



Town of Mendon

Meeting Minutes Town Administrator Screening Committee November 15, 2023: 5:00 pm

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

The meeting was called to order at 5:00 pm. Mary Aicardi introduced herself and Michael Hale. Participants introduced themselves.

Mary asked the group to designate a Chairperson and scribe for meeting minutes. Joyce Gilmore nominated Ellen Agro and the motion was seconded. The vote was in the affirmative, 6 yeas and 1 abstain. Ellen accepted the nomination.

Mary outlined the process as charged to this committee. It is expected that the group will complete their duties by mid-December. The group is charged with:

1. Review and compose interview questions
2. Review resumes of candidates
3. Interview candidates
4. Recommend candidates for Select Board interviews

Next steps: Mary will send out a survey for availability for question review and interviews.

Next meeting November 29, 2023 at 4:00 to go over interview questions.
Meeting adjourned at 6:09 pm.

Respectfully submitted by,
Ellen Agro, Chair

Approved November 29, 2023