

**Town of Chester
Town Administrator Screening Committee Meeting
Wednesday, August 21, 2019
Municipal Complex Meeting Room
Approved Minutes**

Present:

Myrick Bunker
Andrew Hadik
Tara Ingalls
Rhonda Lamphere
Liz Lufkin
Nancy Myette
Jean Packard

Absent:

Jeremy Owens, Selectman

Others Present:

John Scruton

I. Open Meeting

This first meeting of the Town of Chester Town Administrator (TA) Screening Committee began at 2:32pm.

II. Selection of Committee Chair

Mr. Scruton suggested that the first order of business be to elect a committee chair; he asked if anyone had interest in the role.

Ms. Lamphere volunteered – she has the time and interest and is eager to see the process thorough; she has wanted Chester to have a TA for over ten years.

Mr. Hadik moved to elect Ms. Lamphere as the Town Administrator Screening Committee Chair; Ms. Myette seconded the motion. The vote was unanimous in the affirmative; motion carried.

III. Resumé Review

Mr. Bunker moved that the Committee go into non-public session under RSA 91-A:3 II (a), (b) and (c), employment and reputation; Mr. Hadik seconded the motion. The vote was unanimous in the affirmative; motion carried.

The meeting room was closed at 2:37pm.

The meeting room was reopened at 3:18pm.

Mr. Bunker moved that the Committee come out of non-public session; Mr. Hadik seconded the motion. The vote was unanimous in the affirmative; motion carried.

Mr. Bunker moved that the minutes to the non-public session on reputation and employment be sealed for an indefinite period; Mr. Hadik seconded the motion. The vote was unanimous in the affirmative; motion carried.

Town of Chester – Town Administrator Screening Committee Meeting – August 21, 2019

Each member of the committee received a copy of the thirty-one (31) resumés submitted for the position of Town Administrator, as well as a spreadsheet for making notes.

Members of the committee will independently review the resumés. The committee will reconvene to review and discuss the resumés to start moving toward reducing them to five to seven (5-7) to put forward to the BOS. Another meeting is scheduled on Thursday, August 29 at 2:00pm if needed.

IV. Adjournment

Mr. Bunker moved to adjourn the meeting; Ms. Myette seconded the motion. The vote was unanimous in the affirmative; motion carried.

The meeting concluded at 3:25pm.

The next meeting of the TA Screening Committee is Tuesday, August 27th at 8:30am in the Meeting Room.

Respectfully Submitted by Caroline R. Wilson, Recording Secretary