Town Administrator Search Committee

Harwich Town Hall via remote participation

Minutes Wednesday, April 29, 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 ( joined at 5:08pm) , 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 15, 2020: moved by Wolf, seconded by Kavanagh, to accept the minutes for April 15, 2020 as written. By roll call vote unanimous.

**Update from Chair meeting with Board of Selectmen**

Clarke reported that BOS voted to not utilize a consultant and voted to continue

With advertisements in three publications and their websites if available. Bos voted not to use range for compensation as suggested by committee but to use

160 +/-, to allow for negotiations. Resumes and applications will be managed by Town Clerk Doucette. Final date for submission of applications will be May 22 ( a three week timeframe instead of two). BOS will add to the wording of the proposed ad and R Lawton will put the ads into the publications.

**Discussion on methods to be used for initial assessments**

Cebula had sent to committee members the questions from the 2012 search as a reference and possibly a starting point. Wolf suggested that we ask candidates for a written response to one or two questions in advance of the interviews. He noted that written communication skills are just as important as verbal skills. Wolf thought that the question should focus on the current virus situation but Kavanagh noted that some candidates might not be in a town administrator/manager role right now, so that the questions should be fair to all. The concept of written responses was favorable as part of the process, more along the lines of how are your leadership skills applicable to the current situation, and how would you use those skills to manage our town.

Then followed a discussion as to why the committee could not be discussing these questions in executive session, it was like “giving the answers to the test questions”. Is the issue of discussing these topics in public an opinion by counsel or is it a law? Why does this have to be done in open session? Cebula volunteered to ask that specifically of Town Counsel.

Committee members will start to think about the questions that they would like to ask a candidate for our next meeting.

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

**Other topics**

Next meeting, also by remote participation, 5/12/2020 5 pm.

Motion was made to close the meeting at 5:49 pm by Wolf, seconded by Kavanagh, By roll call unanimous .

Minutes by Cebula date approved\_\_\_\_\_5/12/2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Documents used: Advertisement