

**EXECUTIVE SESSION MEETING MINUTES  
BOARD OF SELECTMEN  
October 3, 2017**

Present: Maura C. Curran, Chairman, Anthony V. Vegnani, Vice Chairman, Shawn Harris, John Danehey, Karen Canfield

Al Bangert, Acting Town Administrator  
Nancy Holt, Town Accountant/Finance Director

**Move that the Board of Selectmen go into Executive Session to consider strategy in preparation for negotiations with non-union personnel – Town Administrator position. The board will reconvene in open session.**

**Ms. Curran – yes**

**Mr. Vegnani – yes**

**Mr. Danehey – yes**

**Ms. Canfield – yes**

**Mr. Harris - yes**

The Executive Session Meeting was called to order at 10:07 p.m.

Ms. Curran asked to discuss next steps. The board agreed they will look at contract options and have a conversation with Mr. Boudreau. The board discussed Ms. Vinchesi's contract and some items they would like to change in the future. The board would like to see his current contract in Lynnfield, the contract he had in Norwell, the Superintendent's contract and compare these with Ms. Vinchesi's contract. Mr. Danehey asked what his contract in Norwell included. The final compensation in Norwell was \$155,000 as of December, 2014 and his contract in Lynnfield is much higher. Ms. Curran said the contract is negotiable. The board discussed three years with an out clause included. Ms. Holt suggested we mimic what was done with the Superintendent contract with no buy back capability and set the amount of vacation time that can be paid out. Mr. Vegnani suggests we put a good package together including vacation, etc. It is recommended that we include deferred compensation matches up to \$5,000, our version of a 501K. Salary, health insurance, vacation, deferred compensation, travel allowance, etc. The Selectmen would like to review Ms. Vinchesi's past contract, Mr. Boudreau's Norwell and Lynnfield contracts and the Superintends contract. Ms. Holt will work on gathering all the contracts. Mr. Danehey reassured Ms. Holt that she will be remaining as the finance director. The board said Ms. Curran will call and congratulate Mr. Boudreau and contact Mr. Sweet and Mr. Marino.

Mr. Danehey, Ms. Holt and Mr. Bangert will put together the draft contracts to review with the board. Mr. Danehey and Ms. Curran will be the point of contact for contract negotiation with Mr. Boudreau.

Three year term with base salary, 4 weeks vacation, limited carry over with no buy back, \$2,000 deferred compensation, 15 sick days, 3 personal days, health insurance and look at an auto allowance. Nancy Holt will provide a draft to John Danehey. Mr. Danehey will send to Town Counsel for review.

The board asked Ms. Devin to schedule a Board of Selectmen Executive Session meeting for Wednesday, October 11, 2017 at 5:30 p.m. to review and discuss the contract.

Mr. Danehey made a motion to return to open session, second by Mr. Harris at 10:51 p.m.

Respectfully Submitted,

Lorraine Devin, Recorder

Board of Selectmen Executive Session Meeting Minutes for October 3, 2017

BOARD OF SELECTMEN

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Maura C. Curran, Chairman

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Anthony V. Vegnani, Vice Chairman

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John F. Danehey, Clerk

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Karen B. Canfield

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Shawn Harris