

June 9, 2025 Administrative Assessor Search Committee Meeting Minutes

Members Present: Town Administrator Hayley Bolton, Administrative Assessor David Burgess, Board of Assessors Members Howard Shpetner and George Arvanitis, and Assessors' Clerk Leslie Bracebridge.

Members Absent: J. April Stein. **Guests:** None

1. The Meeting called to order at 4 PM.

2. A motion was made and seconded to elect Hayley Bolton to serve as Chairperson of the Committee. Hayley stated that she would accept the position if so voted. No other nominations were offered. Voted as nominated and seconded: Arvanitis - aye, Burgess – aye, Shpetner – aye, Bolton – abstained, Bracebridge: aye. **Leslie volunteered to serve as Recording Secretary if the Committee so desired, and the name was seconded.** No other names were offered.: Arvanitis - aye, Burgess – aye, Shpetner – aye, Bolton – aye, Bracebridge: – abstained.

3. Members reviewed action steps taken so far:

- a. March Board of Assessors planning meeting with the Interim Town Administrator.
- b. Job description development with Personnel Board.
- c. Select Board approval of job description, appointment of search committee members, and authorization to advertise.
- d. Review of provider and candidate options.

Action steps going forward:

- a) Extend advertising to local county Assessors' organizations.
- b) Finalize interview questions and
- c) Explore “menu” of outside provider options.

4. Develop list of interview questions: In keeping with Open Meeting Law, Search Committee members agreed to submit question ideas to the Chairperson, who will prepare a formal list.

5. At 5 PM a motion was made to enter into Executive Session for the Reason #8 to review applications and to return to open meeting to schedule the next meeting and to adjourn the open meeting: Arvanitis - aye, Burgess – aye, Shpetner – aye, Bolton – aye, Bracebridge: – aye.

6. At 5:26 PM the Administrative Assessor Search Committee re-entered Open Meeting.

7. Schedule Next Meeting: Administrative Assessor Search Committee members provided Hayley with their availability for the next meeting: Hayley will contact potential candidates for their availability and notify committee members of the next meeting date.

8. A motion was made and seconded to adjourn at 5:30 PM: Arvanitis - aye, Shpetner – aye, Burgess – aye, Bolton – aye, Bracebridge: – aye.

Respectfully submitted, as approved on June 16, 2025,

Leslie Bracebridge, Secretary
Administrative Assessor Search Committee

List of Documents used at the meeting:

1. June 9, 2024, meeting agenda.