

Boxborough Selectmen Executive Session Minutes of 2014  
Released on November 28, 2016

**Meeting of:**

1/16/2014

1/27/2014

2/10/2014

2/20/2014

2/24/2014

2/24/2014

3/6/2014

3/10/2014

3/10/2014

3/17/2014

3/31/2014

4/16/2014

4/17/2014

4/28/2014

6/2/2014

9/8/2014

10/20/2014

12/8/2014

12/15/2014



RELEASED  
11/28/2016

Approved: February 19, 2014

**Town of Boxborough  
Board of Selectmen  
Contract Negotiating Team (Police Chief)  
Executive Session Minutes  
January 16, 2014**

PRESENT: Selectmen Vince Amoroso (Chair), and Les Fox

ALSO PRESENT: Police Chief Warren Ryder

All attendees being present, at 10:01 AM Chair Amoroso called the negotiating team meeting to order in the Morse-Hilberg meeting room of Town Hall and immediately moved to go into Executive Session for purposes noted under reason #2, - contract negotiations with non-union personnel, and to adjourn immediately on closing. Seconded by member Fox. Roll call votes all "aye".

BoS Chair Amoroso and member Fox, as the BOS negotiating team, met with Chief Ryder to initiate contract negotiations. Chief Ryder's current contract ends June 30, 2014. This was the first meeting to discuss terms for contract renewal.

Chair Amoroso began by reviewing the Chief's salary history:

Current salary: \$102,969  
FY15 budget bogey: \$107,088 (4% increase from current)

It was noted that at the May 2013 ATM, the BOS had moved a larger increase than in the budget article, in order to more closely align salary with recent market studies. He also stated that the negotiating team had previously met with the BOS in executive session to discuss parameters and guidelines for negotiations, informed by both the previous (Stone Consulting) and more recent HRS salary surveys for department heads. Chair Amoroso also stated that the negotiating team had received guidance from the Finance Committee on salary increases likely to be supported.

Warren stated that he expects to complete his master's degree next year. He would like the new contract to provide an explicit educational benefit as well as support for him to attend the FBI's National Academy. He also remarked that in his view at the beginning of the current contract he had experienced a negative trade-off of salary and educational benefit with the exclusion of Quinn benefit for him, with his salary deemed "all-inclusive" of such benefit.

Chair Amoroso summarized a proposed 3-year salary plan for the Chief (figures rounded):

FY15: \$111,206 (8% incr)  
FY16: \$115,655 (4% incr)  
FY17: \$120,281 (4% incr)

The Chief replied that he expected at least \$115,000 in the first year (FY15) based on previous guidance from the BOS, as relayed through member Fox as Police liaison, and noted that his own survey data indicates the Police Chief salary in Boxborough is low compared to like nearby towns. Warren stated that in surrounding towns, the police chief's salary including Quinn benefit is currently about \$124K, and that Bolton has recently hired a new chief at \$120K.

The negotiating team observed that both the starting and ending salaries are variables for negotiation, and that there may be room to adjust to reach a solution, for example a large first year increase followed by two smaller increases but reaching the same end point:

FY15: \$115,000 (11.7%)  
FY16: \$117,300 (2%)  
FY17: \$119,646 (2%)

They emphasized that the BOS desires a contract that will be favorably received and supported by Town Meeting.

Chair Amoroso noted that the competitive salary survey data reflects different ranges for 4-week vs 5-week vacation benefit, indicating another variable for flexibility, and that Warren had not recently been able to use all his earned vacation time. Warren indicated that a 1-week vacation buy-back would be attractive.

The Chief responded that such a schedule of increases might be acceptable. He would like to see language such as "no less than 2% increases in FY 16, FY17 subject to review against market or other data" or "at least 2% and no less than other town employees on the Personnel Plan".

There was some discussion of the various trade-offs and factors. The chief stated that it would be agreeable to him to have a lower contract salary if the Quinn benefit were restored, where the first year net total benefit would be \$115K. This would be (approximately):

$$\$95,833 \text{ salary} + \$19,167 \text{ educational benefit (Quinn)} = \$115,000$$

A similar minimum yearly increase of approximately 2% would then be applied to the base salary as above.

We discussed that there would be advantages to both the Chief and the town with this approach.

In closing, the Chief also requested an increase from 6 months to 1 year severance pay.

The meeting was then adjourned at 11:10 AM.



RELEASED  
11/28/2016

Approved: February 10, 2014

**Town of Boxborough  
Board of Selectmen  
Executive Session Minutes  
January 27, 2014**

PRESENT: Vince Amoroso, Chair; Bob Stemple, Clerk; Les Fox, Member; Jim Gorman, Member

ABSENT: Raid Suleiman (recused himself)

ALSO PRESENT: Selina Shaw, Town Administrator

At 9:35 PM, the Board met in TA's office to conduct strategy in preparation for negotiations with non-union personnel, specifically the Police Chief.

Chair Amoroso provided an update on negotiations with the Police Chief. Prior to meeting with the Chief, the negotiating team, comprised of the Chair and Selectman Fox, met with FinCom members Jeff Scott and John Rosamond to seek feedback on the level of compensation to be proposed to the Chief. The FinCom representatives indicated that an initial raise of 8% in FY 15, which is double the % increase currently shown in the budget, followed by 4% increases in each of the following two years, with the Chief reaching \$120k in year 3, seemed to be a sensible approach. The team later met with Jim Ham and received similar feedback.

The Chair continued his report by informing the Board that the team met with the Chief on January 16 and discussed a number of salary scenarios. The Chief is seeking a salary of \$115,000 in year one with increases of no less than 2% in years 2 & 3. The Chief indicated that to achieve the larger % increase in year one, he would consider giving up a week of vacation; he has been unable to use his full allotment in the last few years. The Chief indicated that he would agree to a lower contract salary if the Quinn benefit were restored. Compensation would remain at \$115,000 but would reflect a lower salary of \$95,833 + \$19,167 educational benefit, i.e. Quinn. The selectmen showed support for this approach.

[The Board did not discuss the other terms that were proposed by the Chief and are referenced in the January 16 minutes of the negotiating session, a copy of which is included].

The meeting was adjourned at 10:20PM.

4a



RELEASED  
11/28/2016

Approved: 3/10/14

Town of Boxborough  
Board of Selectmen  
Executive Session Minutes  
February 10, 2014

PRESENT: Vince Amoroso, Chair; Bob Stemple, Clerk; Les Fox, member

ABSENT: Raid Suleiman, member; Jim Gorman, member

ALSO PRESENT: Selina Shaw, Town Administrator

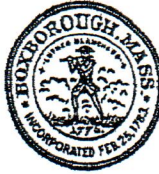
At 9:35 PM, the Board met in TA's office to conduct strategy in preparation for negotiations with non-union personnel, specifically the Police Chief.

Chair Amoroso reviewed status of negotiations. Team had updated FinCom members, Jim Ham and John Rosamond. Jim and John appeared supportive of salary of \$115,000 in year one, with 2% increases in years 2 & 3; however Jim Ham expressed concern about Quinn benefits and how that might affect future negotiations.

Will invite Jim Ham to BoS executive session to discuss his concerns about Quinn; team will clarify Chief's proposal at next negotiations session.

The meeting was adjourned at 10:00 PM.

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RELEASED  
11/28/2016

Approved: 3/10/14

**Town of Boxborough  
Board of Selectmen  
Contract Negotiating Team (Police Chief)  
Executive Session Minutes  
February 20, 2014**

PRESENT: Selectmen Vince Amoroso (Chair), and Les Fox

ALSO PRESENT: Police Chief Warren Ryder

All attendees being present, at 10:12 AM Chair Amoroso called the negotiating team meeting to order and immediately moved to go into Executive Session for purposes noted under reason #2, - contract negotiations with non-union personnel, and to adjourn immediately on closing. Seconded by member Fox. Roll call votes all "aye".

BoS Chair Amoroso and member Fox, as the BOS negotiating team, met with Chief Ryder to continue contract negotiations. Chief Ryder's current contract ends June 30, 2014. This was the second meeting to discuss terms for contract renewal.

Chair Amoroso began by reviewing the conversations the team has had with members of FinCom, where they had described two approaches to salary negotiations. One would be some straight contracted amounts for each year, the other with amounts tied to Quinn bill benefits starting with bachelor's level and moving to master's, pending satisfactory completion of academic work. The FinCom members have provided guidance for a maximum increase, as well as concern about how the Quinn increase timing would work.

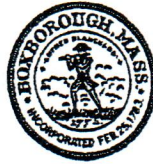
Chief Ryder provided a spreadsheet indicating his understanding of how the Quinn benefits timing would work. He also confirmed his understanding that FY15 starting salary would be \$115,000 with reduction of vacation time to 4 weeks, where it is currently 5 weeks. The negotiating team indicated that some salary capping language would be required in the Quinn model to keep final salary within the guidelines that could be supported by FinCom.

The team asked about the cost of work to complete the master's degree and the FBI Academy. Chief Ryder replied that the tuition cost for master's work remaining would be about \$9,000, but that there is no tuition cost for the FBI academy. He pointed out that the academy would only be available to him upon completion of a master's degree. Chief Ryder also pointed out that the tuition cost for master's degree was assumed as a benefit in the current contract and already included in the current budget, so no new impact.

Chief Ryder also re-iterated desire for a 1-year severance, consistent with the contract for the previous chief.

Given the complexities of accommodating Quinn benefits for a master's degree of uncertain timing, and remaining within financial guidance, the chief indicated that he would be comfortable with either a Quinn or no-Quinn approach, as long as there was an opener for additional compensation in years 2 and 3. The team will seek advice of the BOS on preferred approach.

The meeting was then adjourned at 10:55 AM.



RELEASED  
11/28/2016

Approved: 3/10/14

**Town of Boxborough  
Board of Selectmen  
Contract Negotiating Team (Fire Chief)  
Executive Session Minutes  
February 24, 2014**

PRESENT: Selectmen Vince Amoroso (Chair) and Jim Gorman  
ALSO PRESENT: Fire Chief Randolph White

All attendees being present, Chair Amoroso called the negotiating team meeting to order at 8:05AM and immediately moved to go into executive session for purposes noted under Reason #2, contract negotiations with non-union personnel, and to adjourn immediately upon closing. Seconded by member Gorman. Roll call votes all "aye".

BoS Chair Amoroso and member Gorman, as the BoS contract negotiating team, met with Chief White to initiate contract negotiations. Chief White's current contract ends on June 30, 2014. This was the first meeting of the contract negotiating team with Chief White to discuss terms for his contract renewal.

Chair Amoroso outlined the BoS perspective for the discussion, indicating that the negotiating team wished to hear Chief White's position on a fair and equitable contract, and observing that the negotiating team would relay Chief White's thoughts to the other selectmen at an executive session following the regular BoS meeting that evening (February 24, 2014). Chair Amoroso also indicated the BoS wish to bring appropriate FinCom representatives into the Fire Chief's contract discussions, so as to avoid to the degree possible a situation at Town meeting where there might be discrepancies between the BoS and FinCom positions on the Fire Chief's contract renewal. Chief White agreed with the idea of bringing FinCom into discussions surrounding his contract renewal. So the basic process to be followed in this contract negotiation will be as follows:

- Team hears Chief White's position and supporting information
- Team briefs the other BoS members at the executive session following the February 24, 2014 BoS meeting
- Chair Amoroso schedules a meeting with FinCom representatives to discuss the basic positions of BoS and Chief White
- Schedule another contract negotiation meeting with Chief White.

We anticipate that it might be a few weeks before the next contract negotiation meeting, due to scheduling.

The contract negotiating team then listened as Chief White described his research into the question of a fair and equitable contract for the Boxborough Fire Chief. The main points of this report are as follows:

- Chief White reviewed both the Stone Consulting and HRS surveys relating to the compensation of non-union personnel and finds them both flawed in several ways, but principally with regard to the fact that the towns surveyed have widely different fire protection organizational structures, many of which are not comparable to the situation that pertains in Boxborough.
- Chief White conducted his own survey, contacting 21 towns and presenting his results in a spreadsheet, which was provided to the negotiating team. Subsequently, an electronic copy of Chief White's survey results was obtained from the Chief and distributed to the BoS.
- All of Chief White's data he verified as being current to FY '14, and from this data he concludes that his salary should be in the range of \$95,000, as opposed to the present value of slightly more than \$90,000.
- Chief White has been in Boxborough 27 years, and can retire on August 18, 2018.
- A question was raised from the team about whether Chief White uses all of his vacation, with the possibility that some tradeoff might be made between salary and vacation. He responded that, except for a few unusual instances in which his presence was urgently required during an extremely busy transition period, he has no difficulty in using his accrued vacation.

After listening to Chief White's position, the negotiating team indicated that we would discuss his points with the remaining members of the BoS and with FinCom representatives and then schedule another negotiating session in a few weeks time.

By way of exploring the background situation at the Fire Station, Chair Amoroso asked the Chief what are the pressing near term needs of the Fire Department. He described the following issues:

- Lack of space at the fire house, which may become critical in the next year or two as new engines are too long to fit into the current bays, and we will soon be seeking to purchase a replacement engine. This is addressed in an ATM warrant article.
- Need to replace the Brush Truck (this year's ATM)
- We may need to re-think our manning strategy, with its strong dependence upon using per diem firefighters. The per diem firefighters cannot be ordered in to fill shifts, and there are times when the Chief cannot fill shifts and thus must order full-time firefighters back to work. This has led to some strains in the manpower.
- The firefighter's union has expressed an interest in hiring an outside consultant to study manning possibilities and perhaps recommend a new shift structure.
- In addition to difficulties in obtaining per diem basic shift coverage, we have also had difficulties in getting callback, especially at night, when an alarm is struck.
- One approach to solving this dilemma is to go to a 4 firefighter-24/7 full time schedule. This change would of course have significant payroll implications.



The negotiating team agreed that the BoS needs to have a serious discussion with Chief White concerning staffing issues at the Fire Department.

The negotiating session with the Fire Chief was adjourned at approximately 9:05 AM.

4c



RELEASED  
11/28/2016

Approved: 3/10/14

**Town of Boxborough  
Board of Selectmen  
Executive Session Minutes  
February 24, 2014**

PRESENT: Vince Amoroso, Chair; Bob Stemple, Clerk; Les Fox, member; Jim Gorman, member; Raid Suleiman; member

ALSO PRESENT: Jim Ham, FinCom member; Selina Shaw, Town Administrator

At 10:00 PM, the Board met in TA's office to conduct strategy in preparation for negotiations with non-union personnel, specifically the Fire and Police Chiefs.

Selectman Stemple recused himself from discussion regarding the Fire Chief.

Selectman Gorman reported on negotiations with the Fire Chief. Chief's FY 14 salary is \$90,650; he believes he should be in the \$95k range and has data to support, which Jim will forward.

Selectman Suleiman recused himself from discussion regarding the Police Chief and left the room.

Selectman Fox reviewed status of negotiations with the Police Chief and current proposal: \$115k in FY 15, salary at end of year 3 not to exceed \$120,499; 4 weeks vacation.

Jim Ham advocated for no Quinn; he believes that inclusion of Quinn will place the BoS in a weaker negotiating position with the next Chief.

The meeting was adjourned at 10:45 PM.

4e



RELEASED  
11/28/2016

Approved: 3/10/14

**Town of Boxborough  
Board of Selectmen  
Contract Negotiating Team (Police Chief)  
Executive Session Minutes  
March 6, 2014**

PRESENT: Selectmen Vince Amoroso (Chair), and Les Fox

ALSO PRESENT: Police Chief Warren Ryder

Location: Morse-Hilberg Room, Town Hall

All attendees being present, at 9:07 AM Chair Amoroso called the negotiating team meeting to order in the Morse-Hilberg meeting room of Town Hall and immediately moved to go into Executive Session for purposes noted under reason #2, - contract negotiations with non-union personnel, and to adjourn immediately on closing. Seconded by member Fox. Roll call votes all "aye".

BoS Chair Amoroso and member Fox, as the BOS negotiating team, met with Chief Ryder to continue contract negotiations. Chief Ryder's current contract ends June 30, 2014. This was the third meeting to discuss terms for contract renewal.

Chair Amoroso began by reviewing the conversations the team has had with the BOS and members of FinCom on Quinn vs no-Quinn approaches to salary. The consensus is that the Quinn approach is too complex, given guideline constraints. The team summarized all the points to be included in a new contract as follows:

Salary:

FY15 \$115,000

FY16 \$117,750

FY17 \$120,499

No Quinn benefits.

Language will be included to allow the BOS, in their discretion to propose further increases in years in which the percentage increases under the above schedule would fall short of Personnel Plan B COLAs for other salaried employees.

Four weeks' vacation (was five). Chief may carry over 200 hours of vacation time.

1 year severance

Maintain current agreement for tuition support for Master's degree, which is in the current police department budget.

Upon completion of Master's degree, Chief may attend FBI National Academy, no tuition to be paid by town.

The Team agreed to present the above terms to the BOS for endorsement and inclusion in a new contract.

The meeting was then adjourned at 9:55 AM.



RELEASED  
11/28/2016

Approved: 3/17/14

**Town of Boxborough  
Board of Selectmen  
Contract Negotiating Team (DPW Director)  
Executive Session Minutes  
March 10, 2014**

PRESENT: Selectmen Robert Stemple (Clerk) and Les Fox  
ALSO PRESENT: DPW Director Tom Garmon

All attendees being present in the Morse Meeting Room of Town Hall, Selectman Fox called the negotiating team meeting to order at 8:12AM and immediately moved to go into executive session for purposes noted under Reason #2, contract negotiations with non-union personnel, and to adjourn immediately upon closing. Seconded by member Stemple. Roll call votes all "aye".

Selectman Fox indicated that the process was to meet with Tom and discuss his viewpoints on the job that he has performed over the past year and then the BoS liaison would meet with the Boxborough Finance Committee to get their input into the proposed increase in compensation referenced in the new personal contract for the Director of Public Works.

- Tom indicated he had no issues/changes with the drafted contract.
- Tom indicated that he viewed the new Department of Public Works 2015 budget as appropriate for him to perform his duties.
- Tom indicated that he has no unmanageable personnel issues with his team.
- We discussed the number of employees in the department and their skill set.
- Tom expressed concern about successor training within the department. He wants to ensure that as his more experienced and seasoned staff retire or move on, there is an appropriate means to "hand down" the job knowledge and hands-on experience that his current staff possesses.
- Tom mentioned that his current mix of Part-time, Seasonal, and Full-time employees is working well and does not want to change it too much.
- He thanked the town for allocating a person (Vicky) to his department to help with the administrative paperwork he is responsible for, thereby allowing him more time to perform his duties with direct oversight, planning and direction instead for "being stuck in an office not utilizing his best talents".
- Tom felt he had a good working relationship with his direct supervisors as well as the whole department. He also indicated the workers took direction well from the supervisors, and the current structure is working well.
- Tom indicated he enjoys his position as it provides him with a means to provide for his family while presenting him with learning opportunities, as well as the means to provide visible help to the people of Boxborough

The negotiating session with the DPW Director was adjourned at approximately 8:50 AM.



RELEASED  
11/28/2016

Approved: 3/17/14

**Town of Boxborough  
Board of Selectmen  
Executive Session Minutes  
March 10, 2014**

PRESENT: Vince Amoroso, Chair; Bob Stemple, Clerk; Jim Gorman

ABSENT: Les Fox, member; Raid Suleiman; member

ALSO PRESENT: Selina Shaw, Town Administrator

At 8:50 PM, the Board met in TA's office to conduct strategy in preparation for negotiations with non-union personnel (the Fire and Police Chiefs and DPW Director), to consider the purchase or value of real estate (593 and 530 Mass Ave.) and strategy with respect to collective bargaining (all CBA's).

Selectman Stemple recused himself from discussion regarding the Fire Chief.

Chair Amoroso reported that he and Selectman Fox had reached a tentative agreement with the Chief subject to approval by the BoS, and highlighted the salary component: \$115k in FY 15, \$117,750 in year 2 and \$120,499 in year 3, which the Chair noted had been supported by the FinCom. No further discussion of additional contract terms that were summarized in executive session minutes of March 6 negotiating session.

Selectman Gorman said that there had been no further discussions with the Fire Chief since the 24<sup>th</sup> February.

Chair Amoroso reported that he had informed FinCom on the negotiations with the owners of the Mass Avenue parcels. Still awaiting information from Leo Bertolami (#593) on 21E reports. Offered \$200k to Sam Paolini owner of 530 Mass Ave parcel; Sam was receptive, and while preferring a number closer to \$250k, would probably settle at \$225k.

Selectmen Stemple reported that FinCom member Neal Hesler indicated support of 3% increase for DPW Director.

TA brought forward a matter on behalf of Chief White: a draft MoA with the CBU that would allow for the town to enter into a training reimbursement agreement with new FT FF/EMT's. The Chief would like to disincentivize new employees from training at the town's expense and then moving on. A copy of the draft agreement with the new employees was also provided. Although no votes were taken, the Board indicated support.

TA also brought forward a draft memo to employees regarding carryover of vacation time. BoS will discuss further when all members are present on the 24<sup>th</sup>.

The meeting was adjourned at 9:30 PM.



RELEASED  
11/28/2016

Approved: 4/14/14

**Town of Boxborough  
Board of Selectmen  
Executive Session Minutes  
March 17, 2014**

PRESENT: Vince Amoroso, Chair; Bob Stemple, Clerk; Jim Gorman, member; Raid Suleiman, member

ABSENT: Les Fox, member

ALSO PRESENT: Selina Shaw, Town Administrator

At 9:45 PM, the Board met in TA's office to consider the purchase or value of real estate (593 and 530 Mass Ave.) and to conduct strategy in preparation for negotiations with non-union personnel (Fire Chief and DPW Director).

Selectman Stemple recused himself from discussion regarding the Fire Chief.

Chair Amoroso reported that meeting would be scheduled later in week to continue negotiations with Sam Paolini (530 Mass Ave); town had offered \$200k, will probably have to move towards \$225k. Still awaiting information from Leo Bertolami (593 Mass Ave) on 21E reports.

Selectman Gorman would like to schedule next negotiations session with Fire Chief; awaiting input from FinCom.

The meeting was adjourned at 10:45 PM.



RELEASED  
11/28/2016

Approved: 4/14/14

**Town of Boxborough  
Board of Selectmen  
Executive Session Minutes  
March 31, 2014**

PRESENT: Vince Amoroso, Chair; Bob Stemple, Clerk; Les Fox, member; Jim Gorman, member; Raid Suleiman, member

ALSO PRESENT: Selina Shaw, Town Administrator

The Board convened in the TA's office at 7 PM, to consider the purchase or value of real estate (593 and 530 Mass Ave.) and to conduct strategy in preparation for negotiations with non-union personnel (Fire Chief and DPW Director).

Selectman Stemple recused himself from discussion regarding the Fire Chief.

Chair Amoroso reported that Sam Paolini (530 Mass Ave) countered the town's \$225k offer with \$250K, the lowest he feels that he can go since he has sunk \$400k into the property. The Chair suggested that acquisition of the property be placed on the warrant for an amount not to exceed \$250k. Selectman Fox so moved; seconded by Selectman Suleiman. **Approved 5 – 0** by roll call vote: Gorman, aye; Fox, aye; Suleiman, aye; Amoroso, aye and Stemple, aye. The Chair will inform Paolini of the Board's action. The Board decided that it would not pursue 593 Mass Ave at this time; TA will "extend regrets" to Bertolami.

It was reported that FinCom would support an increase of 3% for both the Fire Chief and DPW Director in FY 15.

At 7:30 PM, executive session was adjourned and the meeting was reconvened in open session in the Grange meeting room.



RELEASED  
11/28/2016

**Town of Boxborough  
Board of Selectmen  
Contract Negotiating Team (Fire Chief)  
Executive Session Minutes  
April 16, 2014**

Approved  
4/28/14

PRESENT: Selectmen Vince Amoroso (Chair) and Jim Gorman  
ALSO PRESENT: Fire Chief Randolph White

All attendees being present, Chair Amoroso called the negotiating team meeting to order at 4:04PM and immediately moved to go into executive session for purposes noted under Reason #2, contract negotiations with non-union personnel, and to adjourn immediately upon closing. Seconded by member Gorman. Roll call votes all "aye".

BoS Chair Amoroso and member Gorman, as the BoS contract negotiating team, met with Chief White to continue contract negotiations, which were begun in a session on February 24, 2014. Chief White's current contract ends on June 30, 2014. This was the second meeting of the contract negotiating team with Chief White to discuss terms for his contract renewal.

Chair Amoroso outlined discussions that he had held with FinCom members regarding what might be considered acceptable salary increases for the Fire Chief contract, indicating that the Board of Selectmen was loathe to agree to salary increases that had little chance of passing a Town Meeting vote. We (BoS) would prefer to agree to something that is practically achievable. With that in mind, Chair Amoroso indicated that the FinCom viewed 3% as the maximum raise they would consider for the Fire Chief position for FY15. Chief White indicated that the salary survey cited by the FinCom and Personnel Board is flawed, as demonstrated by his own more current salary survey that was provided to the BoS representatives at the February 24, 2014 negotiating session.

In order to break what seemed to be a potential impasse in the negotiations, Chair Amoroso suggested that the BoS would consider a four-year contract, rather than the three-year contract that had initially been considered. This would bring Chief White to his likely retirement date and would allow some flexibility in setting the outyear raises to achieve the Chief's long term salary goals. Chair Amoroso suggested that the BoS might consider the following schedule:

- FY '15 – 3%
- FY '16 – 4%
- FY '17 – 4%
- FY '18 – 4%

Both Chair Amoroso and member Gorman agreed that the 3/4/4/4 schedule outlined was likely achievable in the sense of passing a Town Meeting vote, and would bring Chief White to a highest 3 year average of ~ \$101K, which he would likely find acceptable.

Chief White then asked about other contract provisions, such as a possible stipend as Emergency management Director and severance pay. Chief White has a 6 month severance provision in his

contract and would like to go to a 12 month severance. Chair Amoroso indicated that we would check the Police Chief's contract and, if it contained a 12 month severance provision, we would recommend the same for the Fire Chief contract.

The discussion then turned to other Fire Department matters, including the space needs study proposed on the May 2014 ATM Warrant and related condition issues at the firehouse. We agreed that there are a number of facility, equipment and staffing issues that must be reviewed over the next few years to improve the efficiency of fire department operations.

The negotiating session with the Fire Chief was adjourned at approximately 4:53PM.



RELEASED  
11/28/2016

Approved: 4/28/14

**Town of Boxborough  
Board of Selectmen  
Contract Negotiating Team (DPW Director)  
Executive Session Minutes  
April 17, 2014**

PRESENT: Selectmen Robert Stemple (Clerk) and Les Fox  
ALSO PRESENT: DPW Director Tom Garmon

All attendees being present in the Morse Meeting Room of Town Hall, Selectman Fox called the negotiating team meeting to order at 7:38 AM and immediately moved to go into executive session for purposes noted under Reason #2, contract negotiations with non-union personnel, and to adjourn immediately upon closing. Seconded by member Stemple. Roll call votes all "aye".

Selectman Fox reported that the BoS liaison had met with both the Board of Selectmen and the Boxborough Finance Committee to get their input into the proposed increase in compensation referenced in the new personal contract for the Director of Public Works. They reported that the FinCom was supportive of a 3% increase for FY15. Tom Garmon indicated his agreement to the salary as well as to maintaining the status quo on all other terms in the successor agreement. Selectmen Fox and Stemple indicated that this was in alignment with the Board's guidelines and agreed to take this to the full Board for a vote.

The negotiating session with the DPW Director was adjourned at approximately 8:00 AM.



Released  
11/28/2016

Approved: June 2, 2014

**Town of Boxborough  
Board of Selectmen  
Executive Session Minutes  
April 28, 2014**

PRESENT: Vince Amoroso, Chair; Les Fox, member; Jim Gorman, member; Raid Suleiman, member

ABSENT: Bob Stemple, Clerk

ALSO PRESENT: Selina Shaw, Town Administrator

The Board convened in the TA's office at 7 PM, to consider the purchase or value of real estate (530 Mass Ave.) and to conduct strategy in preparation for negotiations with non-union personnel (Fire Chief and DPW Director).

Chair Amoroso reported that Sam Paolini was prepared to sell his property (530 Massachusetts Ave) for \$250K as had been authorized by the BoS at their March 31 meeting.

Selectman Gorman reported on negotiations with the Fire Chief. The Chief is likely to retire in four years and would like this contract to carry him through his retirement. Salary over the term of the contract was proposed at 3%-4%-4%-4%, which will put him just above the mid-range of the salaries in the survey he conducted. The Chief also asked that the severance term be increased from 6 months to twelve. The Chair took the action to discuss the term of the successor agreement with Town Counsel, who had previously advised against terms in excess of three years.

The Board then moved on to voting on terms of successor agreements for department heads. Selectman Suleiman recused himself from discussions regarding the Police Chief's contract.

Chair Amoroso moved to approve the terms of the successor agreement with Police Chief Warren Ryder for the period July 1, 2014 – June 30, 2017, as had been discussed during previous executive sessions of the Board, namely:

- Salary

FY15	\$115,000
FY16	\$117,750
FY17	\$120,499
- No Quinn benefits
- Language will be included to allow the BOS, in their discretion to propose further increases in years in which the percentage increases under the above schedule would fall short of Personnel Plan B COLAs for other salaried employees.
- Four weeks' vacation (was five). Chief may carry over 200 hours of vacation time.
- 1 year severance
- Maintain current agreement for tuition support for Master's degree, which is in the current police department budget.

- Upon completion of Master's degree, Chief may attend FBI National Academy, no tuition to be paid by town.

Seconded by Selectman Fox. **Approved 3 – 0** by roll call vote: Fox, aye; Amoroso, aye; Gorman, aye.

Chair Amoroso moved to approve the terms of the successor agreement, as noted above, with Fire Chief Randolph White for the period July 1, 2013 – June 30, 2017, with option to extend to 4 years, pending discussion with Town Counsel [NB: at the time of the executive session, there had not yet been discussion of August retirement date]. Seconded by Selectman Suleiman and **approved 4 – 0** by roll call vote: Fox, aye; Suleiman, aye; Gorman, aye; Amoroso, aye.

Chair Amoroso moved to approve the terms of the successor agreement with DPW Director Tom Garmon for the period July 1, 2013 – June 30, 2017, with the salary in the first year, i.e. July 1, 2014 – June 30, 2015, to reflect a 3% increase over the current FY 14 salary and to maintain the status quo for all other terms. Seconded by Selectman Suleiman and **approved 4 – 0** by roll call vote: Fox, aye; Suleiman, aye; Gorman, aye; Amoroso, aye.

It was noted that the FinCom had supported the first year increases for the Fire Chief and DPW Director, as well as the increase over the three years of the contract term for the Police Chief.

At 7:30 PM, executive session was adjourned and the meeting was reconvened in open session in the Grange meeting room.

4c



Released  
11/28/2016

Approved: June 16, 2014

**Town of Boxborough  
Board of Selectmen  
Executive Session Minutes  
June 2 2014**

Board of Selectmen's discussion of Town Administrator's request to modify contract terms

Location: Morse-Hilberg Room, Town Hall

Members Present: Chair Amoroso, Clerk Stemple, members Fox, Gorman, Bak

All attendees being present, at 10:35 PM Chair Amoroso called the meeting to order and immediately moved to go into Executive Session for purposes noted under reason #2, - contract negotiations with non-union personnel, and to adjourn immediately on closing. Seconded by member Fox. Roll call votes all "aye".

Chair Amoroso reviewed the background and purpose of the executive session. At the request of Town Administrator Selina Shaw, he and member Fox met with the TA on May 27, 2014. At that meeting, Shaw asked that her current contract be extended for two years with additional salary increases in the two added years. This request was presented in light of a recently negotiated contract with the Fire Chief, which would run for 4 years. The term of the TA's current contract is July 1, 2013 to September 30, 2016. It provides that the contract may be extended during its last year by mutual agreement for an additional period of two years. The current language specifies a salary increase not to exceed 1% for the optional extension period.

At the May 27 meeting, Shaw presented a proposed Memorandum of Agreement (MoA) that would provide for a new ending date of September 30, 2018, and salary amounts for the period July 1, 2016 to September 30, 2018 that are greater than 1% as specified in the optional extension language. A detailed summary of the May 27 meeting is in the attached meeting notes. These meeting notes were drafted by Shaw and finalized with additional comments and corrections by Amoroso and Fox. The final version was distributed to the board at their regular meeting on June 2, 2014. Shaw's proposed MoA for new contract terms is also attached. A copy of Shaw's current contract with an MoA dated June 24, 2013 providing terms for notification for renewal are also attached.

In response to questions from the other members, Amoroso and Fox provided further elaboration of their recollections of the dialog with Shaw at the May 27 meeting. A lengthy discussion ensued on what action the board should take on Shaw's proposed MoA. Fox summarized the advice from Town Counsel that had been provided relative to the language of the TA's current contract, specifically the recommendation not to execute a contract for a term of greater than 3 years. It was noted that this advice was couched differently than advice received relative to the recently negotiated contract with the Fire Chief, but that they were not inconsistent. It was also further noted that the board's powers for contract negotiation and ability to bind the town contractually differ in these two instances, being subject to different statutes.

The principal factors considered by the board during the discussion were:

- The increased financial exposure to the town of a longer term contract with the TA, given the statutory authority to bind the town without prior appropriation
- The undesirable consequences of essentially breaking an existing contract, by the device of an MoA or entering into negotiations before the specified notice period
- The fact that there has been no discussion with the Finance Committee regarding the impact of the requested additional salary increases which were not anticipated or understood at the funding of the first year at town meeting in May, 2013
- The desire of all members of the Board to retain Shaw's services through the anticipated date of her retirement on September 30, 2018.

The board came to a consensus that it is in the best interest of the Town that: 1) we not renegotiate, modify, or extend Shaw's current contract before the time expressly provided for, which is in the last year of the existing contract, and 2) that we communicate to Shaw that under the terms of the June 24, 2013 MoA on notification, that it is the intention of the Board to notify Shaw on September 1, 2015 of its desire to enter into negotiations for a new contract for the period October 1, 2016 to September 30, 2018. This action is consistent with the terms of the current contract, as amended by the MoA, and has the advantage that neither the board nor Shaw need be bound to a salary increase of 1% in an optional extension period. It was also noted that, under both Shaw's proposal and this consensus process, Shaw's compensation would remain unchanged during the remaining period of the current contract.

This consensus was approved and voted unanimously by all members voting "aye".

Chair Amoroso and member Fox agreed to meet with Shaw as soon as practicable to communicate this outcome.

Upon motion by Chair Amoroso the meeting was adjourned at 11:35 PM.



Released  
11/28/2016

Approved: 9/22/14

**Town of Boxborough  
Board of Selectmen  
Executive Session Minutes  
September 8, 2014**

PRESENT: Vince Amoroso, Chair; Bob Stemple, Clerk; Les Fox, member; Jim Gorman, member

ABSENT: Susan Bak

ALSO PRESENT: Selina Shaw, Town Administrator and Dilip Subramanyam, Finance Committee Chair

The Board convened in the TA's office at 8:30 PM, to discuss strategy with respect to collective bargaining (all CBU's). Dilip reported that he had briefed the Finance Committee on the August 11 executive session; Jim Ham had reacted favorably and asked if it could be capped. FinCom reacted favorably and suggested trying for this Agreement and then see how it goes.

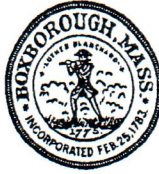
TA had provided results of query posed to MMPA list serve regarding town representation in collective bargaining. About half of the respondents used counsel in the course of negotiations. BoS agreed that it was an "experiment" worth trying. Although it may not result in the best deal for the town, it would help with presenting to town meeting, the process would be more efficient, save time and provide for a more collegial relationship with the CBU's.

Chair Amoroso moved to engage professional negotiation services from Kopelman & Paige for the next successor agreements, i.e. for the terms July 1, 2015 – June 20, 2018, and further that the TA send letters to notify each of the CBU's of the Board's intent to negotiate a successor agreement. Seconded by Selectman Fox. **Approved 4 – 0 by roll call vote:** Stemple, aye; Gorman, aye; Fox, aye; Amoroso, aye.

The Board also discussed who should sit at the negotiations table. There was much discussion on whether to include one, two or no selectmen; there seemed to be general agreement that the Chair should be present. The TA noted that she had been at the table as a resource for almost ten years, along with prior involvement, and had the historic perspective. BoS agreed that she should be present as well. TA will inform Joe Fair, of K & P of the Board's decision.

At 9:05 PM, the meeting was adjourned.





Released  
11/28/2016

Approved: 11/03/14

**Town of Boxborough  
Board of Selectmen  
Executive Session Minutes  
October 20, 2014**

PRESENT: Bob Stemple, Chair pro-tem; Susan Bak, member; Les Fox, member; Jim Gorman, member

ABSENT: Vince Amoroso, Chair

ALSO PRESENT: Selina Shaw, Town Administrator

The Board convened in the TA's office at 8:40 PM, to discuss strategy with respect to collective bargaining (all CBU's). The Board agreed to set a meeting with Attorney Joe Fair to discuss strategy and process for upcoming negotiations. TA will contact counsel and aim for November 3 at 6:30 PM (or alternatively at 7:30 AM on November 6 or 6:30 PM on November 10) and will also extend invitation to Finance Committee Chair. Selectman Gorman initiated a brief discussion regarding the possibility of hiring a stenographer to transcribe the negotiations, commenting that having a verbatim record of the proceedings would likely reduce the level of confusion and uncertainty and make the negotiations less unproductively adversarial. TA will pursue the costs, and pros and cons with Counsel.

At 8:52 PM, the meeting was adjourned.



Released  
11/28/2016

Approved: 12/15/14

**Town of Boxborough  
Board of Selectmen  
Executive Session Minutes  
December 8, 2014**

PRESENT: Vince Amoroso, Chair; Bob Stemple, Clerk; Susan Bak, member; Les Fox, member; Jim Gorman, member

ALSO PRESENT: Selina Shaw, Town Administrator; John Rosamond, Finance Committee; Attorney Joseph Fair, Kopelman & Paige

Chair Amoroso called the meeting to order at 4:07 PM in the Town Administrator's office and immediately moved to convene in executive session in the Town Administrator's office to discuss strategy with respect to collective bargaining for all CBU's and to adjourn immediately thereafter. He further stated that to conduct such business in an open meeting may have a detrimental effect on the bargaining position of the Board. Motion was seconded by Selectman Stemple and **approved 5 – 0** by roll call vote: Amoroso, aye; Fox, aye; Gorman, aye; Bak, aye and Stemple, aye.

Attorney Fair and TA reported on the initial negotiations sessions, which were held on November 25 with Police, Fire and Dispatch CBU's. Jeff Landgren and Bob Bielecki were present for Police; Shawn Grey, Sean Kennefick and Jason Galofaro represented Fire and Brenda Santucci and Ashley Cartier represented Dispatch. The tenor of the negotiations was positive. Consistently mentioned was the question of where they each fall among their peers in comparable communities. Generally, the proposals presented by the CBU's followed a similar theme... bump ups on existing items, some wording changes and new money articles.

BoS agreed that they would rate each proposal:

Y (don't care/favorable), M (somewhat unfavorable, but possibly negotiable) and N (opposed).

Attorney Fair reported on the Police proposal and noted that the union's priorities will become clearer once we have negotiated with them over time. *Table A, Discussion Regarding Police Proposals to Town*, provides details of their proposals and related BoS comment.

After reviewing and discussing the CBU's proposal, the selectmen provided input to Counsel and TA on initial Town proposals to be presented to Police CBU:

- Employees must meet position requirements in order to move form step-to-step.
- Shift some of Quinn compensation to non-Quinn eligible officers
- Enable Chief to order in staff in situations other than in just emergencies, as he feels necessary
- Enable Chief to assign certain positions (e.g, Court Prosecutor, Detective) to a 5-2 schedule (Monday - Friday)
- Enable Chief to assign shifts as he sees fit
- Stretch step table to 9 steps, with same range as current table and keeping yearly increase to a predictable level

Selectmen Bob Stemple recused himself from participating in discussion relating to the Fire CBA and left the room.

Attorney Fair reported on the Fire proposal, details of which, along with BoS related comment, may be found in *Table B: Discussion Regarding Fire Proposals to Town*.

Selectman Gorman spoke to the Fire Chief's desire to change the work schedule from a 50 hour workweek to a 42 hour workweek: 24 hours on - 48 hours off - 24 hours on - 96 hours off. This schedule would provide for FT FF on all shifts. Counsel commented that while the 24-hour shift may be popular among FF, most towns with which he works that have the 24 hour shift would like to eliminate it.

After reviewing and discussing the CBU's proposal, the selectmen provided input to Counsel and TA on initial Town proposals to be presented to Fire CBU:

- Stretch step table, while maintaining existing range
- Eliminate uniform allowance (town will provide as necessary)
- Incorporate MoA regarding reimbursement of training costs if new firefighter voluntarily resigns prior to completing minimum of four years of service in the position with the Town

There was not sufficient time to review and comment upon Dispatch proposals. BoS will do so in executive session on December 15, starting at 6 PM.

At 7:10 PM, executive session was adjourned.



Released  
11/28/2016

Approved: 11/2/15

**Town of Boxborough  
Board of Selectmen  
Executive Session Minutes  
December 15, 2014**

PRESENT: Vince Amoroso, Chair; Bob Stemple, Clerk; Susan Bak, member; Les Fox, member; Jim Gorman, member

ALSO PRESENT: Selina Shaw, Town Administrator; Dilip Subramanyam, Finance Committee

The Board convened in executive session in the Town Administrator's office at 6 PM to discuss strategy with respect to collective bargaining for all CBU's.

Since Bob Stemple was not yet present, the TA first reviewed the status of Fire negotiations. She and Town Counsel had met with the CBU earlier in the day and presented a modest initial proposal for the town to: 1) incorporate the training reimbursement sideletter into the CBA, and 2) increase the number of steps from 6 to 8, with 2.5% between each step (currently 3.5% between steps), maintaining the same total range as currently exists from bottom to top step. Town Counsel also provided input to the CBU on the Selectmen's response to the CBU's initial proposal, which had been discussed in executive session on December 8. Selectman Gorman asked the selectmen if they wanted to propose the 24-hour shift to the Union. TA reviewed some input she had received regarding the 24-hour shift from some colleagues who had responded to a list serve query as well as from Town Counsel. The Selectmen agreed that the Fire Chief should attend the next executive session to provide his rationale for a 24-hour shift to the Board and that the TA should invite a colleague from another town to speak to the matter as well.

Selectman Stemple was present for the TA's update on the Dispatch CBU's proposal that was presented by the CBU on November 25. The proposal, as well as the Board's reaction, is included in the attached table, *Discussion Regarding Dispatch Proposals to Town, November 25, 2014*.

After reviewing and discussing the CBU's proposal, the selectmen provided very preliminary input to TA on initial Town proposals to be presented to Dispatch CBU:

- Eliminate comp time benefit for unused sick time
- Increase number of steps while maintaining same range as current table

Discussion on collective bargaining will continue at next BoS meeting (1/5/15) in executive session.

At 7:00 PM, the Board adjourned from executive session and continued in open session in the Grange Meeting Room.