

PROVINCETOWN BOARD OF SELECTMEN
JUDGE WELSH ROOM
EXECUTIVE SESSION MINUTES - JANUARY 24, 2000

Attendees: Betty Steele-Jeffers, Mary-Jo Avellar, David Atkinson, Richard Prowell and Cheryl Andrews.

Recorder: Cheryl Andrews, Clerk

TOPIC: Town Manager Employment Agreement and Appraisal Policy

1. General Board Discussion

Board will fill out new appraisal document as a test and use it as a mid-year review.

MOTION: *We execute by February 14, 2000 a new 2-year contract for the period April 23, 2000 to April 22, 2002.*

Motion by: Cheryl Andrews Seconded by: David Atkinson

Roll Call: DA - Yes MJA - Yes BSJ - Yes CA - Yes RP - NO

MOTION: *We include base annual salary increase of \$2500 on July 1, 2000 and July 2, 2001.*

Motion by: Cheryl Andrews Seconded by: Mary-Jo Avellar

Roll Call: DA - Yes MJA - Yes BSJ - Yes CA - Yes RP - Yes

MOTION: *Eligibility for additional annual salary increase on July 1st tied to results of the revised performance appraisal instrument.*

Motion by: Mary-Jo Avellar Seconded by: Cheryl Andrews

Roll Call: DA - Yes MJA - Yes BSJ - Yes CA - Yes RP - Yes

MOTION: *To include increase vacation allowance from 3 to 4 weeks per year effective March 5, 2000.*

Motion by: Mary-Jo Avellar Seconded by: David Atkinson

Roll Call: DA - Yes MJA - Yes BSJ - Yes CA - Yes RP - Yes

MOTION: *To include continued professional development with focus on (A) improving working relationships with employees and (B) maximizing their potential and (c) fostering mutual communication.*

Motion by: David Atkinson Seconded by: Mary-Jo Avellar

Roll Call: DA - Yes MJA - Yes BSJ - Yes CA - Yes RP - Yes

Motion to adjourn by: David Atkinson Seconded by: Cheryl Andrews

Roll Call: DA - Yes MJA - Yes BSJ - Yes CA - Yes RP - Yes

Minutes transcribed by: Vernon Porter, Secretary to Board of Selectmen
April 13, 2001