



OFFICE OF THE BOARD OF SELECTMEN
TOWN OF EAST BRIDGEWATER

BOARD OF SELECTMEN
David Sheedy, Chairman
Peter Spagone Jr., Vice-Chairman
Carole Julius, Clerk

www.eastbridgewaterma.gov

175 CENTRAL STREET

EAST BRIDGEWATER, MASSACHUSETTS 02333-1912

Telephone: 508-378-1601

Facsimile: 508-378-1636

October 6, 2021

Via Email Only

Alexander J. Welch

RE: Appointment Letter – Conservation Agent

Dear Mr. Welch:

On September 30, 2021, the Conservation Commission voted unanimously to offer you the full-time position of Conservation Agent for the Town of East Bridgewater ("Town"), subject to the terms and conditions contained in this letter.

You shall be paid at a rate of \$68,000.00 per year. While you are a salaried employee, you are expected to be present in the office during the regular workday unless you are attending to work responsibilities outside of Town Hall.

Below, please find a selection of benefits you will be entitled to as a Town employee:

Vacation Leave:

Following six (6) consecutive months of employment with the Town, you will be entitled to five (5) vacation days. You will receive additional vacation days according to the schedule listed in Section 13 of the Personnel Bylaw. Each year you shall be permitted to sell up to five (5) unused vacation days back to the Town.

Sick Leave:

Upon thirty (30) days of employment, you shall also accrue one-and-one-quarter (1 ¼) sick days; from there on out you shall accrue one-and-one-quarter (1 ¼) sick days per month with unlimited accumulation. Sick leave shall be paid out upon retirement according to the schedule listed in Section 15 of the Personnel Bylaw.

Personal Leave:

You shall also accrue one (1) personal day upon your completion of one (1) year of employment.

Holidays:

You shall receive all paid holidays recognized in Section 14 of the Personnel Bylaw.

Health Insurance Contribution:

You shall be permitted to purchase health insurance through the Town's group health insurance plan. If you choose to purchase health insurance through the Town, you shall be responsible for thirty percent (30%) of the premium payment. Information regarding the Town's health insurance plan options will be provided to you under separate cover.

Professional Development:

Through the Conservation Commission, the Town shall keep current its membership to the Massachusetts Association of Conservation Commissions, as well as similar organizations related to your work. The Town will also allow you to attend/participate in trainings, courses and other activities related to your professional development, at the discretion of the Town Administrator or his/her designee.

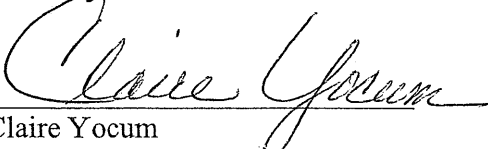
Additional benefit entitlements shall be determined by the terms of the Town's Personnel Bylaw.

Please be advised that you will be subject to any and all Town policies governing workplace conduct. Said policies will be issued to you under separate cover.

You will be an at-will employee, nothing contained within this letter shall modify or change your status as an employee at will. As such, you may be terminated at any time for any reason. Should you wish to resign from your position, we ask that you give us two (2) weeks' notice of such intent. Throughout the first six (6) months of employment, you shall meet periodically with members of Conservation Commission to discuss your performance and any issues that may arise during that time period.

If the above terms are acceptable to you, please contact our office and we will make an appointment with the Treasurer's Office in order for you to complete the necessary employment documentation. We look forward to working with you.

Sincerely,



Claire Yocum

Chair, Conservation Commission

Town of East Bridgewater

CC: Conservation Commission
Marilyn Thompson, Interim Treasurer/Collector
Jim Purcell, Interim Town Administrator
Personnel File