

TOWN OF ADAMS, MASSACHUSETTS
ADAMS TOWN HALL BUILDING, 1st FLOOR, ADAMS, MA 01220
BOARD OF SELECTMEN EXECUTIVE SESSION MEETING MINUTES 02/20/2019

On the above date an *Executive Session Meeting* was held. Present were Chairman Duval, Vice Chairman Nowak, and Members Blanchard, Hoyt, and Bush. Interim Town Administrator Cesan and Town Counsel St. John III were also in attendance.

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.*

At 8:07 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, Members Blanchard, Hoyt and Bush. Motion carried.

A brief recess took place. The meeting was back in session at 8:18p.m.

Board Members discussed the need to determine a length of contract for the new Town Administrator. Details regarding the last couple Town Administrator contracts and salaries were reviewed. The rate of pay for the position as advertised was noted. Training and other items will need to be discussed with the chosen candidate. Ways to communicate negotiations with the chosen candidate that meet Open Meeting Law requirements were outlined. Former Town Administrator contracts will be located for the Board to review to create a new contract proposal. Salary and start date will need to be decided. Another meeting will need to be scheduled for the Board to review the draft contract proposal for this candidate and to have him give input on it. Options for each year of the contract were weighed for training and travel. It was noted that Town Counsel has templates of a generic Town Administrator contract to add or subtract personalized terminology. Negotiations with past Town Administrators were recalled for all Board Members. It was explained that procurement training was a vital initial training for the Chief Procurement Officer, and additional courses are needed to keep up the certification every three years. A desire was expressed to speed up the process to get contract in the candidate's hands quickly. One Board Member will do the contractual detail work. Performance evaluations were discussed, as well as potential annual increases. Other aspects of professional development that are already in the budget were noted. More detailed salary discussions and annual increases took place. Sick and vacation time, as well as how they are accrued, were explained. Residency requirement wording from the Town Charter were reviewed and will require an official vote of the board: Board Members were in consensus on items to propose in the initial contract. The next Executive Session meeting for the purpose of continued negotiations was scheduled.

At 8:40 p.m. Motion made by Member Nowak to exit Executive Session, second by Member Blanchard. Roll Call Vote: Chairman Duval, Vice Chairman Nowak, Members Blanchard, Hoyt and Bush. Motion carried.

Respectfully Submitted by Deborah J. Dunlap,
Recording Secretary



Board Chair

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