

TOWN OF RICHMOND, RHODE ISLAND  
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## **TOWN ADMINISTRATOR SEARCH COMMITTEE**

Town Hall – Town Council Chambers  
January 15, 2015  
4:00 P.M.

### **MINUTES**

**A. Meeting was called to order at 4:00 P.M. by the Town Clerk, Tracy Nelson**

**B. Roll Call**

Present: E. Liese, M. Alves, D. Krugman, E. Davis, R. Newman, E. Johnson, R. Rock, V. Vona, and clerk S. Rapose

**C. Nominations**

01 Nominations for the position of Chair

**MOTION made by R. Newman, second by E. Davis to nominate E. Johnson as Chair.**

No further nominations were heard.

**VOTE on motion: All Ayes**

E. Johnson was elected Chair by unanimous vote.

02 Nominations for the position of Vice Chair

**MOTION made by R. Newman, second by D. Krugman to nominate E. Davis as Vice Chair**

No further nominations were heard.

**VOTE on motion: All Ayes**

E. Davis was elected Vice Chair by unanimous vote.

**D. Business**

01 Consideration of timeline

R. Rock supplied the Committee with a timeline that he created. Using his timeline, the committee set a goal of February 20, 2015 to submit the names of at least three recommended candidates to the Town Council.

02 Schedule future meeting dates

The Committee scheduled future meetings for Tuesdays at 4:00 P.M. in the second floor conference room, starting January 20, 2015. Meeting times will be adjusted when the interview process commences.

03 Approval of the Resume Screening Worksheet

The Committee decided to use the Resume Screening Worksheet from the previous Town Administrator Search, as it seemed to work well.

04 Discussion of screening and selection process

E. Johnson stressed the importance of confidentiality.

T. Nelson explained that each candidate will be assigned a letter to be used for discussion in public meetings to ensure privacy. The clerk's office will receive all applications, assign them letters in the order received, and make weekly packets for committee members. The packets will be delivered to the police station each Friday.

Committee members will bring in sample interview questions for next meeting.

R. Rock asked if applicants should be allowed to contact department heads.

The consensus of the Committee is that it is not appropriate.

**E. Adjournment**

**MOTION made by R. Newman, second by R. Rock to adjourn at 4:37 P.M. until the next meeting.**

**All Ayes**

Minutes approved as written, January 20, 2015

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Sarah Rapose, Clerk