



## TOWN OF UPTON, MASSACHUSETTS

### Town Manager Act Review Committee

## Meeting Minutes

**Date: May 1, 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
- Robert J. Fleming
- Richard Henderson - NOT PRESENT
- Steven R. Rakitin
- Alan Leslie Rosenfield, Esq

### **C: Discussion**

#### 1. Approval of Agenda and Minutes

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

#### 2. Discussion of proposed Town Manager oversight of employees of Elected Boards

The committee discussed the language provided by the Library Trustees for oversight of the library staff.

A motion was made and seconded to send the text received from the Library Trustees to the Rec Comm and Board of Health. This is to be used as an example of what the committee needs from each of these boards for consideration in the TM Act. The motion passed by a majority vote 3-1 of the members present.

#### COMMITTEE MEMBERS

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

#### TOWN MANAGER

Joseph Laydon

A motion was made to share the text received from the Library Trustees with all elected boards. This motion did not receive a second.

#### **D: Committee Actions**

MOTION #1: Motion made and seconded to approve agenda for May 1<sup>st</sup>. Motion approved by unanimous vote of members present.

MOTION #2: Motion was made and seconded to send the text received from the Library Trustees to the Rec Comm and Board of Health. This is to be used as an example of what the committee needs from each of these boards for consideration in the TM Act. The motion passed by a majority vote 3-1 of the members present.

#### **E: Next Meeting**

Date of next meeting is **to be determined**.

Motion made and seconded to adjourn. Motion approved by unanimous vote of members present. Meeting was adjourned at 6:50 P.M.

Respectfully submitted

Steven R. Rakitin  
Secretary