



**TOWN OF BECKET  
TOWN ADMINISTRATOR SCREENING COMMITTEE MEETING**

Date: May 3, 2022

Time: 2 p.m.

Location: Becket Town Hall, 557 Main St.

***Agenda***

1. Call meeting to order and welcome by Select Board Chair
2. Discuss responsibilities of Committee:
  - Elect a committee Chair, Vice-Chair and Clerk
  - Meeting must be posted in accordance with open meeting laws
  - Meeting minutes must be recorded, accepted, and submitted to the Town Clerk's Office, posted on the town website, and filed in the Select Board's Office.
  - Review TA applications, Conduct interviews with applicants
  - Choose applicants to present to the Select Board for final interviews and selection.
3. Summary: The Town of Becket seeks to hire a TA that will closely meet the qualifications as specified in the advertisement and job description. The TA will possess excellent human relations/supervisory/leadership skills, have an open-door policy, and foster a welcoming and productive working atmosphere. The ideal candidate will attend night meetings, respond to emergencies, and partake in the Becket community. Our vision includes an individual who desires a long-term commitment to perform as Becket's Town Administrator.
4. Public input
5. Committee intends to go into Executive Session under MGL Chapter 30A, Section 21 (a) 8 to consider applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants. The Committee will not return to open meeting. Committee to adjourn the regular session meeting.
6. Adjourn Meeting.