# *Devens Enterprise Commission (DEC)*
# *Executive Committee Meeting*
# *Remote Hybrid Meeting*
# *Minutes June 20, 2025*

***Members (remote):*** Christopher Lilly, William Marshall, Marty Poutry, Paul Routhier, Deborah Seeley
***Staff (remote):*** Neil Angus

**(7:30 AM) Chairman William Marshall called the meeting to order**

Mr. Marshall read that this Devens Enterprise Commission (DEC) Executive Committee Meeting is being held virtually pursuant to the March 28,2025, Act signed by the Governor extending the ability of state and local public meetings to be held in a hybrid or remote format through June 30, 2027. Interested individuals can listen in and participate by phone and/or on-line by following the link and phone # above. Persons with disabilities or requiring interpretation wishing to listen or participate should contact 978.772.8831 x3334. In accordance with the State's Open Meeting Law, we wish to inform all attendees that this meeting will be recorded by the Devens Enterprise Commission.

**(7:32 AM) Mr. Marshall conducted the roll call for today's meeting.**

**(7:32 AM) Mr. Marshall reviewed the agenda of this morning's meeting.**

**(7:34 AM) Review minutes for May 21, 2024; June 18, 2024; and April 24, 2025:** Mr. Marshall asked if there are any questions/edits for the minutes with none were asked Mr. Marshall than asked for a motion to accept the minutes from the three meetings. T**he motion was made by Ms. Seeley and seconded by Mr. Poutry. The motion to accept the minutes from the three meetings was unanimously approved by a roll call vote.**

**(7:38 AM) Performance Review:** Mr. Angus went over staff performance reviews for Dawn and Beth, who both performed excellently this year. While Level 2 permits went down, our Level One and special projects have kept staff very busy, along with current projects under construction. Dawn has been managing busy office operations and Beth has been focusing on special projects that are furthering our sustainable redevelopment goals and bringing more attention to Devens. Neil will be offering a 4% increase in pay for both Dawn and Beth. Neil discussed the activities that both Beth and Dawn have done over the year going above and beyond – working outside of office hours, community collaborations and events that justify bonuses for staff.

**(7:45 AM) Director Performance Review:** Mr. Angus discussed the DEC's accomplishments over the year under his leadership and the Devens Jurisdictional Framework Committee and State Devens Housing Working Group, in addition to day-to-day projects and special projects. Neil left the room and the commission discussed Neil's performance over the past year, the increasing complexity of projects, and compensation.

**A motion was made by Mr. Lilly and seconded by Mr. Routhier to recommend a 6.25% salary increase for the Director. The motion was unanimously approved by roll-call vote.**

**A sperate motion for a $10,000 bonus for the Director's outstanding work over the year including his leadership on the Devens Housing Working Group was made by Mr. Lilly and seconded by Ms. Seeley to recommend a one-time $10,000 bonus. The motion was unanimously approved by roll-call vote.**

Mr. Angus was invited back to the meeting and Chairman Marshall summarized his review by the committee and that they are extremely pleased with his performance. The executive committee also recommended that the Director offer staff a 5% salary increase and a bonus of up to $5000 at his discretion. Justification for bonuses were discussed for staff including going above and beyond – working outside of office hours, community collaborations and events that have brough more positive focus to Devens.

**(8:14 AM) Mr. Marshall asked for a motion to adjourn. The motion was made by Mr. Routhier and seconded by Mr. Lilly. The motion to adjourn was unanimously approved by a roll call vote.**

DRAFT