

**TOWN OF WINCHENDON
BOARD OF SELECTMEN EXECUTIVE SESSION MINUTES
MONDAY, NOVEMBER 17, 2015**

**Town Manager's Office, 4th Floor Town Hall
109 Front Street, Winchendon, Mass.**

Present:

Michael Barbaro, Chairman
Barbara Anderson, Vice-Chair
Amy Salter

Bernard Lynch, Acting Town Manager
Linda Daigle, Executive Assistant

Austin Cyganiewicz
Audrey LaBrie

List of Documents Presented at Meeting:

- Town Manager Employment Agreement (attached)
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EXECUTIVE SESSION:

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: Subject: Town Manager

Chairman Barbaro called Executive Session to order at 6:30 p.m.

Acting Town Manager Lynch passed out a revised contract for their review. He and Chairman Barbaro reached out to Mr. Keith Hickey after the Board meeting selecting him and asked him to submit his proposal to the Town. The proposal was reviewed and what was agreed on was in the handout they received.

- The salary was negotiated from \$125,000 to \$120,000 annually.
- He will receive four weeks' vacation.
- The vehicle allowance was negotiated to be \$300.00 per month.
- Six month's severance pay would be given in the event the Town Manager is terminated by the Town prior to the expiration of the agreement.
- The employment agreement was negotiated from a proposed five year contract to a three year contract.
- Professional Development and associated travel expenses was discussed and included in the agreement subject to the appropriation of available funds and approval of the Board of Selectmen.
- Health Insurance will be provided similar to other Town employees.
- Jury Duty was discussed and decided he would receive his full pay the first three days of jury duty; after that he would be paid the difference between his salary and the compensation he received for jury duty.

- The residency requirement is waived.
- Mr. Hickey would begin employment on Dec. 17, 2015

Selectwoman Anderson asked if Town Counsel reviewed the agreement. Mr. Lynch replied, yes.

The Board took a few minutes to review. After a couple clarifications on normal business hours and sick and vacation buyback, Selectwoman LaBrie moved to execute the employment agreement with the Town of Winchendon and Mr. Keith Hickey for the position of Town Manager as presented in the agreement; Selectwoman Anderson seconded. By a roll call vote of all aye, the motion carried unanimously.

Mr. Lynch explained that we would get signatures from the Town Accountant for appropriation of funds and have Town Counsel sign for their approval.

Mr. Keith Hickey was invited into Executive Session. He was welcomed by Chairman Barbaro and told the agreement was done. Mr. Hickey said thank you and expressed he was thrilled to be here. The contract was executed by Chairman Barbaro and Mr. Hickey. He was congratulated. Mr. Hickey mentioned he could attend the Special Town Meeting on Monday. The Board thought this was a great idea; they could introduce him to the Town.

Selectwoman LaBrie moved to adjourn Executive Session; Selectwoman Anderson seconded. By roll call vote of all aye, the meeting adjourned from Executive Session into Open Session at 7:08 p.m.

Selectwoman LaBrie moved to adjourn Open Session; Selectwoman Anderson seconded. By a vote of all aye, the meeting adjourned at 7:08 p.m.

Respectfully submitted,

Linda Daigle
Executive Assistant