

**RECEIVED**

By KWilber/Assistant Town Clerk at 12:49 pm, Oct 25, 2023

Northborough Town Administrator Screening Committee  
June 14, 2023  
Town Hall - Select Board Meeting Room

6/14/2023 Meeting Minutes- Open

7:07pm Mitch Cohen call to order

David Durgin Motion to accept Meeting Minutes from 5/19/23  
2nd Kerri Martinek  
Vote: Unanimous

Motion: Mitch Cohen-move to go into Executive Session pursuant to M.G.L., Chapter 30A, Section 21, Subsection 8 (to consider or interview applicants for employment by a preliminary screening committee) due to the Chair's determination that a discussion regarding this matter in an open meeting may have a detrimental effect in obtaining qualified applicants, and to return to Open Session to continue the meeting.

2nd Kerri Martinek  
Roll Call Vote: Unanimous

7:12 Moved to Executive Session

9:35pm Open Session Resumes

Reading and discussion of sample interview questions.

Buzz Stapczynski advises Committee Members to ask the same questions so they can measure the responses among the candidates.

Committee Members review the process of asking questions during each interview.

Discussion of finding a waiting room and determination of logistics of conducting interviews.

The next meeting is to begin at 5 PM to give Members a chance to finalize logistics. First interview is to start at roughly 5:15 PM.

Discussion of questions to ask during the interview. 2-3 questions are divided among members to ask.

Bob and Buzz to schedule appointments for interviews.

Mitch to write questions as discussed by Committee and send to Members. Committee Members to send Mitch edits to their questions if needed.

Motion to Adjourn

Motion made by Keri Martinek

Seconded by Scott Stocklin

Unanimous vote

10:04 PM meeting adjourned