

Approved June 6, 2022

**Town Administrator Screening Committee
April 11, 2022 Minutes**

Attendees: Maritta Manning Cronin, Beverly Ross Denny, Deborah Felton, Patricia Latimore, Joseph Parlavecchio, Glenn Pavlicek, Cheryl Toulias, Richard Wells, Michael Zullas
Consultant: Mary Aicardi

The meeting came to order at 6:00 pm.

Ms. Aicardi from the Collins Center went over the process for conducting the screening. A survey will be distributed to the members concerning the Profile to be created for advertisement. Following that, a draft will be sent to members. Comments should be returned to Ms. Aicardi. The Select Board is expected to approve the Profile in late April.

An additional meeting in May will be scheduled to go over questions for the candidates. Applications are due by June 1. In early June there will be a meeting to determine which candidates should be interviewed. Depending on the number of interviews, up to three meetings will be needed to conduct them.

It was decided that future meeting dates would be May 9 at 7:00 pm via Zoom and June 6 at 6 pm in person.

It was moved and seconded (Zullas/Wells) to elect Glenn Pavlicek as Chair. It passed by a unanimous roll call vote.

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Moved (Felton/Zullas) to adjourn. Passed by a unanimous roll call vote at 7:00 pm.