

TOWN OF WAYLAND - TOWN CLERK'S OFFICE
NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS

Posted in accordance with the provisions of the Open Meeting Law

NAME OF BOARD/COMM: **Town Administrator Screening Committee**
FILED BY: Carole Plumb, Chair
DATE OF MEETING: Monday, June 18, 2018
TIME OF MEETING: 2:00 PM
PLACE OF MEETING: Wayland Town Building, 1 Cochituate Road,
School Committee Meeting Room, 2nd Floor

PROPOSED AGENDA

Note: Items may not be discussed in the order listed or at the specific time estimated. Times are approximate. The meeting likely will be broadcast and videotaped for later broadcast by WayCAM.

2:00 PM Call to order by Chair

- Review agenda for the public

2:01 PM Public comment

2:02 PM Minutes: Review and vote to approve the minutes of May 30, 2018

2:05 PM Review list of recommended candidate characteristics for use in reviewing resumés (prepared by Bernard Lynch, Principal, Community Paradigm Associates, LLC).

2:10 PM Discussion on typical and proposed interview questions and interview format.

2:15 PM Enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(8) to consider or interview applicants for employment or appointment with respect to the Town's search for a Town Administrator by a preliminary screening committee for purposes of hearing from consultant regarding summary of search results, reviewing candidate pool and determining candidates to be interviewed. To have the discussion in an open session will be detrimental to the ability of the Town to obtain qualified applicants for the position.

3:50 PM Confirm future meeting schedule:
June 21, 2018 at 6:00 -9 PM – Executive Session anticipated
June 22, 2018 at 6:00 -9 PM – Executive Session anticipated
June 27, 2018 at 6:00 -9 PM – Executive Session anticipated
All meetings scheduled for Wayland Town Building, School Committee Meeting Room, 2nd Floor

3:55 PM Topics not reasonably anticipated by the Chair 48 Hours in advance of the meeting, if any

4:00 PM Adjourn