

TOWN OF HARWICH
Town Administrator Search Committee

MINUTES
March 21, 2013

MEMBERS PRESENT:

Leo Cakounes	Frank Sampson
Shirley Gomes	John Wheeler, Interim Chair
Tom Johnson	
Christina Joyce	

MEMBERS ABSENT:

Pam Parmakian

OTHERS:

John Giorgio, Town Counsel, Kopelman & Paige, P.C.
Mark Morse, MMA Consulting Group

I. Call to Order

The Chair called the meeting to order at 7:05 PM.

II. Introduction of Members

John Wheeler led the introductions.

III. Discussion: Open Meeting and Public Records Law

John Giorgio, Town Counsel, gave the committee an assignment to read, "*Open Meeting and Public Records Law- Applicability to Employee Search/Screening Committees, dated January 19, 2007.*"

Mr. Giorgio led a discussion on where this committee will likely conduct its meetings or part of the meetings in executive session, namely when it:

- Conducts preliminary screening process
- Reviews resumes
- Interviews candidates
- Prepares candidate recommendations (3 to 4) and submits same to the Board of Selectmen

Mr. Giorgio reviewed:

- Deadline to post committee agenda (48 hours before the meeting excluding Saturday, Sunday and holidays)
- Open Session – necessity to start meeting as an Open Session
- Executive Session agenda requirements
- Move to Executive Session (Indicate "that Open Session will have a detrimental effect on obtaining qualified candidates.") Note: role call is required to move in and out of Executive Session.

- Executive Session minutes – separate and detailed from Open Session minutes; retained separately and in a confidential area. Must include names of candidates or a spread sheet with names and resumes.
- Confidentiality – do not discuss outside of meeting; If committee members use private/personal computer, it becomes public record. Updates to Chair via email are fine but send only to the Chair.
- Conflict of Interest – Committee members are municipal employees and must recuse or disclose relationships.

IV. Discussion: Selection Process

Mark Morse, MMA Consulting Group described the process:

- MMA will conduct interviews with Selectmen, Department heads, Town Administrator Search Committee, and incumbent for their input on Town Administrator qualifications
- MMA will
 - prepare document and ad for newspapers and trade journal, perform outreach, and contact applicants and research same
 - Provide committee candidate files (to secure location in town hall) for review
 - Help develop interview questions/script for committee
 - Help committee conduct interviews and present recommendations to Board of Selectmen

Action Item: Committee to provide its input on Town Administrator skills requirements to Chair Wheeler by March 26th for discussion **at the April 2, meeting.**

V. Election of Chair, Vice Chair and Secretary:

- A motion to elect John Wheeler Chair was made by Chris Joyce, seconded by Frank Sampson and passed unanimously.
- A motion to elect Tom Johnson Vice Chair was made by Shirley Gomes, seconded by Leo Cakounes and passed unanimously.
- A motion was made to elect Chris Joyce Secretary was made by Shirley Gomes, seconded by Leo Cakounes and passed unanimously.

VI. Clerical Support for Committee

A motion made by Leo Cakounes, seconded by Frank Sampson to request Chair Wheeler to ask for clerical time from town staff to support the committee

V. Adjourn

The Chair adjourned the meeting at 9:15 PM.

Respectfully submitted,

Christina Joyce, Secretary