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**PUBLIC NOTICE POSTING REQUEST  
TO OFFICE OF THE LEICESTER TOWN CLERK**

TIME STAMP

**ORGANIZATION: Town Administrator Search  
Committee**

X **MEETING**      **PUBLIC HEARING** (Please circle appropriately)

**DAY &**

**DATE: June 29, 2017**

**TIME: 6:00PM**

**LOCATION: Meeting room 3**

**SIGNATURE or Requested by: Bonita Keefe-Layden, Chair of Town Administrator  
Search Committee**

*ALL MEETING NOTICES MUST BE FILED AND TIME STAMPED IN THE TOWN CLERK'S OFFICE AND POSTED ON THE MUNICIPAL BULLETIN BOARD 48 HOURS PRIOR TO THE MEETING. (in accordance with Chapter 303 Acts of 1975)*

1. Interview Recruitment Firms for Town Administrator search
2. Establish meeting date to meet with the selected firm
3. Discuss and assign work to various committee members in preparation for the 1<sup>st</sup> meeting with the chosen Consulting firm.
4. Review job description and town profile.

The listings of matters are those reasonably anticipated by the chair 48 hours before said meeting, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.”