

Town of Nahant, MA
Board of Selectmen
Executive Session Meeting Minutes
December 7, 2017 8:30pm

Frank Barile, Chairman
Chesley R. Taylor Jr., Vice Chair
Richard J. Lombard, Secretary
Jeff Chelgren, Town Administrator

1. Meeting Opening 8:30 pm

a. **Treasurer/Collector Funding Discussion** - Mr. Chelgren stated \$10,000 spent year to date on support for Treasurer/Collector and \$20,000 additional needed to bring books up to date. The fact that August is not closed puts everything behind. Ms. Kougias, Treasurer/Collector stated there were lots of "tricks of the trade" put into the reconciliation process and two systems make it challenging. Treasurer uses one system. Accounting Department uses another system. She is only \$200.00 off in August.

Discussion of why using "two sets of books" and underutilizing Zobrio. Mr. Chelgren stated \$20,000 was to bring Audit firm in to reconcile and bring books up to date. Mr. Barile is against that – wants Zobrio brought in to fully implement Zobrio, train, and eliminate two sets of books.

Ms. Kougias feels she has no management support and that verbal outburst by town accountant, Ms. Waters was inappropriate. Mr. Lombard asked why Ms. Waters not present. Ms. Kougias said she inserted herself into the meeting. Mr. Chelgren cautioned the Board not to turn a budget discussion into a personnel issue.

Discussion of process – eliminating two sets of books. Mrs. Kougias explained she gets resistance everywhere to give her a hand. Mr. Barile wants no push back from any office. Ms. Kougias stated she's feels put in a box and asked why Ms. Waters as a department head isn't helping more. Ms. Kougias certainly thinks the administrative assistants in BOS office should help out with administrative duties. Mr. Chelgren says they help when they can. Ms. Kougias says no – she looks out the window and they're watering the plants. Mr. Barile stated "or taking a walk." Mr. Chelgren again cautioned the board as HR director that this was an inappropriate discussion. Mr. Lombard talked about job performance – firing people. Mr. Barile stated there are two administrative assistants and he recommends removing – laying one off. Mr. Lombard wants everyone to work together or pack their bags. He wants Mr. Chelgren to bring Zobrio and all parties back in 6 weeks to fix the problem and report on progress.

Mr. Taylor wants one set of books and supports Ms. Kougias 150%. Mr. Lombard is 200% behind Ms. Kougias. Ms. Kougias wanted to make sure the Board was behind her.

b. **Fire Grievances** – Mr. Chelgren presented a side-letter that clarifies ambiguous parts of the fire union contract – supported by Chief and Union. Mr. Taylor made a motion that the Board of Selectmen vote to accept the side letter. Mr. Lombard seconded the motion. Unanimous vote.

c. **Town Administrator Contract** – Mr. Chelgren stated that new town administrator contract was due at the end of the month of December. Mr. Barile stated the Board would discuss their strategy on that topic later in the meeting without Mr. Chelgren present.

Discussion of possible Community Preservation Committee candidates.

Meeting Minutes prepared by Mary Ellen Schumann, Administrative Assistant

Minutes approved by the Board of Selectmen on the ____ day of _____ 2018.



Board of Selectmen