

**TOWN of HARVARD  
TOWN ADMINISTRATOR SEARCH COMMITTEE  
MINUTES OF MEETING  
APRIL 3, 2024  
APPROVED: APRIL 10, 2024**

Don Ludwig called the meeting to order at 4:03pm, 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.

**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 Frenchette, Eve Wittenberg, Jen Manell, Stephanie Opalka, Collen McFadden, Jackie Normand, and Meg Bagdones

**Introductions**

With most members of the Committee familiar with each other, Don Ludwig ran through a quick introduction of the members of the Committee.

**Committee Organization**

Liz Allard made motion, seconded by Chief Babu, to appoint Bill Barton as the chair of the Town Administrator search committee. By a roll call vote, Minar – aye, Ward – aye, Molloy – aye, Babu – aye, Allard – aye, Ludwig – aye, Barton – aye, the Committee voted unanimously to appoint Bill Barton as chair of the Town Administrator Search Committee.

Members of the Committee agreed to share the responsibility of transcribing meeting minutes.

**Meeting Organization/Schedule**

When meeting to discuss administrative matters, meetings will be held virtually. Interviews with candidates will be held in-person. All interviews conducted by this Committee will be in executive session.

The Committee agreed to meet weekly, with Wednesday at 4:00pm being the preferred options, although not all members were able to commit initially to that day/time. This matter will be revisited at the next meeting of the Committee.

**Process Development**

Members agreed to add two citizens at-large to the Committee as recommended by members of the Select Board. Eric Ward will draft a form that volunteers can submit for consideration as a member of this Committee for review at the next meeting.

Don Ludwig has drafted a Non-disclosure Agreement that he will distribute for review at the next meeting.

Bill Barton will discuss the process of receiving resumes via email with the Select Board Executive Assistant, Julie Doucet. Distribution of resumes and responding to candidates will be discussed at the next meeting.

Liz Allard will provide the job announcement, including job description, which members will review at the next meeting. Members were encouraged to review the Massachusetts Municipal Association [website](#) for other Town Administrator job descriptions, as public feedback has indicated Harvard's is out of date.

Kara Minar will draft a form to allow for stakeholders to provide input for review at the next meeting.

Chief Babu will provide a hiring rubric guideline, a sample rubric for the Town Administrator, and interview rating sheet.

**Ground Rules**

Feedback has suggested that if a good pool of candidates is not achieved through the current process an external company should be engaged to conduct a search. Shannon Molloy asked how and when does the Committee decide that we do or do not have a good pool of candidates? Bill Barton stated as a committee we need to advance the task given to us by the Select Board.

**For the April 10, 2024 Agenda:**

Citizen At-large Form  
Stakeholder Input Form  
Intake of Resumes & Responding to Candidates  
Interview Process/Questions/Rating  
Recommended Updates to Job Descriptions  
Non-disclosure Form  
Meeting Dates/Time

**Adjournment**

On a motion made by Kara Minar and seconded by Don Ludwig the meeting was adjourn at 4:51pm.

Respectfully submitted,

Liz Allard  
Town Hall Employee Representative