

**TOWN OF PROVINCETOWN – BOARD OF SELECTMEN**

**EXECUTIVE SESSION – MONDAY - OCTOBER 27, 2008 8:50 PM**

**JUDGE WELSH HEARING ROOM**

Chairman Michele Couture called the meeting to order at 8:50 PM noting the following Board of Selectmen members: Michele Couture, Elaine Anderson Mary-Jo Avellar, Austin Knight, David Bedard

Other Attendees: Town Manager Sharon Lynn, Secretary to Board of Selectmen Vernon Porter  
Recorder: Elaine Anderson

**MOTION**: *Move that the Board of Selectmen vote, pursuant to MGL C. 39, §23B, clause 3, to go into executive session to discuss personnel, and not to convene in open session thereafter. [Roll Call Vote]*

Michele Couture – Yes      Mary-Jo Avellar – Yes      David Bedard - Yes  
Elaine Anderson – Yes      Austin Knight - Yes

**Motion by**: Mary-Jo Avellar      **Seconded by**: Austin Knight

Yea 5    Nay 0    - Motion Passes –

The Board of Selectmen provided Mr. Porter with the updated, 10-14-08, job description for the position of Provincetown Secretary to the Board of Selectmen. The same job description, (used over ten years ago) was used to provide the updated version, with the following changes:

- 1) This position will be supervised by the Town Manager and under the general direction of the Board of Selectmen;
- 2) Harbor regulations, Aquaculture Grant regulations, Parking and Traffic Violations, Town Hall Rental Regulations were deleted from the original job description due to the fact that these tasks have been moved to other departments over the years.

**MOTION**: *Move that the Board of Selectmen vote to adjourn at 9:40 PM [Roll Call]*

Mary-Jo Avellar - Yes      Michele Couture – Yes      Elaine Anderson – Yes  
David Bedard – Yes Austin Knight - Yes

**Motion by**: Mary-Jo Avellar      **Seconded by**: Austin Knight

Yea 5    Nay 0    Motion Passes

Minutes transcribed by: Vernon G. Porter, Secretary to Board of Selectmen  
April 1, 2009