

UPTON, MA – Town Manager



Position Statement

Upton, MA (pop. 8,000) is a desirable bedroom community known for its vast open space, excellent school system and ideal commuter location. A hidden gem located in Worcester County, Upton is 36 miles west of Boston and 15 miles southeast of Worcester. Residents are drawn to the community for its schools, active and passive recreational options, and welcoming small-town charm.

Upton is a close-knit town with many community events and activities. The town is a quaint but growing residential community with little commercial and industrial business. It is a place where neighbors know and care for each other. Additionally, Upton has convenient access to the Mass Pike, Interstate 495, and Routes 16 and 146. It is bordered by the towns of Grafton and Northbridge to the west, Mendon to the south, Hopedale, Milford, and Hopkinton to the east, and Westborough to the north.



While in a strong financial position today, Upton is facing increasing budget pressures. The town is looking for a financially savvy, collaborative, and visionary Town Manager who will strategically guide the town into the future. One of the challenges facing the next Town Manager will be balancing the needs and desires of younger families with those of longtime residents on fixed incomes. As new single-family homes are built, there is also a need to protect Upton's treasured open space while also providing housing for seniors downsizing. The Town Manager must be a flexible multi-tasker, who is able to adapt well to changing circumstances.

The Town Manager will also be involved in developing a long-term capital plan for town facilities. The town opened the Upton Community Center, a new hub for residents, providing space for a senior center and library in 2023. However, several other buildings will need repair or replacement in the coming years, including the Police Station and public works facility. As Upton continues to grow and enrollment rises in the schools, facility needs must also be addressed.

The town has a strong and dedicated team of employees and volunteers. The next Town Manager must be an honest, transparent communicator who is able to build trust and morale among town employees, boards, and the public.

Annual Salary: \$190,000 +/- DOQ. The successful candidate will receive an attractive compensation package, including health and retirement plans, commensurate with qualifications and experience. The approved annual salary range in the FY26 Pay Plan is \$144,376 - \$202,838. *Upton is an Affirmative Action/Equal Opportunity Employer.*



Government

[Upton](#) has an open Town Meeting form of government with a Town Manager, and three-member Select Board, who serve three-year terms. As the chief administrative officer of the town, the Town Manager oversees and administers the general business of town, implements policies to achieve the Select Board's goals, and ensures that available resources are being used efficiently and effectively. The Town Manager's position was established by a [Special Act of the Legislature](#) in 2008. The town has a strong team of department heads, including the public works director, who is serving as Town Manager on an interim basis. The next Town Manager should be a collaborative team builder with strong communication and budgeting skills who is transparent and will build trust while guiding the town into the future.

Important Links:

- [Town Bylaws](#)
- [Annual Town Reports](#)
- [Town Meeting](#)
- [Town Meetings and Elections](#)
- [Mendon-Upton Regional School District](#)
- [West Upton Center](#)
- [Holy Angels Church](#)
- [Special Act of the Legislature](#)
- [Community Profile](#)



Finances

Upton is a financially stable community with a \$29.7 million budget that is funded primarily through residential taxes. The town has a Standard & Poor's bond rating of AA+ and had \$4,187,711 in free cash as of July 1, 2024. A bedroom community with little commercial or industrial revenue, the financial burden falls on homeowners, many of whom are attracted to Upton's open space and conservation land.

The total tax levy is \$25.5 million. Residential taxes account for about 95 percent of the levy or \$24.2 million; commercial, 1.5 percent or \$384,000; and industrial 0.83 percent or \$212,000. Overall, tax revenue makes up \$26.2 million of the budget; state aid, \$1.2 million; motor vehicle excise tax, \$1.3 million; and other department revenues, \$830,000. The town has a single tax rate of \$13.15. The average single family home value is \$593,263 with an average tax bill of \$8,559. The town is seeking a manager with a strong background in municipal finance, who must balance the needs versus the wants of the community. One of the tasks facing the next manager will be a review of the town's financial team structure to ensure future financial stability.

Education

Upton is known for its excellent educational system. Upton and Mendon share the [Mendon-Upton Regional School District](#). Led by Superintendent Dr. Maureen Cohen, the district has four schools: the Memorial Elementary School in Upton, the Henry P. Clough Elementary School in Mendon, Miscoe Hill Middle School in Mendon, and Nipmuc Regional High School in Upton. Also in Upton is the Blackstone Valley Regional Vocational Technical High School. The town is seeking a Town Manager who will work closely with the school district on issues related to budget and capital priorities, including any potential building projects.



Open Space and Recreation

Residents are attracted to Upton for its [open space and conservation areas](#), many of which offer hiking, passive recreation and wildlife protection. Residents appreciate the town's desire to preserve and retain those natural resources, which are a focal point of Upton's small-town character. Upton has a long history of open space preservation, which has protected it from significant development. About 29 percent of the land in town is protected in some way. This includes Upton State Forest, town conservation areas, and land trust properties. A cornerstone of the protected land is the 2,660-acre Upton State Forest, which offers a mix of nature and history. Visitors can cross-country ski, hike, ride horses, hunt, mountain bike and snowmobile. Other parcels include the Whitney Conservation Area, Peppercorn Hill Conservation Area, and District 9 Schoolhouse Conservation Area, a 92-acre property the town purchased to protect it from development. Additional recreational areas include the popular Kiwanis Beach, which has swimming, tennis, playing fields, and a fire pit.

Upton is seeking a Town Manager who understands the importance of preserving open space and retaining the town's rural character, while also exploring additional opportunities for active recreation, including playing fields.



Current Issues/Projects

- **The future of [Holy Angels Church](#).** The Select Board has evaluated the town-owned former church to determine its condition and to identify the scope and cost of improvements that will be needed for making the former church comply with building code requirements. Questions about funding and its future remain.
- **Housing and affordability.** Balancing the interests of new families with longtime residents, particularly seniors on limited incomes and those looking to downsize but remain in town.
- **Upton Center Improvements.** Several upgrades are planned or in the works for Upton Center including a new round-about on Route 140; upgraded water and sewer infrastructure; and new intersections.
- **Review of town-owned properties.** Developing a long-term capital plan to create a priority list for potential improvements and upgrades, notably public works, the Police Department, and recreational facilities.
- **Redevelopment of [West Upton Center](#).** The Economic Development Committee began a series of public workshops to help develop a shared vision of West Upton and create an action plan.





The Ideal Candidate

- Bachelor's degree required (with a master's preferred), preferably in public administration or a related field.
- Strong communicator, internally and externally.
- Energetic, forward-thinking strategic planner.
- Experience as a municipal manager, assistant, or head of a significant department in a complex municipal organization, or professional equivalent.
- Collaborative team leader and morale booster.
- Consensus builder willing to work cooperatively with boards, committees, residents and other stakeholders.
- Adept at managing personnel and willing to delegate.
- Ability to juggle competing needs and interests.
- Honest, approachable, and transparent.
- Proficient in municipal financial management, budgeting, and long-term planning.
- Ability to build trust.
- Eager to engage and interact with the community.
- Willing to be flexible and adaptable.
- Organized and prepared.
- Able to bring people together and defuse conflict.

How To Apply

Send cover letter and résumé via email, in a single PDF, by November 21, 2025, 3:00 p.m. EST to:

Apply@communityparadigm.com

Subject: Upton Town Manager

Questions regarding the position should be directed to:

John Petrin, Senior Associate
Community Paradigm Associates
jpetrin@communityparadigm.com
781-552-1074

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