



**TOWN OF OAK BLUFFS
OAK BLUFFS SELECT BOARD MINUTES
Executive Session
Tuesday March 14, 2023, at 4:00 pm
Oak Bluffs Town Hall**

Present: Chair Ryan Ruley, Select Persons Jason Balboni, Gail Barmakian, Emma Green-Beach. Brian Packish

Also Present: Town Administrator Deborah Potter, Assistant Town Administrator Wendy Brough, Executive Assistant Debra Alley

Absent: none

4:04 PM Chair Ruley called the meeting to order

4:05 PM Select Person Balboni made a motion to enter Executive Session for the purpose of

In accordance with M.G.L Ch 30A Sect 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel

Discussion and possible vote to approve executive session meeting minutes February 28, 2023, and March 7, 2023

And to reconvene in open session, Seconded by Select Person Packish

Roll Call Vote: Green-Beach - Aye, Barmakian - Aye, Ruley - Aye, Packish - Aye, Balboni - Aye (5-Aye)

*The Select Board members, Assistant Town Administrator Wendy Brough, Executive Assistant Debra Alley moved to the Oak Bluffs Meeting Room across the hall.

*Town Administrator Potter did not join the meeting at this time

Select Person Barmakian made a motion to approve the Executive Session Meeting Minutes February 28, 2023, Seconded by Select Person Balboni

Roll Call Vote: Green-Beach - Aye, Barmakian - Aye, Ruley - Aye, Packish - Aye, Balboni - Aye (5-Aye)

Select Person Balboni made a motion to approve the Executive Session Meeting Minutes March 7, 2023, with the amendment "board felt in light of the positive review, the hours worked, Town Administrator Potters' work ethic, integrity, thoroughness of research for reports, commitment to the position an increase of between 10 – 20% should be considered." Seconded by Select Person Packish.

Roll Call Vote: Green-Beach - Aye, Barmakian - Aye, Ruley - Aye, Packish - Aye, Balboni - Aye (5-Aye)

The Select Board members discussed the current package Town Administrator Potter received which was \$154,000. Select Person Packish said an increase around the range of 15% would put the salary around \$177,000, Select Person Balboni thought the range of \$172,000 - \$174,000. Select Person Packish said with the previous Town Administrator, other expenses such as boat reservation, car allowance. Select Person Green-Beach said she felt a salary of \$173,000 all-inclusive was appropriate.

The listing of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.



**TOWN OF OAK BLUFFS
OAK BLUFFS SELECT BOARD MINUTES
Executive Session
Tuesday March 14, 2023, at 4:00 pm
Oak Bluffs Town Hall**

Select Person Barmakian noted it was not a criticism, however she feels when Town Administrator Potter is on vacation, she needs to disconnect, trust her staff and unless it is an emergency be on vacation, was it possible to include this in her contract. The board felt this should be encouraged, but not made part of the updated contract.

The board decided to offer a contract amendment as of July 1, 2023, \$173,000 included scheduled COLA

4:22 PM Town Administrator Potter entered the meeting

Chair Ruley advised Deborah Potter of the salary offer the board recommended, \$173,000. This increase would put the salary right between Edgartown Town Administrator and Vineyard Haven Town Administrator.

Assistant Town Administrator Wendy Brough will need to open the current contract, make the amendments, and then the Select Board will need to vote to approve the ratified contract at a future Select Board Meeting in public session,

Select Person Barmakian asked if Deborah Potter would be able to fund the salary increase. Deborah Potter advised she would be able to find the funds using various mechanisms in the FY24 budget to affect the financial changes. There are a variety of appropriations in places where the funds can be moved from. Select Person Barmakian asked if it was possible to include this change in the warrant/budget the board was voting on later tonight. Deborah Potter advised everything was an appropriation, and it was too late to be included in the budget getting voted on at the Select Board meeting Tuesday 14, 2023 as the contract has not been amended or voted to adopt yet.

Town Administrator Potter suggests changing the end date of the contract from June 30th to December 31st for the benefit of the negotiation process. The Select Board agreed with this date change.

Select Person Barmakian made a motion to amend Town Administrator Deborah Potter's contract to increase salary to \$173,000 including COLA as July 1, 2023, and to change end date to December 31, 2024, Seconded by Select Person Green-Beach

Roll Call Vote: Green-Beach - Aye, Barmakian - Aye, Ruley - Aye, Packish - Aye, Balboni - Aye (5-Aye)

4:33 PM *Select Person Barmakian made a motion to reconvene in open session, Seconded by Select Person Packish*

Roll Call Vote: Green-Beach - Aye, Barmakian - Aye, Ruley - Aye, Packish - Aye, Balboni - Aye (5-Aye)

4:37 PM Meeting reconvenes in Meeting Hall in open session

Documents Attached: none

Respectfully Submitted

Debra Alley – Executive Assistant

Approved to form and release at special Select Board Meeting 05.16.2023

Approved for release Select Board Meeting 06.13.2023

The listing of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.