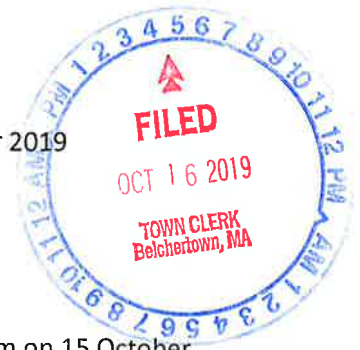


From: Recorder, Veterans Agent Search Committee

15 October 2019

Subject: Meeting Minutes 15 October 2019

To: Committee Members



1. The second meeting of the Veteran's Agent Search Committee was held at 6:00pm on 15 October 2019 in the conference in the Finnerty House.

2. Members in attendance were:

Mr. Gary Brougham, Town Administrator (until 7:00pm)

Mr. Ray Janke, Advisor

Committee Members:

Ms. Jan Jourdain

Ms. Kathy Wood

Mr. Ed Okseniak

Mr. Vincent Viglione

Mr. Keith Poulin

3. The meeting convened in open session at 6:00 pm. Considering this committee was convened to discuss the 14 applications received for the Veteran's Service Agent position and to set up who would be interviewed, we did a roll call vote to immediately enter into Executive Session IAW The Commonwealth of Massachusetts Open Meeting Law Guide, purpose #8 on page 12 of the guide.

4. The meeting consisted of the following items:

- Reviewed all 14 applications to determine who would get a preliminary interview
 - After deliberation, we decided on 6 that would be interviewed on either 21 or 22 October as previously decided
 - Mr. Brougham will set up the interviews starting at 4:30 pm on 21 October. We will allow for 30 minutes each and do three interviews before 6:00 pm and take a 30 minute break and do the remaining three starting at 6:30 pm. If for some reason an applicant cannot make the 21 October meetings, we will interview on the 22nd.
- We came up with 9 interview questions to be asked by our committee. We used the draft interview questionnaire given to us as the first meeting as our basis. Mr. Janke will create the new questionnaire after input from Mr. Poulin (old question #4), Mr. Janke (old question #5) and Mr. Okseniak (old questions 6 and 10). Mr. Viglione will create a new question regarding interaction with the Veteran's Graves Officer. Once compiled, Mr. Janke will forward to Ms. Jourdain for proofing. Mr. Janke will make enough copies for our use for the interviews.
- Our goal is to provide the Select-board with our top 2-3 candidates NLT 28 October in order for them to do final interviews and make a selection.

5. As stated, the next meeting will be Monday, 21 October 2019 at 4:30 pm and follow on for Tuesday, 22 October at 4:30 pm if needed.

6. The meeting adjourned at 7:30 pm.

Kathy Wood, Recorder