

TOWN OF RICHMOND, RHODE ISLAND
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TOWN ADMINISTRATOR SEARCH COMMITTEE

Town Hall – Town Council Chambers

July 30, 2025

2:00 P.M.

MINUTES

A. Call to Order by the Town Clerk

Town Clerk Liese called the meeting to order at 2:02 P.M.

B. Roll Call

Committee Members present in chambers were as follows: William Day, Jim Palmisciano, Laura Reiger, Gary Parker, Danielle Andrews, and Elwood Johnson. Robin Woodmansee was absent. Also present were Deputy Clerk Kendra Tanguay and Town Clerk Erin Liese.

C. Review of the Search Committee Process Pursuant to the Charter

Town Clerk Liese reviewed the Search Committee Process, provided the job description for the Town Administrator and Timeline. She further advised of the OMA guidelines.

D. Nominations

1 Nominations for the position of Chair

A motion was made by Jim Palmisciano to nominate Danielle Andrews.

A motion was made by Danielle Andrews to nominate Jim Palmisciano.

A motion was made by Elwood Johnson to nominate Jim Palmisciano.

A motion was made by Gary Parker to nominate Jim Palmisciano.

A motion was made by Laura Reiger to nominate Elwood Johnson.

No discussion.

All Ayes for Jim Palmisciano as Chair.

2 Nominations for the position of Vice Chair

A motion was made by Jim Palmisciano to nominate Elwood Johnson as Vice chair.

No discussion.

All Ayes for Elwood Johnson as Vice Chair.

3 Nominations for the position of Secretary

A motion was made by Jim Palmisciano to nominate Gary Parker as Secretary.

No discussion.

All Ayes for Gary Parker as Secretary.

E. Business

1 Consideration of timeline. Timeline development and determination is to be placed on the next agenda but discussion yielded the following general factors for consideration regarding a timeline:

- The deadline for applications
- The number of viable applications received prior to the application deadline
- That nominally, “six-weeks” seems reasonable based on the experience of the Committee members

2. Schedule future meeting dates and location. The second floor of the Richmond Police Station (the Richmond Senior Center) was recommended as a likely location for the Committee to meet and Wednesday, August 6th, 2025 (exact time TBD) was decided by unanimous verbal assent by the members present as the date for the next meeting of the Committee.

3 Discussed was the requirement that applications received via email must be sent to a “richmondri.gov” domain email address. The exact email address and designation of the Committee member who will receive applications via email will be decided at the next meeting.

F. Adjournment

A motion was made Jim Palmisciano, seconded by Elwood Johnson, to adjourn the meeting at 2:38 P.M. All Aye.

Attest:

Gary Parker, Secretary