



# TOWN OF UPTON, MASSACHUSETTS

## Office of the Town Manager

### MEMORANDUM

TO: SELECT BOARD  
FROM: JOSEPH LAYDON, TOWN MANAGER  
SUBJECT: TOWN MANAGER REPORT FOR AUGUST 26, 2025  
DATE: AUGUST 26, 2025

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The following is the Town Manager's Report for the August 26, 2025, Select Board Meeting.

#### Town Manager

- *Capital Improvement Plan* – Requested and was granted a one-year extension of the Community Compact Best Practices Grant from the Department of Local Services to complete the Capital Improvement Plan.
- *DPW Building Project* – The DPW Building Committee had a recent meeting to review some of the design concepts, to discuss the schedule for the project, and to prepare for the Select Board's August 22<sup>nd</sup> meeting. There are also weekly project meeting with Town Staff, including the DPW Director, Town Manager, and DPW Staff, as well as representatives from Vertex (OPM) and Weston & Sampson (designer).
- *Coffee with the Town Manager* – I met with eight (8) residents at my last Coffee with the Town Manager which was held on August 8<sup>th</sup>. Issues that were raised by residents included the process for hiring a new Town Manager, the condition of Holy Angels and what the future holds for the building vs other projects in town, and questions about the TIP Project/ Round-About. Residents also expressed hope that the future Town Manager would hold regular "Coffees" at the senior center.
- *Council on Aging Minivan* – The Town took delivery of a handicap accessible Toyota Sienna minivan last Friday, August 22<sup>nd</sup>. The ESS Director is coordinating lettering and Staff is working to register the vehicle.
- *Appraisal Services* – Received a response for appraisal services and will execute a contract to appraise two properties the Town is considering purchasing on Milford Street.
- *Town Manager Transition* – I am working to prepare a spreadsheet detailing the status of various projects that are coordinated through the Town Manager's Office. I'll be sending the spreadsheet to various department heads and the Select Board for reference and for when a fulltime Town Manager is brought on board. I am also transitioning various accounts, log ins, and procedures to the incoming Interim Town Manager.

#### Department Updates

##### DPW

- Grove Street Bridge, hoped to go out to bid but the Town is still awaiting signatures from Chapter 91. Executed grant contract documents. The Rt. 140 Water and Sewer project is slowly progressing. The contractors are encountering ledge. Staff has received some complaints on parking of project vehicles. Fiske Ave base coat of pavement is down, and sidewalks are being installed. Substantial complete date of around Thanksgiving. Highway Supervisor John Johnson's last day was August 15<sup>th</sup>. John served the Town for 38 years.

Treasurer - Treasurer Collector Jessica Gomez and Assistant Treasurer Collector Patricia Marville recently attended Massachusetts Collector's and Treasurer's Association Annual School and both passed their exam to be a Certified Massachusetts Municipal Collector and Certified Massachusetts Municipal Assistant Collector respectively. Each certification requires 3 years of classes in order to complete the requirements needed to sit for the test.

Recreation - Kids@Play finished on Friday, August 22nd. With many students returning to school, the Town does not have any lifeguard coverage at the beach. The Town will continue to do water testing through Labor Day and DPW will remove the docks and buoys after Labor Day.

Elder and Social Services - The department has posted a driver position. The Meals on Wheels Nutrition Coordinator Al Vautour passed away in early August. While Al was not a Town Employee and worked for TriValley, people visiting the Senior Center would not know he was not part of the Town. He was well liked by all. Upton Resident Myra Bigelow will take over as the Nutrition Coordinator until TriValley fill the position.

Conservation - The conservation intern has been working with volunteers on the maintenance of trails and the boardwalk on the Robertson Conservation Area.

Land Use/ Planning/Zoning - Planning Board received a subdivision application on South Street proposing the creation of 4 lots. The Board continues to review the 17-lot subdivision on East Street. A special permit has been submitted to create two (2) extra lots through the large lot bylaw. The ZBA continues to review the proposed multifamily development on centennial court and is working with town officials to examine and formalize access issues. The Economic Development Committee is starting work on an infrastructure capacity study that is funded through an Economic Development Earmark. Community Preservation Committee is considering two articles regarding preservation of cemetery headstone preservation. Historic Commission has requested CPC funds to remove trees from 1st cemetery. The Cemetery Commission is requesting funds for restoration of headstones. The Affordable Housing Trust is wrapping up executing land agreement for 28 Hartford Ave North with Habitat for Humanity.

Library - The Library Trustees are starting to do work on a new strategic plan.

Town Clerk - Staff is working on finalizing annual street listing. Staff is also looking ahead to working with the Town Moderator and Town Manager's Office on coordinating the Nov 4<sup>th</sup> Special Town Meeting and the electronic voting software.