



BOARD OF SELECTMEN

**TOWN HALL BUILDING
8 PARK STREET**

Wednesday, February 16, 2022

**BOARD OF SELECTMEN
EXECUTIVE SESSION MEETING MINUTES**

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CALL TO ORDER: On the above date the Board of Selectmen held an executive session meeting at the Town Hall Board of Selectmen Room. Present from the Board of Selectmen were Chairman Duval, Vice Chair Hoyt, Members Blanchard, Nowak and Rosenberg. Also present were Town Administrator Green, Town Counsel St. John III and Administrative Assistant Dunlap.

EXECUTIVE SESSION

#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 Contract**

At 7:56 p.m. Motion made by Member Blanchard to enter into Executive Session for Reason #2 as read aloud, second by Vice Chair Hoyt. Roll Call Vote in Favor: Chairman Duval, Vice Chair Hoyt, Members Blanchard, Nowak and Rosenberg. Motion passed..

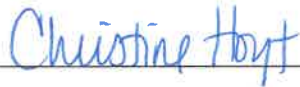
A brief recess took place. The meeting was back in session at 8:02 p.m.

Chairman Duval announced that Town Administrator Green's contract ends in March. He reviewed the 90-day notice of the contract renewal clause and noted that he had reached out to Town Administrator Green regarding his contract. A new contract beginning March 25, 2022 to March 24, 2025 was discussed. It was noted that the law doesn't allow for a five-year contract. Contract details were reviewed, and it was pointed out most of the language was the same and the terms are consistent with local communities. The clause for a performance review and evaluation was modified to allow the Board of Selectmen to do a performance appraisal and ongoing reviews at any time during the three years instead of doing it in a public setting. Base salary was discussed and consideration had been given for a percentage amount versus an even amount. It was pointed out that the funds are available in the current budget. A 3% salary increase in both the second and third year, respectively, were noted. The vacation leave of five weeks was an increase from the previous contract, but sick leave and personal days remain consistent. Retirement language remained the same, and the Board of Selectmen had already waived the residency clause. Fees and dues were reviewed, as well as professional development. It was explained that a more flexible work schedule was requested, and language was included from another Town Administrator's contract to update the wording. Town Administrator Green explained if there is a 7:00 p.m. meeting he would have the option to come in at noon so he would not have a 14-hour day. It was pointed out that there would be no cut to the salary line unless staff is included. Salary discussion took place. Ongoing communication with the Board was assessed and noted as positive. *Vice Chair Hoyt* stated she felt the salary is not adequate for the size of the town and recommended an increase. *Member Nowak* inquired about the employee cost of living adjustment percentage increase annually in comparison with the Town Administrator.

At 8:25 p.m. Motion made by Member Blanchard to exit the Executive Session, second by Vice Chair Hoyt. Roll Call Vote in Favor: Chairman Duval, Vice Chair Hoyt, Members Blanchard, Nowak and Rosenberg. Motion passed.

Respectfully Submitted,

Deborah J. Dunlap, Recording Secretary

A handwritten signature in blue ink that reads "Christine Hoyt". The signature is written in a cursive style and is positioned above a horizontal line.

Board Chair