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New Town Manager Search Committee

Friday, February 10, 2023

Town Hall, Nauset Room

9:00 a.m.

Remote participation available via Zoom:

Link to join Webinar: <https://us02web.zoom.us/j/82387204120>

By Phone: (646) 558-8656

Webinar ID: 823 8720 4120

AGENDA

1. Call to Order
2. Public Comment
3. Approve minutes of Jan. 23
4. Consultant's Update – Mr. White will report on advertising; the anticipated timetable; his presentation to the Charter Review Committee; and any other developments.
5. Chair's Report – Mr. Gradone will report on the meeting earlier this week with Mr. White, Interim Administrator Sumner, Select Board Chair Reed, and Vice Chair Meisinger.
6. Consider opportunities for community comment
 - i. Public Forum – the only Monday-Thursday evening the Nauset Room is available between Feb. 27 and March 17 is Monday, March 13. The Committee agreed last time ample notice is important (hence after Feb. 27), and we'll begin looking at applications by mid-March. March 13 from 6-8 p.m. is on the Town Clerk's calendar, pending the Committee's consideration. Discussion of ground rules may be necessary.
 - ii. Survey – A draft will be considered. The consultant and chair looked at samples online, and one was modified to reflect characteristics identified in Mr. White's feedback sessions with staff and community leaders. Once the Committee is satisfied, a final draft can be linked to the Town's home page, and responses collected.
7. Candidate Interviews – Mr. White will seek some guidance regarding the application information he will provide. The Committee will want to consider the location, timing, and format of its interviews. The location likely is other than Town Hall, in the interest of protecting applicants' privacy. The length of each interview, and the interval between interviews, will determine the time necessary to accomplish approximately eight of them (Mr. White no doubt will have recommendations). The format will impact the questions designed. The Committee might begin by reading the sample questions Mr. White has provided, and choosing general areas to explore with each candidate. Once those are identified and assigned to Committee members, specific questions can be set (perhaps at our next meeting), including how to permit controlled follow-up within the overall format.
8. Items for Future Agendas
9. Adjourn