



Board of Selectmen

Meeting Agenda - Revised

The Provincetown Board of Selectmen will hold a public meeting on Wednesday, April 6, 2016, at 5:30 p.m. in the Town Hall Auditorium, Provincetown Town Hall, 260 Commercial Street, Provincetown, MA 02657.

1. Approval by the Board of Selectmen, of the Town Manager's hiring, of the Town Treasurer.
2. Town Meeting Matters.
3. Town Meeting.
4. Other – Other matters that may legally come before the board not reasonably anticipated by the Chair 48 hours before the meeting - votes may be taken.

Posted: www.provincetown-ma.gov, 3/29/16 12:35 pm dj
REVISED: April 4, 2016 4:15 pm dv



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Wednesday, April 06, 2016

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PROVINCETOWN TREASURER

Approval of Town Manager's Hiring of John O'Buck

Requested by: Town Manager David Panagore.

Action Sought: Approval

Proposed Motion(s)

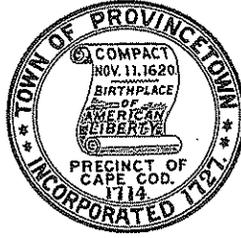
MOVE that the Board of Selectmen vote to give their approval to Town Manager David Panagore to hire Mr. John O'Buck, as Provincetown's new Treasurer.

Additional Information

See attached memo from Town Manager David B. Panagore and Finance Director Dan Hoort along with Mr. O'Buck's resume.

Board Action

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



Memo

To: Provincetown Board of Selectmen

From: David B. Panagore, Town Manager
Dan Hoort, Finance Director

Date: April 5, 2016

Re: Town of Provincetown Treasurer

Provincetown Charter Section 7-2-5:

The Town manager shall hire the following town employees with the approval of the board of selectmen:

- (a) Accountant
- (b) Assessor
- (c) Assistant town manager
- (d) Clerk
- (e) Licensing agent
- (f) Police chief
- (g) Tax collector
- (h) Town counsel; and
- (i) Treasurer

We request the Board of Selectmen give their approval to Town Manager David Panagore to hire John O'Buck, as Treasurer for the Town of Provincetown.

There were seven applicants for the position of Town Treasurer. Mr. O'Buck's work experience, as presented in his resume, shows experience in finance, business management, human resources, and customer service. Mr. O'Buck has also served as the Recreation Director for the Town of Provincetown in years past. Former Treasurer Boulos and Finance Director Hoort will train Mr. O'Buck. We are confident he will quickly pick up the responsibilities required for the Treasurer's position.

Mr. O'Buck will become an important part of the Finance team for the Town of Provincetown.

JOHN M. O'BUCK
Eight Dawes Road Stow, Massachusetts 01775-1532
Cell: 978-580-7649 E-mail: jobuck@neppi.com

S U M M A R Y

Experienced in Human Resources, Customer Service, Risk Management, Real Estate and Insurance. Established communications, analytic, and project management skills. Client service driven with a collaborative work ethic.

Human Resource Management and HRIS

- Human Resources service delivery as Management Consultant and Employee Advocate
- Personnel Administration, Manage Employee Information, Benefits Administration and Annual Open Enrolments
- Competencies include recruitment, compensation planning, job evaluation and classification projects, employee relations, organizational assessment and consulting, training plans and management development, workforce planning, policy development, reductions in force and ensure legal compliance.

Administration, Project Management, Facilities and Risk Mgmt. Responsibilities

- Development of Budgets to include controls and reporting of spend vs. plan (public and private sectors).
- Casualty Insurance Risk Management program with a 16M Dollar Risk Funding Portfolio.
- Contract negotiations, vendor selection and management of corporate wide agreements.
- Established and managed cross functional relationships with corporate departments to achieve business goals
- Commonwealth of Massachusetts, Real Estate Sales Professional License # 9067795 and Individual Insurance Producer License # 1798571 for Property, Casualty and Personal Lines

Customer Service Experience

- Store Manager Sayre Scout Shop, Boy Scouts of America, Milton Ma
Managed successful daily operations of the Scout Shop by leading the staff in delivering exceptional customer experience and maintaining a clean customer friendly environment
- Managed Customer Service Desk at TJ Maxx responsible for customer service, merchandise returns, cashiers and managing associates hours and break times.
- Metropolitan (Met Pay) Insurance Program, provide policy holder service to group business accounts, including experience with call center staffing.

Municipal and Regional Government

- Town of Provincetown, Director of Recreation and Community/Youth Center operations.
- Cape Cod Regional Transit Authority, Transit Operations Coordinator for Provincetown Fixed Route System

Professional Experience

Store Manager, Sayre Scout Shop, Boy Scouts of America, Milton Ma 2012 - 2015

- Front line manager ensuring all store functions are delivered through staff members
- Ensure performance and adherence to business metrics, scheduling and payroll reporting
- Train and develop a knowledgeable staff of product specialists
- Lead the territory in sales for the Trek Tek T Shirt promotion (Spring 2015)
- Exceeded Profit Budget for year 2014
- Achieved highest increase in Average Sale per Transaction in the Northeast Region for the year 2014

Independent Consultant

2003 - 2011

- **Prudential Prime Properties Maynard, MA**
Commercial and Residential Sales, Leasing and Relocation Services
- **Brooks-PRI Automation** Chelmsford Ma Global Semiconductor Equipment Supplier
Contract Engagement for the successful design and development, including training, of a Human Resource Performance Management System for US Operations.

TJ Maxx and More Customer Service Desk Acton MA

2002

Division Human Resources Manager ACT Manufacturing Inc. Global Electronics
Contract Manufacturer Hudson, Ma **2000 - 2001**

- Business Partner and Employee Advocate providing Human Resources leadership to the Senior Management Staff and client base of 340+ employees.
- Reporting to the VP of HR and the Senior Executive VP of the Division provided strategic HR plans for manufacturing and sales within the key areas of Recruiting, Retention, Employee Relations, Performance Management, Management Development and Training Curriculum Plans.
- Drove the process for critical management hires and executive search using various recruiting methodologies reducing cost per hire by 60%, while responding to ensure that staffing levels were met during the various expansions and contractions of the business.

Intel Cooperation, First Security 2nd Shift Security Supervisor Hudson, MA

2000

Metropolitan Property and Casualty Group Accounts Sales Consultant

1999 - 2000

Digital Equipment Corporation – Global Multi-Billion Dollar Computer Corporation

1980 - 1998

Employee Relations Consultant, HR Information Systems and Administration Manager

- Project successfully delivered a new technical platform for the data capture of all employee information for the US population (30,000+ records) Responsible for Business Functionality and Administrative Procedures
- Set direction for a staff of five providing functional management for establishing communications, training, personnel administrative procedures, forms and records management
- Vendor management for Unemployment Compensation (US), Plan Administrator for the Metropolitan (property and casualty) Insurance Program offered through employee payroll deductions.

Corporate Risk Manager - Casualty Programs

- Proposed and developed standards for the transfer of risk, implement risk funding programs, evaluate proposals and delivered consulting services to internal clients (US sales and service organizations).
- Responsible for 16+ million dollar risk funding portfolio

Town of Provincetown, MA - Director of Recreation

1977 - 1980

- Planned and administered recreational programs to the community. Directed full time and seasonal staff for the daily operation of the community/youth center.

Education

University of New Hampshire, Bachelor of Science 76' Administration, Recreation and Parks

Volunteer Organizations

Boy Scouts of America Assistant Scoutmaster, and Eagle Scout, Troop 130 Maynard, MA

UMASS Water Resource Center Volunteer Water Quality Monitoring Program, Lake Boon, Stow, MA



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April 4, 2016 Annual and Special Town Meeting
Town Meeting Matters

Requested by: Town Manager David Panagore

Action Sought: Discussion

Proposed Motion(s)

Discussion dependent – votes may be taken.

Additional Information

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



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Wednesday, April 06, 2016

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April 4, 2016 Annual and Special Town Meeting
Town Meeting

Requested by: Town Manager David Panagore

Action Sought: Discussion

Proposed Motion(s)

Discussion dependent.

Additional Information

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



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OTHER

Requested by: Town Manager David Panagore

Action Sought: Discussion

Proposed Motion(s)

Discussion Dependent – votes may be taken.

Additional Information

Board Action

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