

WASHINGTON/MIDDLEFIELD
TOWN ADMINISTRATOR PRELIMINARY SCREENING COMMITTEE

November 9, 2022 3:00–5:00 p.m.

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

AGENDA

1. Introductions
2. Organize
 - a. Elect Chair, Vice-Chair & Clerk
 - b. Discussion of Committee's Responsibilities and Draft Schedule of Activities
3. Statement of the Chair, *"I declare that an open meeting will have a detrimental effect in obtaining qualified applicants for the position of Shared Town Administrator. Therefore, we will enter into Executive Session for the purpose of doing an initial screening of the applicants. The initial screening will include a review of résumés and may include multiple rounds of interviews by the screening committee aimed at narrowing the group of applicants down to finalists to be recommended to the Select Boards of Middlefield and Washington. The Committee will reconvene in open session at the end of the executive session."* (Roll call vote of the committee to enter into Executive Session)
4. Executive Session
 - a. Initial review of résumés and other written materials of candidates recommended by BRPC staff.
 - b. Decide which applicants will be invited to interview
 - c. Review of proposed standard questions to be asked of each applicant
 - d. Discussion about background checks: content and timing
 - e. Roll call vote to reconvene in Open Session
5. Reconvene in Open Session
 - a. Set time, date, and place of next meeting which will include an Executive Session for the purpose of continued reviews as necessary and interviews of one or more applicants
6. Adjourn