



## TOWN OF UPTON, MASSACHUSETTS Office of the Town Manager

# MEMORANDUM

TO: BOARD OF SELECTMEN  
FROM: JOSEPH LAYDON, TOWN MANAGER  
SUBJECT: TOWN MANAGER REPORT FOR JULY 12, 2023  
DATE: JULY 12, 2023

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The following is the Town Manager's Report for the July 12, 2023 Board of Selectmen Meeting.

**Town Website Redesign** – Staff has completed virtual training sessions and are working at adding new content to the new website, all while maintaining the existing website. To allow staff additional time to update the new website, we are pushing back the “go live” date from July 18<sup>th</sup> to August 1<sup>st</sup>.

**Upton Community Center**– Slides are open and being used. Our DPW Director continues to work with the project engineers to resolve HVAC code errors, but the list is dwindling. UCC Building Committee continues to meet to review final close out punch list. The Building Committee has retained the services of Nitsch Engineering to redesign the parking lot to add handicap parking spaces, make traffic one way, and adjust spaces to increase the total number of spaces. The revised plan will need to be reviewed by the Planning Board before it can be implemented. We are scheduling training on using kitchen equipment. ESS Staff and the Town Manager are coordinating a meeting with Tri-Valley to renew the contract for meals on wheels in preparation of moving to the UCC.

**Coffee with the Town Manager** – I'll be holding a “Coffee with the Town Manager” on August 18<sup>th</sup> at Millhaus to talk with residents on various senior issues. Will be advertised in the Upton Chronicle, the monthly newsletter published by ESS Staff.

**ADA Improvements** - Work funded by a MOD Grant to complete ADA Access Improvements at the Police Station, Fire Station, and DPW Admin Trailer is nearing completion. Police, Fire, and Town Hall improvements have been completed. The ramp at the DPW Admin Trailer has been removed and the new ramp is partially installed. Installation will be completed on Friday, July 14<sup>th</sup>. Total value of work paid for by the Grant is nearly \$40K.

**Human Resources** – A kick off meeting was held today with GovHR for the update to the Town's Classification and Compensation Plan. A meeting with Town Employees will be scheduled for Tuesday, August 1<sup>st</sup>. The process will take approx. 4 months to complete.

**Housing Production Plan** – The Housing Production Plan Steering Committee will be meeting July 20<sup>th</sup> to review and approve draft Housing Production Plan. Next step will be to schedule a joint meeting with

the Board of Selectmen and Planning Board to present the plan for their approval. Joint meeting is tentatively scheduled for August 22<sup>nd</sup>.

**DPW** – Fiske Ave Water Main Project is out to bid. Town was notified that it was awarded \$110,000 to conduct the Service Line Inventory and LSL Replacement Plan.

**Kiwanis Beach Closure** - On Monday, no algae was observed so the Board of Health Office reached out to the state to get the water tested. Testing is scheduled for the morning of Thursday, July 13<sup>th</sup>. If the test is negative, the water will be tested again one week later on the 20<sup>th</sup>. Depending on the results, including speed of getting test results, the beach may be able to be open as early as the 21<sup>st</sup> for water activities.

Thank you.