



## Town Manager Search Committee

# Meeting Agenda

In keeping with Governor Baker's Executive Order of March 12, 2020; "Order Suspending Certain Provisions of the Open Meeting Law" – All Participation for Town Residents will be by Remote Access. If the audio becomes unavailable, the meeting will be paused until it can be restored, or the meeting will end.

**FOR PARTICIPANTS:** The Provincetown Town Manager Screening Committee meeting will start at 5:00pm. You can join the meeting starting at 4:55 pm.

**TO JOIN THE MEETING:** Richard J. White is inviting you to a scheduled Zoom meeting.

**Topic:** TM Search Committee

**Time:** Monday, November 30, 2020 5 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86880701542?pwd=UHdITG8xTytUTEp3em8yWUFpTGJUdz09>

Meeting ID: 868 8070 1542

Passcode: 855187

Find your local number: <https://us02web.zoom.us/j/kc9SRdLLP3>

**To Ask A Question:** TM Screening Committee meetings are governed by the Massachusetts Open Meeting Law. When public participation is allowed on an agenda item, here is what you do to address the public body: • By computer or smartphone: • Click "Raise your hand" button, located on bottom of the Participant screen.

- I. **Call to Order.**
- II. **Approve Minutes from previous meetings**
- III. **Reporting to the Select Board**
- IV. **Vote to go into Executive Session – M.GL c30A Sec 21(a) Clause 8 to consider or interview applicants for employment by a preliminary screening committee, if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants. This shall not apply to any meeting regarding applicants who have passed a prior preliminary screening**
- V. **Adjourn**

Posted: Town Hall, [www.provincetown-ma.gov](http://www.provincetown-ma.gov), 11/25/2020, 3:09 pm, AR



**Town Manager's Search Committee  
AGENDA ACTION REQUEST**

**Monday, November 30, 2020**

**1**

# DISCUSSION/REVIEW

Minutes, Reporting to the BOS and Executive Session Clause 8

**Requested by:** Elizabeth Paine, Secretary to the Select Board

**Action Sought:** Discussion

## Proposed Motion(s)

Move that the Town Manager Search Committee vote to approve the minutes of November 5, 2020 and November 10, 2020 as [printed][amended]

**MOVE** that the Town Manager's Search Committee will vote to go into Executive Session pursuant to MGL c30A, Section 21(a), Clause 8 for the purposes of: Clause 8 – to consider or interview applicants for employment by a preliminary screening committee, if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants. This shall not apply to any meeting regarding applicants who have passed a prior preliminary screening. Votes may be taken and not to convene in open session thereafter.

**Roll Call Vote:**

- Chair Rick Murry
- Vice Chair Elaine Anderson
- Clerk Mark Bjorstrom
- Ngina Lythcott
- Marianne Clements
- David Wilson

## Additional Information

- Please see attached minutes.

## Board Action

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

**TOWN OF PROVINCETOWN – TOWN MANAGER’S SEARCH COMMITTEE  
MEETING MINUTES  
NOVEMBER 5, 2019 1:00 PM  
ZOOM – PROVINCETOWN TOWN HALL**

Interim Town Manager Charlies Sumner convened the meeting at 1:09 pm:

Town Manager’s Seach Committee attending: Richard Murrary, Mark Bjorstrom, David Wilson, Ngina Lythcott, Elaine Anderson and Charlie Sumner

Excused: Marianne Clemments

Other attendees: Secretary to the Select Board Elizabeth Paine and HR Director Elise Zarcaro

Recorder: Elizabeth Paine

**1. Call to Order.**

**2. Introductions**

Each of the Committee members gave a brief summary of their background.

**3. Election of Officers**

**Move that the Town Manager’s Search Committee vote to appoint Rick Murray as Chair**

**Motion Elaine Anderson**

**Second Mark Bjorstrom**

**Roll Call Vote**

**David Wilson: Yes**

**Mark Bjorstrom: Yes**

**Ngina Lythcott: Yes**

**Elaine Anderson: Yes**

**Richard Murray: Yes**

**Charlie Sumner: Yes**

**Move that the Town Manager’s Committee vote to appoint Elaine Anderson as Vice Chair**

**Motion David Wilson**

**Second Mark Bjorstrom**

**Roll Call Vote**

**David Wilson: Yes**

**Mark Bjorstrom: Yes**

**Ngina Lythcott: Yes**

**Elaine Anderson: Yes**

**Richard Murray: Yes**

**Charlie Sumner: Yes**

**Move that the Town Manager’s Search Committee vote to appoint Mark Bjorstrom as Clerk.**

**Motion Rick Murray**  
**Second Elaine Anderson**

**Roll Call Vote**  
**David Wilson: Yes**  
**Mark Bjorstrom: Yes**  
**Ngina Lythcott: Yes**  
**Elaine Anderson: Yes**  
**Richard Murray: Yes**  
**Charlie Sumner: Yes**

#### **4. Review of Process to date and going Forward**

Chair Rick Murray discussed the desire to streamlining the process of moving thing along. Designated the Chair as the main point person who would be releasing information. Asked the consultant what was the anticipated deadline of when the committee would start reviewing applications.

Consultant Rick White hopes to have a group of candidates to interview in 4 weeks from advertisement. The Town Manager Search Committee will interview all the application. Looking to set up interviews in sometime mid January early February to get applicants in front of the Select Board.

#### **5. Recap Staff and Community Leaders Synthesis**

The Search Committee discussed with the staff and the consultant their options on what attributes they felt would be ideal in a candidate. The committee and staff also discussed where the position ad and profile would be advertised.

#### **6. Review of Brochure/Position Profile**

The Committee requested the Brochure reference Tourism and induce language about the diversity of the Town.

#### **7. Develop Screening Committee Feedback to potential candidates**

The Committee decided to discuss this at their next meeting.

#### **8. Review of Questions**

The Consult will be sending out for the Committee to review.

#### **9. Possible Schedule moving Forward**

The Committee scheduled the next meeting for November 10<sup>th</sup> at 3:00 pm.

**Motion to adjourn by David W**  
**Seconded by Mark B.**

**Roll Call Vote**

**David Wilson: Yes**

**Mark Bjorstrom: Yes**

**Ngina Lythcott: Yes**

**Elaine Anderson: Yes**

**Richard Murray: Yes**

**Charlie Sumner: Yes**

Without objection the meeting was recessed at **3:08** pm

Minutes transcribed by: Elizabeth Paine

DRAFT

**TOWN OF PROVINCETOWN – TOWN MANAGER’S SEARCH COMMITTEE  
MEETING MINUTES  
NOVEMBER 10, 2019 3:15 PM  
ZOOM – PROVINCETOWN TOWN HALL**

Interim Town Manager Charles Sumner convened the meeting at 3:16 pm:

Town Manager’s Search Committee attending: Chair Richard Murray, Clerk Mark Bjorstrom, David Wilson, Ngina Lythcott, Vice Chair Elaine Anderson and Charlie Sumner

Excused: Marianne Clemments

Other attendees: Search Consultant Richard White, Secretary to the Select Board Elizabeth Paine and HR Director Elise Zarcaro

**I. Call to Order.**

Roll Call

Chair Rick Murray: Here

Vice Chair Elaine Anderson: Here

Clerk Mark Bjorstrom: Here

David Wilson: Here

Ngina Lythcott: Here

Interim Town Manager Charlie Sumner: Here

Chair Rick Murray called the meeting to order at 3:16 pm

**II. Review Town Manager’s Search Committee Synthesis**

The Committee discussed the submitted bullets. The consensus was for Clerk Bjorstrom to consolidate the list into 6 point on a single page and submit back to the group for review.

**III. Develop Screening Committee Feedback to potential candidates**

The Committee discussed their individual thoughts on what they felt would work well for the group while conducting the interview. Looking for staff feedback on previous searches specifically, what was successful, what they would like to see changed. At next meeting will discuss in further.

**IV. Review of Questions**

The committee discussed the sample questions presented by the consultant. The committee scheduled their next meeting for November 30<sup>th</sup> at 5 pm and requested the Interim Town Manager speak to the Select Board Chair about a Joint meeting.

**V. Adjourn**

Without objection the meeting was recessed at 4:48 pm

Minutes transcribed by: Elizabeth Paine