

**MINUTES
SPECIAL MEETING
OF THE BOARD OF DIRECTORS**

Wednesday, January 4, 2006
6:00 p.m.

Lincoln Center Hearing Room
494 Main Street
Manchester, CT 06040

PRESENT: Chairman Howroyd, Vice-Chairman O'Neill (6:10), Secretary Zingler,
Directors Hachey, Sheridan, Topping, Spadaccini, Peak and Pelletier

ALSO: Town Attorney Darby

MEETING CALLED TO ORDER.

The meeting was called to order at 6:05 p.m.

EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS.

Director Sheridan moved and Secretary Zingler seconded the motion to go into Executive Session. Eight Voted in Favor

The Board went into Executive Session at 6:06 p.m. and returned at 6:40 p.m. No votes were taken.

RESOLVED, that Scott Shanley be appointed as General Manager, to act as the chief executive officer and the head of the administrative branch of the Town government, pursuant to Chapter IV of the Charter of the Town of Manchester.

Director Topping moved and Director Spadaccini seconded the motion. Nine Voted in Favor

RESOLVED, that the Mayor be authorized to enter into a written contract of employment with Scott Shanley for the performance of the functions and duties of the General Manager specified in Chapter IV of the Charter of the Town of Manchester, with the employment contract to contain the following provisions:

- 1) An employment start date on or before January 23, 2006;
- 2) A starting salary of \$135,000;
- 3) Effective July 1, 2006, eligibility for an annual "default" salary increase equal to the average of percentage increases given to Unaffiliated Dept. Heads; the Board of Directors will have the option at the beginning of the fiscal year to modify the amount of the increase by majority vote;
- 4) Town contribution of \$15,000 per year to Mr. Shanley's ICMA Retirement Plan;
- 5) An automobile allowance of \$7500 per year;

- 6) Vacation leave beginning at 20 days per year; after January 1, 2009 vacation leave accruing at 25 days per year;
- 7) Sick leave of 12 days per year with 12 sick days immediately credited upon commencement of employment;
- 8) Health and dental insurance with co-pays on same basis as unaffiliated department heads hired after July 1, 2004;
- 9) Eligibility for retirement benefits on same basis as unaffiliated department heads hired after July 1, 2004;
- 10) Term life insurance paid by the Town with a death benefit of \$200,000;
- 11) Long term disability insurance paid by the Town at a cost not to exceed \$1,000 per year;
- 12) Reasonable professional development expenses to be paid by the Town;
- 13) Moving expenses to be paid by the Town in an amount not to exceed \$5,000;
- 14) Professional liability insurance and a hold harmless to be provided by the Town;
- 15) Other holidays and benefits as afforded non-union employees;
- 16) 60 days written notice required on resignation from employment;
- 17) Accrued vacation leave to be paid upon separation at the rate of pay in effect at that point, up to a maximum of 60 days; and
- 18) Severance provisions equal to 26 weeks salary and benefits if the Town terminates the Manager's employment.

FURTHER RESOLVED, that, prior to signing by the Mayor, the Employment Contract be approved as to form by the Town Attorney, and that the Contract shall contain the following provisions required by the Charter of the Town of Manchester:

- 1) The Manager shall establish residency in Manchester within 12 months of entering employment;
- 2) The Board will review and evaluate the performance of the Manager on an annual basis consistent with the provisions of Section 3-1 of the Charter.
- 3) The Board of Directors retains the right to terminate the Manager's employment at any time, per Section 4-2 of the Charter.

Director Sheridan moved and Vice-Chairman O'Neill seconded the motion.

**Six Voted in Favor
Three Voted Against
(Spadaccini, Peak, Pelletier)**

Director Spadaccini moved and Secretary Zingler seconded the motion to adjourn.

Nine Voted in Favor

Adjournment: 7:17 p.m.

APPROVE:

ATTEST:

Secretary, Manchester Board of Directors