

Board of Selectmen
December 13, 1996
Town Hall Meeting Room
Minutes

The meeting was called to order at 3:30 p.m. by Chairwoman Carolina Kiggins. Selectmen present included Cynthia Paine and Ira Wood. Selectman David Ernst arrived at 3:35 p.m. Selectman John Ryerson was absent. Town Administrator John Hinckley also attended.

The Board discussed the proposed job description for the Clerk of the Works for Phase II of Town Hall Renovations submitted by the Town Administrator. Building Inspector Victor Staley, Assistant DPW Director Luke Fox and Town Hall Building Committee Chairwoman Frauke Rosenthal also attended. Discussion included the work load of the Building Inspector and the impact of additional duties and responsibilities should he serve as the Clerk of the Works, Selectwoman Paine's information regarding requirements for a Clerk of the Works position under AIA Document B352 and the role of the architect in the final phases of the project. On a motion duly made and seconded the Board voted unanimously to ask that the Town Administrator procure answers to questions posed at this meeting for discussion at their Monday, December 16th meeting. Questions included:

1. What does the contract say regarding the responsibility of the architect for supervision of the project?
2. What are the estimated hours for the position of Building Inspector as both an Inspector of Buildings and zoning enforcement officer?
3. What is the estimate of hours to be worked by the Clerk of the Works?
4. What is the cost to hire a Clerk of the Works?
5. Is there a conflict of interest should the Building Inspector serve as the Clerk of the Works?
6. Who has a working understanding of the written agreement with the general contractor?

On a motion duly made and seconded the Board voted unanimously to approve the minutes of December 2, 1996 as amended.


There was consensus that the minutes of 11/7/96 and 12/5/96 be resubmitted to the Board with the discussed amendments.

The Town Administrator requested that the Board sign the Memorandum of Understanding with Barnstable County regarding the contract with JTEC for the provision of a hard Clam Farmer's Training Program dated February 26, 1996. It was noted that although the minutes of the Board of Selectmen meeting of March 11, 1996 indicate that the Board had voted to sign the Memorandum of Understanding, Barnstable County had indicated that they had never received the signed document. There was consensus to sign the Memorandum of Understanding.

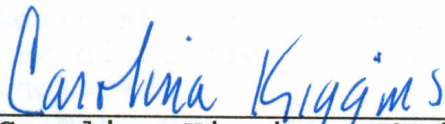
Board members reviewed their assessments of the applications for the position of Fire Chief. On a motion duly made and seconded, the Board voted unanimously to remove the resumes of on-Cape applicants and to forward the remainder of the resumes to the Fire Department for review by a group to be comprised of two full-time officers and two call officers and the Town Administrator and to request that this group provide a recommendation, with their related reasons, to the Board by 12/20/96. There was consensus that, after review of the assessment by this group, the Board will again review the applications.

The meeting adjourned at 5:45 p.m.

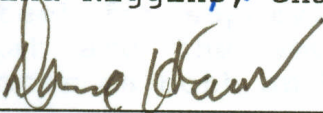
Respectfully submitted,



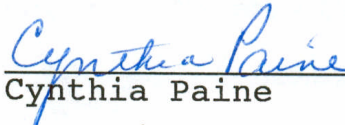
Linda Smulligan
Administrative Assistant



Carolina Kiggins, Chair



David Ernst



Cynthia Paine



Ira Wood