

**TOWN OF PROVINCETOWN –
Selectmen's Secretary Preliminary Screening Committee**

**FRIDAY – AUGUST 29, 2014 9:00 am
OPEN SESSION –**

JUDGE WELSH HEARING ROOM, 260 Commercial St. Provincetown

This committee was created by the Board of Selectmen to conduct preliminary screening interviews of candidates for the position of Board of Selectmen's Secretary.

Cheryl Andrews convened the meeting at 9:00 AM noting the following committee members: Selectmen Cheryl Andrews and Selectmen Robert Anthony, Town Clerk Doug Johnstone and Town Manager Executive Assistant Elisabeth Verde.

Other Attendees: Acting Town Manager David Gardner (attending for informational purposes but not a member of the Preliminary Screening Committee).

Recorder: Doug Johnstone

No members of the public attended.

OPEN SESSION

The first order of business was to elect a chair.

MOTION: Move that we elect Cheryl Andrews as Chair of the Preliminary Screening Committee.

Motion by: Doug Johnstone Seconded By: Elisabeth Verde Yea 4 Nay 0

Chair Cheryl Andrews discussed the procedures for filling the vacant Selectmen's Secretary position, noting that the position was advertised for two weeks in the Provincetown Banner and the Town website. Elisabeth Verde also stated that the position was placed on the Massachusetts Municipal Association website and sent to an e-mail distribution list she maintains for Administrative Assistants. Andrews stated that she would like to first review the applications received in Executive Session and then reconvene in Open Session in order to develop interview questions and to discuss scheduling of interviews and next meeting.

Prior to convening in Executive Session there was a discussion of expectations regarding evening meetings and daytime coverage of the Selectmen's Office within a standard 40/hr work week, and the issue of overtime versus flexibility in the schedule. Acting Town Manager and Selectmen to finalize expectation in terms of work schedule.

MOTION: Move to enter into executive session, pursuant to M.G.L. c. 30A, §21(a)(Clause 8), to consider or interview applicants for employment or appointment, for the Board of Selectmen's secretary position, if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants, and to reconvene in open session. The chair did declare as required.

Motion by: Doug Johnstone Seconded By: Robert Anthony Yea 4 Nay 0

Roll Call vote

Cheryl Andrews – Yes

Robert Anthony – Yes

Doug Johnstone – Yes

Elisabeth Verde – Yes

The committee went into executive session at 9:55 am .

Cheryl Andrews reconvened the Preliminary Screening Committee for the Selectmen's Secretary Position at 10:25 am.

The date of Friday, September 5, 2014 was selected to schedule interviews for three candidates beginning hourly at 9:00 am, with a back-up date of Friday, September 12, 2014 at 9:00 am if needed for any additional interviews or interviewees unavailable on Friday, September 5, 2014. Elisabeth Verde to contact applicants and schedule interviews.

Acting Town Manager David Gardner reminded the committee that they needed to present more than one candidate to the full Board of Selectmen since the role of the Preliminary Screening Committee for the Selectmen's Secretary is to produce viable candidates for the position which are then interviewed and by the Selectmen in order for them to determine which candidate is offered the position.

It was decided to re-advertise the position opening notice without a deadline in both the Banner and on the Town website in an effort to obtain additional applicants.

Potential interview questions were discussed and Cheryl Andrews asked that Doug Johnstone and Elisabeth Verde work together to finalize a list of interview questions.

Motion to adjourn at 10:40 am.