

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

**FRIDAY – SEPTEMBER 5, 2014 10:30 am
OPEN SESSION –**

JUDGE WELSH HEARING ROOM, 260 Commercial St. Provincetown

Cheryl Andrews called the meeting to order at 10:39 AM noting the following Selectmen's Secretary Preliminary Screening Committee members: Selectman Cheryl Andrews, Selectman Robert Anthony, Town Clerk Doug Johnstone, Town Manager Executive Assistant Elisabeth Verde.

No members of the public attended.

Recorder: Doug Johnstone

OPEN SESSION

Chair Cheryl Andrews asked that approval of minutes be placed on future agendas, and also Applicant/Interview Updates to allow for any additional applications that may be received. Cheryl Andrews also asked that that “Other matters that may legally come before the board not known at the time of posting” be removed from any future agendas.

Cheryl Andrews relayed that she had confirmed with Acting Town Manager David Gardner that the position of Secretary to the Board of Selectmen is a non-exempt/40 hr. per week position, and that applicants would be informed that the work week consisted of 40 hours including any evening meetings attended.

Elisabeth Verde announced that an additional application had been received, and that the position had been re-advertised in the Banner and on the Town website with a deadline date for applications removed from the notice.

The Committee then voted to enter into executive session at 10:53 am as follows:

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, and moved that the chair declare that an open meeting will have a detrimental effect in obtaining qualified applicants, and to not reconvene in open session thereafter.

Motion by: Cheryl Andrews Seconded By: Doug Johnstone 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 10:53 am.