

EXECUTIVE SESSION (ES) CONFIDENTIAL

The ES was part of the Wenham Board of Selectmen (BOS) **SEPTEMBER 15, 2015** posted meeting. Pursuant to Open Meeting Law, M.G.L. c. 30A, § 22 (f) the minutes of any ES, the notes, recordings or other 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.

The purpose of the ES was to discuss a three year contract for Jan Dempsey, the Director the Hamilton Wenham Library.

Selectmen Present: Catherine Harrison; Jack Wilhelm; John Clemenzi
Also Present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

The Selectmen began discussions with Ms. Dempsey in executive session at the September 1, 2015 meeting. Ms. Dempsey's (previous) contract expired June 30, 2015, therefore, Ms. Dempsey is currently working without a contract. The BOS previously agreed any financial increases be retroactive to July 1, 2015.

Ms. Harrison observed the BOS, at the Sept 1 meeting, did not have the wage classification information to reference. It was provided at this meeting. She reviewed that the Library Director's position is now included in the step system with other non-management positions. Steps are increased on the anniversary of hire. Ms. Harrison reminded the Selectmen that the previous contract had no provision for a performance evaluation. A section was added to the new contract that outlines the requirement and process for an evaluation. It was noted that at the last session, the BOS requested that Ms. Dempsey's evaluations, performed by the Library Board of Trustees, be provided to the BoS annually.

The Board talked about the proposed contract.

It was noted that Ms. Dempsey:

- Is a 35-hour a week employee
- Receives longevity pay (\$200 in FY 15)
- Has a salary of \$75,199 as approved in the FY 16 budget
- Will have a step increase of \$454 in March of 2016 bring her salary to \$75, 653
- Will receive a 2 % step increase each year

The Selectmen went on to discuss the details of the contract, specifically that Ms. Dempsey go from a step 4, to step 7, in March of 2017, increasing her salary to \$82,000 by FY18.

The Selectmen reviewed market data from the Collins Center, the Library Wage and Classification Study, and data collected by the Library Trustees. The Selectmen felt strongly that the Library Director's salary in the Wage and Classification Table adequately reflects market rates for the next 3 years. They do not support the Trustee's recommendation to skip from step 4 to step 7 in March of 2017.

Mr. Wilhelm moved, and it was seconded, the BOS amend Jan Dempsey's contract with the Library Trustees as discussed and "red lined" in the meeting of 9.15.15. The motion carried unanimously by roll call vote.

Mr. Wilhelm moved to return to open session at 8:43 PM. The motion carried unanimously by roll call vote.

Respectfully submitted by

Catherine Tinsley
10.22.15