

Town Administrator Review Committee

7/16/18 Meeting Minutes

Present: Carol Fitzgerald, Richard Patullo, Cliff Bombard, Rebecca Moriarty, Ellen Bump, Donald Collins, Norman Charest (6:30)

Regrets: Richard Patullo

Meeting began at 6:00 PM.

Prior Minutes:

The June 26, 2018 minutes were reviewed. Becky made a motion to approve; Ellen seconded the motion. All voted in favor.

The June 30, 2018 minutes from the public information session were reviewed. Becky made a motion to approve; Cliff seconded the motion. All voted in favor.

Review of candidates:

Candidate names, addresses and email addresses were redacted prior to distribution to the committee. Letters were used as identifiers for candidates during the screening process.

Committee members had reviewed Candidates A – J using a candidate review screening tool and were prepared to discuss them and determine those that best met our qualifications and were potential for interviews. By consensus, the Committee eliminated seven candidates, identified one as a definite for an interview and then identified two as potential interviews depending on the rest of the candidate pool.

Candidates K – M had been received after the initial group and were distributed earlier that day, so everyone was not able to adequately review them for the meeting. The Committee agreed to schedule another meeting on July 18th at 7:00 PM for the review of these additional candidates and any others that may be received as well.

Meeting adjourned at 6:50 PM.

Submitted by Carol Fitzgerald

Approved July 18, 2018