



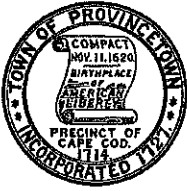
Select Board

# Meeting Agenda

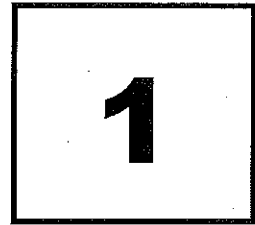
**The Provincetown Select Board will hold a Special Meeting on Monday, July 22, 2019, at 5:00 p.m. in the Judge Welsh Room, Provincetown Town Hall, 260 Commercial Street, Provincetown, MA 02657.**

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.

Posted by the Town Clerk: [www.provincetown-ma.gov](http://www.provincetown-ma.gov), 07/17/2019, 3:05 pm AR



**Provincetown Select Board**  
**AGENDA ACTION REQUEST**  
**Monday, July 22, 2019 5 pm**



## **JOINT MEETING**

Town Manager's Search Committee

**Requested by:** Acting Town Manager David Gardner

**Action Sought:** Discussion

### **Proposed Motion(s)**

Discussion dependent – votes may be taken.

### **Additional Information**

- Please see attached.

### **Board Action**

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

# Provincetown Town Manager Screening Committee

## Committee Charge

The Town Manager Screening Committee is responsible for presenting the names of 3-5 individuals, who shall be considered finalists, to the Select Board for consideration as appointment as the Town Manager of Provincetown. The Screening Committee members shall use their best judgment and understanding of the criteria for selection of the Town Manager that is outlined in the Position Profile that has been prepared by the Town's recruitment consultant with the input and information of the Select Board and other town officials and community members; and that will be utilized in conducting outreach to solicit candidates for the position. The Screening Committee shall work collaboratively with the Town's recruitment consultant and HR Director in executing their responsibilities.

The Screening Committee's work shall include:

1. Meet to choose a committee Chairperson and Clerk
2. Work with the Town's Recruitment Consultant to conduct a Community Forum to obtain residents' ideas and opinions on the skills and attributes sought in the next Provincetown Town Manager.
3. Meet with the Town's Recruitment Consultant to review the Position Profile, review process of interviews, discuss questions as prepared by recruitment consultant and possible additional questions, and set interview dates.
4. Receive and review resumes of Semi-finalists as presented by the recruitment consultant.
5. Conduct interviews of selected candidates utilizing established questions.
6. Compare the experience, qualifications and interview performance of candidates to identify up to 5 finalists for reference and background check by the recruitment consultant.
7. Meet with the recruitment consultant to review the outcome of the reference and background checks and take a vote to present an unranked list of the chosen candidates to the Select Board.
8. Chairperson meets with the Select Board to present names and resumes of the Finalists.

It is anticipated that the work of the Screening Committee will be completed within 4-8 weeks. The Committee shall function as a governmental body of the Town as defined in the Massachusetts Open Meeting Law, and utilize the provisions of said law pertaining to Executive Session in order to act in the best interests of the Town. To the extent permitted by law, the Screening Committee shall maintain the names and any information about the candidates in strict confidence until it votes its recommendations. Names and information pertaining to candidates not chosen as Finalists shall be retained as confidential.

Town of Provincetown  
 Town Manager Recruitment  
 Projected Timeline

July 15, 2019 - October 14, 2019

Activity / Week Of	7/15	7/22	7/29	8/5	8/12	8/19	8/26	9/2	9/9	9/16	9/23	9/30	10/7	10/14	10/21	10/28
Week #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
<b>Preparation</b>																
Introductory Meeting to Review Process																
1 Initial Consultation with Selectmen Search Committee																
2 Supporting Information and Community Consultation																
3 Position Profile/Recruitment Brochure Preparation																
Review Profile with Selectmen																
4 Advertisements and Recruitment																
<b>Review of Applications</b>																
5 Resumes Received																
6 Initial Review of Resumes																
7 Selection of Semi-Finalists w/Search Committee																
<b>Initial Interviews</b>																
8 Search Committee Interviews																
9 Selection of Finalists																
10 Reference and Background Review																
11 Referral of Finalists																
<b>Board of Selectmen</b>																
Community Meet and Greet (Optional)																
12 Selectmen Interviews of Finalists																
13 Selection																
14 Negotiation and Approval of Contract																

## Proposed Timeline of the Town Manager Search process

April 29, 2019	<ol style="list-style-type: none"><li>1. Vote to procure an Executive Search Consultant</li><li>2. Vote to constitute Town Manager Search Committee</li><li>3. Approve Town Manager Job description.</li></ol>
May 28, 2019	Appoint members to the Town Manager Search Committee.
June 10, 2019	Interview respondents to the Search Consultant RFP. (If necessary) Or if no RFP process, hiring search consultant.
June - August 2019	<p>Search Committee reviews the charge of the committee – reviews the role of a Town Manager, discusses the profile of the type of manager the community would like to see.</p> <p>Search Committee meets jointly with the Select Board.</p> <p>Search Consultant comes onboard.</p> <p>Search Committee, after consultation with search consultant will hold a public forum to encourage Town officials, Town employees, board and committee members and residents to offer views regarding issues facing the Town government and the Provincetown community.</p> <p>Town Manager Search Committee and Search Consultant work together to develop the process for review of potential candidates.</p> <p>Search consultant drafts the job notice and advertises the position.</p> <p>Search Committee develops evaluation criteria for the interview of potential candidates.</p>
September 2019	Search Committee with the assistance of the Search Consultant will in confidence, review applications and resumes submitted for the position; compare the experience and qualifications of candidates against the profile established by the Select Board for the position and screen applications.
October 2019	<p>Search Committee and Search Consultant will conduct interviews of the screened applicants.</p> <p>Search Committee meets jointly with the Select Board to recommend approximately three to five of the most qualified candidates for the Board's further consideration.</p>
November 2019	Select Board interviews the three finalists and selects a Town Manager
December 2019	A new Town Manager starts