



TOWN OF UPTON, MASSACHUSETTS

Office of the Town Manager

MEMORANDUM

TO: SELECT BOARD
FROM: JOSEPH LAYDON, TOWN MANAGER
SUBJECT: TOWN MANAGER REPORT FOR JUNE 17, 2025
DATE: JUNE 17, 2025

The following is the Town Manager's Report for the June 17, 2025, Select Board Meeting.

Town Manager

- *Capital Improvement Plan* – Kick-off meeting with Town Staff was held with Department Heads on June 3rd. The Collins Center is working with staff to inventory town buildings and equipment. Staff have been asked to submit capital project requests by July 18th.
- *DPW Building Project* – We are finalizing the contract for designer services. Weston & Sampson was at the DPW Facility to do surveying.
- *Town Counsel Transition* – I have been working with Brian Maser from KP and Jay Talerman from MTC on transitioning of town counsel services. This involves status updates and working with staff to identify what projects can be wrapped up by KP and what can be handed over to MTC. For urgent legal issues, such as advising on property acquisition and personnel issues, I have engaged directly with MTC.
- *Town Hall Meeting Room Improvements* – Town IT Staff and the Contractor have been doing testing to resolve issues with video recording quality. If issues persist the next step will be to replace the computer which was repurposed from the prior AV set up.
- *IT Grant Close Out* – With the completion of the Town Hall Meeting Room improvements and with MURSD's completion of their project, I am working to complete reporting required by the grant prior to the Fiscal Year deadline.
- *Fiske Ave Reconstruction* – The contractor broke ground today, Tuesday, June 17th.
- *Town Hall Parking Lot Project* - The reconstruction of the parking lot is in full swing. Asphalt has been removed, and the binder course will be installed later this week. The project will be completed prior to June 30th.
- *Community Message Board Sign* – I am awaiting alternative sign structure designs for the Board to review at its July 1st meeting.
- *Coffee with the Town Manager* – I met with eight (8) residents at my June 13th Coffee with the Town Manager. I was joined by Sergeant Rankins who discussed the Town's Silver Alert Program. Issues that were raised by residents included why the town does not have a leaf recycling/curbside pick-up program, process for requesting removal of trees in the right-of-way, disruptive behaviors of children in the UCC parking lot, the status of Fiske Ave reconstruction, and the status of Russell Ave/ Russell Court.
- *Committee Vacancies* – Following the Board's reappointment of various committee members, Staff published a list of vacancies to the website under news and announcement and to social media.
- *Memorial Elementary School Visit* – Third graders from Memorial School visited various town offices at Town Hall, the Upton Community Center, and the Historic Society Museum at the Risteen Building.
- *Green Communities Street Light Conversion* – The conversion of streetlights is nearly complete. Town Staff, the contractor, and CMRPC Staff are working to finalize reporting required by the Green Communities Grant.

DPW Department - Street Sweeping is now complete. Catch basin cleaning is ongoing and will be completed prior to June 30th.

Upcoming Events

- 2025 Upton Fireworks Festival – Blackstone Valley Regional Vocational High School, event starts at 5PM Saturday, June 21st (Rain Date is Sunday, June 22nd)
- West Upton Center Working Group Meeting – Initial Working Group for West Upton Center Plan, Monday, June 23rd, at the UCC at 7:00 PM.
- Kiwanis Beach is open 7 days a week starting June 23rd.