Town Administrator Search Committee

Harwich Town Hall via remote participation

Minutes Wednesday, April 15, 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.

No members of the public joined the meeting.

**Minutes**

Minutes for April 8, 2020: moved by Wolf, seconded by Kavanagh, to accept the minutes for April 8, 2020 as written. By roll call vote unanimous.

**Advertising and Timing of TA Search**

After comments regarding the desire to expedite the search process in order to provide permanent leadership for the Town, the committee decided to recommend to BOS that the Harwich Position Profile be adopted for use in the search process. Motion to recommend approval of the Harwich Position Profile including the BOS responsibilities: moved by Kavanagh, seconded by Wolf, by roll call vote unanimous.

The ad copy was drafted by Robert Lawton, acting assistant town administrator

In consultation with Cebula ( as previously requested by Chair Clarke). She noted the inclusion of references with the application to be more efficient and noted that the applications are proposed to be sent to a specific email address and this address will be monitored by Town Clerk Anita Doucette for security of the information. Many thanks voiced to Doucette for her assistance.

Hurley noted that Truro has suspended their TA search while Wellfleet is continuing their process. The TAs in both towns are remaining until a permanent replacement is hired. He noted that Wellfleet did include salary information in their ad.

The discussion on the timing of the ad focused on the desire to expedite rather than prolong the process. This is a different job market than two months ago, potentially many people already displaced. Department heads are impacted by a temporary person regarding day-to-day operations and future projects. However, the need to provide stability to the town employees, department heads and the residents is of great concern. Critical to maintain the safety of the Town, its residents and employees. Committee decided to support the ad being run for 2 full weeks.

Motion to recommend to BOS, the ad copy as drafted with the addition of salary range, to run for 2 weeks in the MMA Beacon, Cape Cod Times and Boston Globe: made by Cebula, seconded by Wolf, by roll call unanimous

There did not seem to be need for an executive session.

**Other topics**

Clarke noted that he has requested to be on the 4/16 agenda for the Selectmen’s meeting , to advise them of committee recommendations.

Next meeting, also by remote participation, to be determined.

Motion was made to close the meeting at 5:45 pm by Wolf, seconded by Hurley, By roll call unanimous .

Minutes by Cebula date approved\_\_\_\_4/29/2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Documents used: Harwich Position Profile