

TOWN OF RICHMOND, RHODE ISLAND  
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### **TOWN ADMINISTRATOR SEARCH COMMITTEE**

Richmond Police Station, Second Floor (Richmond Senior Center)  
Wednesday August 6, 2025  
3:00 P.M.

### **AGENDA**

*\*Please Note: Any matter listed on this agenda may be acted upon by the Search Committee\**

**A. Call to Order; Roll Call**

**B. Approval of minutes**

01 Approval of minutes from July 30, 2025 organizational meeting

**C. Old Business**

01 None

**D. Executive Session**

Pursuant to RIGL § 42-46-5(a) Subsection (1) Personnel-Town Administrator; conduct applicant reviews, discuss criteria, qualifications and desired characteristics for candidates, and discuss and/or set interviews schedule

**E. New Business**

01 Discuss and create the publicly disseminated "Job Posting" announcements for the Town Administrator Position

- a. Long-Form version of the Job Posting
- b. Short-Form version of the Job Posting

**F. Public Forum**

**G. Adjournment**

*Pursuant to RIGL § 42-46-6(c), Notice of this meeting was posted on the Secretary of State's website, Richmond Town Hall, Richmond Police Station, and ClerkBase on August 4, 2025.*

The public is welcome to any open meeting of the Town Council. If communication assistance (readers/interpreters/captions) is needed or any other accommodation to ensure equal participation, please contact the Town Clerk's Office at least three (3) business days prior to the meeting at (401) 539-9000 x9.

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