

**Town of Charlton
Town Administrator Search Committee
October 21, 2019, 6:30 p.m.
Conservation Room, Town Hall**

AGENDA

- 1. Call to Order**
- 2. Introductions**
- 3. Elect Chair**
- 4. Review Process, Feedback From Selectmen, Staff and Community Leaders**
- 5. Discuss interview format, process and roles**
- 6. Review Inventory of suggested questions and determine which to ask candidates**
- 7. Affirm Meeting schedule**
- 8. Motion to enter into Executive Session**
Move: in accordance with MGL c.30A s.21 (a)(8) that this Screening Committee move into executive session, in order to consider or interview for employment or appointment candidates for the position of town administrator, because an open meeting will have a detrimental effect in obtaining qualified candidates. The Screening Committee will not return into Public Session.