

EMPLOYMENT CONTRACT – TOWN ADMINISTRATOR

TOWN OF FRANCONIA

1. The base annual salary for the position of Part-Time Town Administrator for the term of this contract shall be \$35,000 for FY2020 and FY2021 with an increase to \$40,000 for FY 2022. In addition to the aforementioned increases, an annual cost of living adjustment (“COLA”) will be applied.
2. Accrued paid benefit/vacation time, in accordance with the Town’s personnel policy, for the duration of this contract shall be three (3) weeks (15 days).
3. All other aspects of the Town’s personnel policy shall apply to this position.
4. Job related travel expenses in which an overnight stay is required shall include reimbursement for lodging. The employee’s breakfast and evening meals, not to exceed \$50 per day, shall also be reimbursed.
5. The Board agrees to reimburse the Part-Time Town Administrator any and all costs related to workshops, seminars, training sessions or professional development which are helpful to carry out the duties and responsibilities of Part-Time Town Administrator (such as those offered by the New Hampshire Municipal Association [NHMA]), including travel and lodging costs. The aforementioned administrative educational opportunities and related costs are subject to the pre-approval of the Board.
6. The position of Part-Time Town Administrator is deemed to be an administrative position under the Fair Labor Standard Act and is exempt from certain provisions of the Act. As such, the Part-Time Town Administrator shall not be compensated for job related duties in excess of a normal work day or a normal work week. Furthermore, compensation shall not be reduced as the result of a “less than normal work day” or a “less than normal work week”. For the purposes of this contract, a normal work day is defined as four (4) hours and a normal work week is defined as twenty (20) hours.
7. This agreement shall remain in effect through December 31, 2022.

8. In the event the employee is terminated from the position of Part-Time Town Administrator, other than for cause, by the Board before completion of the term of this contract, the employee shall be entitled to a lump sum cash payment equal to three (3) months' salary. In the event that the employee is terminated for cause, the employee shall not be entitled to the aforementioned lump sum cash payment. In the event that the employee voluntarily leaves the position, the Board shall require no less than four (4) weeks notification of the last date of employment. In the event that the employee fails to give the Board the aforementioned four (4) weeks notification, the employee shall forfeit any accrued benefit/vacation time.

9. It is also understood between the parties that the employee, in addition to her duties as Part-Time Town Administrator, will perform the duties as the Director of the Tri-Town (Franconia, Sugar Hill, Easton) Recreation Department for separate, additional compensation. Therefore, as a result of her duties as Part-Time Town Administrator and her duties as the Director of the Tri-Town Recreation Department, the employee is deemed to be a full time employee of the Town of Franconia and therefore qualifies for full time employee benefits.

Board of Selectman:

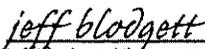

Jill Brewer (Jun 15, 2020 10:00 EDT)

Jill Brewer, Chairman


Kim Cowles


Eric L. Meth (Jun 15, 2020 10:16 EDT)

Eric L. Meth


Jeff Blodgett (Jun 15, 2020 13:54 EDT)

Jeffery Blodgett