



# TOWN OF UPTON, MASSACHUSETTS

## Town Manager Act Review Committee

### Meeting Minutes

***Date: March 13, 2024***

***Location: Town Hall and REMOTE***

#### **A: Call to Order**

Having a quorum, the meeting was called to order at 6:05 pm

#### **B: In Attendance**

Committee Members:

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

#### **C: Discussion**

##### 1. Approval of Agenda and Minutes

MOTION #1: Motion made and seconded to approve agenda for Mar 13. Motion approved by unanimous vote of members present.

MOTION #2: Motion made and seconded to approve Minutes from Mar 6. Motion approved by unanimous vote of members present.

##### 2. Elected Boards

Bob F. reached out to the elected boards that have hired employees.

- Rec Comm - would support employees reporting to Town Manager
- Board of Health - emphatic yes that employees report to Town Manager

#### COMMITTEE MEMBERS

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

#### TOWN MANAGER

Joseph Laydon

- Library Trustees - need more clarification
- Planning Board - not impacted, employees they work with already report to Town Manager. Town Planner reports to Town Manager.
- Phil to draft some language that would clarify the role of the Town Manager about Library Trustees and library staff
- Dick suggested that we add requirement the Town Manager communicate with Town retirees about insurance and related retiree benefits

We received information from Town of Shrewsbury. All town employees report to Town Manager with exception of Library Director.

### 3. Committee discussion on proposed revisions to Town Manager Act

Issues that need to be resolved:

- Clarify meaning of Town Officers - ask Town Counsel
- Ninety-day termination clause
- How much notice to Select Board for employees hired vs Town Officer
- Communicating with retirees about benefits

## **D: Committee Actions**

MOTION #1: Motion made and seconded to approve agenda for Mar 13. Motion approved by unanimous vote of members present.

MOTION #2: Motion made and seconded to approve Minutes from Mar 6. Motion approved by unanimous vote of members present.

## **E: Next Meeting**

Next meeting is **Wednesday April 3rd at 6pm at Town Hall.**

Motion made and seconded to adjourn. Motion approved by unanimous vote of members present. Meeting was adjourned at 7:25 P.M.

Respectfully submitted

Steven R. Rakitin  
Secretary