

Town of Lincoln

Zoning Administrator Ad hoc Applicant Review Committee

Wednesday, March 10, 2021, 4:30 PM

Meeting Agenda

Purpose and Objectives

- This committee has been created for the sole purpose of inter-board collaboration (SB, PC ,ZBA + TC) to fairly review applications and make recommendations to the Planning Commission.
- It will choose applicants to be interviewed.
- It will determine questions to be asked of all candidates
- It will interview those candidates in a preliminary interview.
- Qualified candidates (based on the results of the preliminary interview) will be referred to the full Planning Commission for a second interview.
- The committee may find that additional applicants are required.
- The Planning Commission will make a recommendation to the Selectboard for hiring a qualified applicant for Zoning Administrator
- The Selectboard will make the final decision on hiring.

1. 4:30 Agree on purpose and objectives - **motion**
2. 4:40 Discuss potential and/or desirability of working together with one or more towns to hire a full-time ZA to serve multiple communities.
3. 5:00 Review draft list of questions (PC may add further questions) and scoring sheet developed by Ann Kensek - **motion**
4. 5:09 **Enter executive session for discussion of confidential public employment applications 1 VSA§313(3)(a)(3)**
5. 5:10 Review candidate cover letters, applications and resume's
6. 5:20 Decide which applicant(s) should become candidates for interview – schedule interview date or dates **motion(s)** OR
7. 5:25 If more applicants or a multiple town effort is needed/desired, set a new schedule for continuing/repeating this process. **motion**
8. 5:30 Adjourn