



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: Tuesday, December 8, 2020 5 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88101036758?pwd=Z090WHF6UjJzT0JBd1daVjFiZ0tldz09>

Meeting ID: 881 0103 6758

Passcode: 483165

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. **Review and Discuss Questions**
- V. **Adjourn**

Posted: Town Hall, www.provincetown-ma.gov, 12/04/2020 9:49 am, AR



Town Manager's Search Committee
AGENDA ACTION REQUEST

Monday, December 8, 2020

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DISCUSSION/REVIEW

Minutes, Reporting to the BOS and Review of Questions

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 30, 2020 as [printed][amended]

Roll Call Vote:

Chair Rick Murry

Vice Chair Elaine Anderson

Clerk Mark Bjorstom

Ngina Lythcott

David Wilson

Interim Town Manager Charlie Sumner

Additional Information

- Please see attached minutes and proposed 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 30, 2019 5:00 PM
ZOOM – PROVINCETOWN TOWN HALL**

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

Excused: Marianne Clemments

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

The November 30, 2020 Provincetown Town Manager’s Search Committee Meeting is about to be convened. My name is Elizabeth Paine, Secretary to the Select Board, and I will begin by taking a roll call for quorum.

Chair Rick Murray: Here

Vice Chair Elaine Anderson: Here

Clerk Mark Bjorstrom: Here

Ngina Lythcott: Here

Marianne Clements: Absent

David Wilson: Here

In keeping with Governor Baker’s Executive Order of March 12, 2020; “Order Suspending Certain Provisions of the Open Meeting Law” – All Participation will be by Remote Access.

Packet materials are available for viewing on the Town website. We will post a record of this meeting on the Provincetown’s website as soon as possible. If it appears the meeting cannot or should not proceed the meeting will be continued to a later date and time.

I. Call to Order.

Chair Rick Murraray called the meeting to order at 5:01 pm

II. Approve Minutes from previous meetings

Move that the Town Manager’s Search Committee vote to approve the minutes of November 5, 2020 and November 10, 2020 as printed.

Motion: David Wilson

Second: Elaine Anderson

Roll Call

Chair Rick Murray: Aye

Vice Chair Elaine Anderson: Aye

Clerk Mark Bjostrom: Aye

Ngina Lythcott: Aye

David Wilson: Aye

III. Reporting to the Select Board

The Town Manager's Search Committee discussed reporting to the Select Board. The consensus of the committee is Chair Murrery would ask the initial questions and if committee members felt they wanted to ask a follow up question there would be time.

The Town Manager's Search Committee discussed with the consultant and staff the proposed questions that the Committee submitted. The committee liked the 6 categories suggest by Chair Murray; intro, management style, relationship with the Select Board, Tourism/Economic Development, Communication/Collective Bargaining and Goals/achievements. They also agreed to shortening the list of questions from 24 to 12. The consultant is currently reviewing the applicants that have been sent in. Hopes to send the Committee the packet of applicants by the holidays, and thinks the committee can begin interviews in January.

The Committee's next meeting is December 8th at 5 pm.

IV. **Vote to go into Executive Session – M.G.L 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**

No action taken.

V. Adjourn

Without objection the meeting was recessed at 6:48 pm

Minutes transcribed by: Elizabeth Paine

TOWN MANAGER SEARCH QUESTIONS

INTRODUCTION (5 Minutes)

Can you share with the Search Committee how you learned about the position and your reasons for applying? What are four most important issues which will determine your further interest in the position?

KNOWLEDGE OF PROVINCETOWN (15 minutes)

Please share with us your overall knowledge of Provincetown prior to applying and what you have learned since. What issues do you foresee as a short term and which issues do you believe are more long term?

DESCRIPTION OF CURRENT TOWN OF EMPLOYMENT (20 Minutes)

Please provide us with a brief snapshot of your current Town of employment's demographics, sources of revenue, residents occupations, social and economic drivers as well as the housing situation, schools and any other information you feel is important for the Committee to know.

In your current community, describe to us which major capital improvement projects have been projected, started and completed. What role did you play in these projects and how were these projects funded?

Describe to us the major financial and strategic issues that your current community has faced over that last five years? Were these issues sources of unification or divisiveness for the community? Were these issues address or are they still looming? What was your involvement with identifying these issues and/or coming up with a solution?

Does your current Town follow a 3-5 Year Strategic Short- and Long-Term Community Plan that is the basis for development of their annual operating and capital budgets as well as long term decision making? If so, when and how was this developed.

MANAGEMENT (60 Minutes)

If our Search Committee were to review your performance evaluations from your current or past employers what would your employers and or community members say about you and more importantly will it show your areas of strength and areas needed for improvement?

The Town of Provincetown has a community made up of 88% white, 4% Hispanic, 2% Black, and 6% Asian, 2 or more and other, while the Town of Provincetown staff is 99% white and 1% other. What changes would you implement if you were giving a 3-5 goal for greater racial diversification of the town's staff.

Please describe to us your work culture you inherited initially, verse how it is currently. Explain specific actions did you initiate to change cultures, where do you feel you currently are for accomplishing your vision of the changes you wished to make, and were there changes you wished you had handled different, how would you have handled it differently and why?

Please describe to us management style with your employees, whom do you work closest with and how much time during the week do you spend on work related items? What barometers would you utilize in your first year on the job to determine whether your meeting expectation of the Select Board and the community? Who would you rely upon for input on your performance? What are some of things that you do to keep your work life separate from your personnel life?

In Provincetown with almost 70% of the community employed in Tourism & Hospitality and 60% of the homes are secondary homes; Tourism has become the primary economic driver in the community. Does your currently community have a large tourism influence and if so, what has been your involvement with it?

As stated earlier, 60% of the homes in Provincetown are secondary homes. With limited land to develop and limited housing availability, Provincetown now has a housing shortage. Do you have any experience with affordable and community housing projects?

How has your current community been affected by the COVID-19 Pandemic? Please include not just government financial impacts, but any housing and economic stability concerns of your residents if there has been any.

Lastly, please explain to the committee why you are considering leaving your current position. What are things that you will miss most and least if you were to leave? And based on your knowledge of Provincetown, what are the key similarities and differences you see between your current town and Provincetown.