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## AGENDA

**Town Administrator Screening Committee**  
Topsfield Town Hall  
8 W. Common Street / 1<sup>st</sup> Floor Conference Room  
**Wednesday, September 25, 2019**  
6:00 PM

- I. CALL TO ORDER
- II. WELCOME/ANNOUNCEMENTS
- III. APPROVAL OF MINUTES
- IV. MEMBER SUBSTITUTION
- V. EXECUTIVE SESSION

*Enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(8) to review resumes and consider or interview applicants for employment or appointment by a preliminary screening committee for selection of finalists to be presented to the Select Board for possible appointment as Town Administrator. To have the discussion in an open session will be detrimental to the ability of the Town to attract qualified applicants for the position. Not to return to open session.*

- VI. ADJOURN

*Upcoming Meetings:*

*Executive Session for in person interviews scheduled for October, 3rd from 8am-5pm at the Topsfield Town Library.*

*The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all item listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*