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**Town of Lincoln, Vermont**  
**Zoning Administrator Ad hoc Applicant Review Committee**  
**March 18, 2021**  
**Meeting Minutes {DRAFT}**

Meeting was held “virtually” via GoToMeeting. Meeting began at 7:12 PM.

- Appointed members present: Oakley Smith and Paul Forlenza - Selectboard (SB)
- Matt Atkins and Aaron Thomas– Planning Commission (PC)
- Tommie Thompson – Zoning Board of Adjustment (ZBA/ PC)
- Sally Ober – Town Clerk (TC)
- Bill Finger (Present only to start the GoToMeeting)

Appointed members absent: Harry Reynolds – ZBA

Note: Sally (Ad Hoc Committee clerk) was not able to take minutes for this meeting, so Paul did in her place.

**Motion:** Oakley moved to accept the agenda, Paul 2nd, passed 6-0

**Motion:** Oakley moved to accept the 3/11/21 minutes and Paul 2<sup>nd</sup>, passed 6-0

**Motion:** Oakley moved to accept the application of Ann Kensek into the pool of applicants. Matt 2<sup>nd</sup>. Passed 6-0.

**Motion:** Oakley moved that the candidates would be interviewed in two rounds. First round: 15 minute interviews to get a sense of the candidates asking them broad questions. After first round, committee will meet to evaluate candidates and select those to be interviewed in second round. Second round interviews will be up to an hour long. Committee members will ask detailed questions. Sally 2<sup>nd</sup>. Passed 6-0

**Motion:** Oakley moved to accept discussed questions to ask during the first round interviews. Questions will not be shared with interviewees. Matt 2<sup>nd</sup>. Passed 6-0

(Oakley will circulate the agreed on questions to ad hoc committee members only).

**Motion:** Oakley moved to meet March 25, 2021 for 1<sup>st</sup> round of 15 minute interviews. Committee will meet at 6:45 pm with first interview scheduled for 7:00 pm. Aaron 2<sup>nd</sup>. Passed 6-0. (

**Adjourned at 8:16 pm**

**Respectfully submitted by Paul Forlenza**