

Executive Session #1 – Executive Assistant to the Town Administrator

The Executive Session (es) was part of the Wenham Board of Selectmen (BOS) **June 4, 2019** 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 5:45 pm, Mr. Wilhelm moved to enter into Executive Session under M.G.L. Ch. 30A, § 21 (3) – To discuss strategy with respect to collective bargaining or litigation if the chair declares that an open meeting may have a detrimental effect on the bargaining or litigation position of the Town and to return to open session. The motion carried unanimously by roll call vote.

Selectmen present: Jack Wilhelm, Chair; John Clemenzi; Catherine Harrison

Also present: John Petrin, Interim Town Administrator; Catherine Tinsley, Recording Secretary

- Vacation Policy, Section 5-2 of the Town Employee Handbook
- Memo from J. Petrin May 29, 2019
- Signed letter of Employment from N. Roebuck. March 8, 2016
- Signed Letter of Employment from J. Politano, Buildings Maintenance (former staff) August 21, 2017

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Nicci Roebuck, the Executive Assistant to the Town Administrator, currently receives 2 weeks-vacation according to the Town's policy outlined in the Town Employee Handbook section 5-2 which states that full time employees receive 2 weeks-vacation for the first 5 years of employment with the Town.

Mr. Petrin requested the Board consider increasing Ms. Roebuck's vacation to three weeks based on her level of responsibility for the Town as a partial Department Head and a highly effective assistant who came to the Town with significant experience. Mr. Petrin cited other employees that were given consideration for extended vacation time.

If granted, this vacation leave would be added to this Fiscal Year 2019.

Ms. Harrison asked if there are other employees that are in a similar situation whose vacation time should be reviewed by the Selectmen. Mr. Petrin will look into the vacation times of the town hall staff.

Mr. Petrin will put a letter in the Ms. Roebuck's file for the extended vacation.

This matter will be voted in open session.

The BOS continued in Executive Session for the second matter.

Respectfully Submitted By
Catherine Tinsley
6.13.19