



**LANCASTER BOARD OF SELECTMEN  
EXECUTIVE SESSION MINUTES  
OF  
APRIL 19, 2016**

**Ryan McNutt, Town Administrator – Re: Contract:**

Present: Stanley B. Starr, Chair  
Walter F. Sendrowski, Clerk  
Jay Riley, Finance Committee Chair  
Ryan McNutt, Town Administrator (*Entered the meeting at 7:30pm*)  
Kathleen Rocco, Executive Assistant

Motion was made by Mr. Sendrowski and seconded by Mr. Starr that discussion be held in Executive Session, pursuant to MGL, Ch. 30A, §21(a) #2 to discuss contract negotiations with non-union personnel, specifically the Town Administrator. It was unanimously voted, by roll call vote –

Mr. Sendrowski                      Aye

Mr. Starr                              Aye

to enter into Executive Session at 6:43 P.M., and not to reconvene in Open Session at the conclusion of the Executive Session.

**Discussion on Town Administrator's Contract –**

Chairman Starr noted that Mr. McNutt has asked to open his contract up with the following requests:

1. Extend his contract until 2019;
2. Increase vacation days from 10 days to 15 days; and
3. Salary increase to \$90,000 in 2018.

Mr. Riley remarked that he has no issue with the extension, but is concerned as to why the Town Administrator asking for this right now. He further noted that he did not want to set the standard/precedent on \$5,000 every year and recommend to the Board that there should be cap of \$90,000. Mr. Riley recommends a variable based on performance; similar to how the past Town Administrator Orlando Pacheco received increases.

Chairman Starr and Selectman Sendrowski have no problems extending the Town Administrator's contract, but agree with Mr. Riley, there should goals and objectives developed first. The Selectmen concurred with Mr. Riley on a cap of \$90,000 and based on merit.

Mr. McNutt had presented the Board with the Town Administrators' salaries in the surrounding communities for comparison:

Ayer	\$100,000
Bolton	\$110,000
Clinton	\$ 98,367
Harvard	\$105,000
Lunenburg	\$125,000
Princeton	\$ 95,000
Rutland	\$ 98,000
Shirley	\$ 92,310
Sterling	\$ 92,000
West Boylston	\$100,000
<b>Lancaster</b>	<b>\$85,000</b>

Upon review, the Selectmen and Mr. Riley noted that many of the Town Administrators were tenured.

The Selectmen and Mr. Riley discussed the following goals and objectives they would like to see Mr. McNutt focus on:

- Thayer Field;
- Prescott Building;
- Town Hall;
- Minuteman & Nashoba Regional - New Schools;
- North Lancaster development;
- Water in North Lancaster; and
- Community Center

Selectmen are comfortable extending his contract for 2 (two) years.

Town Administrator Ryan McNutt was asked to join the meeting at approximately 7:30 P.M.

The Selectmen informed Mr. McNutt that no one is objecting to extending his contract for 2 years, or increasing the vacation from 10 (ten) days to 15 (fifteen) days.

Chairman Starr noted that they are looking for more challenges, more performance with the goals and objectives. Mr. Starr asked Mr. McNutt why he wants to open his contract up at this time.

Mr. McNutt responded that he is worried about the new third Selectman coming on board as well as there are folks in Town that would like to getting rid of him.

Mr. McNutt contended that this is a measure to protect him, and would like to continue with his projects.

The Selectmen commented that they would like to see Mr. McNutt working on the Prescott Building Renovation. They further explained to Mr. McNutt that the Board and Mr. Riley did discuss the offer of extension.

Mr. Riley stated that there needs to be measurable tangible goals that Mr. McNutt can put his name to and keeps him on track, referencing 'blocking and tackling'.

Mr. Riley explained to Mr. McNutt that the TA's salary will be up to \$90,000 based upon merit.

Chairman Starr emphasized that it is necessary to have objectives and a good way to be measured.

Chairman Starr asked Mr. McNutt what his counter was to this proposal.

Mr. McNutt stated that his counter is what he originally put forth.

Discussion on where Mr. McNutt sees himself in the next 5-10 years.

Mr. McNutt touched upon the following:

- that there is the development of North Lancaster
- Concern of the Town's current growth
- Tax base
- Economic Development
- Potential of 600 acres to develop

He further discussed in detail on the projects and conversations with MassDevelopment, Shirley Water District and Lunenburg Water District regarding possible development in North Lancaster.

Chairman Starr stated the Board should set goals and objectives first then proceed from there.

Mr. Riley stated that they are in agreement in extending the 2 (two) year agreement.

Selectmen and Mr. Riley asked Mr. McNutt "why now" on opening his contract up; is there concern of security, is there something going on that the Board is not aware of. Mr. McNutt rationalized why he asked for his Contract to be open as well as to his salary increase and what lies ahead for him. *(Mr. Riley commented that he felt this conversation was becoming contentious at this time.)*


Mr. McNutt stated that he would like to have his Contract locked up by this evening.

Chairman Starr stated that they will be doing goals and objectives with the Town Administrator's input and work towards developing those goals and objectives. He further stated that no one is prepared to make a decision this evening, and will meet again in September to discuss.

Seeing no further business, the Executive Session was adjourned at 8:25 P.M.

Respectfully submitted

Kathleen Rocco  
Executive Assistant

  
Walter F. Sendrowski, Clerk  
Approved and accepted: 2/6/17