

Town of Nahant
TASC Meeting Minutes
May 19, 2025

In-person, 7 pm

Members Present: Skip Frary, Dave Walsh, Josh Antrim, Donnalee Leonardo, Julie Tarmy, Dan McMackin

Members Absent: Jen McCarthy, Rob Steinberg, Bob Fields

Others Present: Dan Scrip, Rob Tibbo

Meeting Called to order at 7:02 pm

Motion made by McMackin to approve minutes from May 14, 2025; seconded by Walsh. Roll vote taken. Unanimous ayes. Minutes approved.

Frary explained that this committee is operating in accordance with the Acts and Resolves of 1992, Chapter 13, Sec. 3.

Discussion on how to proceed and order of priority:

- Use draft of Ad provided by Town Administrator (TA) to create and approve and ad for the position. Place draft in a Dropbox for committee members to access and add input. One person will update the document (J. Tarmy) to create a final product to be discussed at the next meeting.
- Set deadlines for posting, duration of run, where to place. It is required to include at least one newspaper with statewide exposure, regional exposure, and national exposure.
- Use draft of Job Description provided by TA to set criteria for potential candidates, some of which are established in the TA Act. The committee will invite A. Barletta to join us on Zoom before the ad and job description are posted.
- Process for receiving candidate applications. Set dates and method for submission. A Town Hall email address will be provided.
- Break out committee in threes for initial interviews. Potential candidates' resumes will be circulated on to other committees of three. Final potential candidates will be discussed in person by the entire committee. These meetings will most likely be done in executive session to protect the identity of candidates who have not notified current employer. It is not required to take minutes for these meetings as there is no quorum.
- The committee will hold at least one in-person meeting for community input. This would be in the main hall of Town Hall. There may also be a Zoom meeting for community input.

Motion made by D. Walsh to have applications accepted electronically to the Town email address: Nhtsearch@nahant.org; seconded by D. McMackin. Roll vote taken. Unanimous ayes.

Continued discussion on the procedures and criteria. Town Counsel is available to the committee to answer any questions that arise. We can also contact Kristin Taylor at Town Hall.

Going Forward:

Committee will meet on:

- June 2nd in-person to finalize and approve Ad and Job Description.
- June 9th in person or via zoom (TBD).
- June 16th in-person.

Motion made by J. Antrim to allow recording secretary to digitally record meetings to allow for accurate recording and full participation by all members; seconded by D. McMackin. Roll vote taken. Unanimous.

Motion made by J. Tarmy to adjourn meeting; seconded by D. McMackin. Roll vote taken. Unanimous.

Meeting adjourned at 8:32.

Next meeting on Monday June 2nd at 7pm in person.

Minutes approved on June 2, 2025.

Respectfully submitted to Town Clerk on June 5, 2025 by Julie Tarmy
via email.