

**TOWN of HARVARD
TOWN ADMINISTRATOR SEARCH COMMITTEE
MINUTES OF MEETING
APRIL 10, 2024**

APPROVED: APRIL 29, 2024

Bill Barton called the meeting to order at 4:02pm, virtually in accordance with Chapter 2 of the Acts of 2023, An Act Making Appropriations for the Fiscal Year 2023 to Provide for Supplementing Certain Existing Appropriations and for Certain Other Activities and Projects, and signed into law on March 29, 2023. This meeting was conducted via remote participation and recorded.

Members present: Don Ludwig (Select Board), Kara Minar (Select Board), Bill Barton (Moderator), Shannon Molloy (School Committee), Eric Ward (Finance Committee), Chief James Babu (Department Head) and Liz Allard (Town Hall Employee)

Others present: Christopher Frechette, Stephanie Opalka, Colleen McFadden, Joan Eliyesil, and Meg Bagdonas

Minutes: the minutes from the April 3, 2024 meeting were approved as amended

NDA: discussed NDA drafted by legal counsel Mark Lanza. Bill Barton will seek further clarification from counsel on the role of the search committee in the interview process and information that cannot be shared.

Scheduling: next meeting April 17, 5pm. Committee will choose meeting dates and times on a week by week basis until full membership is determined.

Search committee website: announced. Located [here](#).

Citizen-at-large form: reviewed and made amendments. TA Search Committee will meet April 29 at 10am in Upper Town Hall meeting room (Liz will reserve) in order to review submissions and make recommendations ahead of the April 30 Select Board meeting. Bill will check with counsel on whether this session will take place in executive session. Citizen applicants will be solicited through the Harvard Press Notice Board with a deadline of April 26. Bill will forward the finished form to Joan Eliyesil.

Committee stakeholder input forms: members discussed several that were provided for review and asked Kara to create one combined form for circulation and further review at the next meeting.

Public comment: Colleen McFadden made recommendations regarding interview questions.

Job description updates: Don Ludwig reported that the Personnel Board amended the TA job description to incorporate recommended changes with regard to Devens coordination and supervising the HR director, as well as some minor punctuation edits. He indicated that the Select Board does not need to review and re-vote following Personnel Board approval. Further changes to the job description would re-start the process of Select Board and Personnel board review and approval.

Intake of resumes and responding to candidates: members discussed the process. Chair of TA Search Committee will provide an immediate response when an application is received and will provide a draft of this communication for committee review. Bill will also set up a dropbox for applicant resumes. No applications have been received yet.

Rubric/interview process: Bill will check with counsel on whether we may use executive session to develop questions and rubrics for candidate interviews and evaluation. Liz and Chief Babu will work on questions for review at the next meeting. Committee discussed how to decide whether enough qualified applications have been received and determined that this would be discussed in executive session and decided as a committee.

For the April 17, 2024 Agenda:

1. Public comment
2. Review and approve meeting minutes from April 10, 2024
3. NDA update and clarification
4. Future scheduling
5. Next steps for citizen committee members search
6. Review draft of form for public input
7. Review draft of applicant first response
8. Review draft of initial rubric for interviews

Future meeting dates: April 17, 5pm by zoom; April 29, 10am in Upper Town Hall.

Adjourned: 5:07pm

Minutes submitted by:

Shannon Molloy
School Committee Representative