



TOWN OF UPTON, MASSACHUSETTS Office of the Town Manager

MEMORANDUM

To: BOARD OF SELECTMEN
From: JOSEPH LAYDON, TOWN MANAGER
Subject: TOWN MANAGER REPORT FOR JANUARY 2024
Date: JANUARY 16, 2024

The following is the Town Manager's Report for the January 16, 2024 Board of Selectmen Meeting.

DEPARTMENT UPDATES

Town Manager – We are full swing into the development of the Fiscal Year 2025 Budget. I have been meeting with Town Staff to review budget submissions and capital requests. We are working to finalize the Town Manager's FY25 Budget Recommendation for distribution on February 5th. Annual Reports were due January 12, 2024. I have met with officials with MURSD and BVT to discuss school FY 25 operating and capital budgets and those discussions will continue throughout the next two months as they finalize their budgets. I will be attending the Annual Massachusetts Municipal Association Conference later this week, where Governor Healy will provide updates on the State's FY2025 budget. I and other Town Department Heads will be attending a Career Fair on Friday, January 26th at Nipmuc High School. The Career Fair is organized by Susan Barrow, a student of Nipmuc Regional High School and member of DECA (Distributive Education Clubs of America).

Town Clerk –With the new Year, dog licensing for 2024 has started. The Commonwealth of Massachusetts will again be doing Vote-by-Mail, ballots are sent out by the State. Early voting at the Town Hall will occur starting February 24th through March for the March 5, 2024 Presidential Primaries. Voter Registration ends February 24th. The Town Clerk has met with MURSD Officials to review upcoming elections that occur at the High School to discuss logistics for set up and for securing the site.

Elder and Social Services/ Council on Aging – The leak that was occurring in Senior Center Bus has been fixed with the replacement of the windshield. Meals on Wheels moved from the Center at Millhaus to the Upton Community Center.

Police Department – December and January have been very busy due to recent storms and power outages. Considerable time has been spent conducting details in support of National Grid power restoration efforts. Recruitment continues to be a focus for the Police Chief and recently interviewed candidates for an open officer position.

Recreation – The Recreation Director is working with HR on position job descriptions and hiring process in preparation for the 2024 Kids@Play and beach season. The Director has also been working with BoH

