

**Approved meeting minutes
Town Administrator Screening Committee
Tuesday, January 30, 2018, 4:30 PM
Community-Senior Center Room 201**

This meeting was posted in accordance with the provisions of M.G.L. Chapter 30A, § 23A-23C

Members present: Steve Levinsky, Chair; Cathi Collins, Vice Chair; Josh Ostroff, Clerk; Tim Dooling; Mike Rourke (by phone); Dan Sullivan; Paula Panchuck, Terri Evans; Kristine Van Amsterdam.

Also present: Richard Tranfaglia, HR Director. Bernie Lynch; Sharon Flaherty of Community Paradigm Associates.

Steve called the meeting to order at 4:40.

Josh moved to approve Mike Rourke's remote participation, seconded by Terri and unanimously voted by roll call.

Steve shared a draft of guiding principles that we would consider for purposes of recommending finalist candidates:

- We will only place candidates on the slate that we believe could be a successful Town Administrator
- We are not selecting the next Town Administrator – we are presenting choices to the Board of Selectmen
- We will vote on individual candidates not full slate
- Our slate is not ranked in any way
- Our recommendations do not need to be unanimous
- Our deliberations are confidential to the committee

Discussion ensued on committee member's engagement as individuals with Board members, and how and whether the committee would re-engage based on the results of a background screening or any additional assessment that would follow the committee's vote on the finalists.

Terri moved to go into exec session for interviewing, with the appropriate declaration, seconded by Dan and voted unanimously by roll call; we will return to public session for minutes and to conclude discussion on process. We entered into exec session at 5:01 PM.

At the adjournment of Executive Session at 10:08, the Committee returned to public session. On a motion by Cathi, seconded by Kristine, the minutes for January 27 were unanimously approved by roll call vote.

On a motion by Cathi, seconded by Kristine, the committee unanimously voted by roll call to adjourn at 10:10 PM.

Joshua Ostroff, Clerk