

Town Administrator Screening Committee
Monday, April 3, 2023 Meeting Minutes
Remote Meeting via Zoom

Attendees: Felicia Hoffman, Robyn Hunter, Dickson Smith, Melissa Herman, Valerie Lin (joined at 3:45pm), Dawn Fattore, Dave Haviland

Guests: Bernard Lynch, Sharon Flaherty

1. Meeting was called to order at 3:36pm by Robyn Hunter.
2. There were no Citizen comments.
3. Introduction of all Screening Committee members and Bernard Lynch from Community Paradigm Associates, LLC.
4. Robyn Hunter made a motion to nominate Felicia Hoffman as Chair. Seconded by Dawn Fattore. Roll call vote: Robyn Hunter, yes; Dickson Smith, yes, Melissa Herman, yes; Valerie Lin, yes; Dawn Fattore, yes; Dave Haviland, yes; Felicia Hoffman, yes.
5. Felicia made a motion to nominate Dawn Fattore as Secretary. Seconded by Robyn Hunter. Roll call vote: Robyn Hunter, yes; Dickson Smith, yes, Melissa Herman, yes; Valerie Lin, yes; Dawn Fattore, yes; David Haviland, yes; Felicia Hoffman, yes.
6. Mr. Lynch provided background on Community Paradigm Associates, the current hiring market and recruiting process. Dover is in a good position having received over 30 applicants.
7. Felicia polled to enter Executive Session pursuant to MGL Chapter 30A, Section 21 (a)(8) to review resumes and consider or interview applicants for employment or appointment by a preliminary screening committee for selection of finalists to be presented to the Board of Selectmen for possible appointment as Town Administrator. To have the discussions in an open session will be detrimental to the ability of the Town to attract qualified applicants for the position. Not to return to open session. Seconded by Dave Haviland

Roll call vote: Robyn Hunter, yes; Dickson Smith, yes, Melissa Herman, yes; Valerie Lin, yes; Dawn Fattore, yes; David Haviland, yes; Felicia Hoffman, yes.

Open Meeting ended at 4pm.

Respectfully submitted,
Dawn Fattore

Town Administrator Screening Committee
Monday, April 12, 2023 Meeting Minutes
Remote Meeting via Zoom

Attendees: Felicia Hoffman, Robyn Hunter, Dickson Smith, Melissa Herman, Valerie Lin, Dawn Fattore, Dave Haviland

Guests: Bernard Lynch, Sharon Flaherty

1. Meeting was called to order at 3:30pm by Felicia Hoffman.
2. Felicia polled to enter Executive Session pursuant to MGL Chapter 30A, Section 21 (a)(8) to review resumes and consider or interview applicants for employment or appointment by a preliminary screening committee for selection of finalists to be presented to the Board of Selectmen for possible appointment as Town Administrator. To have the discussions in an open session will be detrimental to the ability of the Town to attract qualified applicants for the position. Not to return to open session. Seconded by Dave Haviland

Roll call vote: Robyn Hunter, yes; Dickson Smith, yes, Melissa Herman, yes; Valerie Lin, yes; Dawn Fattore, yes; David Haviland, yes; Felicia Hoffman, yes.

Open Meeting ended at 3:33pm.

Respectfully submitted,
Dawn Fattore