



TOWN OF UPTON, MASSACHUSETTS

Office of the Town Manager

MEMORANDUM

TO: SELECT BOARD
FROM: JOSEPH LAYDON, TOWN MANAGER
SUBJECT: TOWN MANAGER REPORT FOR APRIL 1, 2025
DATE: APRIL 1, 2025

The following is the Town Manager's Report for the April 1, 2025, Select Board Meeting.

Town Manager

- *DPW Building Project OPM Services* – The DPW Building Committee selected Vertex as the OPM for the project. I am working with Vertex representatives to finalize a contract, and we are working on a Project timeline for selecting a designer for the project.
- *FY 2026 Budget* – Review and evaluation of FY 26 Budget continues with the Finance Committee. Last week met with the Capital Budget Committee and reviewed all capital articles. With the exception of the Fire Station Apparatus Bay Drain Repair, the committee voted to support all capital articles. The Committee will meet in the future to review the cost estimate for the drain repair project once it is available.
- *May 1, 2025 Annual Town Meeting* – Draft Version 9 has been distributed to the Select Board and with the exception of the drain repair value, reflects the near final draft. The final warrant is scheduled to be executed at the Board's April 15th meeting.
- *Town Meeting Clickers* – Staff attended a virtual training session with the vendor and reviewed logistics associated with the software and running of town meeting. Due to the three MURSD capital articles, Staff is planning for a higher turnout required additional clickers and a spill-over room for added capacity. The Town of Grafton has agreed to provide extra clickers for our Town Meeting.
- *Route 140 Paving* – Starting Thursday April 3rd, roadwork will start on RT 140 working from the Grafton Library eastward.

Town Clerk – Dog License Renewals will now incur a late fee, dogs need to be licensed each year by April 1st. The Town Annual Election is May 6th. There is one contested race, Library Trustee.

Treasurer Collector – Property and Personal Property Taxes are due May 1st. Stipends for elected officials will be processed on April 28th for payment on May 2nd.

Board of Health – Working on permitting food truck vendors for the Upton Men's Club 4th of July Festival. The annual hazardous waste day will be June 7th from 8 am to Noon at the DPW Facility. Due to cuts in federal aid, it is anticipated that the services the Blackstone Valley Partnership for Public Health provides may be reduced or cut.

Elder and Social Services Department – The ESS Department has filled its vacant van driver position. The ESS Dept. continues to support residents in need and there has been an uptick in the need for services over the recent weeks. The first Senior Soiree was held last week and was sold out. 75 people attended and people are already planning the next one.

LUIS Department – Last week the Town held a public forum to discuss and solicit input on the town common and streetscape within the Upton Center area. ZBA activity has slowed mainly due to the change in state law for accessory dwelling units. There has been a noticeable increase in inquiries from residents now that units are allowed by right. LUIS Staff attended a training on battery storage hazards last week. There was general warning on purchasing used devices with batteries such as scooters and that there is an increase in fires resulting from storage in garages. EDC is requesting to be placed on the agenda at the April 15th Select Board meeting to review draft plans for their study of Holy Angels and associated land including the gravel lot and the Thompson block.

Library – With the warmer weather use of the playground is picking up.