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**Town of Belmont
Town Administrator Screening Committee
(Formerly Town Administrator Search Group)
October 26, 2017, 5:00 p.m.
Conference Room 4, Town Hall**

AGENDA

- 1. Call to Order**
- 2. Review and approve minutes of October 12, 2017**
- 3. Discuss interview format, process and roles**
- 4. Review Inventory of suggested questions and determine which to ask candidates**
- 5. Affirm Meeting schedule**

6. 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.

Executive Session Reason 8. To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening;

This purpose permits a hiring subcommittee of a public body or a preliminary screening committee to conduct the initial screening process in executive session. This purpose does not apply to any stage in the hiring process after the screening committee or subcommittee votes to recommend candidates to its parent body. It may, however, include a review of resumés and multiple rounds of interviews by the screening committee aimed at narrowing the group of applicants down to finalists. At the time that the executive session is proposed and voted on, the chair must state on the record that having the discussion in an open session will be detrimental to the public body's ability to attract qualified applicants for the position. If the public body opts to convene a preliminary screening committee, the committee must contain less than a quorum of the members of the parent public body. The committee may also contain members who are not members of the parent public body.