



# TOWN OF UPTON, MASSACHUSETTS

## Office of the Town Manager

### MEMORANDUM

TO: SELECT BOARD  
FROM: JOSEPH LAYDON, TOWN MANAGER  
SUBJECT: TOWN MANAGER REPORT FOR JULY 15, 2025  
DATE: JULY 15, 2025

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The following is the Town Manager's Report for the July 15, 2025, Select Board Meeting.

#### Town Manager

- *Capital Improvement Plan* – Work continues on the inventory of equipment and the documentation of future capital needs.
- *DPW Building Project* – The first or regular monthly DPW building design meetings occurred. Discussion topics included reviewing the space needs assessment that was done previously as the “potential expansion” space may already be occupied by equipment the town has acquired. Field work for a site survey has been completed, and the next step is finalizing the survey plan. Wetlands have also been flagged.
- *Town Counsel Transition* – Attorney’s with MTC attended our July 10<sup>th</sup> department head meeting to be introduced to staff and to meet with some department heads on existing legal issues. We also discussed the new fee structure and that the Select Board hoped to be able to reduce future costs by engaging legal counsel with a flat fee. Communication and access were discussed with staff, the Town Manager, and MTC.
- *Coffee with the Town Manager* – I met with eight (5) residents at my July 11<sup>th</sup> Coffee with the Town Manager. Issues that were raised by residents included concern over undertaking a new search for Town Manager, the condition of Holy Angels and what the future holds for the building vs other projects in town, questions about what roadway projects are occurring in Town, questions on the status of Grove Street Bridge, and whether there were any updates on the TIP Project/ Round-About.
- *Green Communities Street Light Conversion* – The conversion of streetlights is complete. Town Staff, the contractor, and CMRPC Staff are working to finalize reporting required by the Green Communities Grant and final transfer of equipment from National Grid.

#### Department Updates

DPW - Grove Street Bridge, hoping to go out to bid in a couple of weeks, awaiting signatures from Chapter 91. 140 water and sewer going forward and are encountering ledge. Fiske is in full swing. Doing drainage repairs and replacement. Message Boards are out, and residents have been notified. Substantial complete date of around thanksgiving. Street sweeping and catch basins done. Summer mode, grossly understaffed. UPS (uninterrupted power supply) systems at the Community Center and Fire Department are being installed to address lighting and HVAC issues that occur when the building loses power. Contracts for crack sealing and paving have been executed.

Treasure - 1<sup>st</sup> Quarter property tax bills due 8/1. Split payroll complete. Staff will be attending trainings and office hours will be posted.

ESS: had a new specialist and driver. May have an intern starting in the fall. Formula grant increased to \$16 per senior for FY26. Requests for financial aid due to hardships have increased and staff has been very busy evaluating requests.

Conservation: Regarding 41 Milford, the Commission met last week and approved new order of conditions for 41 Milford sewer project. The Commission's Order of Conditions will be filed on Monday, July 14<sup>th</sup>. An intern has started in the department and is working on trail maintenance.

Building: Ron DiSantis now officially retired. New construction has been slowing down. Majority of permit work is decks, finished basements, additions.

Planning/Zoning: couple applications, ZBA is reviewing a proposed multifamily development on centennial court and is working with town officials to examine and formalize access issues. Working on Year-end grant reports. Planning Board has picked up, two large lot applications. East Street Easters, 17 lots. Lots of issues with Zoning Bylaw and CMRPC is going to be doing an assessment of the bylaw. West Upton visioning going, next meeting July 30th. Plumbing Inspector is retiring August 8th.

Library: Visits to the department are busy but stable. Filled an existing vacancy. 207 kids signed up for summer reading program.

Town Clerk: working on finalizing annual street listing and working with Town Manager's office on appointments. Office is also evaluating public document request software and has viewed demonstrations. While there would be added costs for the software license fees, it would improve efficiencies in satisfying requests. She currently uses a spreadsheet.

### **Upcoming Events**

- West Upton Center Working Group Meeting – 2nd Working Group for West Upton Center Plan, Wednesday, July 30, at the UCC at 7:00 PM.
- Coffee with the Town Manager – Friday August 8<sup>th</sup> at 9:15 am at the UCC