

**Town Manager Search Committee  
Minutes**

Friday, January 27, 2023  
Town Hall, Nauset Room  
9:00 AM

Present: Chair Michael Gradone, Vice Chair Susan Meisinger, Clerk Ben Zehnder, Members Sims McGrath, Ginny Farber, Alan McClennen, Michael McNamara, Ex-Officio Nick Athanassiou, Interim Town Administrator Charlie Sumner, Consultant Rick White

Call to Order – The Chair called the meeting to order at 9:00 a.m.

Public Comment - There was no public comment this evening.

Approval of Minutes - **A motion to approve the minutes of January 12, 2023 was made by Susan Meisinger, 2<sup>nd</sup> by Alan McClennen. 5-0-0.** (Member MacNamara arriving shortly thereafter.)

Report of the Chair – The Chair reported of his meeting with Select Board member Andrea Reed, Richard White and Charles Sumner.

The Committee discussed appropriate times for future meetings, and felt that Friday mornings work well.

The Committee discussed the proposed changes to the Town Charter as they relate to the role of the Town Manager. Mr. White reported that he did not believe that the proposed changes would significantly affect how the Town recruits a TM.

The Committee discussed the job description and its role in the Committee's activities, as well as the role of the Town's job evaluation criteria.

Mr. White described for the Committee his advertising and outreach practices for obtaining qualified candidates. He will provide the Committee with his written summaries after they have been presented to the Select Board.

The Committee discussed whether and how to conduct a survey of community concerns and input about a new Town Manager.

The Committee discussed and agreed that it should schedule a meeting to gather community input. The Chair will work with the Town Clerk to schedule a public meeting.

The Committee discussed the Charter Review Committee's pending meeting of January 30, 2023 at 5:30 pm, and members discussed attending or viewing the meeting.

Mr. White provided a summary of his assessments of his interactions and interviews with Town staff and community leaders.

The Committee discussed the skill sets necessary in a successful TM candidate.

The Committee discussed establishing a set of interview questions. Mr. White stated that he does not use surveys, but can help the Committee draft a survey. He will provide the Committee with a set of questions to review.

Items for Future Agendas –

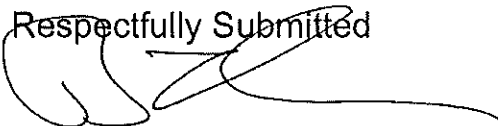
- a. Conversation with Mr. White about his written summary of interviews with staff and community leaders.
- b. Discuss interview format and questions.
- c. Discuss qualities that the Committee is looking for in candidates.
- d. Follow up on the proposed Town Charter changes.

Nest Meeting Date – The next meeting will be February 10, 2023 at 9:00 am.

Adjournment – **A motion to adjourn the meeting was made by Sims McGrath, 2<sup>nd</sup> by Nick Athanassiou. 5-0-0** (member Alan McClennan having left previously).

The meeting adjourned at 10:19 am.

Respectfully Submitted



Ben Zehnder, Clerk