

Town of Nahant
Combined meeting of BOS and
Town Administrator Search Committee (TASC)
May 14, 2025

Via Zoom, 6:30 pm

BOS Members Present: Gene Canty, Rob Tibbo, Pat O'Reilly, Tony Barletta, town counsel Dan Scripp

TA Search Members Present: Julie Tarmy, Dave Walsh, Rob Steinberg, Bob Fields, Skip Frary, Jen McCarthy, Dan McMackin, Donna Lee Leonardo, Josh Antrim

Others present: Joe Mellen, K. Alice, Brendan Baranek Olmstead (late)

Meeting called to order by BOS: 6:30

T. Barletta thanked everyone for attending and volunteering to serve. Members of the TASC are as follows:

- Jen McCarthy – 4th time serving on TASC
- Skip Frary – 2nd time serving on TASC
- Dave Walsh – served before on TASC
- Dan McMackin
- Bob Fields
- Donna Lee Leonardo
- Julie Tarmy
- Rob Steinberg
- Josh Antrim

First order of business was to organize this committee and elect a Chair, Vice Chair, and Recording Secretary.

J. Tarmy volunteered to be recording secretary.

Motion made by D. McMackin, seconded by J. McCarthy to nominate J. Tarmy as recording secretary. Roll call vote taken: Unanimous

D. Walsh volunteered to be Vice Chair.

Motion made by D. McMackin, seconded by S. Frary to nominate D. Walsh as Vice Chair. Roll call vote taken: Unanimous

Motion made by J. Tarmy, seconded by J. McCarthy to nominate S. Frary as Chair.
Motion made by D. Walsh, seconded by J. Antrim to nominate J. McCarthy as Chair.
Jen McCarthy respected the nomination, but respectfully due to her other responsibilities as Chair of a search committee for her church.
Roll call vote taken on motion by J. Tarmy and J. McCarthy to nominate S. Frary as Chair. Vote was unanimous.

Going forward: Skip Frary Chair; Dave Walsh Vice Chair; Julie Tarmy Recording Secretary.

Next order of business was to set an agenda for our next meeting of the TASC. Tony Barletta gave us a schedule of his departure, which will be 6/30/2025. There will be a gap between his departure and the hiring of a new Town Administrator (TA). The BOS has responsibility for finding an interim TA.

TASC will create a job posting, working with the draft provided by Barletta who also provided a job description. TASC will approve an advertisement for the position at their next meeting, on Monday 5/19/2025 at 7pm. This meeting will be held in person at Town Hall and will be open to the public.

Discussed requirements of posting/advertising position and process of interviews. The position is generally advertised for a minimum of 30 days. It is recommended that the initial interviews take place in executive session. The goal of TASC is to present three applicants for consideration to the BOS. Ideally, there will be a 4th candidate as an alternate should any of the top three candidates pull out prior to public announcement of the possible candidates.

For administrative questions – posting of meetings, scheduling spaces for interviews, members not able to attend meetings, etc, the TASC can contact Kristin Taylor at Town Hall. All TASC members should provide Kristin with their email addresses. For now, T. Barletta will make sure the 5/19/2025 meeting gets posted. T. Barletta will also provide TASC with agenda for this meeting.

Motion to adjourn TASC meeting by D. Walsh, seconded by J. McCarthy. Roll call vote taken: Unanimous. TASC meeting adjourned at 7:36pm.

Minutes approved on 5/19/2025.

Respectfully submitted to Town Clerk on 5/21/2025 by Julie Tarmy.
via email