

Record of the July 23, 2025 Administrative Assessor Search Committee Meeting.

Members Present: Town Administrator Hayley Bolton, Board of Assessors Members Howard Shpetner, and Assessors' Clerk Leslie Bracebridge. **Members Absent:** J. April Stein, David Burgess, George Arvanitis.

- 1. The meeting was called to order at 10:00 AM** by Chairperson Hayley Bolton for the purpose of conducting an employment interview with an applicant for the Administrative Assessor position.
- 2. A motion was made and seconded, in the absence of a committee majority, only 3 of 6 members were present, to proceed by the "rule of necessity" with the interview of the applicant, who had been previously scheduled for, and was already present for the interview:** Bolton – aye, Shpetner – aye, Bracebridge – aye.
- 3. Minutes of the previous meeting were passed over to wait for a full quorum to be present.**
- 4. Other open meeting agenda topics were passed over for a meeting with a full quorum present.**
- 5. At 10:02 AM, a motion was made and seconded to enter into Executive Session as declared by Chairperson Hayley Bolton for reason #8: to consider or interview 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; provided however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening, and not return to an open meeting:** Bolton – aye, Shpetner – aye, Bracebridge – aye.

Respectfully submitted, as approved on August 8, 2025,

Leslie Bracebridge, Secretary
Administrative Assessor Search Committee

List of Documents used at the meeting:

1. July 23, 2025 Administrative Assessor Search Committee meeting agenda