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Town of Lincoln, Vermont
Zoning Administrator Ad hoc Applicant Review Committee
March 10, 2021
Meeting Minutes {DRAFT}

Meeting was held “virtually” via GoToMeeting. Meeting began at 4:33 PM. Due to technological glitches the meeting had to be restarted. It began again at 4:58 PM. The meeting was recorded on GTM.

- Appointed members present: Oakley Smith & Paul Forlenza - Selectboard (SB)
Matt Atkins – Planning Commission (PC)
Tommie Thompson – Zoning Board of Adjustment (ZBA)/ PC
Sally Ober – Town Clerk (TC)

- Appointed members absent: Aaron Thomas – PC
Harry Reynolds – ZBA

Also present: Bill Finger, GoToMeeting Organizer and meeting minute taker (no discussion of meeting substance)

Paul nominated, Sally 2nd Oakley to chair proceedings of the ad hoc ZA applicant review committee.

PASSED 5-0-2 absent

- Agenda Item 1: Oakley reviewed purpose and objectives for the committee as distributed on the meeting agenda. In summary the purpose is to have early collaboration of all three boards in the ZA selection process in order to make a clear recommendation of a candidate(s) for the PC to select a well-qualified individual for the SB to appoint to the ZA position.
- **CONSENSUS** that the summary is accurate.
- Agenda Item 2: Discussion about the feasibility/possibility of working with other towns to hire a ZA to serve multiple towns.
- **CONSENSUS** that collaboration with other towns could be complicated and cumbersome and consideration of this approach is not necessary at this time.
- Agenda Item 3: List of potential questions for applicant interviews and a companion scoring sheet was discussed. List was assembled by Ann Kensek. Tommie recalled that suggested questions were to be submitted by each of the three boards and the TC for consideration by this committee. Matt explained that the initial list of questions is largely a result of informal collaboration between Ann K. and Bay Jackson.
- **CONSENSUS** that the final list should be limited to 10-12 questions.

- 34 ○ Oakley asked each committee member, as representatives of the SB, PC and ZBA to e-mail
35 proposed questions to him (OS) for inclusion in the “pool”. Tommie suggested that PC questions
36 should carry more weight than questions from other sources.
- 37 ○ **Motion** by OS, 2nd by PF to enter executive session at 5:21 PM to discuss confidential public
38 employment applications. 1 VSA §313(3)(a)(3)
39 **PASSED 5-0-2 absent**
- 40 ○ Committee left executive session at 5:30 PM
41
- 42 ○ **Motion** by PF, 2nd MA to extend the deadline for ZA applications to March 18th at 12pm. Post on
43 Front Porch Forum with all applications to be reviewed at the same time.
44 **PASSED 5-0-2 absent**
45
- 46 ○ Further discussion of future meeting times and dates etc.
- 47 ○ **Motion** by PF 2nd by OS to modify the deadlines established in the previous motion as follows:
48 ▪ ZA application deadline will be Thursday, March 18 @ 12:00 Noon
49 ▪ Post a notice on Front Porch Forum ASAP Noting the new deadline (repeat every 1-2
50 days)
51 **PASSED 5-0-2 absent**
52
- 53 ○ **Next committee meeting will be Thursday, March 18 a 7:00 PM via GoToMeeting**
54 ○ All suggested interview questions should be e-mailed to Oakley NLT Monday, March 15
55 ○ OS & BF will prepare meeting agenda and documents for distribution to committee
56 members NLT Tuesday, March 16.
57
- 58 **Agreement:**
- 59 ○ Future meetings of this committee should be scheduled at 7:00 PM on just about any
60 day except Wednesday when there are usually meetings at the LVFD.
61 ○ Remember SB, PC, and ZBA meetings are also scheduled for evenings at or about 7:00
62 Avoid conflicts if possible
63
- 64 Meeting adjourned at 5:45 PM
65
- 66 Respectfully submitted: Bill Finger (inc. OS 3/12 edits)