

**Executive Session
Wellfleet Select Board Meeting
Friday, February 1st, 2019, at 12 p.m.
Wellfleet Town Hall, 300 Main Street, Wellfleet MA 02667**

Select Board Members Present: Chair Janet Reinhart – Chair, Helen Miranda Wilson – Vice Chair, Justina Carlson – Clerk, Kathleen Bacon, Jerry Houk.

Also Present: Courtney Butler – Executive Assistant to the Town Administrator.

I. Announcements, Open Session and Public Comment

Reinhart moved to open the meeting with announcements, open session, and public comment at 12:00 pm.

A. There were no announcements or comments.

II. Executive session – pursuant to G.L.c. 30A, s21(a)(3) to discuss strategy with respect to the renewal of the contract and salary of the Town Administrator if the Chair declares that an open meeting may have a detrimental effect on the Town's bargaining and litigation position.

I move to close announcements, open session, and public comment and go into executive session pursuant to GL. c.30A, Sec. 21(a) (3) to discuss the strategy with respect to the renewal of the contract and salary of the Town Administrator if the Chair declares that an open meeting may have a detrimental effect on the Town's bargaining and litigation position and to not reconvene in public session.

Motion: Reinhart Second: Houk 5-0-0. Motion carries.

Roll Call Vote

Reinhart yea

Wilson yea

Bacon yea

Carlson yea

Houk yea

Reinhart shared that she had spoken with Hoort after the last Executive Session and presented the Board's offer of \$140,000. Hoort responded by saying "that is great, I would like if you paid me \$130,000 and gave the other \$10,000 split between Joe Powers and Connie Boulos." Hoort also did not think the gas card was necessary.

Reinhart said she shared with Hoort the Board's desire to discuss his hours. She said she would ask Hoort to join this meeting after further discussion with the Board about contract

recommendations. Reinhart said she told Hoort the Board would like him to be in the office five days a week in the summer. Wilson noted that the only condition they had specified at the January 29, 2019 meeting – she thought it was put in the motion – was for Hoort to be in the office from June 15 through Labor Day. Bacon said that this was non-negotiable. Wilson and Reinhart said that they did not think the Board was in a position to tell an employee when they could or could not take a vacation.

Carlson noted that Hoort receives two vacation days and one sick day a month, and that he could, potentially, be working four days each week. Houk said that he did not accept Hoort being out of the office, but continuing to work at home, and not taking a personal or vacation day. Carlson said she was concerned with how Hoort leads the organization from home and said she could suggest taking some professional development courses to Hoort.

Reinhart asked the Board to have a clear and concise recommendation for Hoort for when he joins the meeting. She suggested monthly meetings with the Board, holding staff meetings, and taking management training courses. Wilson said another part of Hoort's role was to conduct performance reviews, which he does. She also said that she has spoken with employees and they can easily reach Hoort when he is out of the office.

There was continued discussion about the number of days the Board would like Hoort in the office during the month and the acceptability of him working from home.

Houk said he would like to discuss Hoort's leadership role, suggesting Hoort go directly to meet with staff in different departments and see the work staff are doing firsthand. Wilson said Hoort has had a good connection to the Charter. She said that the Board was in the position to delegate and provide direction for Hoort.

Reinhart asked the Board what staff say they want from Hoort. Houk said staff would like more staff meetings. Bacon said that Hoort should know he is the Chief Executive Officer of the Town and his hours are 24/7. She said she supports the discussed negotiations to the contract and is adamant about a 5-day work week. Carlson suggested that Hoort limit his 4-day work weeks to twice a month. Reinhart asked for clarification as to whether these 4-day weeks were year-round or just during the summer. Carlson said year-round.

Reinhart read the last meeting's minutes where the Board decided to request that "Hoort is in the office during normal business hours June 15 through Labor Day and that if he is not then the Assistant Town Administrator is. Carlson recommended that vacation time be more regularized. She also suggested two half-days a month to work from home, but not on Fridays." There was discussion to clarify this motion which was for Reinhart to take these suggestions to Hoort to renegotiate the contract.

Bacon asked the Board to focus on deciding the hours in which the Board would like to see Hoort in the office. There was discussion about how that should be worded. Wilson clarified

the request as “the Administrator will take no more than two vacation or personal days on a month, on Fridays, all year.” She asked if this meant that he cannot take a personal or vacation day in the summer. Board members said no, and Reinhart said they could not dictate when Hoort takes vacation. Houk said he would like to see Hoort in the office 5 days a week during the summer but that if he must take a vacation, personal, or sick day that is fine.

Reinhart suggested telling Hoort the Board would like more accountability and to work with him on this. There was further discussion about the request being presented to Hoort.

Hoort joined the session.

Reinhart shared with Hoort that the Board liked his idea of taking a \$130,000 salary and splitting the remaining \$10,000 with Joe and Connie. She told Hoort the big issue is his appearing to not be in the office, especially on Fridays. She also said the Board would like to improve morale with staff through holding staff meetings and to also have the ATA in the office when he is out. Wilson read words of the Board’s request that he not take more than two personal or vacation days a month, on Fridays, all year. Hoort said he had no problem with this.

Wilson asked Hoort if staff know that they can reach Hoort when he is out off the office. Hoort said yes but that staff rarely do reach out. Wilson asked how Hoort has worked out, with Joe Powers, office coverage when Hoort is out. Hoort said that if he is out then Joe is in the office, even if his door may be closed. Reinhart suggested posting signs outside of each’s door stating they are in or “working on X”. Hoort said that would be fine but now that there is an Assistant Town Clerk that Joe said he would keep his office open more.

Reinhart suggested having monthly meetings with Hoort and suggested that the Board talk with Hoort about a problem before it becomes an issue. Hoort asked that the Board come to him even if there is a perception of a problem. Reinhart suggested more staff meetings and Houk’s recommendation of doing a ride-along with DPW and Shellfish staff. Houk suggested Hoort walk down Main Street and introduce himself to the people in town. Carlson asked Hoort his thoughts on taking professional development courses. Hoort liked the idea and said he would appreciate any suggestions on courses Carlson may come across.

Bacon asked Hoort his motivation in applying for the job in Brewster. He said that someone encouraged him to apply. He said he was going to withdraw his name, but during discussion with the Board to renew his contract, when two members did not vote in favor, he thought he should protect himself. He said he is very glad that he was not offered the job. Bacon said she appreciated his answer.

Wilson asked about the salary and whether it would be given at \$140,000 or \$130,000. Hoort said he would like the \$140,000 and would send an email when he decides to give a

monetary increase to an employee and set up a transfer. Wilson asked about scheduling the first work meeting with Hoort, the Board agreed to schedule it after the meeting.

I move to approve the contract as printed and reviewed as amended to include the stipulation that the Town Administrator will take no more than two vacation or personal days a month all year, unless otherwise approved by the Selectboard.

Motion: Wilson Second: Bacon 5-0-0. Motion carries.

Roll Call Vote

Reinhart yea

Wilson yea

Bacon yea

Carlson yea

Houk yea

I move to increase the salary to \$140,000 with a 2% increase per year for a three-year contract.

Motion: Reinhart Second: Bacon 5-0-0. Motion carries.

Roll Call Vote

Reinhart yea

Wilson yea

Bacon yea

Carlson yea

Houk yea

I move to come out of executive session.

Motion: Bacon Second: Wilson 5-0-0. Motion carries.

Roll Call Vote

Reinhart yea

Wilson yea

Bacon yea

Carlson yea

Houk yea

The Board will have a work meeting on Tuesday, February 19 at 12pm in the Town Hall Conference Room.

The executive session was adjourned at 1:15 pm.
Respectfully submitted,

Courtney Butler,
Executive Assistant to the Town Administrator