

## Buzzards Bay Water District

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[www.BuzzardsBayWaterDistrict.com](http://www.BuzzardsBayWaterDistrict.com)

**Meeting Notice:** The Buzzards Bay Water District Prescreening Committee for Job Vacancy – Treasurer/Clerk as approved by the Board of Water Commissioners during Open Session, August 19, 2020, will Meet Wednesday, August 26, 2020 at 4:00pm in **Executive Session**.

Location: District Office at 15 Wallace Avenue Buzzards Bay, MA 02532

1. Declaration of Chairperson.
2. Call to order.
3. Roll Call.
4. Procedural Guidelines for Prescreening applicants.
5. Consider and review applications for qualifications according to Job requirements.
6. Formulate 3 Lists of applicants. 1. Non-qualified. 2. Semi-qualified. 3. Qualified.
7. Administrative procedures to provide Semi-qualified and Qualified applicants to Board of Water Commissioners for review to determine finalists and scheduling interviews. Interviews to be conducted during **Open Session**.
8. Adjourn **Executive Session**.

Posted by: Jennifer Kelson, Treasurer, Monday, August 24, 2020 • Buzzards Bay Water District Office outside cabinet to provide 48 hour viewing according to Open Meeting Law, M.G.L.c.30A,s,29.03 • Town of Bourne-Town Clerk's Office • Town of Plymouth -Town Clerks Office Wendy Chapman, Chairperson, Water Commissioner Robert Ethier, Vice-Chairperson, Water Commissioner Joseph Carrara, Water Commissioner Judy Flynn, Water Commissioner Galon "Skip" Barlow Water Commissioner

Buzzards Bay Water District is an equal opportunity provider and employer.