

The Town Manager Screening Committee, **a sub-committee of the Board of Selectmen**, was called to order Friday, April 24th at 10 am in Caucus Hall, Town Hall, 260 Commercial Street, Provincetown

All Members Present: Tom Donegan, Cheryl Andrews, Tony Bracket, Lee Ash, and Steve Katsurinis

Also present: Joellen Earl, Search and screening consultant via conference call.

Also present: Peter Brown, reporter Provincetown BANNER

A) Introductions and Subcommittee Organization

Tom Donegan convened the meeting and acted as Chair for the meeting. The Group agreed by consensus that Cheryl Andrews will be Chair and call the next meeting.

Tom Donegan (Selectman) , Cheryl Andrews (Selectman) , Tony Bracket (School Committee, parent and musician) . Lee Ash (Realtor and former PPPC Board Member) , and Steve Katsurinis (Inn Keeper and Board of Health Member) introduced ourselves to Joellen Earl of GOVHR USA.

The group further agreed that the Chair Andrews will speak for the committee in public and that Tom Donegan may from time to time need to comment as a Selectman. Otherwise, public comment will be limited.

B) Discussion of process

Joellen reported we have received 52 applications, of which 17 are being screened for first round interviews. She reported the overall quality of the applications was very good.

Joellen will provide by email a 'matrix of skills' which she used to screen the candidates, and the committee will further review the matrix for Provincetown specific skills or prioritization of skills.
Joellen will provide by email a 'matrix of skills'

The interviews will be conducted with the same core questions, and include at least one 'behavioral' question that presents the candidate with a scenario and asks for reactions as part of the interview.

Joellen to provide a list of 30 possible questions to the committee by email .

Steve to develop behavioral question

Candidates will have the option to travel to Provincetown, at their own expense, for first round interviews.

The committee declined to provide a specific target on the number of applicants to be forwarded to the Board of Selectmen.

C) Discussion of dates and Timeline

- Committee members each receives "binders" of applications with suggested candidates for first round interviews **on May 8th** (pick up in the BoS office) . A single binder of applicants not selected for first round interviews will be also provided.
- The Committee meets with Joellen Earl on May 12th at 8:30 am to review the candidates recommended for first round.
- The committee will interview by skype on **May 14th, 18th and 19th**. The preference is for morning interviews, but the group agreed to be flexible depending on candidate availability.
- Interviews will last approximately 1 hour, with 15 minutes for discussion among committee members. Some interviews may naturally take longer while others may end more quickly.
- The Committed Targeted agreeing on the finalists and forwarding that list the Selectmen the week of May 25th.

D) Review of materials and Documents related to Town Manager search.

The Committee reviewed materials prepared the law firm of Kopelman & Paige related to the search specifically, the Open Meeting Law, Public Documents law and a list of guidelines for questions a public body may ask an applicant for town employment.

The Committee members each signed a confidential agreement which will remain on file with the Secretary to the Board of Selectmen.

The meeting adjourned without objection at 11:15 am

submitted by,
Tom Donegan

approved by committee on 5.28.15 by 5-0 vote