

33TOWN OF HARWICH
Town Administrator Search Committee

MINUTES
May 6, 2013

MEMBERS PRESENT:

John Wheeler, Chair
Leo Cakounes
Christina Joyce
Pam Parmakian

Tom Johnson, Vice Chair
Frank Sampson
Shirley Gomes

OTHERS:

Mark Morse, MMA Consulting Group, Inc. via conference call, for Item III.A.

I. Call to Order

John Wheeler, Chair, called the meeting to order at 9:05 a.m.

II. Old Business

A. Approve Minutes of April 2, 2013: *A motion was made by Frank Sampson and seconded by Tom Johnson to approve the minutes as written. The motion was approved unanimously.*

III. New Business

A. Candidate Submission Status

Mark Morse updated the Committee with the following information: 26 resumes have been submitted to date some of which have been vetted against the criteria developed by the Committee.

B. Candidate Resume Evaluation Process

The Committee discussed job-related approaches for reviewing the resumes against the established criteria and finalized a schedule for both receiving and evaluating the resumes:

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May 8 – *last day for resumes to be submitted to consulting firm; vetting may continue subsequent to that date and prior to May 17.*

May 9 – *By close of business, Mark Morse, MMA Consulting Group, Inc., will send pdf files electronically of resumes along with a synopsis to Mary Mc Issac, Treasurer's Office.*

May 13 – noon: Mary Mc Issac will prepare a binder for each Committee member which will include resumes of the qualified candidates along with the above-referenced synopsis.

Each Committee member will check out a binder after providing a photo id. Using the criteria they developed, the Committee members will review the resumes and draft interview questions in preparation for the May 17 meeting.

May 17 – The Committee performs final review, develops final interview questions, selects candidates for interview and provides names to Mark Morse, MMA Consulting Group, Inc., to arrange interviews. John Wheeler will invite Mark Morse, MMA Consulting, to this meeting.

C. Candidate Interview Process

The Committee reviewed its planned process from introductions to the questioning and final evaluation and developed the following schedule:

June 6, 4-9 p.m. – Candidate Interviews

June 8, 9 a.m. to noon – Candidate Interviews.

June 11 – no later than this date, the Committee will finalize its recommendations. Mark Morse, MMA Consulting Group, Inc., will contact the final candidates to ensure they remain interested in the Town Administrator position.

June 17 - John Wheeler, Chair, will present the names of the recommended candidates to the Board of Selectmen.

IV. Adjourn

John Wheeler, Chair, adjourned the meeting at 11:32 a.m. after a motion by Tom Johnson which was seconded by Pam Parmakian.

Respectfully submitted,

Christina Joyce, Secretary

Approved May 17, 2013