



TOWN OF UPTON, MASSACHUSETTS

Town Manager Act Review Committee

Meeting Minutes

Date: February 21, 2024

Location: Town Hall and REMOTE

A: Call to Order

Having a quorum, the meeting was called to order at 6:00 pm

B: In Attendance

Committee Members:

- Phil DeZutter - NOT PRESENT
- Robert J. Fleming
- Richard Henderson
- Steven R. Rakitin
- Alan Leslie Rosenfield, Esq

Guest(s): Brett Simas, Select Board Member

C: Discussion

1. Approval of Agenda and Minutes

MOTION #1: Motion made and seconded to approve agenda for Feb 21. Motion approved by unanimous vote of members present.

MOTION #2: Motion made and seconded to approve Minutes from Feb 7. Motion approved by unanimous vote of members present.

2. Committee discussion on Section 4(a)-(g) of Town Manager Act:

(e) Discussed changes to use of town counsel. Elected boards must get approval from Select Board Chair before using counsel

COMMITTEE MEMBERS

Phil DeZutter
Robert J. Fleming
Richard Henderson
Steven R. Rakitin
Alan Leslie Rosenfield, Esq.

TOWN MANAGER

Joseph Laydon

(f) Discussed increasing signing authority to \$50k

Read comment from Phil DeZutter in support of having employees of elected boards report to TM.

If the committee decides to recommend that all employees report to TM, then similar changes would need to be made in other sections, for example, Section 4(g).

3. Discussion with Select Board Member Brett Simas on issues he feels need to be addressed:

- Town Manager model makes sense for Upton.
- Views TM as CEO. Enhances the operation of the town.
- Employees of Elected Boards should be under the supervision of a person who has expertise in overseeing employees and who can provide daily management of staff.
- His opinion is that all town employees should be under purview of TM
- A professional should oversee employees including disciplining and performance reviews.
- TM can provide coaching, training, setting goals, etc. to all town employees.
- \$25k signing limit is okay
- Provide voters information to make an informed decision about changes that could be made to reporting structure

Committee discussed inviting elected boards to meet to discuss issues related to employees.

D: Committee Actions

MOTION #1: Motion made and seconded to approve agenda for Feb 21. Motion approved by unanimous vote of members present.

MOTION #2: Motion made and seconded to approve Minutes from Feb 7. Motion approved by unanimous vote of members present.

E: Next Meeting

Next meeting is Wednesday Feb 28th at 6pm at Town Hall.

Motion made and seconded to adjourn. Motion approved by unanimous vote of members present. Meeting was adjourned at 6:47 P.M.

Respectfully submitted

Steven R. Rakitin
Secretary