Town Administrator Search Committee

Harwich Town Hall via remote participation

Minutes Wednesday, May 21, 2020

The meeting was called to order by Norman Clarke, Chair at approximately 5:11 PM. Meeting was taped for broadcasting. Committee members on remote participation : Julie Kavanagh, Norm Clarke, Dan Wolf, Linda Cebula, and Michael Hurley.

No members of the public appeared to join the meeting.

**Minutes**

Minutes for May 12, 2020: moved by Wolf, seconded by Hurley, to accept the minutes for May 12, 2020 as written. By roll call vote unanimous.

**Update from Chair**

As of 4pm today, there were 32 applications according to Town Clerk Doucette.

Window for accepting applications closes end of day May 22, 2020. Clarke reported that Doucette will provide both electronic and paper files for the committee members early next week. Clarke will let us know when we can pick up the paper copies at the Safety complex. Clarke also noted that BOS had voted in early March not to review the applications and only will see the finalists as presented by the committee.

**Possible interview questions and possible process**

Committee members had submitted possible questions to Cebula for compilation and for discussion at this meeting. General consensus that these were a good set for the formal interview process with the applicants. Agreement that one to two questions will be given to some number of applicants for a written response. The committee hopes that we will be able to conduct the formal interviews in a personal setting rather than these remote settings- preferable in many ways for assessment.

Cebula proposed a rating sheet for discussion, which would allow for an initial screening of applications. Each committee member would rate the applications from 1-5, and we could then get a first sense of how the applications are being viewed overall. After some discussion, motion was made to accept the rating sheet as proposed, moved by Wolf, second by Kavanagh. By roll call vote unanimous.

Kavanagh asked as to how long we would need to do an initial review of the applications. She suggested that a week is not enough time and Wolf suggested that 2 weeks would be more reasonable for us to digest and rate. General agreement and the next meeting will be set accordingly to include enough time for a thorough review and discussion.

Hurley raised the topic of a timeline to completion, meaning submission of the finalists from the committee to BOS. It seems that this will be better assessed once the initial review has been completed.

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

**Other topics**

Next meeting, also by remote participation, 6/10/2020 from 430pm -630pm to allow for extended discussion of the applications. Clarke will check to see if we will be able to meet in person; if not, it will be scheduled and announced as a remote meeting.

Motion was made to close the meeting at 5:43 pm by Kavanagh, seconded by Hurley. By roll call unanimous.

Minutes by Cebula date approved\_\_\_\_\_\_\_\_\_8/25/2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Documents used: draft questions, rating sheet