

TOWN OF ADAMS, MASSACHUSETTS
ADAMS TOWN HALL BUILDING, 1st FLOOR, ADAMS, MA 01220

BOARD OF SELECTMEN MEETING MINUTES FEBRUARY 27, 2019

On the above date the Board of Selectmen held an Executive Session meeting. Present were Chairman Duval, Vice Chairman Nowak, Members Blanchard, Hoyt, Bush, and Interim Town Administrator Cesan.

EXECUTIVE SESSIONS:

#2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, Town Administrator.

At 7:10 p.m. Motion made by Member Blanchard to enter into Executive Session for reason #2, second by Member Hoyt. Roll Call Vote: Chairman Duval, Vice Chairman Nowak, and Members Blanchard, Hoyt and Bush. Motion carried.

Chairman Duval advised that negotiations have begun with the new Town Administrator, who wishes to begin work as soon as possible. The process was reviewed and the contract sections were outlined. Salary requests were considered due to experience and being an attorney. A vacation time request was reviewed, as was training. Mileage accommodations were considered. It was noted that the contract template is being developed with Town Counsel. The last couple of Town Administrator contracts were reviewed for discussion on how to approach this negotiation. Content in each contract was reviewed. It was noted that the new Town Administrator will give notice at his current position once the contract is signed. Compensation offered to past Town Administrators and experience levels were considered to determine the appropriate salary and annual increases for the new Town Administrator. Vacation time and weekly work hours were discussed. The accrual template for vacation days for employees was outlined. It was noted that the Town Administrator is expected to work five days per week as not all departments work a four-day work week. Different uses for Friday time were briefly discussed. Residency wording was outlined from the Town Charter and discussed for legal parameters. Allowance of funding for auto use was reviewed. Professional development needs and costs were given consideration. Sick time allowances were discussed. Other terms and conditions of employment that were negotiated in the past were briefly touched on. It was explained that a physical exam is required for the Town Administrator. Fringe benefits were discussed and it was clarified that this agreement prevails over conflicting rules and regulations. Performance reviews and the processes used in the past were explained and noted as important and could be tied to annual salary increases. The budget line for management and consulting includes what was paid to the consultant to select the Town Administrator candidates. Board goal setting was explained as important to inform what the Town Administrator will be measured on. Starting salary was considered and a consensus of a starting salary offer was reached by Board Members. Compensation steps for non-union employees were reviewed and it was noted that the Town Administrator may have a designated raise and COLA, which needs clarification. Percentage increases were considered for performance, depending on evaluation. Contract wording options were suggested and considered. Standard employee vacation, personal and sick time was reviewed. Carry over time parameters from calendar year to calendar year was outlined. Consensus was reached by Board Members to allow the Town Administrator to continue to live in Pittsfield. A suggestion was made for a discussion to take place about extraneous activities to avoid a conflict of interest. Member Hoyt was thanked for the work she is doing on the contract and Town Counsel will forward the preliminary contract to the new Town Administrator.

At 8:26 p.m. Motion made by Member Blanchard to exit the Executive Sessions for reason #2, second by Member Hoyt. Roll Call Vote: Chairman Duval, Vice Chairman Nowak, and Members Blanchard, Hoyt and Bush. Motion carried.

Respectfully Submitted by Deborah J. Dunlap, Recording Secretary


Board Chair