Town Administrator Search Committee

Harwich Town Hall via remote participation

Minutes Wednesday, June 10, 2020 Regular Session

The meeting was called to order by Norman Clarke, Chair at approximately

4:31 PM. Meeting was taped for broadcasting. Committee members on remote participation : Julie Kavanagh, Norm Clarke, Linda Cebula, and Michael Hurley. Absent Dan Wolf.

A member of the public (unidentified) joined the meeting.

**Update from Chair**

Clarke reported that he updated the BOS on 6/1 on the number of applicants, and our next steps to begin the review and evaluation process. Town Clerk Doucette handled all resumes in confidence and delivered sealed envelopes of both hard copy applications and a thumb drive of the same information. All information was secured at the Public Safety Building and the members of the committee individually retrieved their packets. Clarke noted that at no time has there been any discussions among the committee members outside of the scheduled meetings. Clarke also reported that the initial ratings of the candidates would be on a scale of 1-5 with 5 being the highest rating. The initial ratings would then be discussed by the committee members in executive sessions.

**Motion to move into Executive session.**

Motion made by Clarke: I move that the Harwich Town Administrator Search Committee go into Executive Session under Chapter 30A section 21(a)(8) to consider or interview applicants for the position of Town Administrator and not return to open session. The Chair of the Committee declares that an open meeting would have a detrimental effect in obtaining qualified applicants.

Seconded by Kavanagh. By roll call vote Kavanagh aye, Cebula aye, Clarke Aye and Hurley Aye. Motion passed.

The Open Session then ended at 4:40 pm and the committee went directly into executive session.

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

Documents used: none