

**Town of Harwich
Town Administrator Search Committee
Monday, November 10, 2025, 5:30 P.M.
Fire Station 2, Conference Room
1464 Orleans-Harwich Road
AGENDA**

- 1. Call to Order**
- 2. Introductions**
- 3. Elections of Officers (vice chair, clerk)**
- 4. Discuss and Choose Interview Questions**
- 5. Schedule a place, date, and time for candidate interviews.**

6. Motion to enter into Executive Session*

Move: in accordance with MGL c.30A s.21 (a)(8) that this Screening Committee move into executive session, in order to consider or interview for employment or appointment candidates for the position of town administrator, because an open meeting will have a detrimental effect in obtaining qualified candidates. The Screening Committee will not return to Public Session.

Executive Session Reason 8. To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening;

This purpose permits a hiring subcommittee of a public body or a preliminary screening committee to conduct the initial screening process in executive session. This purpose does not apply to any stage in the hiring process after the screening committee or subcommittee votes to recommend candidates to its parent body. It may, however, include a review of resumés and multiple rounds of interviews by the screening committee aimed at narrowing the group of applicants down to finalists. At the time that the executive session is proposed and voted on, the chair must state on the record that having the discussion in an open session will be detrimental to the public body's ability to attract qualified applicants for the position. If the public body opts to convene a preliminary screening committee, the committee must contain less than a quorum of the members of the parent public body. The committee may also contain members who are not members of the parent public body.

Authorized Posting Officer:

Jennifer Clarke, Executive Assistant

Posted by: _____
Town Clerk

Date: _____
November 6, 2025