Town Administrator Search Committee

Harwich Town Hall via remote participation

Minutes Wednesday, April 8, 2020

The meeting was called to order by Norman Clarke, Chair at approximately 5.00 PM. Meeting was taped for broadcasting. Committee members on remote participation :Julie Kavanagh, Norm Clarke, Dan Wolf, Linda Cebula, and Michael Hurley.

While waiting for any members of the public to join, Clarke read a statement outlining the reason for this meeting being held via web access due to following the Governor’s request that people do not meet in groups due to the emergency situation of the COVID 19 virus. Clarke also noted that the TASC has consulted with KPLAW regarding procedures.

No members of the public joined the meeting.

**Minutes**

Minutes for February 19, 2020 It was moved by Wolf, seconded by Kavanagh, to accept the minutes for February 19 as written. By roll call vote Yes 5 No 0 Abstain 0

**Review of Charter Requirements for appointment of Town Administrator**

Clarke reiterated that in a recent Bord of Selectmen meeting, Town Finance Director Coppola advised that non-discretionary spending should not take place.

To that end, Clarke proposed that TASC does not spend the funding allotted for the use of Community Paradigm Associates, and that TASC conduct the search themselves as outlined in the Charter.

Motion to approve advertising as described by Chair as long as it satisfies the Charter. motion by Kavanagh second by Hurley.

Discussion of motion. Centered around whether there is urgency in pursuing this search now or wait until the fall when the landscape is more settled.

It was noted that as critical decisions are being made by an interim town administrator, this puts the interim person in a difficult position. Kavanagh noted that once the fall comes, the next round of issues and budgets will commence and it would be difficult for a new person to enter into those issues. Hurley asked about the 90 day terms for an interim and asked if this would be extended. Kavanagh responded that the Board of Selectmen could extend for another 90 days. Another question was the length that TA contracts are generally written: Kavanagh noted that she has seen one year durations but the standard seems to be two years, and would be part of the negotiation between the Board of Selectmen and the applicant.

Motion to approve by Roll call vote Yes 5 No 0 Abstain 0

Clarke then requested that Cebula work with Robert Lawton on a draft for an ad for publication.

There did not seem to be need for additional motions regarding the consultant nor for an executive session.

**Other topics**

Clarke noted that he has requested to be on the 4/9 agenda for the next Selectmen’s meeting , to advise them of our activities.

Next meeting, also by remote participation, scheduled for 4/15/2020 at 5pm.

Motion was made to close the meeting at 5:21 pm by Hurley, seconded by Kavanagh, By roll call Aye 5 No 0 Abstain 0

Minutes by Cebula date approved\_\_\_4/15/2020\_\_\_\_\_\_\_\_\_