

Minutes
Williamsburg Board of Selectmen
April 1, 2021

The members of the Board of Selectmen met in special session on Thursday, April 1, 2021, by video conference call. The chair called the meeting to order at 1:31 p.m.

Present: William Sayre, David Mathers and Denise Banister

Also present: Bera Dunau (reporter, Gazette), Charlene Nardi (Town Administrator), Eleanor Warnock (Administrative Assistant)

1. Town Administrator hiring –

Process – The screening committee will be asked to review the applications, meet by Zoom, decide on the finalists, call references for finalists, and pass along three names to the Select Board. The Select Board will do the interviews, and may call references if needed.

Schedule – Applications are due Friday, April 16, and will be sent to the screening committee as they come in. The committee will start meeting Tuesday, April 20, and forward the final names to the Select Board on Thursday, April 22. The Select Board will conduct interviews on Monday, April 26, and plan to extend the job offer on Wednesday, April 28. They would like the new person to start Monday, May 17, in order to have time to overlap with outgoing Town Administrator Charlene Nardi. Board members acknowledged that this is a very tight timeframe.

Screening committee – Eight names have been proposed: Amy Bisbee, Jason Connell, Charles Dudek, Jean O’Neil, Lisa Sheehy, Paul Wetzels, Chief Wickland, Melissa Wilson. All eight will be asked to serve. A chair was selected.

Characteristics – Board members discussed the characteristics they are looking for in the new Town Administrator.

Adjourned at 2:24 p.m.

Approved:

Clerk