

TOWN OF BOLTON
TOWN ADMINISTRATOR SCREENING COMMITTEE
MINUTES

DATE: Tuesday, January 23, 2024

TIME: 4:30PM

PLACE: Zoom Meeting

In attendance: Warren Nelson, Jenny Jacobsen, Michael Murphy, Kristen Noel, Stan Wysocki, Panny Gerken, Lorraine Romasco, Michael Gorr

Missing: Doug Storey

Other: John Petrin, Community Paradigm, Dave on Zoom

Meeting called to order at 4:30 PM by John Petrin.

Introductions occurred led by John Petrin an outside consultant from Community Paradigm and hired by the Select Board.

The purpose of the screening committee was discussed, and a timeline was provided. The screening committee will review each of the resumes and choose up to 7 for in-person interviews. Final candidates, 3 or 4, will be passed to the Selectboard for final interviews. The actual names of the candidates will never be revealed except for the finalists. The review of the resumes will be done in executive session and the minutes will be released when the purpose of the executive session has expired. Candidates will be referenced by number in the minutes instead of by name.

Panny Gerkin nominated Stan Wysocki as Chair and Michael Murphy seconded.

8-0, approved by roll.

Panny Gerkin nominated Jenny Jacobsen as Clerk and Lorraine Romasco seconded.

8-0, approved by roll.

The open meeting law was briefly discussed, and the issue of confidentiality was reviewed. The Committee members are not to discuss any candidates outside of the meetings and are not to make any phone calls or inquiries as to candidates that apply. That will be left to Community Paradigm to assist the Select Board.

The municipal market was discussed, and the Town can hopefully expect to receive up to twenty applications. The committee will receive all applications and the consultant will group them into 3 categories for the next meeting for the Committee to decide which will be interviewed in the screening round.

The Committee discussed the process for the interview. It was agreed that John Petrin will lead the discussion with candidates, but Committee members will have the opportunity to ask

follow-up questions or questions of their own. John will provide a list of questions and format for the next meeting.

The meeting schedule was discussed and established. We will open the meeting and then immediately move into executive session. We will exit executive session only to then close out the meeting.

Next meetings:

March 7, 3:00 pm Review applications and select interviewees.

March 27, 3:00 pm Interviews #1

March 28, 3:00 pm Interviews #2

Michael Murphy moved to adjourn, and Loraine Romasco seconded, 8-0, adjourned at 5:15PM.