

Board of Selectmen
Town Hall Meeting Room
February 9, 1996
Minutes

The meeting was called to order at 10:00 a.m. by Chairwoman Carolina Kiggins. Selectmen present included Cynthia Paine, David Ernst and Ira Wood. Selectman John Ryerson was absent. Town Administrator John Hinckley also attended.

The Board discussed several matters with the Town Administrator including:

- a) modifications to agenda for Selectmen's meeting
- b) rescheduling departmental tours
- c) maintaining a list of ongoing issues - there was a consensus that the Administrative staff will update the list
- d) format for the Town Administrator's activity report
- e) administrative oversight of Fire Department
- f) Board of Selectmen priorities for the position of Town Administrator - priorities included: Local Comprehensive Plan; Town Administrator role as outlined in the Charter and job description; selective regionalization; Charter review; implementation of team building, a personnel evaluation system and TQM; prioritization of Chapter 90 funds; accessing ISTEAF funds/requirements; closer working relationships with the Town and Chamber of Commerce; communication; visibility to employees and the community; filling vacant positions; and supervision of department heads. There was a consensus that Mr. Hinckley will prepare a list of goals based on this discussion.

The Town Administrator noted that he will be re-evaluating Phase II of the Town Hall renovation project and investigating an upgrade of the Town Hall telephone system.

The Board interviewed the following:

- 1) Judy Goldman for appointment to the Conservation Commission
- 2) Meg Conor for appointment to the Natural Resources Advisory Board
- 3) Louise Brooks, Brent Harold, (John) Phillip Johnson, Herbert Daitch and Dale Donovan for appointment to the Local Comprehensive Plan Coordinating Committee.

There was a consensus of the Board to take the appointments under advisement.

The meeting adjourned at 1:10 p.m.

Respectfully submitted,



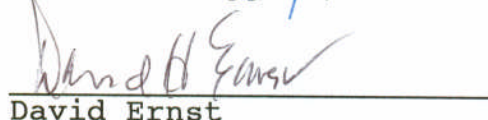
Linda Smulligan
Administrative Assistant



Carolina Kiggins, Chair



Cynthia Paine



David Ernst



Ira Wood