

**TOWN OF EAST MONTPELIER
TOWN TREASURER SELECTION COMMITTEE MEETING
FRIDAY, March 11, 2022**

A. 6:00 PM CALL TO ORDER The meeting was called to order at 6:04 PM

ADDITIONS TO THE AGENDA: None

PUBLIC COMMENT: None

B. 6:05 PM APPROVAL OF MINUTES OF FEBRUARY 1, 2022
Amy Willis moved to approve the minutes of February 1, 2022.
Seconded by Norm Hill. Motion Passed.

C. 6:10 PM REVIEW OF JOB DESCRIPTION
This was placed on the agenda to clarify hours of the job. It has been advertised as 30-35 hours, however the Selectboard would be willing to accept part-time for the right candidate.

D. 6:20 PM ASSESS RESUMES/APPLICATIONS:
Resumes were reviewed and the candidates were narrowed down from eight to five for interviewing by the committee.

E. 7:20 PM FINAL REVIEW OF INTERVIEW QUESTIONS
Upon review of the questions, the group removed question #5 and assigned questions to the various committee members.

F. 7:30 PM SELECT INTERVIEW DATES
The group decided to interview 3 candidates on Friday, March 18 from 4:00 – 7:00 PM and 2 candidates on Monday, March 21 from 4:00 – 6:00 PM.

G. 7:45 PM ADJOURN:
Ms. Willis moved to adjourn. Ms. Watson seconded. The meeting adjourned at 7:32 PM

Respectfully submitted,

Rosie Laquerre, Town Clerk