



TOWN OF UPTON, MASSACHUSETTS Office of the Town Manager

MEMORANDUM

TO: BOARD OF SELECTMEN
FROM: JOSEPH LAYDON, TOWN MANAGER
SUBJECT: TOWN MANAGER REPORT FOR DECEMBER 5, 2023
DATE: DECEMBER 5, 2023

The following is the Town Manager's Report for the December 5, 2023 Board of Selectmen Meeting.

DEPARTMENT UPDATES

Town Manager – Fiscal Year 2025 Budget guidance memorandum was distributed to town departments as well as the Board of Selectmen, Finance Committee, and Capital Budget Committee. Budgets are due December 22, 2023. Annual Reports are due January 12, 2024. Staff recently met with MassDOT officials to discuss four projects in the Rt 140 Corridor: the 140/Main Street TIP Project, Resurfacing of Rt 140, and the replacement of a culvert under Milford Street in the vicinity of Prospect Street. The meeting was to coordinate activities being done by the state and the Town for the water/sewer infrastructure Project. Revised Rt. 140 TIP Plans will be provided to the Town in the next week or two to review with town officials and abutters. A 75% design hearing is anticipated early 2024.

Elder and Social Services/ Council on Aging – Staff continues to be busy assisting residents with fuel assistance applications. Many people who received assistance last year did not get recertification application this year and this has resulted in the need for more assistance that is typically required. The Senior Center Bus is currently in New Hampshire for repairs under warrant for a leak. We are thankful to BVT for letting use us a bus to continue transportation services for our residents.

Police Department – Assessment for Re-Accreditation took place at on November 27-29th. Three assessors and a facilitator from the Massachusetts Police Accreditation Commission completed an assessment of our facility, policies, and practices to ensure that we are meeting Accreditation standards. The assessment went very well, and the results will be reviewed by staff from the commission for a recommendation. We continue to be short staffed with two officers on active duty, one resignation, and one officer on FMLA leave. We have a currently have an active recruitment for a Patrol Officer with the first review of applications set for after December 8th. The Police Association kicked off the Holidays with participation in parades in Mendon, Uxbridge, and Milford over the weekend.

Fire Department – The Fire Department partnered with the Upton Men's Club for their annual Pancakes & Pictures with Santa event on December 3rd. The event was very well attended. The Department has been busy working with Code Enforcement on issues at the Upton Inn, 135 Main Street. We continue to work on updated our policy and procedures and look forward to moving this effort to a cloud platform in

the coming months. The Fire/EMS Association also participated in parades in Mendon, Uxbridge, and Milford over the weekend, and one awards in Mendon and Milford in the fire truck division.

Recreation – Light Up Upton is underway. The deadline to participate is December 15th. After the sign-up deadline, a map will be compiled and made available on the Town's website and social media pages. Staff is working with the WooSox to plan for an Upton Take Over day in the 2024 season.

Finance Offices – Finance Director has submitted the Town's Tax Rate Recapitulation Sheet to state. This allows the Town to finalize the tax rate. Senior Tax Work-off paperwork for FY 23 has been processed.

Department of Public Works – The department has completed its hydrant flushing program for the year. Parks Dept is completing cemetery clean-up operations for the season as well. The installation of new fencing is nearing completion with final installation of a gate for the generator and wooden slates around the air handlers occurring next week. The Fiske Ave Water project is completed, and work will start on preparing contract and bid specifications for reconstruction next year. Staff is working on a draft Post Construction Regulations as part of the Town's NPDES Permit. The draft regulations will be reviewed with the Conservation Commission for approval, and then sent to DEP.

Board of Health – The Board of Health is part of a regional consortium, with Northbridge as the host community, for professional and inspectional services. As part of a regional grant, the consortium is planning to hire a social services coordinator to serve the towns in the consortium. This would be an additional resource to support the Town and the ESS Department.

Thank you.