Cape Light Compact JPE
Screening Committee
Meeting Minutes
Monday, August 18, 2025

The Cape Light Compact JPE Board of Directors met on Monday, August 18, 2025, at 9:00 a.m. The meeting was held as a virtual meeting pursuant to St. 2025, c. 2, which extends the temporary provisions pertaining to remote meetings of public bodies under the Open Meeting Law to June 30, 2027.

Participating Were:
1. Bill Doherty, Bourne Alternate
2. Colin Odell, Executive Committee, Brewster
3. Tom McNellis, Eastham
4. David Jacobson, Orleans Alternate
5. Nicola Blake, Executive Committee, West Tisbury

Absent Were:
1. Tim Carroll, Chilmark
2. Valerie Bell, Harwich

Legal Counsel Participating Remotely:
Audrey Eidelman Kiernan, Esq., KO Law, P.C.

Staff Participating:
Melissa Allard, Senior Administrative Coordinator

Consultants:
Bernard Lynch, Community Paradigm Associates, LLC

Public Participants:
None.

Bernie Lynch called the meeting to order at 9:06AM.

Public Comment:
No written comments were received in advance of the meeting and no members of the public were present for public comment.

ORGANIZATIONAL MEETING:

1. Nomination and Potential Vote for Committee Chair

Bernie Lynch asked if there were any nominations for Chair.

Bill Doherty nominated Colin Odell for Chair of the Screening Committee.

Bill	Doherty	Bourne	Yes
Colin	Odell	Brewster	Yes

Tom	McNellis	Eastham	Yes
David	Jacobson	Orleans	Yes
Nicola	Blake	West Tisbury	Yes

Motion carried in the affirmative (5-0-0)

The Screening Committee determined that a Vice-Chair and Secretary would be needed as well.

2. **Nomination and Potential Vote for Committee Vice Chair**

Tom McNellis nominated Bill Doherty for Vice-Chair of the Screening Committee.

Bill	Doherty	Bourne	Yes
Colin	Odell	Brewster	Yes
Tom	McNellis	Eastham	Yes
David	Jacobson	Orleans	Yes
Nicola	Blake	West Tisbury	Yes

Motion carried in the affirmative (5-0-0)

3. **Nomination and Potential Vote for Committee Secretary**

Bill Doherty nominated Tom McNellis for Secretary of the Screening Committee.

Bill	Doherty	Bourne	Yes
Colin	Odell	Brewster	Yes
Tom	McNellis	Eastham	Yes
David	Jacobson	Orleans	Yes
Nicola	Blake	West Tisbury	Yes

Motion carried in the affirmative (5-0-0)

BRIEF UPDATE ON SCREENING COMMITTEE PROTOCOLS FROM COUNSEL AT KO LAW, P.C.:

Audrey Eidelman Kiernan stated she had a few things to note as the Committee moves forward. She stated that meeting minutes must be taken and detailed, just like any open meeting. She stated that they must be approved in a timely manner, either within the next 3 meetings or 30 days. She stated that communications with each other over e-mail are public records and subject to the public records law. She stated the best practice is the have Bernie Lynch give the Committee directions on what should and shouldn't be communicated over email.

Tom McNellis asked what meetings will be in open session and what meetings will be in executive session. Colin Odell stated that executive session meetings will be for discussing individual applicants and their qualifications. Bernie Lynch stated that executive session will also be for when candidates are interviewed.

Bernie Lynch stated that he is working on a document that will be presented to the Committee to review. He stated that it will be used as a marketing tool to obtain applicants and serve as a basis for reviewing and assessing the candidates. He stated that he is also looking to get feedback from some of the Town Managers/Town Administrators as well. Nicola Blake stated that Tim Carroll who is on this Committee but not present today is a Town Administrator and Bernie Lynch should speak with him. Bernie Lynch stated that he hopes to have the draft of the document done by the second week of September. He stated he will send it to the Committee and if anyone has comments on the document, they should send them to him and then the Committee can go over them at the next meeting.

Bill Doherty asked how to go communicating questions that come up outside of meetings whether it be in regard to process or something else. Tom McNellis suggested that the Committee should consider a policy that communication should go through Colin Odell as Chair. Colin Odell agreed.

Colin Odell asked when it comes to votes is the Committee bound to a simple majority. Audrey Eidelman Kiernan answered yes. Audrey Eidelman Kiernan stated that meeting notices and agendas must be posted 48 business hours prior to the meetings. She stated that Colin Odell and Bernie Lynch should draft the agenda and get it to Melissa Allard to post on the Compact's website. Next Committee meeting was scheduled for September 25, 2025 at 12:30PM.

ADJOURNMENT:

Motion to adjourn was made at 9:42AM moved by Bill Doherty, seconded by Tom McNellis.

Bill	Doherty	Bourne	Yes
Colin	Odell	Brewster	Yes
Tom	McNellis	Eastham	Yes
David	Jacobson	Orleans	Yes
Nicola	Blake	West Tisbury	Yes

Motion carried in the affirmative (5-0-0)

Respectfully submitted,

Melissa Allard

LIST OF DOCUMENTS AND EXHIBITS:

- Meeting Notice/Agenda