

**Town Administrator Screening Committee  
Carlisle Town Hall  
66 Westford Street  
Carlisle, MA  
Heald Room**

**Meeting Minutes – April 27, 2022**

Present were Committee members Barney Arnold, Victory Liang, Bryan Sorrows, Madeleine Blake, Deepa Chungi, Peggy Wang and Marc Wey. Also present was John Petrin of Community Paradigm Associates.

- The meeting was called to order by Barney Arnold at 4:05 p.m.
- Our committee's objective and task is to screen the TA candidates down to 3-5 finalists.
- We are not ranking the candidates.
- A total of 34 candidates sent in their application and resume.
- Confidentiality is paramount: only the 7 of us will know the names of the finalists; nobody outside of our group should know their identity, including our spouses.
- We will receive 34 PDF documents from John Petrin, in 3 tiers: 1) sitting TA's or TM's; 2) other municipal officials, such as department heads; 3) candidates without any municipal background.
- Our assignment is to review the 34 applications and individually select the **top five**, plus an additional list of the next five.
- We will bring those to our meeting of Friday May 6 at 6 p.m., at Town Hall.
- We should also review the 14 sections of the Carlisle TA Notes document, and decide which areas, questions, to prioritize as the best fit for Carlisle.
- Our following two meetings will be on Thursday May 12 from 1 to 6:30 p.m., and on Wednesday May 18 from 1 to 6 p.m., both of them at the Gleason Library.
- The meeting adjourned at 5:25 p.m.

Submitted by Marc Wey

Approved May 12, 2022

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