

TOWN OF RICHMOND, RHODE ISLAND
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TOWN ADMINISTRATOR SEARCH COMMITTEE (TASC)
Richmond Police Station, Second Floor (Richmond Senior Center)
August 20, 2025
3:00 P.M.

MINUTES

A. Meeting was Called to Order by the TASC Chairman, Jim Palmisciano at 3:03 PM.

B. Roll Call

Committee Members present in at the Senior Center were as follows: Jim Palmisciano, Elwood Johnson, Laura Reiger, Danielle Andrews, Robin Woodmansee, Bill Day, and Gary Parker. No members of the general public were in attendance.

C. Approval of the Minutes of August 6, 2025.

Jim Palmisciano asked for a motion to approve said Minutes. Motion made by Vice-Chairman Elwood Johnson and seconded by Danielle Andrews. Vote to approve was all ayes.

D. Jim Palmisciano asked for a motion to move the TASC to Executive Session. Motion made by Danielle Andrews, seconded by Gary Parker. Vote to move to Executive Session was all ayes. At 3:07 PM the TASC entered Executive Session.

E. The TASC exited Executive Session at 4:28 PM.

Jim Palmisciano made a motion to seal the Minutes of the Executive Session. Seconded by Elwood Johnson; vote to approve was all ayes.

F. Jim Palmisciano asked for a motion to resume Regular Session. Elwood Johnson made a motion to resume Regular Session, seconded by Robin Woodmansee all ayes to resume Regular Session at 4:29 PM.

G. New Business: Assign specific tasking to members of the TASC so as to execute the job posting plan

Danielle Andrews will post the job position open announcement on the Town Website and on Indeed.

Gary Parker will copy the post from the Town website and send to the Ocean Community Chamber of Commerce for posting on their website and for inclusion in the OCCC Friday email announcements.

Jim Palmisciano will talk to the Westerly Sun for a posting of the job announcement by Friday August 22 2025.

Gary Parker asked Jim Palmisciano to confirm the application deadline. Jim Palmisciano said the applications for the Town Administrator position will be accepted until 1159 PM EDT, Friday, September 19, 2025.

Jim Palmisciano said the intention of the TASC is to submit candidates to the Town Council by Tuesday, October 21, 2025.

A motion was made by Jim Palmisciano, seconded by Laura Reiger to adjourn the Regular meeting at 4:30 P.M. All Aye.

Attest:

Gary Parker, Secretary