

**TOWN OF WINCHENDON
BOARD OF SELECTMEN
EXECUTIVE SESSION MINUTES
WEDNESDAY, APRIL 7, 2021
Town Hall, 109 Front St., 4TH Floor Conference Room
Winchendon, MA 01475**

Present:

Michael Barbaro, Chairman
Rick Ward, Vice-Chairman
Barbara Anderson
Audrey LaBrie
Amy Salter

Linda Daigle, Executive Assistant
Special Guest, Remote Participation:
Bernard Lynch, Principal
Community Paradigm Associates

List of Documents Presented at Meeting:

- Draft Town Manager Contract (attached)
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EXECUTIVE SESSION:

Exemption #2 to conduct strategy session in preparation for negotiations with the new Town Manager Contract Discussion.”

Chairman Barbaro called Executive Session to order at 7:17 PM.

The Board reviewed draft contract language for the new Town Manager, Justin Sultzbach, selected this evening in Open Session of the Board. The following details of the contract were considered:

The start day, if agreeable with Mr. Sultzbach, would be in roughly thirty days on May 10th, one week prior to Town Meeting. May 17th, day of Town Meeting, would be the fall back start date. Mr. Lynch offered it would be very reasonable for a thirty day notice but Mr. Sultzbach may wish to attend Tyngsboro Town Meeting. Chairman Barbaro said the Board could be flexible and that he looked forward to introducing him at the Annual Town Meeting.

The three year term expiration date was agreed to extend to June 30, 2024.

With this being the first Town Manager position Mr. Sultzbach would hold, it was agreed to offer him a starting salary of \$120,000 with negotiations not to go above \$130,000 and \$125,000 being the most comfortable amount. Bernie offered the position was advertised as \$135,000 a year plus or minus depending on experience. The evaluation period would be held every December.

Four weeks vacation will be offered to Mr. Sultzbach and the contract will clarify with the four day work week at Town Hall that “a week shall be considered four (4) working days.” Unused vacation would be carried over from one year to another but shall not exceed twenty (20) days.

It was noted that “Sick Leave Buyback” is no longer an offering in new contracts considered by the Town upon the termination of an employee.

The Board agreed to include in Mr. Sultzbach contract a vehicle and cell phone allowance of \$2,500.00.

The remaining language in the draft contract was agreed upon with most of it being standardized contract language.

The contract will be sent to Town Counsel for legal review and Chairman Barbaro will reach out to Mr. Sultzbach with the offer.

LaBrie moved to authorize the Chairman of the Board of Selectmen to negotiate with Justin Sultzbach as discussed this evening; Ward seconded. By a roll call vote of all aye, the motion carried unanimously.

Ward moved to adjourn from Executive Session; LaBrie seconded. By a roll call vote of all aye, Executive Session was adjourned at 7:45 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Linda Daigle".

Linda Daigle
Executive Assistant