

TOWN of HARVARD TOWN ADMINISTRATOR SEARCH COMMITTEE
MINUTES OF MEETING
APRIL 17, 2024
APPROVED: APRIL 29, 2024

Bill Barton convened the meeting at 5:01 PM, virtually, under the provisions of Chapter 2 of the Acts of 2023—An Act Making Appropriations for the Fiscal Year 2023, which supplements certain existing appropriations and covers other activities and projects and was signed into law on March 29, 2023. The meeting was held via remote participation and was recorded.

Attendees included Don Ludwig (Select Board), Bill Barton (Moderator), Shannon Molloy (School Committee), Chief James Babu (Department Head), and Liz Allard (Town Hall Employee). Eric Ward joined the meeting at 5:30 PM.

Also present were Christopher Frechette, Stephanie Opalka, Colleen McFadden, Joan Eliyesil, Barbara Kemp, and Collen McFadden.

Minutes: Liz Allard raised a question about the "Town Administrator" position, which was addressed during the 4/10 meeting. The discussion revolved around discrepancies between what was discussed, what was agreed upon, and what was recorded in the minutes. Due to this confusion, approval of the minutes was postponed until we could review the video from last week's meeting and make the necessary amendments. There was also a discussion about the town administrator job description to ensure that the language aligns with what was discussed and documented in the minutes.

NDA Follow-up and next meeting date. We discussed whether to continue with the planned meeting on April 29th, the day before the Select Board meeting on April 30th. Don Ludwig raised a concern that Eric Ward's Community Intake Form, which was recently created, has not yet been approved. Don suggested that the form should be posted for at least a week before it is presented to the Select Board. The Non-Disclosure Agreement (NDA) has been revised and reviewed by the town counsel. Additional clauses were included by the town counsel concerning the preliminary and initial review processes, which address a query from the previous meeting about the NDA. Bill Barton requested that all the updated NDAs be sent to him and he will deliver them to the town clerk in a single packet.

Citizen-at-Large Form: We reviewed the form and will make it available on the town website and arrange for its publication in the Harvard Press. Bill Barton noted that a question was raised in the last meeting about whether discussions regarding "Citizen-at-Large" candidates should occur in executive or open session. Town counsel has advised that these discussions take place in an open meeting. The deadline for submitting the forms is set for May 7th.

Public Comments: Joan asked about adding the deadline to the Harvard Press. No other comments.

Job Description and Dropbox Update: Bill Barton mentioned that Julie Doucet has set up a new Dropbox. Once ready, Julie will grant access to all committee members. This method is consistent with how other town committees have historically managed their documents. Bill Barton then inquired if there were any further questions about the job description. Shannon Malloy asked whether the 2018 date on the job description was current and if it had been revised since. Don Ludwig clarified that the last update was in 2018, carried out by town-hired consultants along with the personnel board. This

issue arose because recent amendments to the job description were approved, but the document's header/footer still showed the old date, likely an oversight. Shannon also noted that the job description had not been updated on the town website or the various job posting sites where it was listed. The committee agreed on the need to update the job description across all relevant platforms.

Online Survey for Town Committees: Liz presented the revised survey, which she modified to clarify the available choices. The main concern is how effectively we can gather responses and extract meaningful data. Don suggested using a Google Form, and Shannon volunteered to create it. It was agreed to include an "all that apply" option rather than limiting it to one selection from the list. Bill proposed that instead of selecting, for example, six out of ten items, respondents should prioritize them from 1 to 10 to better identify top priorities. He also noted that there were too many selection items, and tasked Shannon with simplifying the form in Google Forms. Shannon recommended waiting for Kara Minar's feedback before finalizing the form, as she has been consulting with various towns on similar forms for TA searches, although she was not present today. The committee decided to wait for Kara's input. Additionally, Bill Barton mentioned that as of 3:30 PM on 4/23/24, there were no applicants for the town administrator position.

Interview Questions: The meeting included discussions on refining some of the interview questions for future use. Liz Allard inquired whether town counsel had clarified if discussions about interview questions should be conducted in executive session. Bill Barton and Don Ludwig confirmed that such discussions would indeed take place in executive session. Another issue raised in last week's query to town counsel concerned what information could be shared with the boards. Town counsel advised that any information from public meetings could be shared, but anything discussed in executive session must remain confidential.

Final Agenda Items: The meeting wrapped up with scheduling future meetings. The next meeting is scheduled for April 24, 2024, at 5 PM via Zoom, and the subsequent meeting will be held on April 29, 2024, at 10 AM at Town Hall. Bill Barton requested that committee members submit any agenda items for the April 24 meeting beforehand. With no further items to discuss, Liz Allard moved to adjourn, and Chief Babu seconded the motion. Shannon Malloy reminded the committee that adjournment required a roll call vote. The meeting concluded at approximately 5:37 PM EST.

Respectfully submitted

James Babu

Chief of Police