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## TOWN ADMINISTRATOR SEARCH COMMITTEE

Town Hall – Second Floor Meeting Room

February 3, 2015

5:00 P.M.

### MINUTES

A. Meeting was called to order at 5:15 P.M. by E. Johnson, Jr.

B. Roll Call

Present: E. Johnson, Jr, E. Davis, R. Newman, E. Liese, D. Krugman, M. Alves, V. Vona, and clerk S. Rapose

C. Approval of minutes

01 Approval of minutes from January 20, 2015 meeting

**MOTION: Made by R. Newman, second by D. Krugman to approve minutes as written.**

**All Ayes**

R. Rock arrived at 5:25 P.M.

D. New Business

01 Discussion of Candidates R-MM

The Committee went through candidates R-MM. Candidates R,S,T,U,V,W,X,Y,Z,DD,EE,FF,GG,HH,II,JJ,KK, and MM were eliminated. Candidates AA, BB, CC, and LL will be considered for interviews.

02 Identify candidates for first interviews

The Committee decided to interview candidates E, Q, AA, BB, CC, and LL.

03 Discussion of communication with candidates not being considered

The Committee asked S. Rapose to send letters to all candidates not being considered. The correspondence used by the previous Search Committee is adequate.

04 Discussion of submissions received after deadline

E. Johnson doesn't think that those who applied after the deadline should be considered.

E. Liese agreed.

The Committee decided not to review any resumes received after the deadline.

The Committee asked S. Rapose to send letters to any applicant who submitted their resume after the deadline explaining that they will not be considered for the position.

05 Set times and dates for additional meetings and/or interviews

The Committee decided to conduct interviews on February 12<sup>th</sup> and 19<sup>th</sup> at 5, 6, and 7 P.M. They asked S. Rapose to contact all the chosen Candidates and schedule interviews.

**E. Adjournment**

**MOTION made by R. Rock, second by R. Newman to adjourn at 6:45 P.M. All Ayes**

Minutes approved as written February 12, 2015

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Sarah S. Rapose, Clerk