



**EDWARD J. COLLINS, JR. CENTER FOR PUBLIC MANAGEMENT**  
JOHN W. McCORMACK GRADUATE SCHOOL OF POLICY AND GLOBAL STUDIES  
UNIVERSITY OF MASSACHUSETTS BOSTON

100 Morrissey Boulevard  
Boston, MA 02125-3393  
P: 617.287.4824  
F: 617.287.5566  
[mccormack.umb.edu/centers/cpm](http://mccormack.umb.edu/centers/cpm)  
[collins.center@umb.edu](mailto:collins.center@umb.edu)

February 27, 2024

Monterey Select Board  
Monterey, MA

Dear Members of the Board:

I am pleased to provide you with an update on the status of the Town Administrator recruitment process. The Collins Center has received four applications and had reached out to each to do a screening interview by the end of this week.

I would like to suggest the Board consider a date next week to conduct interviews. I will forward to you not more than three names for consideration. I would allot 45 minutes to an hour for each interview. It would be helpful if you could give me one or two dates that may work for the Board.

By the end of this week, I will forward to you all a set of sample questions for you to ask. The questions will be based on the approved Profile and will elicit information about the skills and experience in the priority areas identified in the approved Profile.

I will ask that each member select 2 or 3 questions from the list, or generate their own and submit it back to me individually so that I can prepare a set of questions to be asked of each candidate. While follow up questions are certainly allowed, each candidate should be asked the same set of standard questions as the foundation of the interview.

I will provide more information on questions when I send you the sample set.

Please reach out with any questions.

Sincerely,

Mary Flanders Aicardi

Mary Flanders Aicardi