

Town Administrator Search Committee

Agenda: Thursday, November 17, 2016 5:00pm

Location: Eastham Town Hall, Timothy Smith room

1. Call to order.
 - a. Discuss interview process
 - b. Review next steps including the process for recommendations to the Board of Selectmen (see K.P. Law reference below).
 - c. Review questions prior to interviews.
2. Develop Agenda Items for next meeting.
3. Set Date and time of next meeting(s).
4. Executive Session: On a motion, with roll call vote, to go into executive session to interview applications and discuss qualifications of applicants for the position of Town Administrator. The Chairman declares an open meeting may have a detrimental effect on obtaining qualified applicants. The committee will return to open session.
5. Determine if any applicants are to be recommended to the Board of Selectmen.
6. Adjournment.

Note: Review of proposal process based on the following from K. P. Law:

“Search Committee Protocol, page 3: Each Search Committee may discuss in Executive Session the merits of each candidate, and decide whether the candidate will be invited for a second round of interviewing or named as a finalist to be recommended to the appointing body.”

“Once the Search Committee has recommended finalists to the appointing body, Purpose 8 (M.G.L. C. 30A, Sec. 21[a] #8) of the Open Meeting Law no longer applies and the remainder of the process must be carried out in session.”