

COMMONWEALTH OF MASSACHUSETTS

# TOWN OF ACUSHNET

## TOWN ADMINISTRATOR SCREENING COMMITTEE

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### MEMORANDUM

**TO: Town Clerk**

**FROM: Town Administrator Screening Committee**

**DATE: September 13, 2019**

**RE: Meeting Posting**

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**The Town Administrator Screening Committee has scheduled a meeting for Wednesday, September 25, 2019 at 6:00 P.M. This meeting is going to be held at the Acushnet Town Hall Finance Committee Room located at 122 Main Street, Acushnet, MA 02743.**

#### **Agenda Items:**

- the laws governing Screening Committee's work;
- the role of the Screening Committee & Mr. Paicos' during this process
- organization of committee, i.e. vote on a chair, vice-chair, etc.
- review resume's filed to date, (the advertisement on the Mass. Municipal Association's website),
- suggested interview questions, format for the interviews, a suggested Score Sheet for screening resumes
- additional meeting dates.

**Regards,**

**TA Screening Committee**