

TOWN OF PROVINCETOWN - BOARD OF SELECTMEN

SPECIAL MEETING – MONDAY, OCTOBER 23, 2006 4:00 PM

JUDGE WELSH HEARING ROOM

Chairman Cheryl Andrews convened the special meeting at 4:00 PM noting the following attendees: Board of Selectmen members: Cheryl Andrews, Sarah Peake, Michele Couture, David Nicolau

Excused Absence: Richard Olson

Other Attendees: Consultant Thomas Groux of Groux & Associates

Recorder: Vernon G. Porter

The following are meeting minutes, in brief.

Thomas Groux submitted material and reviewed Issues from 2007 Goals and Comments by Board of Selectmen (See attachment #1), along with a Draft of the Town Manager's Position (See attachment #2)- which will be revised and sent to the Board. – Ads will be in Beacon- Massachusetts Municipal Association. MA [ICMA] International City Managers Association and their Web sites, plus the Banner.

Draft of Profile should be to Board of Selectmen by Friday – October 27, 2006.

Schedule meeting to finalize Profile before Town Meeting at 5 PM.

1. EXECUTIVE SEARCH CONSULTANT - TOWN MANAGER

Move that the Board of Selectmen vote to establish a Town Manager Search Committee 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.

And further to vote that the establishment of said committee become effective upon appointment of its Members.

Motion by: Sarah Peake Seconded by: Michele Couture Yea 4 Nay 0

2. EXECUTIVE SEARCH CONSULTANT - TOWN MANAGER

MOTION: *Move that the Board of Selectmen vote to appoint: Sue Buerkel, Irene Rabinowitz, Marilyn Downey, Mary-Jo Avellar, Michael Fernandes, Austin Knight, Debbie Meadows, Elaine Anderson and Hunter O'Hanian as members of the Town Manager Search Committee with terms to expire upon the appointment of the new Town Manager.*

Motion by: Sarah Peake **Seconded by:** Michele Couture **Yea 4 Nay 0**

Motion to adjourn by Michele Couture at 5:11 pm.

Minutes transcribed by: Vernon G. Porter
October 24, 2006