## TOWN OF WINCHENDON BOARD OF SELECTMEN EXECUTIVE SESSION MINUTES THURSDAY, AUGUST 1, 2013 5:00 P.M. Town Hall, 109 Front Street, Winchendon 4<sup>TH</sup> Floor Robinson-Broadhurst Conference Room

Present: Robert M. O'Keefe, Chairman Elizabeth R. Hunt, Vice-Chairwoman Fedor Berndt James M. Kreidler, Jr., Town Manager Linda A. Daigle, Executive Assistant

Remote Participation: C. Jackson Blair

Absent: Keith Barrows

List of Documents Presented at Meeting:

• Amended Draft Town Accountant Contract

Chairman O'Keefe called the meeting to order at 5:03 p.m. Due to the meeting's purpose to be held in Executive Session, it did not air live on local cable access channel 8.

Berndt moved to adjourn public session and convene into Executive Session under Exemption No. 2 to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel and to reconvene into Open Session for the sole purpose of adjournment; Hunt seconded. The Board convened into Executive Session at 5:04 p.m.

O'Keefe announced that Selectman Blair is participating remotely this evening and all votes would be by roll call. Blair confirmed he was alone and no other person was nearby to hear the discussion.

Kreidler informed the Board he had amended the contract as instructed for Donna Allard and sent it to her for her review. The Town of Westminster has made a counter offer to her making it a bit sticky. The health insurance available to her in Westminster is 75/25 and ours is 60/40. Ms. Allard asked to advance one step in the grid than what is in the original offer and asked the Board to consider such a vote.

Kreidler passed out the new contract and explained under compensation that it specifically takes the grid on the back page and slides it one step over; instead of starting at \$62,716.00, it slides one step and starts at \$66,068.00 and increases in FY15 to \$70,136.00. The third year is based on merit. If it is your wish to accept this counter from her today, she is prepared to come in and execute the document.

It was discussed how the difference would be funded and whether or not the second year should automatically jump to the next step or should it be based on merit and performance. They talked about what would be required for her to earn the next step, how the payroll grid was created back in 2003 by the MMA Consulting Group and how when someone reaches the top step, they stay there unless the grid is changed. The Board mentioned they would need to give her Goals and Objectives and then a merit increase would be based upon a favorable review.

O'Keefe commented that the Search Committee found Ms. Allard to be an exceptional candidate and couldn't imagine her not meeting his expectations and said he would accept the contract as presented today. She is asking to start where we put her next year at Step 4. All agreed. The Board then pondered the question of leaving subsection 2 under No. III, Compensation, guaranteeing Step 5 in year two or do they base it on meeting minimum expectations. O'Keefe stated he wanted her to come in knowing the same thoughts they had of her two months ago are the same now. Kreidler offered, for their consideration, the six month probationary period clause which gives them leverage to renegotiate or the ability to let someone go without cause. If the offer is extended tonight and she starts the end of August, at the end of February you would have the ability to renegotiate. Berndt moved to accept the contract before them this evening as written, not striking Section 2; Hunt seconded. By a roll call vote of all aye, the motion carried unanimously.

Kreidler stated he would follow up with Ms. Allard and inform the Board how it goes.

## **ADJOURNMENT:**

Hunt moved to adjourn from Executive Session into Regular Session; Berndt seconded. By roll call vote of all aye, the meeting adjourned into Regular Session.

Berndt moved to adjourn from Regular Session; Hunt seconded. By roll call vote of all aye, the meeting adjourned at 5:24 p.m.

Respectfully submitted,

Linda Daigle Executive Assistant

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