

**EMPLOYMENT AGREEMENT  
BY AND BETWEEN  
TOWN OF WARREN  
AND  
Tammy M. Martin  
TOWN ACCOUNTANT**

This agreement made under the authority of MGL Chapter 41, § 108N by and between the Town of Warren, a municipal corporation duly organized and existing under the laws of the Commonwealth of Massachusetts acting by and through its Board of Selectmen, hereinafter referred to as “the Board” and Tammy M. Martin, Town Accountant hereinafter referred to as “the Town Accountant”.

WHEREAS, the Board of Selectmen and Town Accountant desire to enter into a written agreement of employment setting forth terms and conditions of such employment.

NOW THEREFORE, the parties hereto mutually agree as follows:

1. **EMPLOYMENT:** The board employs the Town Accountant, and the employee accepts employment as Town Accountant.
2. **TERM:** The term of this agreement shall commence on January 21, 2026, and continue until June 30, 2029. Discussion(s) for renewal of this contract shall begin six months prior to the Annual Town Meeting of the respective fiscal year.
3. **COMPENSATION:** Subject to annual appropriation by Town Meeting, the Town Accountant shall receive the following salary, subject to applicable withholdings and deductions:
  - A. Effective January 21, 2026, the Town Accountant shall be paid a salary of \$62,500.00, to be paid in the same manner as other Town employees.
  - B. Effective July 1, 2027, the Town Accountant shall be paid a salary of \$64,375.00, to be paid in the same manner as other Town employees.
  - C. Effective July 1, 2028, the Town Accountant shall be paid a salary of \$66,306.00, to be paid in the same manner as other Town employees.

The Town Accountant shall obtain certification by the Massachusetts Municipal Auditors’ and Accountants Association by June 30, 2029. If the Town Accountant maintains certification as a Town Accountant by the Massachusetts Municipal Auditors’ and Accountants Association during the term of this agreement, the Town Accountant shall be compensated an additional \$1,000.00 every 1<sup>st</sup> of July.

4. **DUTIES:** The Town Accountant shall perform faithfully, to the best of his/her ability, the duties and responsibilities as set forth in the job description attached hereto as *Exhibit 1*, and any other such duties as shall be legally assigned by the Board or the Town Administrator.

5. **HOURS OF WORK:** The regular workweek of the Town Accountant shall be thirty-two (32) hours. The regular work week shall be 8:00am to 4:00pm Monday to Thursday, which is subject to change based on the operational needs of the Town. The Town Accountant shall attend meetings of the Board of Selectmen, Annual Town Meetings, Special Town Meetings and such other meetings of other boards or committees as the Board may direct, which are relevant to the performance of said duties. From time to time the Town Administrator may request the Town Accountant to work beyond their regularly scheduled hours to assist the Town Administrator on special projects. The Town Accountant is an exempt employee for the purpose of the Fair Labor Standards Act.

6. **VACATION:** The Town Accountant shall be entitled to three (3) weeks of paid vacation starting on March 1, 2026. Starting on July 1, 2027, and July 1, 2028, the Town Accountant shall be entitled to four (4) weeks of paid vacation. Unused vacation time cannot be carried over into the next fiscal year, except for the first three weeks, which must be used by June 30, 2027. Any paid leave requests must be submitted in writing to the Town Administrator providing reasonable notice.

7. **HOLIDAYS:** The Town Accountant shall receive paid leave on the following holidays:

New Year's Day	Memorial Day	Veteran's Day
Martin Luther King Day	Independence Day	Thanksgiving Day
Washington's Birthday	Labor Day	Christmas Day
Patriot's Day	Columbus Day	Juneteenth

**SICK / PERSONAL DAYS:** The Town Accountant shall be entitled to five (5) days of paid sick leave until June 30, 2026. Starting on July 1, 2026, the Town Accountant shall be entitled to twelve (12) days of paid sick leave at the start of each fiscal year. The Town Accountant must provide a doctor's note to the Town Administrator upon return to work for any sick leave that lasts longer than three consecutive days. Starting on July 1, 2026, the Town Accountant shall be allowed three (3) personal leave days in each fiscal year. Any such personal days used shall be deducted from sick days available. The Town Accountant may accrue a maximum of one hundred twenty (120) days of sick leave. Sick leave and personal days will not be paid out by the Town upon retirement or separation.

**JURY DUTY LEAVE:** The Town Accountant shall receive paid leave for any jury duty.

8. **INSURANCE:** The Town Accountant shall be eligible for participation in the Town's group health, dental, vision, life insurance and any other benefit plans that are offered to other employees.

9. **PROFESSIONAL DEVELOPMENT AND RELATED EXPENSES:** The Town Accountant shall be permitted to attend courses, seminars, and meetings with the approval of the Board and the Town Administrator to develop skills and abilities as Town Accountant. Costs associated with the attendance at courses, meeting, and seminars in addition to cost of travel shall be reimbursed to the Town Accountant in the Accordance with town policy.

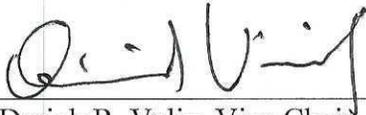
10. EMPLOYEE EVALUATION: It shall be the responsibility of the Town Administrator and the Chair of the Board of Selectmen or the Chair's designee to conduct an annual evaluation of the Town Accountant's job performance pursuant to Section VI of the Town of Warren's personnel by-law.
11. PROBATIONARY PERIOD: There shall be a six (6) month probationary period starting on January 21, 2026, which the Board may terminate employment at any time and for any reason.
12. VOLUNTARY SEPERATION: The Town Accountant may voluntarily resign the position with the Town by providing thirty (30) days written notice of the intended resignation to the Chair of the Board of Selectmen and the Town Administrator.
13. TERMINATION: Dismissal may be at the discretion of the Board only for cause and the Town Accountant shall have the right to appeal said dismissal through the provision of Article XII of the Warren Personnel By-Law. For cause under this agreement shall mean poor performance, as documented through the performance review process, or serious misconduct in violation of any law or Town policy.
14. ENTIRE AGREEMENT: This agreement embodies the whole agreement between the Board and the Town Accountant and there are no inducements promises, terms, conditions, or obligations made or entered into by either party other than those contained in this agreement and/or the Warren Personnel By-Law. This agreement may not be changed except by written approval of all parties.
15. INVALIDITY: If any paragraph or portion of this agreement is invalid, it shall not affect the remainder of the agreement, but said remainder shall be binding and effective.

IN WITNESS WHEREOF, the parties have hereunto signed and seal this agreement on this 15<sup>th</sup> day of January 2026.

TOWN OF WARREN  
BOARD OF SELECTMEN



Richard J. Eichacker, Chair

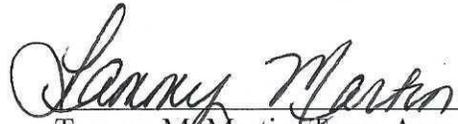


Derick R. Veliz, Vice Chair



David P. Dufresne, Clerk

TOWN ACCOUNTANT



Tammy M. Martin, Town Accountant

## ACCOUNTING ACCOUNTANT

*The Town of Warren is committed to the full inclusion of all qualified individuals and, as part of this commitment, will provide reasonable accommodation to perform essential job functions as required by law.*

### DEFINITION

This position is responsible for directing a variety of complex accounting, auditing, and financial functions, and maintaining the fiscal records and internal controls for the Town. Responsible for comprehensive financial reporting, compliance with legal and contractual obligations, appropriation, and expenditure controls, supervising the general ledger, and overseeing payroll processing and benefit recording functions.

### ESSENTIAL FUNCTIONS

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Prepares and assists in the completion of all required annual Department of Revenue documents, such as the tax recapitulation sheet and year-end financial reports, balance sheets and revenue expense statements for the audit process and certification of free cash.
- Oversees the annual audit process, prepares the formal response to the audit management letter, and implements approved recommendations and actions.
- Develops and prepares monthly reports to track all financial activity within the Town.
- Monitors and records all activity in the general ledger and all other accounts and the general appropriations of the Town; ensures that funds are reconciled on a monthly basis with the department authorized to expend said funds.
- Receives and approves all bills, orders, drafts, and payroll from departments. Examines to verify proper calculations and correct appropriation charges within Town Meeting authorization and develops the accounts payable and payroll warrant.
- Oversees bi-weekly payroll for all staff. Records and tracks paid time off.
- Assists in the coordination of all department budgets. Develops and implements a schedule that meets the budget deadline dates as outlines in the bylaws. Partners with the Town Administrator to prepare the recommended balanced budget.
- Posts cash receipts and reconciles payroll, accounts receivable, cash, and other monies.
- Performs other related job duties as required.

### SUPERVISION RECEIVED

The employee works from policies, goals, and objectives, establishes short-range plans and objectives and departmental performance standards, and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy is required or requested; exercises control in the development of departmental policies, goals, objectives, and budgets; and is expected to resolve all conflicts that arise and coordinate with others as necessary.

### JUDGMENT AND COMPLEXITY

The work involves serving as a recognized authority in interpreting and applying guidelines such as executive, administrative, or organizational policies, general principles, regulations, legislation, and

## **ACCOUNTANT**

directives that pertain to specific functional areas. The employee develops policies and methods to implement such guidelines and requirements.

### **NATURE AND PURPOSE OF CONTACTS**

Contacts are with co-workers, the public, representatives of organizations, and groups and involve interactions with those who have conflicting opinions or objectives, diverse points of view, or differences where achieving compromise is required to secure support, concurrence, or compliance.

### **CONFIDENTIALITY**

The employee has regular access to confidential records and information at the department level requiring discretion in interactions, attention to detail in handling information and records, and responsibility for following security protocols.

### **MINIMUM QUALIFICATIONS**

Any equivalent combination of the below-listed education, training, certification, and experience, is qualifying:

- Bachelor's degree in accounting or related field
- 3 to 5 years of experience

Beneficial:

- 2 years of experience in municipal finance
- Knowledge of Vadar Software preferred

Must be pursued after hire:

- Ability to become a government certified accountant after 3 years

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of municipal accounting and auditing principles, practices, and procedures; promulgations of the Governmental Accounting Standards Board (GASB), applicable Massachusetts General Laws, and an understanding of Town departments.
- Effective organizational, computer, financial software, and Microsoft Office application skills.
- Ability to develop effective working relationships with personnel and the general public and communicate clearly and concisely orally and in writing.

### **PHYSICAL & ENVIRONMENTAL WORKING CONDITIONS**

*The physical and environmental demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.*

- Works primarily indoors in an office setting.
- Sits or stands, with intermittent periods of stooping and walking. May be required to move objects such as files, boxes of paper, office supplies, and office equipment weighing up to 30 lbs.
- Applies motor skills to move objects, file, and sort documents, and use office equipment such as telephones, and computers.
- Routinely reads documents for general understanding and analytical purposes, including handwriting, and forms; and reviews detailed information displayed on a computer screen.