

Town of Eliot
Town Manager Search Committee Agenda
Monday, April 26, 2021 @ 4:00 P.M.
Location: Town Office, Large Meeting Room



- 1. Call Meeting to Order**
- 2. Oath of Office**
- 3. Election of Officers-**
 - I. Chairman-** The search committee shall choose from its members a Chair, who is responsible for preparing agendas, conducting the meetings and conveying to the Select Board the progress of the search- 3.2, section 2- Town Charter
 - II. Vice Chairman-** The search committee shall also choose from its members a vice-chair who shall act in the event the Chairman is absent or unable to carry out the duties of the Chair- 3.2, Section 3- Town Charter
 - III. The search committee shall choose a Secretary from its members to record the minutes of the meetings- 3.2, section 4- Town Charter**
- 3. Confidentiality Agreement for Search Committee**
- 4. Committee to receive and review Town Manager job description**
- 5. Discuss with Interim Town Manager, employment advertisement**
- 6. Adjournment**