

ORLEANS TOWN CLERK
R. C. S. S. S. P.
'23 JAN 27 10:25AM

**Town Manager Search Committee
Minutes**

Thursday, January 12, 2023
Town Hall, Nauset Room
2:00 p.m.

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 2:00 p.m.

Public Comment - There was no public comment this evening.

Introduction of Members - Introductions of all appointed members were conducted. **No motions were made.**

Review of committee charge - The committee charge was reviewed with questions pertaining to duties moving forward. **No motions were made.**

Committee organization: election of Chair, Vice-Chair, and Clerk - There was brief discussion of who might be interested in serving. Members were nominated for Chair, Vice-Chair, and Clerk positions.

A motion to appoint Michael Gradone as Chair was made by Ginny Farber, 2nd by Alan McClennen. 7-0-0. A motion to appoint Susan Meisinger as Vice Chair was made by Sims McGrath, 2nd by Alan McClennen. 7-0-0. A motion to appoint Ben Zehnder as Clerk was made by Alan McClennen, 2nd by Ginny Farber. 7-0-0.

Mr. Sumner explained the process generally and the role of Mr. White and the Committee in the process.

Mr. White explained to the Committee the process, including advertising of the position, vetting of candidates, interviews with Town staff and community leaders, public input sessions and interviewing of candidates by the Board of Selectmen and the Committee.

The Committee discussed the charge to the Committee.

The Committee discussed the preparation of questions for candidates. Mr. White stated that he will present the Committee with a list of questions, which is not intended to be exhaustive. The Committee can prepare its own questions as well.

Mr. White discussed the importance of maintaining maintaining confidentiality about the identity of candidates.

The Committee discussed upcoming possible changes to the Town Charter, and the need for members to review the Town Charter with regard to the role and responsibilities of the Town Manager.

The Committee discussed a potential schedule for its work and deadlines. Mr. White told the Committee that timing of the process is somewhat open ended in order to obtain the best candidates.

The Committee discussed the need for a job description.

The Committee discussed the difficulties for new Town Managers following long term Town Managers, and how that might affect the pool of interested candidates.

The Committee discussed scheduling of future meetings.

Items for Future Agendas - Ms. Farber suggested a follow up discussion/vote of possible amendments to the charge. Mr. White said he would like to share a study conducted by Falmouth pertaining to their search for a new Town Manager.

Adjourn – The meeting adjourned at 3:17 p.m.

Respectfully Submitted

Ben Zehnder, Clerk

11/27/23