

Chairman Goddard and Selectman Reil are present. Chairman Goddard opened the meeting at 7:58 p.m.

Chairman Goddard recapped that the Selectmen had agreed when drawing up the Town Administrator's contract that they did not want to include relocation. Therefore, it was worded as unpaid. Granting the time off was in the counteroffer.

Selectman Reil said he would be fine with Ms. Newman using un-accrued vacation time.

Selectman Goddard said Ms. Newman was willing to use compensatory time. She made herself available as he was emailing her during her time away. He wants to be specific as to the amount of time.

Selectman Reil said he would like Ms. Newman to use un-accrued time. She could bank 20 hours of un-accrued vacation and 20 hours paid time for relocation. Selectman Schofield was not available to attend but was amenable with the remaining two Selectmen meeting to work out these details.

Selectman Reil made and Selectman Goddard stepped down to second a motion to offer Ms. Newman 20 hours of un-accrued vacation time and 20 hours of paid time off for her relocation. The motion carried unanimously.

Ms. Newman joined the Selectmen and they gave her their proposal. She agreed. She said she earned compensation time over and above her regular 40 hours worked as she knew she would need to make up the time she took off. Selectman Goddard said this position was treated as exempt. Ms. Newman said she feels the minimum hours per week for the position is 40. Other employees in town are tracking compensatory time.

Ms. Newman left the room.

Mark Reil said if she has compensatory time coming to her, she should be able to use it.

Ms. Newman returned.

Selectman Goddard will tell Claudia Cataldo, Accountant, to put time in as compensatory.

Selectman Reil made and Chairman Goddard stepped to rescind the prior vote. The motion carried unanimously.

Action: Ms. Willoughby to ask town counsel if her contract allows her to accrue compensatory time and to send Ms. Cataldo a memo with how Ms. Newman shall be paid.

Ms. Newman said she needs money for telephone and conferences. Selectman Goddard needs to see them itemized. She estimates \$5,000.

Selectman Reil made and Chairman Goddard seconded a motion to close the session and go back into open session at 8:25 p.m. The motion carried unanimously. Goddard-aye Reil-aye.

Respectfully submitted;

A handwritten signature in cursive script, reading "Diane Willoughby".

Diane Willoughby
Administrative Assistant

Documents discussed located in 'Administrative Secretary's Office:
Employment Agreement between Town of Mendon and Town Administrator