

**TOWN OF PROVINCETOWN – Town Manager Screening Committee
a sub-committee of the BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, May 12, 2015 8:30 AM
TOWN HALL – Caucus Hall**

OPEN SESSION

Chairman Andrews convened the meeting at 8:38 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.

The committee took item 2 out of order.

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 Lee Ash
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 8:40am.

The Committee reconvened in Open Session at 11:00am.

1. Review the process for screening the applicants and the calendar.

The consultant explained to the committee that she had held SKYPE interviews with 17 applicants . She had explained the serious nature of the Cost of Living in Provincetown and that living in a condo as opposed to a single family home, may be the only option for folks considering a move to town.

3. Announce Schedule including next meeting.

The committee discussed what days we might offer to the applicants for the interviews and a location. The committee decided May 28 at the High School with an additional offer of May 29 at the Library. We discussed the 3 pages of questions that the consultant provided that we might wish to use during the interviews. The group agreed to email the consultant with 1-2 questions that reflect what we thought would be appropriate. We discussed a tentative time frame of what would happen and when, including a possible press release for Friday afternoon. The consultant reminded us that some candidates will possibly withdraw at this point, so we decided that a press release will be prepared in executive session but not released until all the candidates had made their decision. The committee asked Cheryl to craft a simple press release for the next few days, announcing the dates and general calendar issues as we head towards the end of the month.

Motion to adjourn

CA, TD 5-0 Motion passed . Meeting Adjourned at 12:03pm

Recorder: Cheryl Andrews

Minutes approved 5-0 at our meeting on May 28, 2015