



SELECT BOARD

Executive Session Meeting Minutes

Monday, May 12, 2025

6:00 PM

Room 204

Select Board Members Present: Fran Arsenault, Dean Charter, Alissa Nicol, David Martin, and Jim Snyder-Grant

Additional Attendees: Town Manager John Mangiaratti, Assistant Town Manager Thom Begin, Executive Assistant Lisa Tomyl, and Marianne Fleckner, Director of Administration and Finance

Mr. Snyder-Grant moved, and seconded by Mr. Martin, to enter into executive session to discuss negotiation with non-union personnel under purpose 3 if the chair declares an open meeting may have a detrimental effect on the negotiating position of the public body and approved 5-0

Ms. Arsenault updated the Board with suggested changes to the Town Manager's current contract: Section 4 A base salary would be \$256,625 effective July 1, 2025, a one time merit of \$4,000 in June or July which is the same merit payment as last year, and Section C 10% of base pay would be contributions towards a 401A plan. Ms. Fleckner noted people have a 457 plan which is employee driven, an employer cannot contribute, and the maximum an employee can contribute is \$23,000 yearly. The town 401A is a post-tax plan with a maximum contribution of \$17,000. The total contribution is 10% for both 457 and 401A.

Ms. Arsenault noted the buyback is up to 10 vacation days per year. A 2-3% increase is the norm, 5% is for exemplary performance and a 4% increase reflects his performance review. Ms. Nicol noted the technology he requested be edited to clarify that it is the property of the Town of Acton. She prefers he take more vacation days than buybacks since the Assistant Town Manager is capable of running day to day needs. Mr. Charter commented on the importance for the Town Manager to take time off and does not support the 10-day vacation buyback. He also noted that the board determined last year would be the final time the merit pay would be included. Mr. Martin recalled that it had been initiated during the pandemic. Mr. Martin supports striking the buyback option. How much in % in retirement -10% Ms. Fleckner noted 11% which is what he contributes to Middlesex Retirement. Ms. Nicol suggested that the buyback be reduced to 5 days and suggested eliminating the merit pay with concerns about salary listed with an additional merit. Mr. Martin suggested decreasing the merit pay down to \$3000. Other board members did not recall deciding that last year would be the final year for the merit bonus.

Ms. Nicol moved, seconded Mr. Snyder-Grant, to amend the contract as written to delete "one time" ahead of merit payment, change merit payment from \$4,000 to \$3,000, change "up to 10" vacation days to "up to 5" per year and retain the deleted paragraph on page 4 about technology, and approved 5-0 by roll call vote.