



TOWN OF UPTON, MASSACHUSETTS

Town Manager Act Review Committee

Meeting Minutes

Date: January 24 2024

Location: Town Hall and REMOTE

A: Call to Order

Having a quorum, the meeting was called to order at 7:00 pm

B: In Attendance

Committee Members:

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

Guest(s): Joe Laydon, Town Manager

C: Discussion

1. Organization of Committee

Acting a Chair Pro Tem, the Town Manager asked for a motion to nominate a Chair.

MOTION #1: Motion made and seconded to appoint Bob Fleming as Chair. Motion approved by unanimous roll call vote of members present.

MOTION #2: Motion made and seconded to appoint John Brennan as Vice-Chair. Motion approved by unanimous roll call vote of members present.

MOTION #3: Motion made and seconded to appoint Steve Rakitin as recording secretary. Motion approved by unanimous roll call vote of members present.

COMMITTEE MEMBERS

John Brennan
Robert Fleming
Richard Henderson
Steven Rakitin
Alan Leslie Rosenfield, Esq.

TOWN MANAGER

Joseph Laydon

2. Process

Steve will share updated Act with committee members.

Committee will schedule interviews with Select Board. Bob will speak to Select Board to arrange date/time and whether they want to be met jointly or otherwise.

The committee decided that most meetings will be in person. If there is a need for hybrid meeting, it will be scheduled.

Bob will create agenda for next meeting.

We agreed to meet weekly on Wednesdays at 6pm at Town Hall.

D: Committee Actions

MOTION #1: Motion made and seconded to appoint Bob Fleming as Chair. Motion approved by unanimous roll call vote of members present.

MOTION #2: Motion made and seconded to appoint John Brennan as Vice-Chair. Motion approved by unanimous roll call vote of members present.

MOTION #3: Motion made and seconded to appoint Steve Rakitin as recording secretary. Motion approved by unanimous roll call vote of members present.

E: Next Meeting

Next meeting is Wednesday Jn 31st at 6pm at Town Hall.

Motion made and seconded to adjourn. Motion approved by unanimous roll call vote of members present. Meeting was adjourned at 7:49 P.M.

Respectfully submitted

Steven R. Rakitin
Secretary