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

TIME STAMP

**ORGANIZATION: Town Administrator Search
Committee -AMENDED**

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. Approve minutes of June 22nd
2. Review BOS process for selection of advertising and selecting Recruitment Firms
3. Interview Recruitment Firms for Town Administrator search
4. Establish meeting date to meet with the selected firm
5. Discuss and assign work to various committee members in preparation for the 1st meeting with the chosen Consulting firm.

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.”