

Devens Enterprise Commission (DEC)
Executive Committee Meeting
Minutes May 23, 2023

Members Present: Dix Davis, Chris Lilly, William Marshall, Martin Poutry,

Staff: Peter Lowitt, Neil Angus, Dawn Babcock

Guests: John Osborn (Harvard Press)

Members Absent: James DeZutter

(8:00 AM) Chairman William Marshall called the meeting to order and did a roll call.

Mr. Marshall read that the Devens Enterprise Commission (DEC) Regular Meeting and Public Hearing is being held virtually in accordance with the Act (Senate Bill #2475) relative to extending certain COVID-19 measures adopted during the state of emergency. Interested individuals can listen in and participate by phone and/or on-line. 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, Mr. Angus informed all attendees that the Devens Enterprise Commission is recording this meeting.

(8:04 AM) Mr. Marshall reviewed the Agenda of this morning's meeting.

(8:05 AM) New Business:

- Mr. Marshall noted as a result of Mr. DeZutter moving out of state he has stepped down as the Vice Chair and Treasurer for the Commission. Mr. Marshall has spoken to a number of people about possible replacements and feels he has come up with two candidates he would like to bring forward to the commission if the executive committee is in agreement.
- **Treasurer** – Mr. Marshall would like to bring forward Mr. Martin Poutry to the Commissioners. Mr. Poutry has been a member of the adjunct finance committee and feels he would be a perfect fit. Mr. Marshall asked if there were any questions, none were asked. He then asked for a motion to recommend the appointment of Mr. Poutry as the Treasurer of the Devens Enterprise Commission. **The Motion was made by Mr. Lilly and seconded by Mr. Davis. The Motion was Approved unanimously by a roll call vote. Mr. Poutry abstained from voting.** Mr. Poutry thanked the chairman and noted with all his Business, Accounting and Finance knowledge he is happy to help the commission.
- **Vice Chair** – With this being a Government Appointed Position Mr. Marshall is looking for a recommendation to be brought up to the Governor's office for this position. Mr. Marshall would like to continue to have representation from the towns and in the spirit of our new Governor Healy looking for more equality. Mr. Marshall would like to recommend Ms. Deborah Seeley's name be brought forward for the Vice Chair position. Ms. Seeley is a qualified individual, represents the town of Shirley and has been very involved in the DEC since she joined. With Ms. Seeley representing Shirley this will also give Shirley more of a voice during the meetings. Mr. Marshall asked if there were any questions, none were asked. Mr. Marshall then asked for a motion to bring the recommendation of Ms. Seeley to the Commissioners. **The Motion was made by Mr. Lilly and seconded by Mr. Davis. The Motion was Approved unanimously by a roll call vote.**

(8:09 AM) Mr. Marshall asked Mr. Osborn to drop off as the last topic of discussion is salary related. Mr. Angus noted that this meeting will not be reconvening.

(8:10 AM) Mr. Marshall noted that the Executive Session to discuss the New Devens Enterprise Commission Director/Land Use Administrator's Compensation. Mr. Marshall confirmed the attendees of this portion of the meeting were alone during this discussion. Mr. Marshall took roll call, and everyone confirmed that nobody was in

the rooms with them. Mr. Marshall asked Mr. Angus to leave the meeting during this topic but would like him to rejoin. Mr. Angus dropped off the meeting. Mr. Marshall noted that Mr. Angus had been appointed as the Director and Land Use Administrator at an earlier meeting, so this is now to discuss compensation for this position. Mr. Marshall had asked Mr. Lowitt to look into salary ranges of like positions in surrounding towns prior to this meeting. Mr. Lowitt came back with a \$145K range. Mr. Angus is currently making \$120K. After discussing the position and the exposure Mr. Angus will have as the Land Use Administrator Mr. Marshall would like to recommend a salary of \$150K effective July 1, 2023. Mr. Marshall asked if there were any questions. Mr. Poutry believes we can cover that. Mr. Davis and Mr. Lilly totally agreed. Mr. Marshall asked Mr. Lowitt for a yearly review and asked if Mr. Lowitt is planning a bonus for Mr. Angus, which Mr. Lowitt noted he will do the review and he currently is planning a bonus for Mr. Angus. Motion to recommend the salary of \$150K to the Commission. **The motion was made by Mr. Poutry and seconded by Mr. Davis. The motion was approved unanimously by a Roll Call**

- **(8:15 AM)** Mr. Angus rejoined the meeting, and Mr. Marshall notified him of the salary amount being brought forward.

(8:20 AM) Mr. Marshall asked for a **motion to adjourn the Executive Committee Meeting. The motion was made by Mr. Lilly and seconded by Mr. Davis. Adjournment was concluded unanimously by Roll Call.**