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**MINUTES
SELECT BOARD**

HARWICH TOWN HALL

732 MAIN STREET, HARWICH MA

TUESDAY, JULY 8, 2025

1:00 P.M. - REGULAR MEETING

APPROVED

RELEASED

MEMBERS PARTICIPATING: Chair Donald Howell, Clerk Mark Kelleher, Member Anita Doucette & Member Jeffrey Handler

MEMBERS ABSENT: Vice Chair Peter Piekarski

ALSO PARTICIPATING: Assistant Town Administrator Meggan Eldredge & Executive Assistant Jennifer Clarke

CALL TO ORDER

Mr. Howell called the meeting to order at 1:00 p.m.

PLEDGE OF ALLEGIANCE

Mr. Howell invited everyone to join in the pledge of allegiance.

NEW BUSINESS

- A. Discussion and possible vote to appoint the Assistant Town Administrator as Interim Acting Town Administrator

Mr. Howell said that under the charter, the Select Board has 10 days after the departure of the Town Administrator to appoint an Acting Town Administrator. Mr. Howell is hoping to make the current Assistant Town Administrator the Interim Acting Town Administrator.

Ms. Doucette moved to appoint Assistant Town Administrator Meggan Eldredge as Interim Acting Town Administrator, until such time that the Select Board appoints an Interim Town Administrator, 2nd by Mr. Kelleher.

Mr. Handler requested to add to the motion that there would be a pay increase that would be represented as entry level pay for a Town Administrator in the amount of \$165,000. Mr. Howell said that pay discussions can be talked about in executive session on Monday, adding that he has had this conversation with Ms. Eldredge. Mr. Kelleher and Ms. Doucette agreed about having compensation discussions during executive session. Mr. Handler said that he would like to see an increase, and that it be retro-active to today. Mr. Howell agreed.

Ms. Doucette moved to appoint Meggan Eldredge as Interim Acting Town Administrator, until such time that the Select Board appoints an Interim Town Administrator, at a pay

rate to be determined by the Select Board, retroactive to today's date, 2nd by Mr. Kelleher and approved 4-0-0.

ADJOURNMENT

Mr. Handler moved to adjourn the meeting of the Select Board at 1:03 p.m., 2nd by Mr. Kelleher and approved 4-0-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. Clarke', is written over the printed name.

Jennifer Clarke
Executive Assistant