

ACO Committee Meeting  
April 14, 2015  
Second Floor Conference Room, Durham Town Hall

Members in Attendance – Dave Monroe, Brenda Eddy, Sue Dapkus, Steve Levy

The ACO Search and Selection Committee was called to order by Chairman, Dr. Steve Levy at 6:40 PM.

1. The committee discussed the charge of the BoS and decided to contact the 3 finalists from the last selection round and the current Interim ACO.

It was resolved that all candidates must indicate interest in the position by email or direct contact with Beth Moncata by 4/21/15 and complete application (either an update of prior application of a new ToD Employment Application) by 4/28/15.

Steve Levy will email to the 3 prior finalists and have Beth Moncata contact the Interim ACO by telephone and postal mail.

2. The Committee discussed potential ACO and ToD inclusion of feline issues and decided it was outside of the current charge but it is an issue of importance to the Town.
3. The Committee discussed application questions and decided that they should include questions about:
  - a. Qualifications:
    - i. Experience
    - ii. Service history
    - iii. Certifications
  - b. Communication skills:
    - i. Report writing
    - ii. Computer skills
    - iii. Interpersonal communications
  - c. Availability to respond:
    - i. Daytime availability
    - ii. Nighttime availability
    - iii. Response time to ToD
4. The Committee resolved to meet again at 6:30 PM on April 28, 2015 to consider the written submissions of the applicants, to discuss specific interview questions, and to set interviews.
5. Steve will work on a proposed set of interview questions to be reviewed at the next meeting.
6. Adjournment at 7:40 PM.

Submitted: Dr. Steve Levy