

**EMPLOYMENT AGREEMENT BETWEEN  
TOWN OF WELLESLEY AND MEGHAN JOP**

This Agreement, pursuant to M.G.L. c. 41, § 108N, and entered into this 24th day of June, 2025, by and between the Town of Wellesley, a municipal corporation ("Town"), acting by and through its Select Board ("Board"), and Meghan Jop ("Executive Director"), provides as follows:

WHEREAS, the Town desires to employ the services of Meghan Jop as Executive Director of General Government Services for the Town of Wellesley and to contract for the salary and benefits of said Executive Director; and

WHEREAS, Meghan Jop agrees to accept employment as Executive Director of Government Services of the Town;

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

**Section I, Functions and Duties of the Executive Director.**

The Town hereby offers to employ Meghan Jop as Executive Director of General Government Services of said Town and the Executive Director accepts said offer. The Executive Director shall be the Chief Operating Officer of the Town. The Executive Director shall perform the duties specified in the Town By-laws, including, without limitation, Article 19.31 and 19.33, applicable Special Acts, and such other duties as the Board shall from time to time legally assign to her, and as further described in the job description for the position which is attached hereto as Appendix A and incorporated by reference.

**Section II, Term, Renewal, and Nonrenewal.**

- A. Subject to Section II.C and Section III hereof, this Agreement shall be effective on July 1, 2025 ("Effective Date") and shall be in full force and effect through June 30, 2028 (the "Term"). The Agreement shall be binding on the parties throughout its duration.
- B. If the Board desires to negotiate the renewal of this Agreement, the Board shall so inform the Executive Director no later than September 30, 2027 (the "Notice Deadline"), and the parties shall negotiate in good faith to agree upon and execute a new contract in advance of the expiration of this Agreement. Nothing in this Section II.B. shall bind or require the parties to reach a new contract.
- C. If the Board decides not to renew this Agreement, the Board shall give the Executive Director written notice of such decision on or prior to the Notice Deadline. If the Board fails to give such written notice on or before the Notice Deadline, the Term shall be extended by the number of calendar days between the date such non-renewal notice is given and the Notice Deadline; provided that in no event shall the Term extend beyond

March 30, 2029 pursuant to this Section II.C unless agreed in writing between the parties hereto. By way of example only, if the notice of non-renewal is given by the Board to the Executive Director on October 15, 2027, the Term shall extend until July 15, 2028.

### **Section III, Discipline, Termination, and Severance Pay.**

- A. The Executive Director may be disciplined for just cause upon notice and a hearing. Just cause for the purposes of this Agreement means willful breach or habitual neglect of her duties, or an act of moral turpitude, gross negligence, willful misconduct, willful misfeasance, or material breach of this Agreement. The principle of progressive discipline is generally applicable, but the Town reserves the right to terminate the Executive Director's employment without the imposition of prior discipline if circumstances warrant.
- B. The Executive Director's employment with the Town may be terminated by the Board for just cause upon notice and a hearing, as described below.
- C. This Agreement shall automatically terminate on the effective date of the Executive Director's termination pursuant to Section III.A above. The Town shall institute termination proceedings in the following manner:
  1. Termination will be by notice and hearing as required by law. At least ten (10) days prior to any hearing, as referred to below in sub paragraph 2, the Executive Director shall be provided in writing with the charge(s) made against her, and the evidence that supports said charges, in such specificity so that the Executive Director may reasonably understand and prepare her defense. Notice provided pursuant to this sub paragraph 1 shall include the date of the hearing (the "Hearing Date").
  2. The Board will conduct a hearing on the Hearing Date. The hearing will be public or private at the discretion of the Executive Director. The subject matter to be presented at the hearing shall be only those charges and related evidence as were specifically detailed in the written notice to the Executive Director in accordance with sub paragraph 1 above. During the hearing, the Executive Director shall have the right to be represented by a representative of her choosing (at her sole cost and expense), to question, confront or cross-examine witnesses, to introduce evidence related to the charges, and to conduct oral arguments. In its decision, the Board shall consider only the evidence presented at the hearing and shall make its decision based upon a preponderance of the evidence presented. The Executive Director shall be provided with a written notice of the findings and decision of the Board, and such notice shall include all relevant facts and reasons for its decision. The Executive Director may waive such hearing at any time by providing written notice to the Board.
- D. In the event that the Executive Director is terminated by the Town prior to the expiration of the Term, the Town agrees that it shall pay to the Executive Director a lump sum cash

payment equal to six (6) months aggregate salary, minus ordinary withholding, which amount shall be paid on or before the effective date of termination of her employment; provided, however, that if the Executive Director is terminated for just cause, the Town shall have no obligation to pay the sum provided for in this paragraph.

- E. Imposition of discipline shall be by simple majority of the Board. Termination requires a vote of at least four members in favor.
- F. Should the Executive Director resign her position any time prior to the expiration of the Term, she shall provide the Town at least sixty (60) days' written notice in advance unless the parties agree otherwise. A copy of the resignation shall be filed with the Town Clerk.

#### **Section IV. Salary.**

- A. The Town agrees to pay the Executive Director for services rendered under this Agreement an annual base gross salary of \$260,325.00, effective July 1, 2025, subject to applicable withholdings and deductions. For fiscal year 2027 and fiscal year 2028, the Executive Director shall receive a cost-of-living increase of the annual base gross salary, which shall be set at the rate recommended by the Human Resources Board for the "Management Pay Schedule" employees as approved and appropriated by Annual Town Meeting. Salary shall be paid in installments at the same time as other employees of the Town are paid.
- B. The Executive Director may receive an increase, solely at the Board's discretion, based upon the performance evaluation described in Section V below, of up to 3% of her salary, after any cost-of-living increase is applied for such year, for each fiscal year of the Agreement effective July 1, 2025, July 1, 2026, and July 1, 2027, respectively.
- C. The salary and performance incentive increase are conditioned upon and subject to adequate appropriation by Town Meeting and a satisfactory evaluation pursuant to Section V.

#### **Section V. Executive Director Evaluation.**

- A. Although the assessment process is viewed as a continual dialogue between the Executive Director and the Board, the Board shall review and evaluate the Executive Director no later than July 31st of each year. Said review and evaluation shall be based on the goals and objectives developed jointly by the Board and the Executive Director. Further, the Board shall provide the Executive Director with its evaluation and shall provide adequate opportunity to discuss her evaluation with the Board.
- B. No later than July 31st of each year, or such other times as may be mutually agreed, the Board and the Executive Director shall define the goals and objectives which they determine necessary for the proper operation of the Town and the attainment of the Board's policy objectives, and shall further establish a general priority among those various goals and objectives, said goals and objectives to be reduced to writing which

may be amended from time to time and memorialized in writing. Absent a “force majeure” type event (e.g., COVID), such goals shall generally be attainable within the time limits specified and within the annual operating and capital budgets and appropriations provided by the Town.

### **Section VI, Hours of Work.**

- A. The Executive Director will devote her full-time attention to the business of the Town and will not engage in any other business or occupation, except with the written approval of the Board.
- B. Except as expressly authorized in the Town By-laws or by the Board, she shall not hold any other public elective or appointive office in the Town or with regional boards, commissions, or similar entities. The Executive Director shall not receive any additional salary from the Town for holding such office
- C. It is recognized that the Executive Director must devote a great deal of time outside of normal office hours to the business of the Town, and that, as a result, the Executive Director may adjust her normal office hours accordingly as she deems reasonably appropriate.

### **Section VII, Health Insurance, Vacation, Holidays, Leaves, Disability Insurance, and Life Insurance.**

- A. The Town shall provide the Executive Director with a health insurance policy identical to other Town employees. The Town's contribution toward such health insurance policy shall be the same as that made to other non-union Town employees in a similar plan.
- B. The Town will provide to the Executive Director the same disability and life insurance policies as it does to other non-union Town employees.
- C. The Executive Director shall receive sick leave, holiday leave, personal leave, bereavement leave, small necessities leave, and jury duty leave in accordance with the Town's personnel policies and procedures which apply to other non-union employees.
- D. The Executive Director shall receive five (5) weeks of vacation per fiscal year, accrued in full at the start of each fiscal year. The Executive Director may carry over up to two (2) weeks of vacation from fiscal year to fiscal year, but at no time shall accumulate more than seven (7) weeks total. Any vacation time accrued in excess of the seventh (7) week shall be forfeited. Vacation taken in excess of five (5) weeks per fiscal year requires the approval of the Board.
- E. Should the Executive Director attend professional conferences, time spent at such conferences shall not be deducted from her vacation leave.

### **Section VIII, Professional Development.**

- A. Subject to appropriations, the Town agrees to pay for reasonable expenses incurred by the Executive Director, including registration, travel and other expenses related to the attendance at the Massachusetts Municipal Association Annual Conference, and the Massachusetts Municipal Management Association Annual Spring Conference, and for short courses, institutes and seminars that, in her reasonable judgment, are necessary for her professional development, and jointly agreed to by the Board and the Executive Director.
- B. At the Town's expense, the Executive Director may maintain membership in, and subscribe to, the Massachusetts Municipal Management Association, the American Institute of Certified Planners, and any other professional organizations both deemed necessary and desirable for the Executive Director's continued professional participation, growth and advancement and for the good of the Town, and jointly agreed to by the Board and the Executive Director.

#### **Section X, Expenses.**

The Executive Director shall be reimbursed for expenses incurred in the performance of her duties, or as an official representative of the Town, including attendance by her at civic or social events, in accordance with the Town's policies and procedures which apply to expense reimbursement for other non-union employees.

#### **Section XI, Indemnification.**

- A. Subject to the terms and provisions of M.G.L. c. 258, §13 and all other applicable law, the Town shall defend, save harmless and indemnify the Executive Director in an amount not to exceed one million dollars (\$1,000,000) against any tort, professional liability, claim or demand, or other legal action (collectively, "Claims"), whether groundless or otherwise, except for an intentional violation of the civil rights of any person, arising out of an alleged act or omission occurring in the performance of her duties as Executive Director, even if said Claim has been made following her termination from employment, provided that the Executive Director acted within the scope of her duties during her tenure as Executive Director. Subject to the provisions of said statute and all other applicable law, the Town shall pay the amount of any settlement or judgment rendered thereon.
- B. The Town may compromise and settle any such Claim and will pay the amount of any settlement or judgment rendered thereon without recourse to the Executive Director.
- C. The Town shall reimburse the Executive Director for any reasonable attorneys' fees and costs incurred by her in connection with such Claims involving her in her professional capacity.
- D. This section shall survive the termination of this Agreement.

### **Section XII, Other Terms and Conditions of Employment.**

- A. All provisions of law of the Commonwealth of Massachusetts relating to retirement, health insurance, and other fringe benefits shall apply to the Executive Director as they generally apply to other non-union employees of the Town, in addition to said benefits enumerated herein specifically for the benefit of the Executive Director, except as otherwise provided in this Agreement.
- B. All other general provisions of the Town's By-laws or Personnel Rules and Regulations relating to fringe benefits shall also apply to the Executive Director as they apply to other non-union employees of the Town, in addition to the benefits enumerated specifically for the benefit of the Executive Director, except as otherwise provided in this Agreement.
- C. This Agreement shall prevail over any conflicting personnel provisions of the Town By-laws or Personnel Rules and Regulations.

### **Section XIII, No Reduction in Benefits.**

The Town shall not at any time during the Term reduce the salary, compensation, or other benefits of the Executive Director, except to the degree such a reduction is applied across the board for all other non-union employees of the Town.

### **Section XIV, Reorganization of Departments.**

The Executive Director is authorized to reorganize, eliminate, or consolidate Town departments or functions under the Board, or create new departments or functions, in whole or in part, in consultation with the Board.

## Section XV. Notices.

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

TOWN: Chair of Select Board  
525 Washington Street  
Wellesley, MA 02482

EXECUTIVE DIRECTOR: Meghan C. Jop  
525 Washington Street  
Wellesley, MA 02482

Alternatively, notices required pursuant to this Agreement may be personally served. Notice shall be deemed as given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

## **Section XVI, General Provisions.**

- A. The text herein shall constitute the entire Agreement between the parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Executive Director.
- C. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- D. For the purposes of the federal Fair Labor Standards Act and the Massachusetts Wage and Hour Law, the Executive Director is designated as an "exempt employee."
- E. This Agreement may be amended at any time by written amendment executed by both parties.

IN WITNESS WHEREOF, the Town of Wellesley, Massachusetts, has caused this Agreement to be signed and executed in its behalf by its Select Board and duly attested by its Town Clerk, and the Executive Director has signed and executed this Agreement, both in duplicate.

TOWN OF WELLESLEY  
Acting by and through  
Its Select Board

Colette E. Aufranc

Colette E. Aufranc  
Chair, Select Board

Date: 6/24/2025

Attest to Signature:

Cathryn J. Kato

Kathryn C. Kato  
Town Clerk

Date: 6/24/2025

I certify there is an appropriation in an amount sufficient to fund this contract there is sufficient funds

Tiana Moreau

Tiana Moreau  
Town Accountant

Date: 6/25/25

EXECUTIVE DIRECTOR

Meghan C. Jop

Meghan C. Jop  
Executive Director

Date: 6/24/25

## **JOB DESCRIPTION FOR EXECUTIVE DIRECTOR, TOWN OF WELLESLEY, MA**

### **Position Description**

The Executive Director of General Government Services is the Chief Operating Officer of the Town of Wellesley ("Town"). The Executive Director is appointed by the Town's Board of Selectmen ("Board") which serves as the town's Chief Executive body and sets many of the Town's policies. The Executive Director assists the Board in its annual development of Town-wide goals and objectives and is responsible for coordinating staff initiatives to achieve those goals and objectives. He or she functions with wide latitude for independent judgment and initiative in managing staff and supervising operations of all entities under the purview of the Board, and oversees and is responsible to the Board in its obligations for the Town's finances and operations. The Executive Director's performance is reviewed and evaluated annually by the Board.

### **Essential Functions**

The Executive Director provides the following essential functions:

- Acts as Chief Operating Officer and Chief Procurement Officer of the Town;
- Oversees the daily operations of the Town;
- Supervises and supports staff in the Selectmen's office;
- Prepares meeting materials and reports to the Board;
- Implements the policies and procedures adopted by the Board;
- Oversees and is responsible for the annual preparation and implementation of the Town-Wide Financial Plan, Five-Year Capital Budget Program, and Annual Operating Budget as well as development and enforcement of internal financial controls;
- Oversees and is responsible for the maintenance, repair and facility planning for all Town buildings and other structural assets other than those of the Municipal Light Plant;
- Supervises Town departments for which the Board is the appointing or employing authority, with the exception of the Police and Fire Departments;
- Appoints the Finance Director, the Facilities Maintenance Director, the Information Technology Director, and the Building Inspector, subject to the approval of the Board, and any other employees for whom funding is provided in the approved annual operating budget, whose Board or committee, acting as the employing authority, is itself appointed by the Board;
- Provides financial operations and other support to the Police and Fire departments and collaborates with the Police Chief and Fire Chief to provide efficient, effective and coordinated public safety services to the Town;
- Provides leadership on projects and activities involving multiple boards and/or committees;
- Supports the Board, other elected and appointed boards, and any consultants in the development of the Unified Plan;
- Coordinates the implementation of programs town-wide to achieve the objectives outlined in the Unified Plan and report annually to Town Meeting on progress;
- Enforces Town bylaws and implement actions passed at Town Meeting; and
- Works according to established professional, departmental and Town policies and procedures, standards, special directives, instructions and intent.

## Specific Duties

The Executive Director performs the following specific duties:

### For The Board of Selectmen

- oversees the hiring, evaluation and termination of the Finance Director, Facilities Maintenance Director, the Information Technology Director, the Building Inspector and any other employees whose Board or committee, acting as the employing authority, is itself appointed by the Board. The Executive Director shall work with the Human Resources ("HR") Director and HR Board to develop the hiring, evaluation, and termination processes.
- attends and participates in all Board meetings unless excused, but does not vote; attends all sessions of Town Meeting and answers all questions within the scope of his/her responsibilities;
- provides Town Meeting with a complete analysis of the budget and answers questions related to the proposed budget; and
- advises the Board fully as to the needs of the Town, and recommends to the Board for adoption such measures requiring action by them or by the Town as may be deemed necessary or appropriate;
- administers, either directly or through a designee all provisions of general and special laws applicable to the Town, all by-laws and votes of the Town, and all rules and regulations made by the Board;
- under the direction of the Board, prosecutes or defends all litigation to which the town is party in consultation with counsel, acts as primary liaison with all legal counsels on matters relevant to the Town, and assists Town Counsel with preparation of litigation proceedings and materials;
- employs special counsel with the approval of the Board to assist Town Counsel whenever necessary;
- develops performance benchmarking information in conjunction with department heads for all municipal services other than education and electric;
- collaborates with the School Department and Municipal Light Plant in the development of benchmarking information for educational and electric programs;
- with the Board, participates in a collaborative process with other town boards in the development of a community-wide strategic and comprehensive plan ("the Unified Plan"), implements, monitors and assesses progress on the Plan, provides an annual report on progress made in achieving the objectives of the Plan, and coordinates updates to the Plan not less than every five (5) years;
- provides advice and assistance to boards and committees of the Town; and
- oversees a process with the Board and Advisory Committee to provide a calendar, process, guidelines, review and ultimately Town Meeting approval of the Town-Wide Financial Plan, Five-Year Capital Budget Program, and Annual Operating Budget.

### In Municipal, State, Statutory and Regulatory Affairs

- assures compliance with relevant federal laws and regulations, Massachusetts General Laws and municipal bylaws, ordinances and regulations;
- acts as the liaison with the state and federal government; local civic and business entities; and other municipalities and municipal organizations.

### Related to Human Resources

- oversees the hiring, evaluation and termination of the all employees where the Board or a committee appointed by the Board is the employing authority, except the Police Department and Fire Department; establishes operating policies, and determines authority and responsibilities of subordinate personnel; and
- negotiates (in consultation with the Board on major negotiation issues) and administers all collective bargaining agreements with the employee organizations representing Town employees; and participates as the Town member of the School Committee in the deliberations and votes of the School Committee for purposes of collective bargaining with employee organizations representing School Department employees, as provided in M.G.L. c.150E.

### Regarding Town Assets

- oversees the maintenance and repair of all Town buildings, including school buildings and grounds (with the exception of the Municipal Light Plant) through oversight of the Facilities Maintenance Department ("FMD");
- works with Town boards, committees, and departments to implement sustainable practices in Town buildings and operations and oversees environmentally responsible stewardship of the Town's natural assets;
- compiles and maintains a full and complete inventory of Town property, both real and personal;
- oversees, directly or through department heads the rental and use of all Town property, except property under the care, custody, management and control of the School Committee, Library Board of Trustees, and the Municipal Light Board.

### Regarding Financial Management and Record-Keeping

- following consultation with Town Departments and Boards, submits to the Board for its approval, a proposed annual operating budget that includes revenue, expenditure, and tax rate projections for the upcoming fiscal year. The Finance Director and Finance Department have primary staff responsibility for budget preparation. The Executive Director's staff provides budget support and the Executive Director prepares an annual Budget Message and presentations for Town Meeting and other forums;
- following consultation with Town departments and boards, submits to the Board for its approval a Town-Wide Financial Plan, Five-year Capital Budget Program, and an Annual Operating Budget;
- submits the Annual Operating Budget to the Advisory Committee for its recommendation and presents it to Town Meeting for its approval;
- ensures fiscal responsibility and maintains modern accounting and financial reporting practices;
- serves as Procurement Officer for the Town, awarding all contracts for all departments and activities of the Town including the School Department, and may delegate this responsibility;
- works with the Finance Director and Treasurer to plan for short- and long-term financing for capital projects;
- applies for and administers federal, state and private grant funds;
- keeps full and complete records of the office of Executive Director and renders as often as may be required by the Board of Selectmen a full report of all operations during that period;
- reports to the Board, Advisory Committee, and Town Meeting as to the financial condition of the Town.

### General Responsibilities

- serves as liaison to the press; provides accurate information concerning Town projects, activities, policies, practices, proposals and decisions;
- performs other management functions as required to ensure the effective and efficient operation of Town activities and delivery of Town services.
- Is accessible to and interfaces with Town residents

### Working Conditions

- work environment is a normal office setting with moderately quiet noise level;
- position requires frequent use of personal computer, including word processing, internet and spreadsheet programs; calculator, telephone, and copy machine;
- frequent walking, talking, listening, and participation in meetings;
- occasional exposure to extremes in temperature and other natural elements when making site visits to Town projects;
- involves extensive out-of-office meetings within Town and occasionally other communities;
- often requires attendance at evening meetings.

### **Qualifications**

#### Educational requirements:

An advanced degree in business, public administration or other appropriate field is preferred. The ideal candidate will have at least ten years of progressive leadership or executive-level experience preferably in municipal government.

#### Experience:

- The candidate will have comprehensive knowledge of the functions of municipal government and the operations of municipal finance, budgeting, and human resources, as well as demonstrated skills in managing the finances and interests of multiple stakeholders throughout the community.
- Experience in municipal collective bargaining and managing employees in a unionized environment will be considered highly advantageous.
- Applicants who have held elective office in the Town for any period during the prior twelve months are not eligible for this position.
- Residence in Wellesley is not required.

#### Skills required:

- Demonstrated ability to communicate effectively orally and in writing, including public speaking;
- Excellent managerial and organizational skills;
- Ability to establish and maintain effective working relationships with all Town employees, board/committee members, officials, and the general public;
- Ability to work under considerable time pressure;
- Ability to recognize Town-wide priorities and work cooperatively to support their accomplishment;
- Ability to prioritize multiple tasks, and to respond appropriately and effectively to interruptions;
- Imagination, innovation and judgment related to planning and working with multiple individuals; and

- Ability to create effective and high-performing teams across different departments, while addressing the perspectives and priorities of the many stakeholders within the municipal structure

