

Town Administrator Screening Committee  
**Meeting Notice / Agenda**

Wednesday, May 4, 2016  
Police Department Community Room  
5:30 PM

1. **Call Meeting to Order**
2. **Approval of Minutes from Previous Meetings**
3. **Job Advertisement**
  - a. Advertisement Draft
  - b. Advertisement - Discussion
  - c. Approval of Advertising Publications
4. **Application Process**
  - a. Electronic Process Approval
  - b. Mailing Process Approval
5. **Schedule Meeting Date**
6. **Other Business Unknown at Time of Posting**
7. **Adjournment**