

TOWN OF PROVINCETOWN – Town Manager Screening Committee
a sub-committee of the BOARD OF SELECTMEN
MEETING MINUTES
THURSDAY, May 28, 2015 8:00 AM
Provincetown High School Bldg, 12 Winslow St, First Floor Conf Room
Provincetown, Massachusetts 02657

OPEN SESSION

Chairman Andrews convened the meeting at 8:10 AM noting the following attendees:

Cheryl Andrews, Thomas Donegan, Anthony Brackett, Lee Ash, Steve Katsurinis.

All members present. Also present was Joellen Earl, Search Consultant , GovHR usa.

1. The committee discussed the questions (see attached) that would be asked and the order and process for the interviews. Ms Earl stated she would go into the hallway and bring each candidate in for introductions and the interview. Each interview would be approximately 60 minutes with 2 questions from each committee member followed by one behavioural question.

2. Executive Session

Motion: I move to go into Executive Session pursuant to MGL c30A section 21(a) Clause 8 to consider applicants for employment by a preliminary screening committee subject to declaration of the chair that an open meeting will have a detrimental effect on obtaining qualified applicants and to convene in open session thereafter.

Cheryl did declare.

Motion by Tom Donegan, 2nd by Steve Katsurinis
roll call :

Cheryl : aye
Tom: aye
Lee: aye
Steve: aye
Tony: aye

Yea 5 Nay 0 Motion passed.

The committee went into Executive Session at 8:20am.

The Committee reconvened in Open Session at 12:37 pm.

3. Approve minutes of April 24, 2015 and public portion of May 12, 2015

Motion : to approve the minutes of April 24, 2015 as presented. TD,LA 5-0

Motion : to approve the minutes for the public portion of May 12, 2015 SK,TD 5-0

4. There were no member statements

Motion to adjourn

AB, TD 5-0 Motion passed . Meeting Adjourned at 12:40 pm

Recorder: Cheryl Andrews

Minutes approved 5-0 on May 29, 2015

**PROVINCETOWN TOWN MANAGER
SCREENING COMMITTEE INTERVIEW QUESTIONS**

CANDIDATE NAME: _____

DATE: _____

1. (Cheryl) Please us a little about yourself and why you are interested in the position of Town Manager for Provincetown?

a.How do you envision the role of the Town Manager in an organization such as Provincetown?

2. (Tony) Do you use Social Media such as FaceBook, Twitter or Instagram?

a. Do you think it appropriate for Town Employees to use these means to comment on Town Issues or Town Politics?

b.Do you think there is a positive and productive way for Town Hall to use any or all three of these Social Media tools?

3. (Lee) Many of our second home owners have no voice in town government and are often frustrated with a lack of services they are looking for in order to retire here. These are people who have been coming here for 10 or 20 years and bought their property as a retirement home. This population contributes a lot of money to the community and cannot even vote at town meeting. How would you reach out to this population and begin to address their concerns?

4. (Tom) To be successful we have to make choices. Can you tell me how you set your priorities?

5. (Stephen) What is your vision for Provincetown? How have you developed this vision? What processes/systems do you favor for long-range Planning?
 - a. How do you “sell: your vision? How have you responded to people who say “we tried that before and it didn’t work” or “you will never get that to pass”?

6. (Cheryl) Based on the job responsibilities listed in the recruitment brochure, do you possess all of the skills and abilities necessary to perform the work of the Town Manager?
 - a. If not, in what areas will you be relying on staff or other sources for assistance? Please be specific as to whom you would be relying and/or with what resources?

7. (Tony) What is your opinion about attracting young families with children to live and possibly work in Provincetown? Do you have any ideas as to how we might tackle this issue?

8. (Lee) In addition to an extremely large second home population and their concerns, we have year round residents and summer workers who are finding it almost impossible to live and work in the area. We can't seem to address the housing shortage for our year round residents fast enough, despite many ongoing programs to assist with both rental and ownership housing. Please share your experience with this issue and ideas for addressing the crisis in housing for our year-round population and service workers who come for the summer?

9. (Tom) How do you handle managing a difficult employee? Can you give me an example of how you coached an employee to overcome deficiencies?

Structured Behavioral Question

Preliminary: Describe a circumstance when you were faced with a problem related to a management decision taken by your elected superior(s), which your staff felt was unworkable and destined to fail to meet the stated objectives of the elected officials.

After the response:

We are going to give you a scenario involving a hypothetical situation and ask you to tell us how you would respond.

It is the 4th of July weekend and the town is crowded with tourists and day-trippers. A tropical depression has been churning offshore for a few days but it suddenly veers into Cape Cod. The National Weather Service has recommended evacuation of the Cape in the face of 100 mile per hour winds and expected coastal flooding. Hearing this, and fearing that our infrastructure cannot support the estimated 70,000 people in town, the Board of Selectmen directs you to begin mandatory evacuation. Due to the winds, the ferries have stopped running and air travel is not possible at Provincetown Municipal Airport. Your staff is very concerned about an evacuation order. Your Department of Public Works (DPW) fears that Route 6 and Route 6A in Truro may be inundated and impassable sometime in the next 3 hours. DPW also reports that parts of the wastewater treatment facility are being shutdown as a prudential step due to increased volume of water and wastewater. You are the Town's Emergency Management Director and your staff is available and communications with State and Federal officials are still open. The police, fire and EMS are all operable and available. The Provincetown-Truro shelter is available with a capacity of 500 persons. The electric power is still available but Eversource expects service to fail between 12 and 18 hours from now and to be off for 24 - 72 hours after the storm. Everyone looks to you for a decision. What are your priorities? What are your considerations? What decisions do you make?