



TOWN OF UPTON, MASSACHUSETTS

Town Manager Act Review Committee

Meeting Minutes

Date: May 29, 2024

Location: Town Hall

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 - Chair
- Richard Henderson
- 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 29. Motion approved by unanimous vote of members present.

MOTION #2: Motion made and seconded to approve meeting minutes of April 1 and May 2. Motion approved by unanimous vote of members present.

2. Discussion of proposed draft - Revision 1 of Town Manager Act

Recommendations separate from the Act:

Select Board should retain Town Counsel to assess policies and procedures, make recommendations and provide employee training in handling specific situations, such as non-consensual touching, employee is intoxicated at workplace, etc.

COMMITTEE MEMBERS

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Robert J. Fleming
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Alan Leslie Rosenfield, Esq.

TOWN MANAGER

Joseph Laydon

Select Board should request Personnel Board revise Policies and Procedures to be consistent with TMA.

Select Board should require each dept. to create written procedures for their employees to follow in specific situations to address situations where longtime employees retire.

MOTION #3: Motion made and seconded to accept revisions to Town Manager Act as debated at this meeting and documented as Revision 2. Motion approved by unanimous vote of members present.

Action Items:

- Share Revision 2 of the Act and draft a letter to be signed by members.

D: Committee Actions

MOTION #1: Motion made and seconded to approve agenda for May 29th. Motion approved by unanimous vote of members present.

MOTION #2: Motion was made and seconded to approve minutes from April 3 and May 1. Motion approved by unanimous vote of members present.

MOTION #3: Motion made and seconded to accept revisions to Town Manager Act as debated at this meeting and documented as Revision 2. Motion approved by unanimous vote of members present.

E: Next Meeting

Date of next meeting is **June 12 @ 6pm Town Hall Lower Conf Rm.**

Motion made and seconded to adjourn. Motion approved by unanimous vote of members present. Meeting was adjourned at 7:15 P.M.

Respectfully submitted

Steven R. Rakitin
Secretary