

TOWN OF PROVINCETOWN - BOARD OF SELECTMEN

SPECIAL MEETING –WEDNESDAY, SEPTEMBER 13, 2006 4:30 PM

JUDGE WELSH HEARING ROOM

Chairman Cheryl Andrews convened the special meeting at 4:30 PM noting the following attendees: Board of Selectmen members: Cheryl Andrews, Sarah Peake, Michele Couture, Richard Olson, David Nicolau

Other Attendees: Consultant Thomas Groux of Groux & Associates and Gary Delius, Chairman of the Finance Committee

Recorder: Vernon G. Porter

The following are meeting minutes, in brief.

1. EXECUTIVE SEARCH CONSULTANT - TOWN MANAGER

Chairman Andrews turned the meeting over to Consultant Groux who presented the following material and a discussion ensued on the topics of important items relative the Search Committee are:

- Make it broad based, representative of community with mix of experienced former town officials, some new people, maybe some one from chamber/tourism interests. Not too small. Nine or ten is about right. It should not be dominated by one or two people and could be if it is too small. I would suggest avoid putting employees on committee.
- Appointments ought to be by the full Board of Selectmen. Not individual Selectmen.
- The “Charge” to committee needs to be read to them at a Public Meeting of the Board and ask them to concur with ‘Charge’.
- It would be very help for the Search Committee to conduct a Pubic Forum to get input from committees, employees and the public at an early stage in the process.
- Would be helpful to adopt the ‘Charge’ before you start interviewing candidates for the Search Committee.
- Need to revise time schedule that I gave you with my proposal to outline how long I think it should take with actual calendar dates plugged in rather than a number of weeks so that you agree that is when you want certain things to happen.
- The time table that the Board of Selectmen want to see needs to be set and the Consultant and the Search Committee needs to adhere to that. The advertisement for the position itself is something I would like to go over with the Selectmen only.
- Hopefully consultant and committee would agree on referrals but the Selectmen are my client and I'll need to reserve option to disagree with referrals of candidates (see my assurance in contract) if I believe a particular referral(s) is not qualified or suitable or add a referral if I believe a well-qualified person being unduly overlooked.
- Confidentiality is critical to all work by committee. Applications should not be copied and shared. Committee members ought to view applications and resumes at town hall in secure location.
- Chairman Andrews introduce Gary Delius, Chairman of the Finance Committee. And emphasized that the primary focus of the meeting today is to complete the Boards ‘Charge’ for the Search Committee so that it is clear to the people who will be expressing interest what their ‘Charge’ is. Also, to the extent that we have free

time during our discussion or afterwards, talk about how other members of the community and/or specifically sitting Finance Committee Members could have some kind of involvement of this whole process before it is completed. Gary let me know that the FinCom was interested and I suggested that he stop by this meeting and see to what extent we could at least start to address that today.

- Advertisement for residents to serve on search committee ought to be done in same manner Board traditionally uses to look for volunteers to committee.

The following will be: 1) put in the Banner for 2 week; 2) posted on the Town website; 3) posted as a public notice, 4) and a Press Release.

Town Manager Search Committee

The Provincetown Board of Selectmen are inviting letters of interest from town residents to serve on a committee to assist the Board and its consultant in the search for a new town manager. Charges for this committee are listed below. **Letters of interest should be submitted no later than September 29, 2006** to: Board of Selectmen, Attn: Vernon G. Porter, Town Hall, 260 Commercial St., Provincetown, MA 02657 508-487-7003

Charge: Town Manager Search Committee

Overall Charge

To assist the Board of Selectmen and consultant in the initial screening and selection of a new Town Manager for the Town of Provincetown.

Specific Charges

1. Become familiar with the role, responsibility and authority of the position of Town Manager. Study the Home Rule Charter that established the form of government and in particular Chapter 4 Board of Selectmen and Chapter 7 Town Manager.
2. Encourage town officials, employees, committees and residents to offer views regarding issues facing the town government and the Provincetown community including to hold at least one Public Forum to receive input from citizenry.
3. Make suggestions to the Board of Selectmen and consultant concerning a profile of the Town of Provincetown and the Town Manager position. The profile prepared by the consultant shall be reviewed and approved by the Board of Selectmen prior to publication.
4. With the assistance of the consultant consider, in confidence, applications and resumes submitted for the position; compare the experience and qualifications of candidates against the profile established by the Board of Selectmen for the position; screen applications for further review and personal interviews by the consultant and search committee.
5. Recommend approximately five (5) of the most qualified candidates to the Board of Selectmen for the Board's further consideration.
6. Members of the search committee are to treat all applications in confidence; are not to divulge the identity or resume information on any applicants during and following the selection process. Nor are any members of the search committee authorized to conduct any reference or background checks on any candidates.

Mr. Groux Continues

- **Profile** - I will work out a profile and give it to the Board and ask you for your comments and then I will review it at one or two meetings with the Search Committee and then get back to you for your final approval.

- All non-selected resumes will be destroyed after process is over.
- All press inquiries are referred to Chairman, Board of Selectmen.
- Mr. Groux will meet with Department Heads and work with Vernon on this. Will also supply sample of ads for Town Manager along with wording of salary range.
- Gary Delius – FinCom strongly feels that, in some way, they should be part of the final selection process.
- Selectmen’s interviews will public.
- Secure email address of ‘Search Committee Members’ when it is formed.
- Timeline – within 4 to 5 months for Search Committee and 5 to 6 months for Board of Selectmen. Sarah Peake ask for sooner rather than later.
- Starting next week, Mr. Groux will meet with the Selectmen on an individual basis to get their feelings of what they are looking for in a Town Manager and then meet collectively to discuss the outcome of the individual meetings.

Motion to adjourn by Michele Couture at 5:35 pm.

Minutes transcribed by: Vernon G. Porter
September 14, 2006