

Town Administrator Review Committee
7/23/18 Meeting Minutes

Present: Carol Fitzgerald, Cliff Bombard, Rebecca Moriarty, Ellen Bump, Donald Collins, Richard Patullo

Regrets: Norman Charest

Meeting began at 5:30 PM.

Prior Minutes:

The July 18, 2018 minutes were reviewed. Dick made a motion to approve; Becky seconded the motion. All voted in favor.

Review of Candidates:

Due to the nature of this agenda item, Carol suggested that we move to executive session as it could be detrimental to attracting candidates to discuss them in open session. Dick made a motion to move to executive session; Ellen seconded the motion. Roll call vote: Carol – yes, Ellen – yes, Don – yes, Becky – yes, Cliff – yes, Dick – yes. All voted in favor.

Review of new candidates X and Y, as well as all of those selected to move forward to interviews took place. Interview questions and process were discussed. Carol reviewed an outline of best practice “Do’s and Don’ts” for interviewing candidates.

Ellen made a motion to leave executive session. Cliff seconded the motion; all voted in favor.

Next Steps:

The Committee will meet in executive session on Thursday, July 26th, at 4:00 PM and Monday, July 30th, at 4:00 PM for interviews. Carol will contact candidates for scheduling and confirm.

Committee meeting also scheduled for July 31st to discuss the results of the interviews.

Meeting adjourned at 6:29 PM.

Submitted by Carol Fitzgerald

Approved 7/31/18