

**Town of *Dunstable* Selectboard**  
**Executive Session Minutes**  
**March 23, 2016**  
**Town Hall, Dunstable, MA 01827**

**Entered Executive at Session:** 8:23 pm

**Present:** Kenneth J. Leva, Chair, Daniel F. Devlin, Walter F. Alterisio, member(s); Tracey Hutton, Town Administrator

**Contract Negotiations**

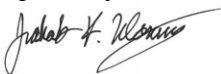
Ms. Hutton started off by discussing the concept of amending her contract. The three-year contract she has may be re-opened if all parties agree. She noted that the contract leaves her pay the same for three years. The line item for her pay currently goes as high as \$80,000. The Board started off by discussing how to determine what just compensation is in this case and whether it should be tied to performance evaluation or if the Board should use different criteria. Ms. Hutton disputed the idea of tying the determination of a compensation increase solely to performance evaluation and was in favor of the Board using other criteria. She argued that her pay is not high enough to justify using performance evaluation in that manner. She then noted that currently the only compensation for her is \$65,000 a year, and is rather vanilla. She reminded the Board that the total funds originally allocated for her position were \$80,000 and that it was agreed that she would eventually reach that sum in yearly pay. Her follow up inquiry was how the town would do this.

The Board noted that there are several avenues by which to do this and discussed the concept of splitting the increase over the period of Ms. Hutton's contract. This would involve doing something like, \$7,500 this year and \$7,500 next year. Ms. Hutton responded that sort of increase over time would be acceptable. The Board did express the desire to have an evaluation and Ms. Hutton agreed, noting that there is a requirement for an evaluation in her contract. This sort of evaluation, the Board noted, should be related to the goals and objectives the town has for the next year and beyond. There was some discussion of cost of living in Massachusetts versus Maine. Ms. Hutton noted that there really is a huge difference in cost of living and there is no real comparison between the two states. The Board highlighted the fact that many town employees have expressed satisfaction with Ms. Hutton's performance. At this point, Ms. Hutton brought discussion back to a simple increase of \$7,500 for each of the next two years. The Board agreed to this change in compensation.

A motion was made by Daniel F. Devlin to amend the contract with the Town Administrator and stipulate that an extra \$7,500 of salary compensation per annum be provided within the terms of the contract. Kenneth J. Leva seconded the motion and voted in favor. Walter F. Alterisio concurred. The motion passed.

A motion to adjourn was made by Mr. Devlin at 8:40 pm. The motion was seconded by Mr. Alterisio and passed unanimously

Respectfully submitted by



Jakob K. Hamm  
Admin. Assistant to the Selectboard & Town Administrator

*Approved, adopted, and released to the public on 4/6/16*