



Town of Douglas FIRE/EMS Department

Chief John J. Furno

64 Main Street

Douglas, MA 01516

Phone: 508-476-2267 Fax: 508-476-3912

To: Lisa Freeman

From: Kelly Manning, Deputy Chief

Re: Employment Contract Amendment

Date: 1/30/2026

On Tuesday, January 20, 2026 the BOS voted in executive session to make the following amendment to my employment agreement:

The amendment was made to the language in section V COMPENSATION, (c) with the language that is **bolded** added to the section. All other language remains the same.

V. Compensation

*C. Based upon the recommendation of the Fire Chief as part of an agreed upon written performance evaluation process, Manning may earn an additional step increase in each contract year up to 2.25% of her prior year's base salary, subject to appropriation. **With the exception of the third year of the contract (November 30, 2025 – November 30, 2026),** it is agreed however, that any step increase pursuant to this paragraph will not bring Manning's salary to an amount that exceeds 90% of the Fire Chief's base salary for that year.*



TOWN OF DOUGLAS
OFFICE OF THE TOWN CLERK



29 DEPOT STREET

DOUGLAS, MA 01516

Phone: 508-476-4000 ext. 255 Fax: 508-476-4012

Christine E.G. Furno, CMC/CMMC

Town Clerk

cfurno@douglas-ma.gov

Lisa A. Postma

Asst. Town Clerk

lpostma@douglas-ma.gov

I hereby certify that at the meeting of the Board of Selectmen held on Tuesday, February 3, 2026, the Board of Selectmen voted as follows:

The Douglas Board of Selectmen voted unanimously to approve the amended language as presented for Deputy Fire Chief Kelly Manning's contract, Section V COMPENSATION, (C) with the language that is bolded added to the section. All other language remains the same.

V. Compensation

C. Based upon the recommendation of the Fire Chief as part of an agreed upon written performance evaluation process, manning may earn an additional step increase in each contract year up to 2.25% of her prior year's base salary, subject to appropriation. With the exception of the third year of the contract (November 30, 2025 – November 30, 2026), it is agreed however, that any step increase pursuant to this paragraph will not bring Manning's salary to an amount that exceeds 90% of the Fire Chief's Base Salary for that year.

True Copy,

ATTEST: Lisa A. Postma

Lisa A. Postma

Douglas Assistant Town Clerk