



## TOWN OF UPTON, MASSACHUSETTS

### Town Manager Act Review Committee

## Meeting Minutes

**Date: February 28, 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
- Steven R. Rakitin
- Alan Leslie Rosenfield, Esq

Guest(s): Laura Hebb, Select Board Member

### **C: Discussion**

#### 1. Approval of Agenda and Minutes

MOTION #1: Motion made and seconded to approve agenda for Feb 28. Motion approved by unanimous vote of members present.

MOTION #2: Motion made and seconded to approve Minutes from Feb 21. Motion approved by unanimous vote of members present.

#### 2. Committee discussion on Sections 4(g)-(v) of Town Manager Act:

- Item 4(k) and suggested the following change:  
add: to ensure compliance with state and federal law

#### COMMITTEE MEMBERS

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

#### TOWN MANAGER

Joseph Laydon

- Item 4(m) if we change Act to have all employees report to TM, it could mean that Library Trustees, BoH etc, might have to make changes to their by-laws. Need input from K-P Law.

3. Discussion with Select Board Member Laura Hebb on issues she feels need to be addressed:

- Overall seems to be working well
- Some day-to-day activities seem are not being communicated to the Select Board
- Select Board wasn't informed about hiring consultant to write contract for a cleaning contract for Town buildings
- Laura would support changing the reporting structure to have ALL employees report to Town Manager since board members likely are not aware of their oversight responsibility and may lack HR skills
- Would support keeping signing limit at \$25k

A list of Elected and Appointed Boards is attached.

Committee discussed inviting representatives from 4 elected boards that have hired employees. For next meeting, representatives from the following Boards will be invited:

- Board of Health
- Library Trustees
- Planning Board
- Recreation Commission

Three survey results were received. None address changes to the act.

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

MOTION #1: Motion made and seconded to approve agenda for Feb 28. Motion approved by unanimous vote of members present.

MOTION #2: Motion made and seconded to approve Minutes from Feb 28. Motion approved by unanimous vote of members present.

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

Next meeting is **Wednesday March 6th 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

## Elected Boards

Board	Employees	Notes
1. Board of Assessors	Yes	Already covered in TM Act
2. <b>Board of Health</b>	Yes - 2	Town Nurse, Diane T.
3. <b>Board of Library Trustees</b>	Yes - 3+	Library Director, Children and Adult Librarians, several PT staff
4. Cemetery Commission	No	
5. Commissioner of Trust Funds	No	
6. Constables	No	
7. Finance Committee	No	one member elected 4 appointed
8. Capital Budget Committee	No	4 members elected 2 appointed
9. School Committee	Many	Report to Supt.
10. Moderator	No	
11. <b>Planning Board</b>	Yes - 1	Clerk
12. <b>Recreation Commission</b>	Yes - 1+	Rec Director, seasonal staff
13. Select Board	Yes - 2	Town Manager, HR Director/Exec Asst
14. Upton Housing Authority	?	Coach Road Apts. Controlled by State

Boards in **RED** will be invited to March 6<sup>th</sup> meeting.

## Appointed Boards

1. Affordable Housing Trust
2. Central Mass Regional Planning Delegate
3. Community Preservation Committee
4. Conservation Commission
5. Land Stewardship Committee
6. Open Space Committee
7. Capital Budget Committee (4 members elected, 2 appointed)
8. Community Center Building Committee
9. Council for the Aging

10. Cultural Council
11. Custodian of Tax Title Properties
12. Disability Affairs Grievance Coordinator
13. Disability Commission
14. DPW Building Committee
15. Economic Development Committee
16. Finance Committee (one member elected, 4 members appointed)
17. Fire and EMS Advisory Committee
18. Forest Fire Warden
19. Green Community Designation Committee
20. Historical Commission
21. Housing Production Plan Advisory Committee
22. Lake Pond Committee
23. Mosquito Control Board
24. Other Post Employment Trust Commissioners
25. Personnel Board
26. Records Access Officer
27. Registrar of Voters
28. Senior Work-off Program Coordinator
29. Technology Committee
30. Tree Warden
31. Trench Permitting Authority
32. Veteran's Graves
33. Zoning Appeals Board