



## *Town of Mendon*

### Meeting Minutes Town Administrator Screening Committee November 29, 2023: 4:00 pm

Attendees: Michael Hale, The Collins Center  
Ellen Agro  
Joyce Gilmore  
Phil Cieply  
David Demanche  
Jim Purcell  
Tom Fichtner  
Sean Nicholson

Absent: Mary Aicardi, The Collins Center

The meeting was called to order at 4:00 pm. Mary Aicardi joined the meeting briefly to discuss meeting locations and times going forward. She also indicated that resumes are due no later than midnight on November 30, 2023.

Ms. Agro confirmed the locations for interviews with the committee. Interviews will be held the week of December 11<sup>th</sup>.

Ms. Agro submitted meeting minutes for approval for the meeting held 11.15.23. One typo was corrected. The motion was made and seconded to approve as amended. The vote to approve was unanimous.

Mr. Hale led the group in review of proposed interview questions. The Collins Center suggested that we pare the list down to 14 questions. The committee agreed that a round-robin approach would be best, with each member asking 2 questions. Interviews will be 1 hour long each.

Action Item: Mr. Hale will forward the final interview questions to the Chair for dissemination to the committee.

Action Item: The Collins Center will provide the committee with a secure file containing the candidates' resumes to review over the weekend.

Next meeting December 4, 2023 at 5:00 pm in the PD Training Room. This will be held in Executive Session in order to review resumes.

Meeting adjourned at 5:18 pm.

Respectfully submitted by,  
Ellen Agro, Chair

Approved 12/4/23