

**Town Administrator Review Committee**  
**7/18/18 Meeting Minutes**

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

Regrets: Norman Charest

Meeting began at 7:00 PM.

Prior Minutes:

The July 16, 2018 minutes were reviewed. Ellen made a motion to approve; Becky seconded the motion. Five members (Cliff, Becky, Ellen, Don and Carol) voted in favor; Dick abstained.

Review of candidates:

Carol reported that we were getting responses through an advertisement on Indeed. The Indeed ad had resulted in 46 applicants. However, given the nature of that platform, the candidates were from varying backgrounds and skill levels that were, in many cases, totally irrelevant to our position. The Committee agreed that Carol should pre-screen the Indeed candidates to control the sheer volume of resumes to review. She would present only those candidates that met our minimum qualifications.

As in the previous review, all 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 reviewed 12 candidates, Candidates K –V, 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 nine candidates in this review and set three aside for consideration.

Further discussion of those three candidates took place, along with a review of the two “maybe” candidates and one “yes” candidate from the prior discussion of candidates A – J. It was determined that one of the candidates would no longer be considered, four would be brought forward for an interview, and one was still pending consideration depending on the rest of the candidate pool and the result of interviews. Candidates being asked for interviews are B, I, Q and S.

Next Steps:

Carol will send rejection emails on behalf of the Committee to those candidates that were screened out.

The Committee will meet on Monday, June 23, 2018 at 5:30 PM to discuss interview questions and format and to review best practice “Do’s and Don’ts” for interviewing.

The Committee will set aside Thursday, July 26<sup>th</sup>, at 4:00 PM and Monday, July 30<sup>th</sup>, at 4:00 PM for interviews. Carol will contact candidates for scheduling and confirm.

Meeting adjourned at 8:20 PM.

Submitted by Carol Fitzgerald  
Approved July 23, 2018