

**TOWN OF WINCHENDON
BOARD OF SELECTMEN SPECIAL MEETING MINUTES
MONDAY, SEPTEMBER 17, 2018
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present:

Audrey LaBrie, Chair
Austin Cyganiewicz, Vice Chair
Barbara Anderson
Michael Barbaro

Keith R. Hickey, Town Manager
Linda Daigle, Executive Assistant

List of Documents Presented at Meeting:

- Draft Special Town Meeting Schedule for Oct. 29, 2018 (filed)
- Draft Special Town Meeting Warrant (filed)
 - FY19 Fall Town Meeting Summary of Proposed Free Cash and Water/Wastewater Retained Earnings; FY18 Free Cash; Proposed Uses and Balance (filed)
- Town Manager Memo dated 9/13/18 regarding "Special Election to fill Vacant Board of Selectmen Seat" (attached)
- Draft Board of Selectmen Policies and Procedures Final Review (attached)
 - Town Counsel Opinions regarding Review of Town Manager Disciplinary Decisions dated 3/23/18 and 7/10/18 (attached)
 - Memo from Executive Assistant regarding Final Reading (attached)

LaBrie called the meeting to order at 6:30 p.m. followed by the Pledge of Allegiance to the Flag of the United States of America.

Announce audio/video recording disclosure – No one in attendance announced they would be recording the meeting this evening.

1. SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:

Anderson thanked the Clark Memorial YMCA for inviting them to their ribbon cutting ceremony. It was a wonderful turnout with Senator Gobi and Representative Zlotnik, Chairwoman LaBrie, herself and the Town Manager also in attendance. It is a beautiful facility and she encouraged all to stop by and take a look.

2. PUBLIC COMMENTS AND ANNOUNCEMENTS:

There were no public comments this evening.

3. NEW BUSINESS:

3.1 Schedule Special Town Meeting for Monday, Oct. 29, 2018 at 7:00 pm at MMHS, Open Warrant for Tuesday, Sept. 18, 2018 at 8:00 am, Close Warrant on Monday, Sept. 24, 2018 at 12:00 Noon – Hickey said the Tri-board meeting recently reviewed the Fall Town Meeting schedule and was supportive of scheduling the Special Town Meeting for Monday, October 29, 2018, to open the warrant Tuesday, Sept. 18th at 8:00 a.m., and to close the warrant on Monday, September 24th at 12:00 noon. He asked if the Board was supportive of these dates to open and close the warrant to formally vote to approve.

Barbaro moved to open the warrant for Tuesday, Sept. 18th at 8:00 am and to close the warrant on Monday, Sept. 24th at 12:00 noon. Anderson seconded. By a vote of all aye, the motion carried unanimously.

Barbaro moved to schedule the Special Town Meeting for Monday, October 29, 2018 at 7:00 p.m. Anderson seconded. By a vote of all aye, the motion carried unanimously.

LaBrie asked the Town Manager the process for warrant articles. Hickey answered to drop off proposed warrant articles to the Town Manager's office by noontime on the 24th.

3.2 Discussion of Draft Warrant Articles being proposed by Town Manager – Hickey provided the Board with different documents this evening; the first is the proposed Town Meeting Warrant with articles he suggest be considered and he also provided a summary of what they believe estimated free cash and water and wastewater retained earnings are going to be for FY18 and a Summary of Proposed Free Cash. He also has some additional information about the sally port budget they he will get into while reviewing the warrant.

The Town Manager reviewed the draft warrant articles:

Article 1 – Is the usual Committee Report if needed.

Article 2 – the town proposed funding for a sally port for the Police Dept. Hickey explained the Town received funding in the amount of \$691,000. The bid received for the project was \$147,000 more than what we had funding for. The total bid amount was \$838,000 which was surprising and disappointing. The architect who helped with the Police Dept. and sally port worked with the bidder and qualified him. With discussions, the low bidder has agreed to extend the bid timeframe until after the determination if the remaining \$147,000 can be raised from Free Cash at the Fall Town Meeting. The Town Manager supports the project. It's tough to swallow but the need for the project is still there and unfortunately the cost will continue to increase. He believes they will have a free cash balance of \$1,000,000 at the end of Fiscal Year 2018 and he'd like to propose the Board have a warrant article to fund the \$147,000 shortfall for the Sally Port out of FY18 Free Cash.

Article 3 – The Town approved the use of Stabilization funds in the amount of \$94,000 at our May 2018 meeting with a verbal commitment to restore the money as quickly as it became available. This article is to deposit \$100,000 into the Stabilization Fund to replenish what was taken in May.

Article 4 – Is to fund \$14,000 to our Vehicle Maintenance in the Public Works Department. Unfortunately the first 2 ½ months of this fiscal year, the Public Works Dept. had a transmission let go in one of their 10 wheel dump trucks. The cost of the transmission repair was \$14,000 which took a significant chunk out of the vehicle maintenance department and he asks the Board to consider supporting a warrant article to increase the Public Works Department budget by increasing it \$14,000.

Article 5 – Is to add an additional \$4,000 to the Public Works Dept. expense account for dam inspections. The dam inspection requires us to spend an additional \$4,000 every three years and is due. It was missed by the Department to increase it and he is asking the Board to consider increasing for the inspection as required.

Article 6 – Is requesting the Board increase the DPW personnel account by \$11,756. We unexpectedly had our Public Works foreman resign after July 1. His vacation and sick leave buyout was significant because he is one of the more tenured employees in Town. That amount is \$11,756.

Article 7 – Is a similar situation. The Deputy Fire Chief retired shortly after the New Year began. His sick buyout was short \$22,255. The Fire Dept. Houseman account is short that amount and he is asking the Board to consider increasing the budget in that amount to address that short fall.

Article 8 – There is a continued need to address the current facility at the Fire Dept. and he is asking the Board to consider appropriating \$75,000 from Free Cash to contract an outside firm to develop a needs study and a proposed expansion of the Fire Dept. on that current property. There are no locker rooms or restrooms for females. We currently have equipment parked outside. The issue was discussed in some degree the past several years, putting some type of cold storage on the property to replace cold storage Cumberland farms purchased behind the Town office buildings 3 or 4 years ago. The Fire Chief and he believe the Fire Dept.

needs more than cold storage to address the needs. If we are trying to make an informed decision and investment in the facility that will address needs of the community long term.

Article 9 – This article is a request to withdraw \$374,011 of Free Cash to offset the amounts appropriated in Articles 2 through 8 that we have just reviewed. Hickey explained the reason for the order of the articles he chose is if free cash was appropriated first and one or more of these articles don't receive Town approval, we would have to go back and amend the article.

Article 10 - Hickey explained in FY18, budget funds were appropriated for replacement of fire hydrants in town. That money did not get expended and inadvertently not encumbered. The \$40,000 lapsed into retained earnings in the Water Department and he is asking to appropriate the \$40,000 so Public Works can go out in the spring when things are melted and thawed to replace those fire hydrants that are known to be broken or found to be broken.

Article 11 – Is to see if the Town will remove from water retained earnings the amount of \$54,913 to offset water rates. This will allow us to not have to increase water rates. The Town Accountant is concerned our revenue might be down a bit so to protect the Town from having these funds come from free cash, they are asking for the portion of these funds to come from water retained earnings.

Article 12 – Is a request to fund \$3,609. The chief water operator also left us in FY19. This would fund the cost of the additional payout.

Article 13 – Is asking to support the withdrawal of Wastewater Retained Earnings in the amount of \$72,467 to offset wastewater rates so wastewater rates are not impacted in FY19.

Hickey noted there is one other article that hasn't been drafted yet as it came up today that he would like the Board to consider. With there being \$1,000,000 or so in Free Cash and he's identified \$374,000 of items he's just reviewed with the Board, and \$312,000 additional Free Cash dollars will be asked to pay off the bond completely and deficit legislation will be behind the Town of Winchendon; that will then leave just under \$314,000 left in free cash that is unencumbered. One thing he'd like the Board to consider is potentially including a warrant Article in the amount of \$45,000 for the hiring of a Curriculum Coordinator at the school Dept. In speaking with the Interim School Superintendent, the greatest need being identified by DESE and the school is a Curriculum Coordinator. He is hoping the School will include this in their FY20 budget year round. The \$45,000 is half the annual salary for this position expecting it not to start until January. This would reduce our unencumbered Free Cash to about \$280,000. He suggests this amount be left as a rainy day fund for something that might happen unexpectedly and to grow the free cash balance.

The Town Manager concluded his review asking if there were any questions.

Anderson was concerned that some articles say "raise and appropriate" clarifying that taxes won't be raised but will be funded through the estimated Free Cash. Hickey replied that approving the Free Cash article would offset raising and appropriating those articles; the tax rate would not be impacted for those seven articles. Hickey informed the Board that the draft warrant is being reviewed by Town Counsel and they may have some potential modifications for you to consider when you finalize the warrant next week.

Anderson asked if there would be a PowerPoint presentation to explain the additional funds for the Sally Port wanting to make things perfectly clear to the public. Hickey replied, absolutely, that he has the PowerPoint presentation from the May 2017 Town Meeting that can be modified a bit. The overall presentation given in 2017 primarily is consistent with this. He offered to present to the Board when the reviewing the warrant next week and he certainly can have the presentation for the October 29th meeting to present to the voters.

Anderson asked to explain the estimated retained earnings. Hickey explained retained earnings basically are savings accounts for the Water and Wastewater Departments. The balances increase or decrease each fiscal year based on performance of each fund depending on expenditures. He is asking to use some of the savings so the budget doesn't have to be cut or the rates increased. Anderson questioned the wastewater amount is

substantially higher than water, “why is that discrepancy and are we charging too much for wastewater?” Barbaro said a lot of this is from sewer betterments. Hickey replied, at the end of June 2018, we had just under \$675,000 that has accumulated over the years. The hesitancy he has is they have had to reduce wastewater by \$72,000 because the expenses have exceeded the revenue by that amount in FY18. You can argue that the wastewater rates are not high enough to offset the cost of the operations of the wastewater department. It’s nice we can take from this so we don’t have to raise rates. It’s a savings account. Each year it will drop until it gets to a point where they will need to request to raise the rates. He wasn’t sure why it was so high but agreed the betterments are part of it.

Hickey explained the challenge they have with water is they are starting to spend money to fix hydrants, and they are having discussions to have Spring Town Meeting replace the water main from Ashburnham to Winchendon once the plant construction bond is paid off in 2021. Water rates may need to be addressed sometime in the future because the infrastructure needs we have are becoming costly. One fact he hasn’t considered because they just don’t know will there be a positive effect on water revenues if these marijuana growing facilities approved are constructed and go into place. They will become a significant water user and revenue source for us. It will benefit and minimize or eliminate the need to increase water rates in the near future.

Barbaro commented that we are going to pay off the bond and we are fortunate to have accounts set up with the Finance Committee for additional snow removal. Having a game plan to go forward for emergencies is smart and a very good plan.

Hickey said the Town Accountant and him have had a couple conversations. He wants to sit down over the next couple weeks and make sure end of FY18 revenue collections are consistent with what we estimated they would be for FY19. He may be suggesting the Board consider increasing use of Free Cash to offset any revenue shortfalls that may come in FY19. The upside in doing that is it is a very conservative way to move forward and if we do come in over our revenue estimates, any amount we appropriate in Free Cash to offset those revenues will just go back to Free Cash anyways. He wanted to make the Board aware that Article 9 referencing Free Cash may potentially be adjusted, understanding at Town Meeting the number can go down, but not up. Hickey said he is not sure if we will need to make any adjustments but that’s where it would come from. LaBrie asked if he does see anything that he might be concerned about, to make the Board aware of.

LaBrie asked for supportive documentation from the school regarding the Curriculum Coordinator position. Hickey said the Superintendent will have some information from DESE and explained the \$45,000 is half of what they would estimate what the salary would be. The School Committee would have to commit to funding from their budget in future years. He reminded the Board that the Town and School together will not have a debt payment or the reserve requirement of \$95,000 in FY2020. The School could use a portion of those funds in that manner or they could have funding that could come from somewhere else. He believes the Superintendent will be present next week to explain the request.

3.3 Discussion on Holding a Special Election to fill the Board of Selectmen Opening – Hickey said he may have steered the Board off base last week when this came up. After speaking with the Town Clerk and Town Counsel, the Board has the ability to have a Special Election to fill the vacant Selectmen seat until May 2019. The cost is about \$7,500 for a full day election and if from noon to 8:00 p.m. closer to \$6,000. He has had calls into the office and thought important and appropriate for the Board to have a conversation to fill the vacancy seat until the next local election or to run eight months with four members.

Cyganiewicz doesn’t see why they would need a Special Election in December or January when having elections in May. Barbaro noted it is not the first time the Board has had only four people on it. He also didn’t see the need to spend the money. LaBrie pointed out that if elected in May the member wouldn’t be seated until July 1st because of the changes in the bylaw. It would require an extra commitment to make the Selectmen’s meetings. Anderson reflected back at some meetings when, if we didn’t have all five, we would have had a tie. LaBrie hoped they would be able to compromise enough to continue with business. Anderson sometimes compromise can be hard.

LaBrie said we could make a decision at the present and go along with four but in two or three months down the road, for whatever reason we can't handle it, nothing stops us from having a Special Election at that time. Hickey reminded the minimum requirement of sixty-four days' notice to prepare.

Barbaro is comfortable with moving forward with the four of them working well the past years. He doesn't want to spend the money.

Anderson said there is comfort knowing they are freer to voice their opinions and let votes fall where they may be; and they may have to compromise their own principals in order to get things done.

Charles Husselbee came forward and asked the Board if there was a vacancy, could the new member start immediately after election and not wait until July. Anderson replied that would be a Charter change. Hickey said there has been some conversations about the idea of having Board members not take their seat until July 1st being well intended but doesn't work as well as it was designed for and could there be a Charter amendment to have that Board member be seated as the last item of business in May after Town Meeting. Hickey thinks the Board should discuss this at some point for the May Town Meeting whether they support an amendment to the charter. LaBrie asked maybe a polling of the other boards that would be affected by the Charter change to get thoughts from all aspects. Cyganiewicz said he would agree that we work well together and doesn't see right now spending money for a Special Election when we can absorb the cost in May but understands Anderson's point.

Barbaro moved to take no action at this time in holding a Special Election; Cyganiewicz seconded. By a vote of Barbaro aye, Cyganiewicz aye, LaBrie aye and Anderson no, the motion carried by majority vote.

Hickey informed the Board that there is a concern on School payroll warrants with two members not able to sign the warrants due to relatives or direct employment with the School Department. He spoke with the Town's attorney today and there is some legal precedence for this. This will be on next week's agenda to formalize the process to have the authority to send biweekly payroll out with the two signatures.

4. **OLD BUSINESS:**

4.1 Board of Selectmen's Policies and Procedures Final Review and Amendment:

LaBrie said we have the updated Policy and Procedures with the changes they have already made so far. Tonight they have two policies basically to review. They started off with Policy No. "400-03: Authority and Role of Board of Selectmen." LaBrie mentioned there was some concern raised about a possible situation where there might be a grievance with the Town Manager and our Policies restrict us with interaction with that employee without approval first from the Town Manager. An opinion had been provided from Town Counsel. Hickey said he understands the Board's concern about the Town potentially being exposed to additional expenses going to remediation and arbitration prior to potentially having the Board act as a grievance step for town employees. If the Board wants to make a change to insert themselves, he respectfully request recommending not doing. The appropriate avenue is through a Charter change. Legal Counsel indicates the Charter would trump the Board's Policies and Procedures. If the Board wants to modify their Policies and Procedures to insert themselves, it would be in direct conflict with the Charter and the Charter would supersede.

Anderson said she absolutely disagrees this is in direct conflict with the Town Charter. She wanted to be clear they are not talking about union workers. They have a protocol and a means to go. She doesn't believe this is in direct conflict with the Charter. It doesn't say in the Charter that it can't happen. Hickey replied state law does with the Attorney referencing in his opinion letter Mass. State Law, Chapter 43B, Section 29(b). Hickey suggested that every employee working in this community has a grievance procedure in place. Non-affiliated employees that have a grievance with the Town Manager, there is a Personnel Bylaw that was adopted in 2017 that addresses the avenue in which an employee has a process that allows them to seek relief.

Barbaro said we do not get involved in the day to day operations that this does fall into. It could become very political and would undermine the authority of the Town Manager. There are clear defined lines and he doesn't want to go there. It's the responsibility of the Town Manager; that's why you hire him.

Cyganiewicz noted in Article 4 of the Town Charter, with an appointment or removal, the Board would have fifteen days to overrule that. Anderson asked how they could overrule something within that fifteen day period; we are talking about Department Heads. Fifteen days to reject or accept who he hires, we also have fifteen days to accept or reject if he chooses to terminate someone. These are employees that we do have authority over and noted that Winchendon had fallen subject to a \$750,000 lawsuit, maybe the Board of Selectmen would make sure the letter of the law was followed and not subject to one of those lawsuits. She believes we have one pending now. She is trying to insert a little bit, not wanting to interfere with day to day, but just a final check and balance on the ultimate authority of the Town Manager. She asked not to think of Mr. Hickey; it won't be him. She is trying to leave a little bit of a cushion and save the Town from a future pending lawsuit. There could be a personality conflict later with a new Town Manager and someone Mr. Hickey hired.

Hickey said he respects and understands Ms. Anderson's comments but thinks it can be turned full circle as well. Decisions can only be made and be good with those people making those decisions. Any person, whether a Board of Selectmen member or Town Manager who's making a difficult decision is going to upset the person being impacted in the decision. He suggests in his experience, there are more political Boards than others. He doesn't think this Board is a political Board but another board might not be fair and make a decision on a political favor to somebody and thinks there is a chance in the future the Board of Selectmen in Winchendon may be more political and maybe willing to give an employee some leniency for personal reasons. He feels not involved minimizes that risk. If the Board is not happy with his decision, they have the ability to address them through his employment. He urged them to be cautious by changing the employee status of other employees by changing the bylaws by allowing them to be part of that grievance process and the Board could cause the town to be at risk through a lawsuit through their actions. Anderson replied, no doubt and hopes this becomes a safety precaution and never has to be utilized.

LaBrie read the policy as presented this meeting in the draft Policy.

Barbaro moved to accept as is and presented this evening; Cyganiewicz 2nd for discussion.

Anderson believed it was fooling to relinquish your authority and would prefer the sentence stop after "No member of the Board of Selectmen, nor a majority of them shall become involved in the day-to-day administration of any Town agency." There is no need to elaborate after that.

Barbaro moved to amend his motion to go along with Barbara (to end the sentence after "Town Agency.")

Anderson said we do not get involved in day to day but when we say "shall act only through the adoption of broad policy guidelines which are to be implemented by officers and employees appointed by or under its authority" means they have no ability to stop a terrible situation from becoming worse.

After further conversation the Chair reiterated Barbaro's amended motion to read "**Barbaro moved to amend his motion for the second paragraph to stop after "Town Agency" and to strike the rest of the paragraph that says "but instead shall act only through the adoption of broad policy guidelines which are to be implemented by officers and employees appointed by or under its authority."** Anderson seconded. By a vote of all aye, the motion carried unanimously.

The next policy addressed was No. 400-26 "Toll Booth/Voluntary Boot Drive Policy:" LaBrie noted she had received an email from Rick Ward who was unable to attend the meeting this evening and asked to share his thoughts on the Boot Drive Policy. His concern was the current policy has only one stipulation that the requester must meet other than guidelines for behavior. That stipulation is that proceeds from the Boot Drive shall be used exclusively for the residents of Winchendon. He feels that is key and should not be removed from the policy. Citizens are generous and don't seem to mind the boot drive but should know the funds are

being used for the benefit of the citizens of Winchendon. He also had a couple of recommendations for the Board.

1. Request the organization be Winchendon based with a local Winchendon address
2. Must be a non-profit entity
3. Organization/group be allowed one Boot Drive per calendar year

LaBrie read through the policy as presented in the draft this evening. Anderson would like to delete No. 3 that allowed the “drive to be conducted ½ hour after sunrise and ½ hour before sunset” as the Board usually dictates the hours. The Board agreed to delete No. 3 under the requirements.

Hickey inquired about the application deadline in the policy noting the application must be submitted at least thirty days prior to the event. He said there are a decent amount of applicants that don’t meet that timeline and the office rushes it through. He suggested it be amended to twenty-one days. There was some discussion on the number of days to submit the application with the understanding there might be an exception to the rule.

In the first paragraph of the policy, **Barbaro moved to say “not less than 21 days;” Austin seconded. By a vote of all aye, the motion carried unanimously.**

Barbaro moved to delete Line Item 7 as it is a duplication of process; Anderson seconded. By a vote of all aye, the motion carried unanimously.

Barbaro moved to delete Line Item 3 as they set the time; Anderson seconded. By a vote of all aye, the motion carried unanimously.

Barbaro moved the highlighted word “exclusively” be used in the paragraph of the policy and to add “any organization shall be non-profit and have a Winchendon address. With no second being heard, the motion died.

After discussion that it would be better placed in the first paragraph of the policy, **Barbaro moved to add the words “and shall be a non-profit and Winchendon based address” at the end of the first sentence after Board of Selectmen.** With no second being heard, the motion died. LaBrie suggested it better to be at the beginning of the paragraph. **Barbaro amended his motion for the policy to read “Any non-profit Winchendon based group or organization” who wishes to obstruct a public way...”** Cyganiewicz didn’t believe they should do anything like this mentioning that there might be a group that is not a non-profit, like Winchendon Project Playground, and this would be too restrictive. He also doesn’t feel it should be exclusive for Winchendon. **Barbaro amended his motion to say the first line to then read “Any Winchendon based group or organization” who wishes to ...;” Anderson seconded.** Cyganiewicz was concerned about an organization that might be based in another Town but have a local branch that benefits Winchendon people. Cyganiewicz and Anderson discussed their views. Mr. Husselbee came forward and commented about one organization he was aware of that wants to bring some health services to town at the Clark/YMCA that is based out of Worcester. They have plans to come before the Board seeking a Boot Drive for programs they can bring to Winchendon. If you are too strict, you could take away that program. LaBrie agreed with Cyganiewicz. Anderson stated she strongly feels the little Boot Drives should help our organizations in Town only not wanting to inconvenience residents and have their safety at risk for somebody who’s headquartered out of Town.

After a bit more discussion, **Barbaro called the vote. By a vote of Anderson aye, Barbaro aye, Cyganiewicz no and LaBrie no, the motion and vote was a tie and therefore died.** The first paragraph would remain as presented with the change of 30 days to 21 days.

The Board discussed keeping the highlighted word “exclusively” in the first sentence on the next page. Daigle pointed out the “Charlie’s Angels” Relay for Life team that applies and receives a Boot Drive annually from the Board would then be eliminated if this word was to be used. They raise funds for the annual Relay for Life Cancer walk that is held in Gardner each year. The Boot Drive funds would not be exclusive for Winchendon residents.

Anderson moved to include the word “exclusively” in the sentence to read “The organization must commit that the proceeds of the boot drive shall be used exclusively for charitable purposes for the residents of Winchendon.” With no second being heard, the motion died.

Daigle asked about the requirement No. 9 in red, do they wish to have the applicant attend a follow-up meeting with the Board of Selectmen or provide a written summary to the Town Manager and Board of Selectmen. LaBrie wanted the applicant to do both. Anderson suggested it be removed as she didn't think they would follow through. If not followed through, it was mentioned the following year, their application could be denied. With no motion, the section would remain as presented this evening.

Barbaro so moved to accept the Policies and Procedures as discussed this evening; Cyganiewicz seconded. By a vote of Barbaro aye, Cyganiewicz aye, LaBrie aye and Anderson no, the motion carried by majority vote.

Barbaro moved to disband the Policy and Procedure sub-committee; Cyganiewicz seconded. By a vote of all aye, the motion carried unanimously.

5. TOWN MANAGER'S REPORT:

There was no Town Manager's report this evening.

6. COMMUNICATIONS:

There were no communications discussed this evening.

7. AGENDA ITEMS:

Hickey explained to the Board he made a mistake in his schedule and has a conflict next Monday night. He will be out of Town. He asked if the Board could move from the 24th to Thursday, Sept. 27th where the Board will make the final decision on the Fall Town Meeting warrant. LaBrie noted the Town Manager will be away attending the IMCA Manager's conference. All confirmed they could be available that Thursday with one exception, Selectman Barbaro, who would have to get back to the Chair.

The Board discussed the October meetings and the Columbus Day holiday and decided on scheduling their meetings for October 15th and October 29th before Special Town Meeting.

8. ADJOURNMENT:

Barbaro moved to adjourn; Anderson seconded. By a vote of all aye, the meeting adjourned at 8:40 p.m.

Respectfully submitted,



Linda Daigle
Executive Assistant