

AGENDA ITEM

Date: Tuesday, August 5, 2025

Subject: Town Administrator Recruitment – Selection of Candidates for Formal Interview

Prepared By: Howard W. Brown, Jr., ICMA-CM, Interim Town Manager

Background:

On July 22, 2025, the Town's Screening Committee convened to review applications received for the Town Administrator position. The committee reviewed approximately 17 applications and selected, by consensus, a shortlist of candidates to move forward in the process. Town staff have since completed preliminary background checks on all applicants.

As part of the next phase in the recruitment process, members of the Town Council are conducting one-on-one meetings with the shortlisted candidates. These individual meetings are intended to provide Councilmembers with the opportunity to personally assess each applicant prior to the formal interview process.

Recommendation:

It is recommended that during the August 5, 2025, Town Council meeting, the full Council discuss the applicants who were reviewed by the Screening Committee and select the candidates they wish to formally interview.

Councilmembers are encouraged to complete all individual meetings with selected candidates prior to August 19, 2025. Formal interviews with the selected finalists will be conducted during the regular Town Council meeting on August 19, 2025.

Action Requested:

- Discuss the applicant pool reviewed by the Screening Committee.
- Select the candidates the Town Council wishes to invite for formal interviews on August 19, 2025.
- Confirm that individual meetings with selected candidates will be completed prior to the formal interview date.