

Minutes  
Deerfield Board of Selectmen/Board of Health  
April 17, 2014

Call to Order: 6:07 p.m.

Present: Mark Gilmore, Chair; Carolyn Shores Ness

Others: Wendy Foxmyn, former Interim Town Administrator

The Board called third member David Wolfram to confirm availability for finalist interview process dates and input on recommendations from Town Administrator Screening Committee.

W. Foxmyn informed the Board two of the recommendations have been fulfilled:

- Board received TA Screening Committee Report; both verbal presentation and written report recommending three candidates for consideration.
- Having the three finalists complete and return the town's job application document.

The Board discussed and decided, by consensus:

- To schedule a public interview process for May 14, 2014 and invite all three finalists.
- Have a meet the candidates opportunity for town and employees and officials from 4:00 to 5:00 p.m. on 5/14.
- Begin the formal interview process at 5:00 p.m. with questions from the Board, followed by written, signed questions from the public.
- The Board will confirm this schedule and format at their next regularly scheduled meeting and announce their request for the public to submit questions (attribution required, no anonymous questions) for the finalists.
- To refrain from soliciting input about or checking references on the candidates until after the interviews.
- To reserve their deliberations and decision regarding the hiring of the Town Administrator to a meeting date following May 14 or such other time the interview process takes place.
- To have W. Foxmyn assist them in the process including but not limited to, candidate questions, reference checks, and facilitating the interview event.

W. Foxmyn distributed sample questions to the Board for their consideration and said she would email them to D. Wolfram.

Meeting devoted to this topic adjourned at 7:20 p.m.

Minutes prepared by W. Foxmyn