



MEMORANDUM

To: Kosta Prentakis, Chair and members of the board
From: Bob Mercier; Buzz Stapczynski
Subject: Town Administrator Recruitment Update
Date: February 10th, 2022

We have received resumes from 26 candidates as of the response date of February 6th. These resumes were received from candidates in 11 states, including 13 from MA. Additionally, there were three candidates from FL, two from VT and one each from AZ, CT, TX, NV, MN, NH, WI and TN. Of these candidates, one candidate attained both a Juris Doctorate degree and Master's degree, 16 have Master's degrees, one holds both a Juris Doctorate degree and Bachelor's degree, and seven candidates have Bachelor's degrees.

These resumes have been reviewed over the past week by our team to verify information on the submittals. We developed essay questions that have been distributed as of this weekend to the top 14 candidates with a due date of February 20th. At this point, one of our candidates has withdrawn from consideration and a second candidate has accepted another position. Essays will be reviewed as received and we will conduct 30-45 minutes phone interviews with each candidate to vet them further and probe into their background, motivation for seeking the position, success, or failures they may have had in their careers and identify skill sets appropriate for Middleton.

Please do not hesitate to contact us with questions.