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**Town Manager Search Committee
Minutes**

Friday, February 17, 2023
Town Hall, Nauset Room
9:00 AM

Present: Chair Michael Gradone, Vice Chair Susan Meisinger, Clerk Ben Zehnder, Members Sims McGrath, Ginny Farber, Alan McClennen, Michael McNamara, Ex-Officio Nick Athanassiou, Interim Town Administrator Charlie Sumner, Consultant Rick White

Call to Order – The Chair called the meeting to order at 9:02 a.m.

Public Comment - There was no public comment this evening.

Approval of Minutes - There were no minutes to approve.

Report of the Chair – The Chair reported that all meetings of the Committee must be video taped and posted. The Chair also reported that there were almost 100 survey responses so far.

The Committee discussed the upcoming public forum on March 13, 2023.

The Committee discussed interview questions, the requirement of consistency of core questions for the candidates, and the importance of follow-up questions.

Ben Zehnder left the meeting at 9:45 am

The Committee discussed areas for interview questions and delegation of preparation of questions among Committee members.

The Committee discussed what the remainder of the process will look like after the Committee presents its findings to the Board of Selectmen.

Rick White described his next steps in providing the Committee with his recommendations for interview candidates as well as materials concerning all candidates. The Committee is not bound to this list of interview candidates. Rick described that it will take 3-4 days to review the candidates with Rick White in executive session. It will also take about 3 days to interview candidates.

The Committee discussed interview locations.

Items for Future Agendas –

- a. Prepare for public forum.
- b. Discuss interview questions.
- c. Discuss overview of expectations for Town Manager
- d. Discuss survey results

Next Meeting Date – The next meeting will be March 3, 2023 at 9:00 am.

Adjournment – **A motion to adjourn the meeting was made by Ginny Farber, 2nd by Mike McNamara 6-0-0.**

The meeting adjourned at 10:19 am.

Respectfully Submitted


Ben Zehnder, Clerk