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X Released in entirety by vote of the Select Board Date: 7/7/26 Initialed: MMR

☐ *Released in redacted form by vote of the Select Board Date: Initialed:*

☐ *Not Released (due to exemption) by vote of the Select Board Date: Initialed:*

Town of Lunenburg
Select Board Meeting Minutes
Tuesday, June 16, 2026 7:47 pm

Members Present: Chair Renee Emkey, Vice-Chair Brian Lehtinen (virtual), and Clerk Glenn McLeod

Members Absent:

Also Present: Jennifer Warren-Dymont, Town Manager and Melissa Richard, Executive Assistant to the Select Board and Town Manager

The Board entered Executive Session at 7:47 p.m. after the Motion to enter into Executive Session pursuant to MGL c. 30 § 21 (a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel...or contract negotiations with nonunion personnel (Facilities Director, Human Resources Director, Director of Public Works, Lunenburg Council on Aging Director, Executive Assistant to the Select Board/Town Manager, and Treasurer/Collector)

EXECUTIVE SESSION
MINUTES

Employment Agreements for the Facilities Director, Human Resources Director, Director of Public Works, Lunenburg Council on Aging Director, and Executive Assistant to the Select Board/Town Manager as authorized under the Salary Administration Plan were discussed. The Town Manager had negotiated the Agreements with the personnel and required approval by the Select Board. The Town Manager explained that many of these agreements centered around vacation benefit allowances and that many of these employees were hired prior to the changes in vacation benefits and prior to the authorization of Employment Agreements that was adopted at the November 2024 Special Town Meeting.

The Town Manager explained that the Treasurer and Collector, Myleen Mallari, originally wanted to negotiate a contract but decided to forgo pursuing an agreement at this time.

An employment agreement for Facilities Director Christopher Ruth providing for a \$7,500 vehicle stipend for using his personal vehicle as opposed to a Town vehicle as well as increasing

his vacation time to four weeks of vacation was discussed. The vehicle stipend is equal to the stipend received by the Building Commissioner and tax implications were discussed.

Employment agreements for Human Resources Director, Julie Belliveau and Council on Aging Director, Debra Goodsell to increase their vacation time to four weeks was discussed.

An Employment agreement for DPW Director, William Bernard, was discussed. The Town Manager stated that competitive and comparable salaries for the position were reviewed. The agreement would adjust him to a Step 8 on the wage scale (Grade 17) with 2.5% increases in FY28 and FY29. The agreement provides for four weeks of vacation, a \$1,000 stipend for Tree Warden and a \$500 clothing allowance. Additionally, the agreement codifies the practice of allow Mr. Bernard to drive his municipal vehicle to and from work. The agreement provides that the Town retains the right to suspend this provision if Mr. Bernard is out of work longer than five days.

An amendment to the employment agreement for Executive Assistant to the Town Manager and Select Board, Melissa Richard was also discussed to increase her step from a four to a six (Grade 10) due to the added administrative functions that will be assumed due to the elimination of the IT and Communications Manager position.

All employment contracts mentioned have been shared with Department Heads and Labor Counsel.

Chair Renee Emkey moved to approve the employment agreements as presented for the Facilities Director, Human Resources Director, Council on Aging Director, DPW Director, and Executive Assistant to the Town Manager and Select Board. Seconded by Clerk Glenn McLeod. Roll Call Vote: Member Lehtinen-aye. Member McLeod-aye. Chair Emkey-aye. The vote passed (3-0-0).

Member Brian Lehtinen motioned to adjourn at 8:24 pm. Seconded by Clerk Glenn McLeod. Roll Call Vote: Member Lehtinen-aye. Member McLeod-aye. Chair Emkey-aye. The vote passed (3-0-0).

Respectfully Submitted,

Melissa Richard,
Minute Clerk

These Minutes were reviewed and approved for release by the Select Board on Tuesday July 7, 2026:

Vice-Chair Lehtinen made the Motion to Approve the minutes of May 19, 2026. Seconded by Clerk McLeod. Call for the Vote: Three-aye. Motion Passed unanimously (3-0-0).