Town Administrator Screening Committee
AGENDA
February 16, 2021, 7:30 pm.

ZOOM Information: Town Administrator Screening Committee
Time: Feb 16, 2021 07:30 PM

Join Zoom Meeting via Computer with audio and video:
https://us02web.zoom.us/j/89526438717?pwd=MmFLcEJlRmdNNVRHSlRZRTUxQVh2Zz09
Meeting ID: 895 2643 8717
Passcode: 551099
Or Join by phone at one of these numbers:
1 301 715 8592; 1 312 626 6799; 1 929 436 2866
Meeting ID: 895 2643 8717

1. **Introductions:**

   a. **Committee member background**

   b. **Committee member swearing in**

2. **Nomination and Election of Committee Chairperson**

3. **Review of Committee Charge and Objectives:**

   a. **Meeting etiquette**

   b. **Independent and Transparent**

   c. **Role of Municipal Resource, Inc. (outside 3rd party firm)**

   d. **Review of Timeline and Deliverables**

4. **Developing a Job Profile:**

   a. **Review of existing Job Description (Town Administrator and Asst. Town Administrator)**

   b. **Review of sample Profile Document for ad placement**

   c. **Review Compensation range**

5. **Discuss Department Structure Options**

6. **Other Matters**

Posted on Thursday, February 11, 2021 at 6:51am by Robin Phelan, Town Clerk