

TOWN OF HARWICH



TOWN ADMINISTRATOR SEARCH COMMITTEE
Harwich Town Hall – Selectmen’s Office / Library
732 Main Street, Harwich, MA 02645
508-430-7509 – Fax – 508-430-7531

WEDNESDAY, FEBRUARY 19, 2020
6:30 P.M.
MEETING AGENDA

- I. **CALL TO ORDER** – Larry Ballantine, Chairman, Board of Selectmen
- II. **SWEARING IN OF COMMITTEE MEMBERS** – Anita Doucette, Harwich Town Clerk
- III. **REVIEW OF COMMITTEE CHARGE, OPEN MEETING LAW & CONFIDENTIALITY**
Michele Randazzo, Esq. KP Law P.C.
- IV. **COMMITTEE ACTIONS:**
 - a. Choose a Committee Chairman
 - b. Choose a Clerk
 - c. Review and Discuss Documents
 - Search Timeline
 - Position Profile
 - Solicitation of Price Quotations, Executive Search Consulting Services
 - d. Schedule Future Meetings
- V. **ADJOURNMENT** – Vote to accept/deny/take under consideration

**Per the Attorney General’s Office: The Committee may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following “New Business.” If you are deaf or hard of hearing or a person with a disability who requires an accommodation contact the Selectmen’s Office at 508-430-7513.*

Authorized Posting Officer:

Posted by: _____
Town Clerk

Patricia Macura, Admin. Secretary

Date: _____
February 13, 2020