



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: Thursday, December 17, 2020 5 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86320295082?pwd=YUtyS2pwR0d0NmQ5WSthVmQwSFIDUT09>

Meeting ID: 863 2029 5082

Passcode: 625437

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.

Topic of discussion will include but not limited to (Votes May Be Taken):

1. Discuss Interview exercise
2. Review Joint Meeting with Select Board
3. Update from Consultant/Timeline
4. Approval of minutes of previous meetings.

Posted: Town Hall, www.provincetown-ma.gov, 12/15/2020 11:42 am, AR



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

Monday, December 17, 2020

1

DISCUSSION/REVIEW

Review of Questions, Minutes and Reporting to the BOS

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 December 8, 2020 as [printed][amended]

Roll Call Vote:

Chair Rick Murry

Vice Chair Elaine Anderson

Clerk Mark Bjorstrom

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 MANAGER SEARCH QUESTIONS

INTRODUCTION (5 Minutes)

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

KNOWLEDGE OF PROVINCETOWN (15 minutes)

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

DESCRIPTION OF CURRENT TOWN OF EMPLOYMENT (20 Minutes)

3. Please provide us with a brief snapshot of your current Town'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.
4. 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?
5. 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 addressed or are they still looming? What was your involvement with identifying these issues and/or coming up with solutions?
6. 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)

7. If the Town Manager's Search Committee were to review your performance evaluations from your current and previous employers; what would your employers say about you? Where did they think you excelled and which areas did they seek improvements? Please include how would your employees and community members at large would rate your performance as a Manager. *RM*
8. 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 year goal for greater racial diversification of the town's staff. *DW*
9. Please describe to us your work culture you inherited initially, versus how it is currently. Explain what specific actions you initiated to change cultures, where are you currently in accomplishing your vision of the changes you wished to make? Were there changes you wished you had handled differently? How would you have handled it differently and why?
10. Please describe your management style with employees: with whom do you work closest 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 the things that you do to keep your work life separate from your personnel life?
11. 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 current community have a large tourism influence and if so, what has been your involvement with it?

12. 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? *EA*
13. How has your current community been affected by the COVID-19 Pandemic? In addition to government financial impacts, please include any housing and economic stability concerns of your residents if there have been any.
14. 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. *NL*

**TOWN OF PROVINCETOWN – TOWN MANAGER’S SEARCH COMMITTEE
MEETING MINUTES
DECEMBER 8, 2020 5:00 PM
ZOOM – PROVINCETOWN TOWN HALL**

Chair Richard Murray convened the meeting at 5:00 pm:

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

Excused:

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: Absent
Ngina Lythcott: Here
David Wilson: Here
Interim Town Manager Charlie Sumner

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 Murrery 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 30, 2020 as printed.

Motion: Elaine Anderson

Second: David Wilson

Roll Call

Chair Rick Murray: Aye

Vice Chair Elaine Anderson: Aye

Ngina Lythcott: Aye

David Wilson: Aye

Interim Town Manager Charlie Sumner

III. Reporting to the Select Board

Chair Rick Murray informed the Committee that the Select Board has confirmed the Joint meeting on Monday, December 14, 2020.

IV. Review and Discuss Questions

5:10 Clerk Mark Bjorstrom joined the meeting.

The Town Manager's Search Committee discussed the drafted questions. They will be submitting edits to the Chair along with their preference for questions they will ask the candidates. Clerk Bjorstrom suggested conducting a mock interview with Interim Town Manger Charlie Sumner to flush out and solify the questions.

Move that the Interim Town Manager and Select Board Secretary Elizabeth Paine set up an agenda item to step up a trail run interview with the Interim Town Manager Charlie Sumner.

**Motion Mark Bjorstrom
Second David Wilson**

Roll Call

**Chair Rick Murray: Aye
Vice Chair Elaine Anderson: Aye
Clerk Mark Bjorstrom: Aye
Ngina Lythcott: Aye
David Wilson: Aye
Interim Town Manager Charlie Sumner: Aye**

V. Adjourn

**Motion to adjourn
Motion Mark Bjorstrom
Second David Wilson**

Roll Call

**Chair Rick Murray: Aye
Vice Chair Elaine Anderson: Aye
Clerk Mark Bjorstrom: Aye
Ngina Lythcott: Aye
David Wilson: Aye
Interim Town Manager Charlie Sumner: Aye**

Without objection the meeting was recessed at **6:48 pm**

Minutes transcribed by: Elizabeth Paine