

Executive Session • Permitting Coordinator and Special Projects Manager

The Executive Session (es) was part of the Wenham Board of Selectmen (BOS) **February 11, 2020** posted meeting. Materials used in the preparation of such minutes and all documents and exhibits used at the session, may be withheld from disclosure to the public in their entirety under sub clause (a) of clause Twenty-sixth of Section 7 of Chapter 4, as long as publication may defeat the lawful purposes of the es, but no longer; provided, however, that the es was held in compliance with Section 21.

These minutes will not be released until approved for release by the Selectmen and notice of such approval has been entered into the regular minutes.

In open session, at 4:37pm the Selectmen voted unanimously by roll call vote to enter into executive session under M.G.L. Ch. 30A, § 21 (2) – To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel and to include Jackie Bresnahan and return to open session.

Selectmen present: Jack Wilhelm, Chair; John Clemenzi; Catherine Harrison
Also present: Anthony Ansaldi, Town Administrator; Catherine Tinsley, Recording Secretary
Jackie Bresnahan, Permitting Coordinator/ Special Project Manager

- Spread sheet – Cost implications of Reorganization
- Memo to BOS from A. Ansaldi, Town Administrator February 10, 2020
- Create position of Director of Administrative Services
- Resume of J. Bresnahan

Mr. Ansaldi reviewed Ms. Bresnahan's current responsibilities as the Permitting Coordinator /Special Projects Manager and proposed to add oversight of the part time employees in land use, and expand the job description to her current duties and assignments. This would increase Ms. Bresnahan's hours from 38 to 40 and her salary to be more in line with that of a grade 4 employee with similar responsibilities \$67,000 to \$79,000.

The reorganization proposed a 10 hour a week clerical position be added in the permitting department for data entry.

Ms. Bresnahan spoke about the proposed reorganization. As a part of this discussion Ms. Bresnahan reviewed her responsibilities, shared duties with other departments, grant writing, and procurements.

Ms. Bresnahan agreed she has been much busier and during budget season to provide consistency to the department heads and cited recent staff changes as the main reason.

Ms. Bresnahan left the meeting.

The BOS noted that the proposed change in salary is an 18.17 % increase and was highly unusual.

Ms. Harrison agreed Ms. Bresnahan has taken on more responsibility and that a different title from Special Projects Manager to Director of Administrative Services was warranted.

The selectmen agreed and noted that the budget should be under the direction of the finance department but that Ms. Bresnahan should assist the Town Administrator office in an interim roll while there is interim finance director but not to the same degree as a permanent practice.

A discussion followed including the proposed raise, grade change, title and added responsibilities.

The BOS requested to review the final job description before taking a vote but agreed it was fair to offer Ms. Bresnahan a grade 6 position at a salary of \$73,900 to increase for FY21 on July 1 of \$76,950 based on the salary scale and appropriate responsibilities for the position. The primary budget responsibility will remain in the finance department. Ms. Bresnahan's job description will not change to take on additional responsibilities in the land use department. Following a positive vote, this change would take effect the next day.

The board reiterated that they were pleased with her work.

The BOS voted unanimously by roll call to return to open session at 5:16 pm.

Respectfully Submitted By
Catherine Tinsley
2.16.2020