

TOWN OF RICHMOND, RHODE ISLAND
5 Richmond Townhouse Road
Wyoming, RI 02898
(401) 539-9000 www.richmondri.com



TOWN ADMINISTRATOR SEARCH COMMITTEE

Town Hall – Second Floor Meeting Room

January 20, 2015

4:00 P.M.

MINUTES

A. Meeting was called to order at 4:15 P.M. by E. Johnson, Jr.

B. Roll Call

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

C. Approval of minutes

01 Approval of minutes from January 15, 2015 meeting

MOTION: Made by R. Newman, second by E. Liese to approve minutes as written.

All Ayes

D. Business

01 Status of applications received

S. Rapose supplied the Committee with Applicants R- X. Twenty four applications have been received thus far. Applications are still being accepted until January 23, 2015 at 12:00 P. M. The remainder of applications will be delivered to Committee members that day.

02 Discussion of Applicants A-Q

The Committee went through candidates A-Q. Candidates A,B,C,D,F,G,H,I,K,L,M,N,O, and P were eliminated. Candidates E, J, and Q will be considered for interviews.

03 Consideration of interview questions

The Committee went through the questions that were used by the previous Committee. They agreed to use the same questions again.

R. Rock suggested adding a question asking if the candidate would be available in the evening. The Town Administrator is frequently required to attend evening functions and meetings.

- 04 Approve authorization form to allow background criminal investigations, contacting personal and professional references, and conducting internet and social media searches

The Committee agreed that the forms used by the last search committee were sufficient.

E. Adjournment

MOTION made by R. Newman, second by E. Liese to adjourn at 5:15 P.M All Ayes

Minutes approved as written February 3, 2015

Sarah Rapose, Deputy Clerk