

**Town of Sterling  
Town Administrator Search Committee  
Meeting Minutes**

Date: November 30, 2016  
Location: Butterick Building, Room 109

Attendees: Charles Conroy (Conroy)  
Patrick Fox (Fox)  
Donlin K. Murray (Murray)  
Henry Noyes (Noyes)  
Larry Pape (Pape)  
Todd Solar (Solar)  
Matthew Stelmach (Stelmach)

*Approved  
12/7/16  
[Signature]*

The meeting was called to order at 6:00 PM with all members of the committee present.

Meeting Minutes

Motion by Conroy to approve minutes for the regular session meeting held on November 9, 2016 as written, seconded by Fox. All in favor.

Discussion

The following items were discussed:

Stelmach stated that a total of 42 resumes had been received as of 4:00PM on the deadline date of November 30, 2016 and that additional resumes would be accepted until 12:00 midnight. Stelmach to distribute any additional resumes to the committee.

A number was assigned to each applicant. It was agreed that no names would be mentioned in the meeting.

Each of the 42 resumes received was reviewed and discussed by the committee. A total of 11 candidates were selected for further discussion and possible interview.

DEC 9 16 9:58AM

It was agreed that a formal thank you letter would be mailed to each of the applicants who were not selected to be interviewed. Conroy to prepare draft letter for discussion and vote at next meeting.

Next Meeting

Tentatively scheduled for December 7, 2016 at 6:00 PM.

Adjournment

Motion by Solar to adjourn, seconded by Noyes. All in favor. Meeting Adjourned at 7:35 PM