

Minutes - Town Administrator Search Committee  
Tuesday, August 8, 2017 at 5 p.m.  
Marshfield Town Hall, 870 Moraine Street Marshfield, MA, Hearing Room 2

Attendance: John Clifford, Esq., Robert Galvin, Esq., Chief Bill Hocking, Caroline LaCroix, Chief Phil Tavares and Elizabeth Zimmer.

The meeting was called to order by Caroline LaCroix. After brief introductions, Caroline LaCroix reviewed the recruitment and selection process for the position of Town Administrator outlined by the Board of Selectmen. Applications would be received through Friday, August 18. Subsequent meetings would be held in executive session to screen applications, prepare and conduct interviews and recommend finalists for consideration to the Board of Selectmen.

John Clifford recommended that the committee revise the recommended timeline of mid-September to complete the screening process and present a list of candidates to the Board of Selectmen.

It was discussed amongst the committee to hold the next meeting on August 22 following the dissemination of packets to the members which would include all applications received by the Human Resources Department. Police Chief Tavares offered to hold meetings at the EOC at the Marshfield Police Station and Town Counsel Robert Galvin provided recommended language to be listed on the meeting agenda relative to executive session.

The meeting schedule for the committee was set for August 22 and August 29 at 6 p.m. at the Police Station EOC.

Phil Tavares was nominated to be the Chairman of the Town Administrator Search Committee. A motion was made and seconded to elect Phil Tavares, Chairman of the Town Administrator Search Committee. So voted unanimously.

Caroline LaCroix was nominated to be the Clerk of the Town Administrator Search Committee. A motion was made and seconded to elect Caroline LaCroix, Clerk of the Town Administrator search Committee. So voted unanimously.

A motion was made and seconded to adjourn at 5:37 p.m. So voted unanimously.

Caroline LaCroix