

TOWN OF WELLFLEET  
BOARD OF SELECTMEN  
Minutes - Tuesday, August 15, 1995

The Board met on Tuesday morning, August 15th, in the Town Hall Meeting Room. Present were all members of the Board of Selectmen: Chairwoman Carolina Kiggins, John Ryerson, Cynthia Paine, Ira Wood and David Ernst. Also present were the following department heads and representatives: Lisa Benson, Chief Rosenthal, Jim McGrath, Marianne Nickerson, Tom Ferreira, Ray Squire, Dawn Rickman, Pat Eagar, Richard Butterfield, Elaine McIlroy, Richard Fressilli, Suzanne Thomas, John Chatham, Warren Rhodes, Glen Shields, Steve Pechonis, Walter Stratton, Jessica Hult and Anne Freyss.

Carolina Kiggins opened the meeting at 9 AM, asking to clarify the lines of communication within Wellfleet Town government and to get specifics from the different department heads on what kinds of activity occur between each of them and the Town Administrator. The following was offered:

- budget preparation
- approving those persons recommended for hire
- authority to use Town Counsel and Labor Counsel
- availability and accessibility of procurement officer
- someone available to discuss matters of a confidential nature
- someone as "head of ship" with whom to check in, who is aware of the big picture and who is available for swift consultation

It was noted that the matter of confidentiality is of extreme importance for many of the departments, for example, the Council on Aging, Police, Fire and Building.

Anne Freyss recommended a meeting with the Administrative office staff, since this department is immediately and directly affected by the loss of their Department Head and is of a unique nature as "the hub of a wheel" where information passes to and from all other departments.

Cynthia Paine asked how Department Heads interact on decision-making issues. Some common sense issues are handled directly, otherwise through the Town Administrator or the Board of Selectmen. She also emphasized the importance of written reports from department heads.

It was suggested that the Selectmen might try to have regular office hours during this interim period in order to be readily available for consultation. It was also noted that the Town Counsel is available at Town Hall the second Wednesday of each month. Also, the Department of Revenue has a legal division and consults in relation to legal/financial matters free of charge.

Chairwoman Kiggins then opened discussion regarding those qualities desired of a Town Administrator. The following were mentioned:

- ability in human relations

- financial acumen
- spirit of innovation/a "thinker"
- openmindedness
- support of department heads and members of the department

Thomas underlined the fact that personality is crucial. Those present were encouraged to submit written lists of desired qualities to the Board of Selectmen as soon as possible.

It was announced that a Special Town Meeting is being planned for the 23rd of October to address changes and fine tuning in the Charter.

Chairwoman Kiggins asked that copies of the minutes of this meeting be distributed to all department heads and that the minutes from Selectmen's meetings during this interim period be distributed to all department heads.

The Board took a break at 10:10 AM, dismissing all those who wished to leave, and resumed at 10:15 AM to recap and continue discussion of other matters.

It was decided to meet on Friday, August 18th and then to meet on Tuesday mornings at 9 AM in the Town Hall, beginning on September 5th. The Board members will also try taking turns at regular office hours in the Town Hall. Monthly department head meetings will also continue as in the past.

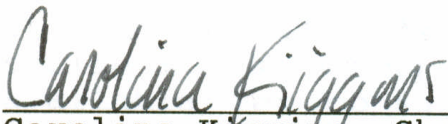
It was the consensus of the Board to approve and send a letter drafted by David Ernst to Maria Burkes of the National Seashore regarding the reauthorization of the National Seashore Advisory Commission and to authorize the Chair to sign on behalf of the Board.

The meeting was adjourned at 10:50 AM.

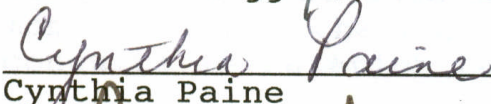
Respectfully submitted,



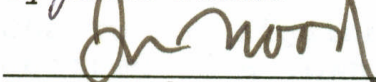
Anne Freyss  
Administrative Clerk



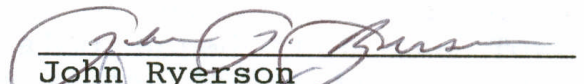
Carolina Kiggins, Chairwoman



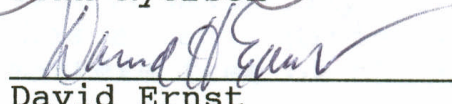
Cynthia Paine



Ira Wood



John Ryerson



David Ernst