

Board of Selectmen
Library Meeting Room
January 6, 1997
Minutes (Afternoon Meeting)

The meeting was called to order at 12:00 Noon by Chairwoman Carolina Kiggins. Selectmen present included John Ryerson, Cynthia Paine, David Ernst and Ira Wood. Town Administrator John Hinckley was also in attendance.

The Board discussed:

a) Marina building lease - the Town Administrator recommended that the lease be put out to bid for a ten year period to allow time for the lessee to recoup the cost of needed renovations to the building. A motion to put the Marina building lease out to bid for a period of 10 years rather than for an option of 5 or 10 years was withdrawn with permission of the seconder in order that questions regarding the proposed lease specifications could be posed to Town Counsel at tonight's meeting of the Board.

b) interim wage adjustment for the Assistant DPW Director - on a motion duly made and seconded the Board VOTED to amend the salary of the Assistant DPW Director by an additional \$42.27/day retroactive to the former DPW Director's last day of appointment until a new DPW Director is appointed.

c) working session with the Town Administrator - on motions duly made and seconded the Board VOTED unanimously as follows:

1. that the Town Administrator come to all meetings fully prepared and that he have all contracts and applicable information with him. For all important decisions, an issue paper will be drafted indicating options including benefits and detriments.

2. The Town Administrator will furnish accurate and complete information to the Board of Selectmen when a vote is needed.

3. The Town Administrator will demonstrate full understanding of M.G.L. concerning the issue of confidentiality and other issues.

4. The Town Administrator will be explicit in all memos (i.e., write what he means).

5. The Town Administrator's reports will be informative to the Board of Selectmen (and give accurate information as to what the Town Administrator is doing).

6. The Town Administrator must keep the Board of Selectmen fully informed.

7. Conversations regarding legal matters will be documented in writing.

8. The Town Administrator will develop a written plan regarding follow through of all outstanding and future Board of Selectmen votes, Charter requirements and Town Meeting actions.

There was consensus that a statement be read at tonight's meeting as follows: "The Board of Selectmen met in a working session today, January 6, 1997 at noon until approximately 3 p.m. to discuss ways to improve the performance of the Town Administrator. It was voted

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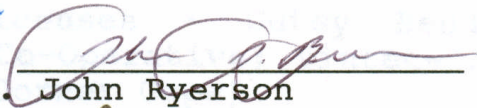
unanimously by the Board of Selectmen: list from c) above. The Town Administrator has agreed to develop a written response by Thursday, January 9, 1996. The Board is scheduled to meet again in a working session on Friday, January 10, at 3 p.m."

The meeting adjourned at 2:52 p.m.

Respectfully submitted,



Linda Smulligan
Administrative Assistant


Carolina Kiggins, Chr.
John Ryerson

Cynthia Paine

David Ernst


Ira Wood