



**Preliminary Screening Committee for the position of
City Clerk/Clerk of the Council**

City of Newton

Tuesday, August 26, 2025

12:00 pm

Room 204

RECEIVED

By City Clerk at 9:21 am, Aug 22, 2025

The Preliminary Screening Committee for the position of City Clerk/Clerk of the Council will hold this meeting as an in-person meeting on Tuesday, August 26, 2025 at 12:00 pm at Newton City Hall in Room 204.

AGENDA

1. Call to Order
2. Approval of meeting minutes from meeting held on August 22, 2025
3. Statement of Purpose for Executive Session:

to consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants pursuant to Mass. G.L. c. 30A, § 21(a)(8).

4. Vote to Enter Executive Session

Executive Session

5. Discuss candidate resumes and interview feedback
6. Conduct Preliminary Interviews for the position of the City Clerk/Clerk of the Council
7. Approval of executive session meeting minutes from meeting held on August 22, 2025

The location of this meeting is accessible and reasonable accommodations will be provided to persons with disabilities who require assistance. If you need a reasonable accommodation, please contact the City of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: jfairley@newtonma.gov or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.

8. Adjournment (The committee will not return to Open Session)

The location of this meeting is accessible and reasonable accommodations will be provided to persons with disabilities who require assistance. If you need a reasonable accommodation, please contact the City of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: jfairley@newtonma.gov or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.