

## Town Manager Screening Committee Meeting Minutes April 13<sup>th</sup>, 2022

### In Attendance:

Mary E Aicardi, Christine Saulnier, Mark Beglane, Joann Asselin, Steve Graham, Joan Iwanicki

Not in Attendance: Christine Williams

Introductions were made by attendees

Discussion for committee charge and proposed timeline – Review of applications beginning of May, Committee Interviews Mid May, and Finalist Selection Late May.

Review of the recruitment process. Deadline for applications April 25<sup>th</sup>. Questions will be selected and finalized before the interviews in May. Mary A. will email a list of questions to the group and finalized questions at next meeting Monday, May 2, 2022

Review of Open Meeting Law

Review Confidentiality – Candidate confidentiality, interviews in executive session until finalist selected and announced.

Discuss Interview format and questions – Interview dates and times to be determined. Questions will be decided on by the committee based on the needs of the Town Manager position.

Discussion on the appointment of Committee Chair and Clerk: Christine Saulnier nominated Mark Beglane for Committee Chair. A vote was taken and a yes vote from all members made Mark Beglane the Committee Chair. The Clerk position is still to be determined.

May 2, 2022 begin the application review process.

Adjourn 7:20pm