

**Truro Select Board Meeting
Tuesday, December 5, 2019
Truro Public Safety Facility**

Select Board Members Present: Janet Worthington, Chair; Susan Areson, Kristen Reed, Robert Weinstein

Present: Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Sullivan-Clark

Chair Janet Worthington called the meeting to order at 2:35 p.m.

Town Manager Search and Job Description

Select Board members and the Town Manager reviewed the packet items, which included the Charter charges for the Town Manager; the September 2019 Town Manager Job Description; three job description updates by Select Board members; Solicitation of Price Quotations for Consulting Services for Recruitment and Selection of a Town Manager; Policy Memorandum #63 - Select Board's Powers of Appointment; and Provincetown's Community & Position Profile, a part of their Town Manager search.

Rae Ann Palmer, who had taken part in the Provincetown Town Manager search committee, discussed the merit of presenting a Truro profile for candidates to review. She and the Board discussed creating a similar profile for Truro and agreed to add one.

Ms. Palmer said that the Select Board needed to give her approval to solicit a consultant who would work with them on the job description. She has a list of names to contact and plans to advertise the request for quotes tomorrow. She anticipates having consultancy candidates ready for the Select Board's decision in January.

Once the consultant is hired, the Town Manager selection process should fall into place, Ms. Palmer said. Robert Weinstein said that preparing the town profile presented a good opportunity to articulate what the Select Board wants to continue or to correct. Rae Ann Palmer said she would give her top priorities more thought and present her recommendations as a future guide, but she immediately named environmental projects, housing, the future of the Fire Department and the new building/site for DPW as some of the big issues to be included. These might become the basis of a future meeting devoted to priorities, she said.

Rae Ann Palmer discussed some of Provincetown's search committee practices. She said that including Select Board members in the Truro search committee would be a good idea. She related how the Provincetown consultant lead the interview questions, but he did not ask the same questions of their candidates. She discussed how the consultant had narrowed down the candidates. Ms. Palmer had a suggestion for a possible outside member for the search committee. Ms. Palmer said that the drive-arounds are a helpful part of the selection process.

Reviewing the Town Manager job description, Robert Weinstein said that the role of the Select Board and the role of the Town Manager should be distinct. Board members questioned specific personnel items and years of experience under the *Qualifications* section. The next Town Manager will get a great Assistant Town Manager, Ms. Palmer declared.

Susan Areson questioned the Policy Memorandum changes on B-1, *Appointment of Employees*. Ms. Palmer explained the intention but agreed it could be revised to say “may” include Town employees.

Next Work Session


The next work session will be held on December 12, 2019 at 2:30 p.m. Agenda will include: Truro’s three to five priorities as the big issues to discuss with a consultant and candidates; and work on the composition of the search committee.

Adjournment

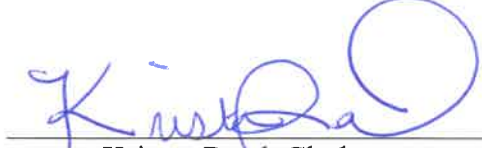
The meeting was adjourned at 4:07 p.m.

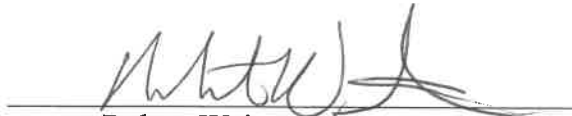
Respectfully submitted,


Mary Rogers, Secretary


Janet Worthington, Chair


Susan Areson


Kristen Reed, Clerk


Robert Weinstein

Public Records material of 12/5/19

Packet on Town Manager Search and Job Description