Massachusetts Office of Disability Grant/ ADA Improvements** – Met with contractor to review ADA improvements to be funded through MOD Grant. Grant will cover repair to Police Station public access doors, new door opening mechanism, and installation of handicap access buttons; Town Hall door

adjustments and replacement of handicap access button; Fire Station ADA access improvements consisting of door mechanisms and handicap access buttons. A new ADA compliant ramp is part of the project, and a site visit will occur on March 24<sup>th</sup> to prepare a quote for work.

**Housing Production Plan** – On Thursday, March 16<sup>th</sup> the Housing Production Plan Steering Committee and Central Mass Regional Planning held a public forum to solicit input from the community to support the development of the update to the Housing Production Plan. Visit the Town of Upton YouTube channel to view the video. <https://www.youtube.com/watch?v=JWBeHXTE5X4>

Thank you.