

Joint Washington & Middlefield Select Boards with Town Administrator Screening Committee

November 21, 2022 12:45 – 5:30 PM

Washington Town Hall, 8 Summit Hill Rd, Washington MA 01223

Hybrid Meeting — *Remote attendance is also available via Zoom:*

<https://us02web.zoom.us/j/81188768877?pwd=OXpXYzB2MzdLWjVGbEZKTWp5L0tJUT09>

Or call-in: 929-205-6099 | Meeting ID: 811 8876 8877 | Passcode: 940420

AGENDA

1. 12:45 PM Organize

- a. Briefly discuss the Agenda and Interview Process.
(Washington Select Board Chair to convene meeting and announce that members to be seated at table alternately by Town so that each Town asks a question in succession. Questions to follow numerical order. As time permits, Screening Committee Members will be allowed to ask related questions following completion of Select Board questions. Screening Committee members to be seated in the first row of the audience section. No question to be allowed by the general public. The Meeting is also available to the public on Zoom, but no questions allowed.)
- b. Distribute printed copies of the Interview Questions, Resumes, including Letters of Application.

2. 1:00 PM Interview Candidate #1

- a. Washington Select Board Chair to introduce Candidate; Select Board Members introduce themselves and the Town they represent.
- b. Questions
- c. Follow-up questions by Screening Committee, Committee Member to introduce themselves and the Town they represent.

3. 3:00 PM Interview Candidate #2

- a. Washington Select Board Chair to introduce Candidate; Select Board Members introduce themselves and the Town they represent.
- b. Questions
- c. Follow-up questions by Screening Committee, Committee Member to introduce themselves and the Town they represent.

4. Discussion & Adjournment

- a. General discussion of Candidates' knowledge, skills and abilities for the position.
- b. If time permits, make a decision on which candidate will receive primary offer of the position.
- c. If time permits, Screening Committee review & acceptance of minutes of 11/9/22 meeting.
- d. If circumstances permit, Select Boards to sign Intermunicipal Agreement.
- e. Set time, date and place of next meeting if necessary.