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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: August 24, 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. Approve minutes of June 22nd
2. Convene Executive Session pursuant to G, L, c. 30A, S22(f) for the purpose of meeting with Bernard Lynch from Community Paradigm regarding recruitment and discuss applicants for the Town Administrator position and determine the applicants to be interviewed.
3. Reconvene regular meeting
4. Establish interview dates
5. Determine next steps

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.”