

**TOWN OF MIDDLETON
EMPLOYMENT CONTRACT
FINANCE DIRECTOR/TOWN ACCOUNTANT**

This agreement is between the Town of Middleton ("Town"), acting through its Select Board, and Sarah Wood ("Finance Director/Town Accountant" or "employee"). The position shall hereinafter be known as Finance Director/Town Accountant.

I) TERMS AND CONDITIONS:

Term. The term of this agreement shall be from July 1, 2023 through June 30, 2026. Thereafter, the Finance Director/Town Accountant is subject to the appointment and employment provisions of Chapter 6 of the Town Charter and GL c. 41, s. 55, both as amended.

Resignation or Non-Renewal. In the event the employee desires to resign the position of Finance Director/Town Accountant before the expiration of the aforesaid term of employment, the employee will provide written notice at least forty-five (45) days in advance to the Middleton Select Board through the Town Administrator. In the event the Town decides not to renew this contract beyond June 30, 2026, the Town will provide at least sixty (60) days advance notice in writing by of the decision of non-renewal.

Dismissal for Cause. The Town may discharge the Finance Director/Town Accountant at any time during the term of this agreement for good and just cause.

Certification. The Finance Director/Town Accountant shall maintain certification as a Certified Governmental Accountant through the Massachusetts Municipal Auditors & Accountant's Association. Failure to maintain certification may be considered a breach of contract.

Professional Development. The employee is encouraged to become or remain a member of the Massachusetts Municipal Auditors & Accountants Association (MMAAA) and the Eastern Massachusetts Auditors & Accountants Association (EMAAA) and other associations, certifications, and trainings pertinent to the position. The Town agrees to pay the membership dues and associated costs, subject to appropriation, and to provide time to attend meetings and conferences.

2) COMPENSATION

Wages. The Town agrees to compensate the Finance Director/Town Accountant at a salary referenced below:

For the period of July 1, 2023 through June 30, 2024 the annual salary of \$150,000 which

includes compensation for maintaining status as a Certified Governmental Accountant.

For the period of July 1, 2024 through June 30, 2025 the annual salary of \$157,500 which includes compensation for maintaining status as a Certified Governmental Accountant.

For the period of July 1, 2025 through June 30, 2026 the annual salary of \$168,525 which includes a compensation for maintaining status as a Certified Governmental Accountant.

Overtime. It is understood that this position is a salaried position exempt under the Federal Fair Labor Standards Act. The employee will be expected to attend occasional night and weekend meetings, including but not limited to quarterly updates to the Board of Selectmen, occasional Finance Committee meetings, several Saturday budget meetings (generally in February and March), and other meetings as required.

3) OTHER BENEFITS

Health and Dental Insurance. If elected, the Town pays for at least 60% of the full health insurance plan offered by the Town and in alignment with the amount paid for all non-union employees and 75% of the dental insurance plan.

Vacation Leave. Paid vacation leave of 4 weeks (20 days) per year. Vacation is awarded on July 1st of each year for the convenience of scheduling time off. Upon separation the employee is eligible for vacation pay-off on a pro-rated yearly basis. Vacation time may be carried over from one year to the next year, to a maximum of ten (10) days.

Sick Leave. Sick leave shall accrue at the rate of 1.25 days per month, which may be accumulated to a maximum of 150 days. Sick leave will not be paid at the time of separation. Employee may elect to participate on the sick leave bank.

Personal Leave. Personal leave is granted 2 days per fiscal year. Personal leave days may not be carried over from one contract year to the next contract year.

Other Benefits. The Town will provide the Finance Director/Town Accountant with the additional benefits as are conferred upon other Town Employees as accorded by the Town's Personnel Plan, policies, or practices.

4) DUTIES

The Select Board and Town Administrator reserve the right to modify duties and responsibilities outlined in the position description as determined by the Employer during the term of this agreement with notice provided.

It is recognized that occasionally people have business interests outside of their full-time jobs, but is acknowledged and agreed that the employee shall not let any such interests interfere in any manner with the responsibilities as full time Finance Director/Town Accountant. In all cases, the Town's interests shall take precedence.

Sarah Wood

Sarah Wood, Finance Director/Town Accountant

Middleton Select Board

Darlene

Deborah Carbone

J. M. C.

ESB

JSB

Justin Sultzbach, Town Administrator

Date 9/26/2023