

Executive Session Screening Committee Meeting Minutes
September 7, 2017

Meeting was called to order at 7:15 PM

Roll Call: Maura Curran – Yes, Charlie Cristello – Yes. Tony Vegnani, absent

Mr. Cristello and Ms. Curran discussed the various categories that are important to the town to identify the qualifications and skill sets of the candidates for the Town Administrator position.

There were 9 categories that were finalized. Municipal Experience, Customer Service/Resident Relations, Staff Development including Succession Planning and Management Style, Coastal/Emergency Management, Capital Planning, Operational Financial Planning and Budget Process, Union Bargaining, State/Federal Grants, Economic Development.

The categories and corresponding questions were finalized and Ms. Curran agreed to summarize and create a work sheet for the Screening Committee Members to have in hand during the interview process.

The interview dates were determined to be September 13th and 14th with the goal of bringing in 3 candidates each night. Ms. Curran said she would have Stephen Salk the Towns HR director reach out to the candidates and schedule according to their availability.

Move to approve and not release the Executive Session meeting minutes for the September 7, 2017 Screening Committee Meeting. Motion by Mr. Cristello second by Ms. Curran all in favor Unanimous Vote (2-0)

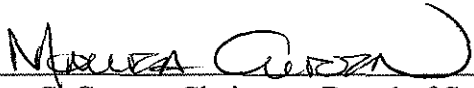
Meeting was Adjourned at 8:25 PM




Maura C. Curran
Recorder

Town Administrator Screening Committee Executive Session
Meeting Minutes for September 7, 2017

TOWN ADMINISTRATOR SCREENING COMMITTEE



Maura C. Curran, Chairman, Board of Selectmen



Anthony V. Vegnani, Vice Chairman, Board of Selectmen

Charlie Cristello, Consultant