

Town Administrator Search Committee Meeting Minutes
Public Safety Building
September 1, 2016
7:00 pm.

ATTENDEES:

Larry Barrett, Mary Calandrella, Dave Christianson, Joe Kalagher, Lorraine DeSouza, Gary Guertin, Walt Meissner, Randy Ramsdell ,Ed Vitone and Bruce Whitney

ABSENT: None

GUESTS: None

PRESS: None

CALL TO ORDER: The meeting was called to order by Chairman Ed Vitone at 7:00 p.m.

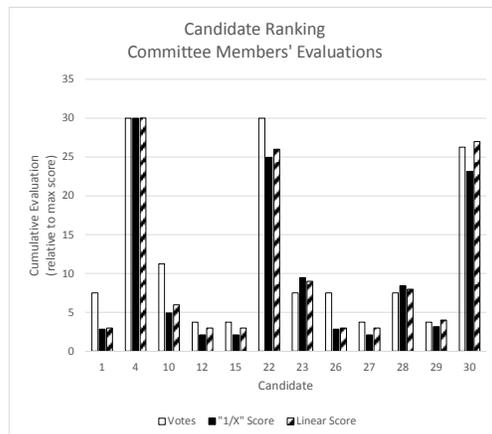
AGENDA: On motion of Larry Barrett and second by Bruce Whitney, the agenda as presented was approved by unanimous vote.

MINUTES OF AUGUST 10: On motion of Bruce Whitney and second by Larry Barrett, the minutes as presented were approved by majority vote. Messrs. Christianson, Kalagher and Ramsdell abstained since they were not in attendance at the August 10 meeting.

EXECUTIVE SESSION: At 7:02, on motion of Larry Barrett and second by Mary Calandrella, the committee moved into executive session by roll call vote

Dave Christianson arrived at 7:06.

The committee reviewed a graphical summary of the individual “Top Picks” (below) which showed broad support for candidates 4, 22 and 30. These candidates were selected for interviews.



The committee next discussed the balance of the “Top Pick” and after considerable discussion decided to include candidates 23 and 27 for interviews.

The committee then discussed the type and number of questions to be asked during the interview. It was decided that approximately six (6) comprehensive questions would be asked which would require compressive answers. Follow up questions would follow each question. Candidate questions were developed and Ed Vitone agreed to consolidate the questions and associate them with the desired candidate attributes.

The format of the interviews was then developed as follows.

- 1 hour interview
- Introduction by Committee
- Opening statement by candidate
- 5 or 6 broad questions
- Closing Statement by candidate

It was decided to spread the interviews over Wednesday and Thursday (Sept 7 & 8) starting at 3 p.m. both days. Two interviews would be held on Wednesday and three on Thursday. Ed Vitone would contact the candidates and schedule the interviews.

After a motion and second, the executive session meeting was adjourned at 9:02 p.m.

After a motion and second, the open session meeting was adjourned at 9:03 p.m.

Respectfully submitted
Ed Vitone – September 2, 2016