

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN
BOARD OF SELECTMEN SECRETARY INTERVIEW
MEETING MINUTES
THURSDAY, OCTOBER 2, 2014 6:00 PM
TOWN HALL – JUDGE WELSH ROOM**

Chairman Donegan convened the meeting at 6:07 PM, noting the following:
Board of Selectmen attending: Tom Donegan, Erik Yingling, Robert Anthony and Cheryl Andrews.

Excused Absent: Raphael Richter.

Other attendees: Acting Town Manager David Gardner, Finance Director Dan Hoort

Recorder: Dan Hoort

Selectman Andrews welcomed Mr. McCulla and explained the process of the preliminary screening committee and the Selectmen interview process.

1. Interview Board of Selectmen Secretary Candidate Jeremy McCulla

Selectman Andrews asked Mr. McCulla to introduce himself. He lives in Boston and hopefully is moving to Provincetown in the near future and he currently manages a high end retail store.

Selectman Andrews stated that this position reports and works with many people. How do you set your priorities and how you deal with folks coming at you from multiple angles? Mr. McCulla stated some things come up along the way that may take precedence over your priorities, it's important to be flexible and be able to roll with the punches.

Selectman Andrews asked about his skills, there is a significant typing aspect and record keeping aspect to this job.

Mr. McCulla stated he has not taken minutes before, but I feel I would be able to do it with no issue

Selectman Donegan stated part of the job is the flexible schedule. There are evening meetings that we try to complete by 11, but we try to stop by 10 at the latest. Town meeting may run a late as well. How comfortable are you with that, you think you are going to get home at 9pm and your day runs late.

Mr. McCulla stated it's part of his business right now, you never know what's going to come up. It's part of what he does, the schedule is not set.

Selectman Donegan asked how you organize your day.

Mr. McCulla stated his outlook calendar is his best friend. Anything I need to get done I highlight with my outlook calendar.

Selectman Yingling asked how familiar is he with what we do and Provincetown in general?

Mr. McCulla I've been coming here since I was a senior in college. He hasn't participated in town government, but he has researched it and knows how it works.

Selectman Yingling noted he has a lot of retail store experience and asked if he has worked in a secretarial position before?

Mr. McCulla state he has worked in volunteer positions where I've done secretarial duties, but he has not worked as a paid secretary.

Selectman Yingling asked which organization?

Mr. McCulla said MassEquality

Selectman Yingling noted he will mostly work with the chair, but asked how does he handle working with multiple bosses?

Mr. McCulla said he reports to a number of people in his current job, it's important to keep the line of communication open with everyone

Selectman Anthony asked if he has worked in jobs where confidentiality is required.

Mr. McCulla stated his current job the financial aspect is confidential as is the human resources side.

Selectman Anthony noted that in this job, a lot of it is customer service. How do you deal with someone who wants to make a complaint?

Mr. McCulla said a lot of the times people just want to know you are listening and understand their issue. If I can resolve it on my own, perfect. If not I will direct them to the person who can handle their issue

Selectman Andrews asked what about this specific position makes you a perfect fit for you.

Mr. McCulla said if you ask any of my friends they will say I'm an NPR junkie and love government. This would be the perfect mix between his career and his passion for government and Provincetown and policy.

Selectman Donegan asked if Mr. McCulla has housing arranged.

Mr. McCulla said yes he does.

Selectman Donegan noted that one of the problems with town government is that calls may go all over the place until they get to us and by the time they get to us they are upset.

Mr. McCulla said you need to let them know you understand their situation and you will do your best to handle it. Everyone wants to feel their issue is important.

Selectman Yingling said you mentioned you are an NPR junkie, do you follow what happens in tow, do you read the paper and how did you hear about the job?

Mr. McCulla said he heard about the position on Facebook. He has watched the videos of the meetings.

Selectman Anthony asked if he has you worked with the public before. What do you like and dislike about it.

Mr. McCulla my current job is working with the public and I enjoy it very much. You are able to communicate with the public and get to know people on an individual basis. If I didn't like working with the public I would be in a different career. I can't think of anything that I don't like in working with the public.

Selectman Donegan asked if the screening committee went over the benefits and the salary.

Mr. McCulla said they did not discuss it.

Selectman Donegan described the salary and benefits. It is a forty hour work week with comp time for night meetings. There is fair amount of detail in the position.

Acting town manager Gardner described the paid time-off during the year.

Selectman Yingling asked Mr. McCulla if he had any questions for the Selectmen.

Mr. McCulla asked what the next steps in the process are.

Selectman Donegan stated the Selectmen will deliberate and then offer the position to one of the two candidates.

Selectman Donegan thanked Mr. McCulla for coming today.
Mr. McCulla left the room.

Selectmen Donegan asked if others feel deliberation is covered on the agenda.

Selectman Andrews stated she would hate to put it off, but thinks it might be better for the agenda for Monday night.

Selectman Donegan stated he would put it on Monday's agenda.

2. Other

Acting town manager Gardner reminded the Selectmen that for the MMA conference, for which they are registered, we need to reserve hotel rooms for the Selectmen. Mr. Gardner asked the Selectmen which days they would plan to be there and to let him know.

Acting Town manager Gardner stated the only other thing is to schedule a site visit to the Winslow property on Monday.

The Selectman decided a Saturday morning visit would work better for their schedules and Mr. Gardner said he will call to arrange a visit. Selectmen Andrews and Anthony will join Selectman Donegan on Saturday morning instead of the Monday visit.

Acting town manager Gardner mentioned that we have the Community and Government Service Award plaque and we're trying to decide where to hang it. It was decided the plaque will be hung next to the door inside the Judge Welsh Room.

3. Executive Session

Move that the Board of Selectmen vote to go into Executive Session - pursuant to M.G.L. c30A Sec 21 (a) Clause 2 – to conduct strategy sessions in preparation for contract negotiations with non-union personnel (prospective new Town Manager) and not to convene in public session thereafter.

Motion by: Erik Yingling, Seconded by Cheryl Andrews. The Chairman declared that conducting the session in public would have a detrimental effect on the Town's negotiating position.

Roll Call Vote:

Selectman Andrews yes

Tom Donegan yes

Erik Yingling yes

Robert Anthony yes

Motion Passed: 4-0-0

The Board went into executive session at 6:28pm