

**TOWN OF PROVINCETOWN – TOWN MANAGER SEARCH COMMITTEE
REGULAR MEETING MINUTES
WEDNESDAY, June 4, 2014 5:00 pm
TOWN HALL – CAUCUS HALL**

Chair Louise Venden convened the meeting at 5:00 PM. Those in attendance were:
Town Manager Search Committee: Ann Maguire, Lynne Martin, Jennifer Cabral, Rob Tosner, Louise Venden, Judith Cicero, Donald Vaughan, Richard Olson, Peter Petas, Robert Vetrick, and Dennis Minsky

No members of the public were present

Recorder: Peter Petas

1. Approve Minutes of Past Meetings

MOVE that the Board Approve the two sets of minutes from 4/16 and the May 7 minutes as printed.

Motion by: Donald Vaughn, **Seconded by:** Ann Maguire **Yea 11 Nay 0**

2. Develop questions for Town Manager candidates

The Committee discussed the questions as drafted by Jennifer Cabral and agreed that the same six initial questions would be asked of each candidate. The first question would be introductory, the second meant to elicit information on the candidate's background, the third related to economic development, the fourth related to human resources, the fifth about fiscal management and the last question related to the Provincetown Community.

MOVE that the questions be approved as modified.

Motion by: Rob Tosner, **Seconded by:** Robert Vetrick **Yea 11 Nay 0**

The Committee felt that the questions that were posted as part of the agenda packet should be removed from the Town Website. Lynne Martin said she could handle that.

MOVE that the draft questions be removed from the Town website.

Motion by: Donald Vaughn, **Seconded by:** Robert Vetrick **Yea 11 Nay 0**

3. Review Search Consultant Update including ad placement and responses to date

Mark Morse joined the meeting telephonically to update the Committee on the search process. The Town Manager ad appeared in MMA, the ICMA Website and an ICMA electronic newsletter. In addition, Mr. Morse said that he'd sent the ad to his firm's own contact list and made about 35 calls to get the word out. So far he's received 9 resumes, which he will start forwarding to Mary Timmons as the resumes get logged into the consultant's system. When questioned by the Committee Mr. Morse

characterized the response so far as slightly below expectations but stressed that there is usually a flurry of activity toward the middle and end of the process.

4. Identify Committee members to ask approved questions and procedures for follow up

The Committee agreed on the following procedures:

- a. Louise Venden will welcome the candidate, introduce the Committee and explain the interview process.
- b. The candidate will then be asked the six questions agreed by the Committee. Louise Venden will ask an introductory question, Rob Tosner will ask a question related to the candidate's background, Ann Maguire will ask a question related to economic development, Lynne Martin will ask an HR question, Peter Petas will ask about fiscal management and Jennifer Cabral will ask a question related to the Provincetown Community.
- c. After each question, the questioner will ask the other members of the Committee whether they have any clarifying and/or follow up questions.
- d. The Committee will then ask questions that are to be developed specifically for each candidate in Executive Session once the group reviews resumes. (The questioner would be designated during that process.) After each candidate answer, the questioner will elicit clarifying and/or follow up questions from the Committee.
- e. The candidates will then be asked if they have any questions or statements they would like to make. Louise Venden will determine who is to answer for the group.
- f. Louise Venden will then thank the candidates and describe the next steps in the process.

5. Other matters that may legally come before the Committee not known at the time of posting.

Ann Maguire suggested that the Committee meet July 9 in addition to the regularly scheduled July 2 and 16 meetings. Everyone agreed this was a good idea and Louise was going to make sure we have a meeting room available.

The Committee is concerned about maintaining a quorum through the rigorous pre-interview and interview process and the associated scheduling challenges. Louise Venden will go to the BOS and ask that our Board be officially reconstituted as 11 rather than the original 13 so that 6 members will be a quorum.

Jennifer Cabral will forward the survey results document she has prepared to the Committee for discussion at our next meeting.

The Committee feels strongly that we need backup for Mary Timmons during the interview process given potential scheduling conflicts. Louise Venden will address this with the BOS.

The Committee believes that recording the interviews (audio or video) would be beneficial since it is not likely that all members will be present for all interviews. Louise will explore the practical issues of how a recording might be made as well as talking to Mr. Morse about best practices.

And finally a reminder: Please include the appropriate Executive Session language on all future meeting agendas when we expect to discuss candidate resumes.

MOVE to adjourn

Motion by: Robert Vetrick, **Seconded by:** Jennifer Cabral **Yea 11 Nay 0**

Transcribed by: Peter Petas 6/5/2014