

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

Town Administrator Screening Committee
Monday, April 12, 2023 Meeting Minutes - EXECUTIVE SESSION
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Executive Session began at 3:33pm.

1. Mr. Lynch updated the Committee on the process. All candidates are scheduled for interviews on the 24th, 25th and 26th of April. Sample questions were reviewed and feedback provided by Committee members to streamline the topics and prioritize based on current needs of the Town and goals of the Selectmen. Revised questions will be sent to the Committee prior to the first interview on the 24th.

2. Motion to adjourn the meeting was made by David Haviland and seconded by Dickson Smith.

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

Executive Session was adjourned at 4:23pm.

Respectfully submitted,
Dawn Fattore