



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

Amended

ORGANIZATION: Town Administrator Search Committee

RECEIVED

2017 MAY 31 AM 9:47

MEETING: X

PUBLIC HEARING:

DATE: June 1, 2017

TIME: 5:30pm

OFFICE OF THE TOWN CLERK
100 WASHINGTON ST
LEICESTER, MA 01545

LOCATION: Town Hall, Room 2, 3 Washburn Square, Leicester

REQUESTED BY: Kevin Mizikar

CALL TO ORDER/OPENING

PUBLIC COMMENT PERIOD

1. Organization of Committee
 - a. Elect Chair; Vice Chair; Clerk
2. Discuss and Set Search Procedure
 - a. Set number of semi-finalists to interview.
 - b. Set process to screen resumes.
 - c. Set Committee schedule/meeting dates.
3. Discuss Job Advertisement and Position Profile
4. EXECUTIVE SESSION, MGL CHAPTER 30A, SECTION 21A

Inform members of Legal guide.

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