



Town Manager's Search Committee

Meeting Agenda

The Provincetown Town Manager's Search Committee will hold a Meeting on Tuesday, August 6, 2019, at 1:00 p.m. in the Judge Welsh Room, Provincetown Town Hall, 260 Commercial Street, Provincetown, MA 02657.

1. Initial Consultation with the Town Manager Executive Search Consultant Community Paradigm LLC; Topic of discussion will include but not limited to (Votes May Be Taken)
 - a. Town Manager Market
 - b. Search Process
 - c. Review Committee schedule and calendar.
2. Approve Minutes (Votes May Be Taken)

Richard Murray, Chair
Town Manager's Search Committee

Posted by the Town Clerk: www.provincetown-ma.gov, 8/1/19 2:20 pm dv
Revised 08/02/2019, 10:33 am AR



Town Manager's Search Committee
AGENDA ACTION REQUEST
Tuesday, August 6, 2019

1

INITIAL CONSULTATION

Community Paradigm LLC

Requested by: Elizabeth Paine, BOS Secretary

Action Sought: Procedural

Proposed Motion(s)

Discussion Dependent/Votes May Occur

Additional Information

- Topics for Discussion
 - Town Manager Market
 - Search Process
 - Review committee schedule and calendar

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

AUG 2019

SUN

MON

TUE

WED

THU

FRI

SAT

01

02

03

04

05

06

07

08

09

10

1 PM Judge
Welsh Room

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

12:30 Judge
Welsh Room

SEP 2019

SUN

MON

TUE

WED

THU

FRI

SAT

01

02

03

04

05

06

07

08

09

10

11

12

13

14

12:30 Judge
Welsh Room

15

16

17

18

19

20

21

22

23

24

25

26

27

28

12:30 Judge
Welsh Room

29

30

OCT 2019

SUN

MON

TUE

WED

THU

FRI

SAT

01

02

03

04

05

06

07

08

09

10

11

12

12:30 Judge
Welsh Room

13

14

15

16

17

18

19

20

21

22

23

24

25

26

12:30 Judge
Welsh Room

27

28

29

30

31



Provincetown Select Board
AGENDA ACTION REQUEST

Tuesday, August 6, 2019

2

MEETINGS Minutes

Requested by: Elizabeth Paine, BOS Secretary

Action Sought: Approval

Proposed Motion(s)

Move that the Town Manager's Search Committee approve the minutes of:

July 18, 2019 1 pm [] as printed [] with changes so noted

July 22, 2019 5 pm [] as printed [] with changes so noted

Additional Information

See attached minutes.

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

**TOWN OF PROVINCETOWN – TOWN MANAGER’S SEARCH COMMITTEE
MEETING MINUTES
JULY 18, 2019, 2019 1 PM
CAUCUS HALL – PROVINCETOWN TOWN HALL**

The meeting convened 9 am noting the following:

Town Manager’s Search Committee attending: Elaine Anderson, Lorrie Lee Ash, Marianne Clements, Alfred Famiglietti, Steve Katsurinis, Richard Murry, Robert O’Malley and Leslie Sandberg

Excused:

Other attendees: Secretary to the Select Board Elizabeth Paine

Recorder: Elizabeth Paine

- 1. First meeting of the Town Manager’s Search Committee. Topics include, but not limited to; (Votes may be taken on the following items)**
 - a. Election of Officers**
 - b. Search Committee Protocol**
 - c. Executive Search Consultant Information**
 - d. Town Manager’s Job Description**
 - e. Upcoming Schedule and Future Meetings**

The search committee discussed election of officers and made the follow motions.

Move that the Town Manager’s Search Committee vote to appoint Richard Murray Chair.

Motion: Robert O’Malley Seconded: Marianne Clements

Approve: 5 Oppose: 0

Move that the Town Manager’s Search Committee vote to appoint Lorrie Lee Ash Vice Chair.

Motion: Steve Katsurinis Seconded: Robert O’Malley

Approve: 5 Oppose: 0

Move that the Town Manager’s Search Committee vote to appoint Steve Katsurinis Clerk.

Motion: Robert O’Malley Seconded: Leslie Sandberg

Approve: 5 Oppose: 0

Alfred Famiglietti arrived 1:15 pm / Elaine Anderson arrived 1:17 pm.

The committee expressed their commitment to moving the process along and working with the consultant to see they follow the timeline. The committee also discussed speaking points they would bring up with the Select Board at their joint meeting which included; salary, benefits and housing. The committee established hold dates for future meetings; August 6th at 1 pm, August 29th at 12:30, September 12th at 12:30, September 26th at 12:30, October 10th 12:30 and October 24th at 12:30 to occur in the Judge Welsh room.

Without objection the meeting was recessed at 2:11 pm

Minutes transcribed by: Elizabeth Paine

**TOWN OF PROVINCETOWN – TOWN MANAGER SEARCH COMMITTEE
MEETING MINUTES – SPECIAL MEETING
JULY 22, 2019, 2019 5:00 PM
JUDGE WELSH ROOM – PROVINCETOWN TOWN HALL**

Chair Murray convened the open meeting at 5:00 pm noting the following:

Select Board attending: Chair David Abramson, Vice Chair Robert Anthony, Members John Golden, Lise King and Louise Venden

Excused:

Town Manager's Search Committee: Richard Murray, Lee Ash, Elaine Anderson, Steve K, Robert O'Malley, Alfred Famiglietter and Truro Town Manager Rae Ann Palmer

Excused: Marianne Clemens and Leslie Sanborn

Other attendees: Acting Town Manager David Gardner, Finance Director Josee Cardnial Young and Secretary to the Select Board Elizabeth Paine

Recorder: Elizabeth Paine

- 1. Joint Meeting with the Town Manager's Search Committee; Topic of discussion will include but not limited to (Votes May Be Taken)**
 - a. Town Manager's Search Consultant**
 - b. Town Manager's Screening Committee Charge**
 - c. Town Staff Questionnaire**
 - d. Upcoming Meetings.**

The Select Board and the Town Manager's Search Committee discussed updating Town Manager's job description, salary and housing allowance. The Board and Committee agreed on requesting the Executive Search Consultant preforming an exit interview on previous Town Manager David Panagore.

TMSC Chair Murray spoke to the BOS and gave some speaking points. The discussion included the TMSC requesting the BOS to review and update the Job description, conduct an exit interview with previous Town manager David Panagore and consider the salary to be between 180 – 200K with benefits and 30K housing. The Board and Committee spoke about the Executive Search Consultant coming to town on August 6th to conduct interviews with the Select Board Members, Town Manager's Search Committee, town staff and the public to build a position profile. Truro Town Manager Rae Ann Palmer told the Board and Committee she welcomed the opportunity to work with the Committee and share her experience moving from off cape to Truro and suggested coming up with three main goals the BOS would like to see completed in the first year as it provides the entering Town Manager with a good direction.

Without objection the meeting was recessed at 5:30 pm

Minutes transcribed by: Elizabeth Paine