Meeting Minutes
Town Administrator Screening Committee
Thursday, March 14, 2019

Attendees: Screening Committee: Mary Carrigan, Felicia Hoffman, Robyn Hunter, Dickson Smith, Dawn Fattore, Michael Jaffe and Mary Aicardi of the Collins Center

Absent: Carol Lisbon

Guests: None

The Meeting was called to order at 6:30 pm in the Lower Meeting Room of the Dover Town House.
The Minutes of November 29, 2018 were unanimously approved.

Mary Aicardi (of the Collins Center) introduced herself and presented her background. She gave an overview of the next steps in the process of screening resumes and conducting preliminary interviews. She reminded the Screening Committee ("Committee"), that our role is not to hire the candidate but to provide the Board of Selectman ("BOS") with a recommendation of three to five candidates that best match the job profile.

Ms. Aicardi reported that the profile statement and job description were placed online with MMA and ICMA on March 4; some resumes have already been received; in addition, the Collins Center is also contacting people in their network regarding the position.

Further, Ms. Aicardi provided a list of draft questions which could be used in interviewing candidates, and requested that each member of the committee come up with three questions we would want to ask candidates, and that those be sent to her by March 22. From the questions received Ms. Aicardi will provide a list of the top ten questions to the Committee at the next meeting. Once approved this list will serve as the framework for the interviews.

The Committee, also discussed having an on-site visiting day for the final candidates. This day will allow the candidates to be introduced to Town employees and citizens. Ms. Fattore stated that this format is used successfully by the schools in their searches. The Committee requested that Ms. Fattore provide an overview of the framework used by the schools for the on-site visiting day at the next meeting. Ms. Aicardi suggested that Ms. Hunter confirm with the other Selectmen that they are supportive of an on-site visiting day.

Members of the Committee provided dates indicating their availability for meeting in April and May to Ms. Aicardi. Upon review of the dates provided Ms. Aicardi will provide a list of the potential meeting dates.

The meeting was adjourned at 8:25 pm.