

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN
BOARD OF SELECTMEN SECRETARY INTERVIEW
MEETING MINUTES
THURSDAY, September 25, 2014 5:00 PM
TOWN HALL – JUDGE WELSH ROOM**

Chairman Donegan convened the meeting at 5:07 PM, noting the following:

Board of Selectmen attending: Tom Donegan, Erik Yingling, Robert Anthony, Cheryl Andrews and Raphael Richter.

Other attendees: Acting Town Manager David Gardner, Finance Director Dan Hoort

Recorder: Dan Hoort

Selectman Andrews gave an update on the process of the preliminary screening committee. She stated the committee advertised it again and then conducted three interviews. After all of that work we forwarded a memo to the BOS last week with three candidates, one of which withdrew. Selectman Andrews is glad to see Loretta Dougherty here in front of the Selectmen this evening.

1. Interview Board of Selectmen Secretary Candidate Loretta Dougherty

Selectman Donegan thanked Ms. Dougherty for being here and stated this is meant to an informal chance for the Selectmen to get to know you. He asked if Ms. Dougherty would like to make an opening statement.

Ms. Dougherty stated she was raised in Amarillo, TX and came to Rhode Island. Her background is in administrative work, she's worked in politics for a number of years. She was asked if she had any relatives in the area and discovered she had relatives that came over on the Mayflower. She has retired, but is not the type of person who can sit around doing too many afghans. She likes living near the ocean. She excels in administrative duties and would like to offer the Board her abilities to help you out for as long as she can.

Selectman Anthony asked about the confidentiality aspect of this position, it's one of the most important parts of the secretary to the Selectmen

Ms. Dougherty stated most of the jobs that she has held have been required to hold the highest degree of confidentiality.

Selectman Donegan asked if Ms. Dougherty lives here now.

Ms. Dougherty responded that yes she does.

Selectman Donegan commented that there are a few people who come to us frustrated, how would you deal with that when someone comes to town hall.

Ms. Dougherty said the first thing she'd do is to listen to them and try to help them. If she can't help them she would refer them to the right person.

Selectman Richter mentioned that the attention to detail is so important in this position and asked Ms. Dougherty to speak to her past experience in her professional career where the attention to detail was important.

Ms. Dougherty commented that yes, she has done that. For her employment with the senator they wanted notes in shorthand and she would transcribe the minutes.

Selectman Andrews mentioned her conversation with Ms. Dougherty, she had asked if Ms. Dougherty had read our charter, she is laughing at herself that she asked her that question. She is always curious as to why someone applies for a job at town hall. How did you (Ms. Dougherty) look into the job to see if it would interest her.

Ms. Dougherty stated that at the time she didn't look into it too deeply except that you needed an administrative secretary. When she saw it on-line she went on the town web site and learned a little more about it. Then she spoke to Elisabeth.

She did run across the charter, it was placed in her hands and she read it. It appears to have a very strong foundation as to how it was written. It gives to the people and makes the people a part of it.

Selectman Yingling asked if she thinks of herself as a morning person or a night owl.

Ms. Dougherty responded that she has been both. Right now she works part-time in at hotel starting at 11pm and she works a part-time position that starts at 6am

Selectman Yingling said the reason he asked is that we usually have night meetings every two weeks.

Ms. Dougherty said that usually after about 11 ½ hours she'd like a cup of coffee

Selectman Yingling asked how many more years would Ms. Dougherty like to work?

Ms. Dougherty responded as long as she can.

Selectman Yingling asked how many hours do she work now.

Ms. Dougherty responded that those jobs are temporary until she gets this job.

Selectman Yingling mentioned that she worked for a senator, could she tell us a little bit about that.

Ms. Dougherty stated that she worked in a political campaign for George Bush and met Senator Nichols. The opportunity came up and she worked as his personal secretary for a few months until her brother convinced her to start my own business. She worked as his right-hand man

Selectman Yingling asked if she was still working her own business.

Ms. Dougherty said no, not for some time since she was ready to leave DC

Selectman Anthony mentioned that she has been in town for awhile and have some part-time employment, has your impression of this town changed.

Ms. Dougherty said no, not really. There were a few things she wasn't aware of, but nothing that changed her opinion of the town.

Selectman Anthony asked so you still have that good feeling?

Ms. Dougherty responded yes.

Selectman Donegan asked what are your favorite parts of a job like this? What are you least favorite parts?

Ms. Dougherty responded her favorite part is getting all the pieces together. Her least favorite part is when she doesn't have access to all the pieces. She takes a deep breath, counts to ten and gets the pieces and gets it done

Selectman Andrews commented that the chairman may not be in the building. every day so then you report to the town manager. Sometimes you may be answering the phone,

Ms. Dougherty responded it wouldn't be different from any job she has had. First she would get to know everyone and get to know their needs. She would need to know if someone told me to do something, do they have the authorization to do that. There may be a missing part that they don't know about.

She is not accustomed to being placed in the middle of things and has a unique ability to see that.

Selectman Andrews commented that she wanted her colleagues to hear that answer and know we talked about it.

Selectman Yingling asked when she would be available to start, do she have loose ends she needs to tie up.

Ms. Dougherty stated she would be available to start immediately, she doesn't have loose ends, everyone knows she has applied for the position.

Selectman Yingling stated there are many moving parts to this job, you have five bosses and the town manager. Does that stress her out about it?

Ms. Dougherty responded that it's part of the fun, you get to be in the middle of that and bring all the pieces together. She worked for two people in the legislature in Oklahoma at the same time. She is use to that and doesn't find it too stressful. There's always a limited amount of stress being a new employee.

Selectman Yingling asked about her typing skills.

Ms. Dougherty responded that she used to type 117 words a minute with two errors, she probably types 70 now.

Selectman Donegan asked if Ms. Dougherty has any questions for the Selectmen?

Ms. Dougherty responded that one of them has been answered regarding a starting date and the other questions would be as to the salary, pay schedule and benefits.

Finance Director Hoort stated the budget is \$47,900 and employees are paid every two weeks.

Selectman Donegan mentioned there is an initial probation period that lasts six months.

Selectman Andrews mention that we have a grade system in our compensation plan.

Ms. Dougherty was thanked for coming in and she left the meeting.

Acting Town Manager Gardner asked the Selectmen if they have the schedule for the second interview?

Selectman Donegan responded that it would be Thursday, October 2 at 6pm

No motions were made.

2. Insert any remaining articles in the October 27, 2014 Fall Special Town Meeting Warrant.

No action was taken

3. Deliberations and potential offer of Employment to a candidate for Town Manager.

This item was skipped.

4. EXECUTIVE SESSION

Selectman Richter moved to go into Executive Session - M.G.L. c30A Sec 21 (a) Clause 2 – to conduct strategy sessions in preparation for contract negotiations with non-union employees (prospective new Town Manager) and not to convene in public session thereafter. The Chair declared that discussing this item in public would have a negative effect on our negotiating ability.

Roll Call Vote:

**Cheryl Andrews yes
Raphael Richter yes
Tom Donegan yes
Erik Yingling yes
Robert Anthony yes**

The Board went into executive session at 5:41pm