

IN BOARD OF SELECTMEN
DRAFT MINUTES
OCTOBER 25, 1963

Meeting convened at 6:00 p.m. In attendance: Edward F. Moynihan, Chairman; Edward E. Kreitsek, Richard C. Venne.

1. Warrent - Special Town Meeting: Proofread printers' copies of the warrent of the Special Town Meeting and approved printing of sufficient copies to mail one to each head of household. Zoning articles were proofread by Richard Brooks and Parker Albee of the Planning Board. These were made available to the Town Clerk, to use as the notice of the Special Town Meeting to satisfy the requirements of Section 2 of Article 1 of the by-laws.
2. Executive Secretary Salary: The Board discussed the matter of the Executive Secretary's salary and the duties and responsibilities of the position of Executive Secretary. The Board considered the vote taken under Article 4 of the Annual Town Meeting of March 7, 1962 and the vote of items A51, 52 of Article 3 of the annual town meeting of March 6, 1963.

The Board reviewed the correspondence and meetings with the Personnel Board and noted the information furnished this Board outlining duties and tasks of the Executive Secretary position.

The Board of Selectmen has not received a notification of the qualifications, responsibilities or salary established by the Personnel Board. Therefore, to implement the vote taken in the two articles stated above, it was moved, seconded and unanimously voted to establish a salary of \$5200 per annum, effective June 1, 1963, for the part time position of Executive Secretary.

3. Special Town Meeting - Presentation Material: With Town Engineer George White, and Planning Board members Richard Brooks and Parker Albee, the Selectmen convened to the Center School to review the projection material prepared by Mr. White to illustrate the locations and dimensions of districts concerned with zoning amendments at the March 6 Special Town Meeting.

Adjourned: 7:30 p.m.

Respectfully submitted,

Edward E. Kreitsek
Clerk