

**TOWN OF Chester**  
**PLANNING COMMISSION**  
**November 9, 2020 Minutes**

**Commission Members Present:** Naomi Johnson, Cheryl Joy Lipton, Tim Roper, Peter Hudkins and Barre Pinske.

**Staff Present:** Cathy Hasbrouck, Recording Secretary and Zoning Administrator.

**Citizens Present:** None.

**Call to Order**

Chair Peter Hudkins called the meeting to order at 6:30 PM. All the meeting's participants were attending via Zoom teleconference.

**Agenda Item 1 Citizen comments**

There were no citizen comments.

**Agenda Item 2 Discuss interview process to fill Zoning Administrator position**

Peter Hudkins read the text of an e-mail from Town Manager Julie Hance which discussed issues such as the type of session, executive or open, in which the Planning Commission would discuss information about specific candidates. The memo said the Planning Commission uses executive session for information that needs to remain confidential. The memo went on to say the interviews may be conducted in executive session if the Planning Commission wants. The nomination of a candidate must take place in open session.

Peter Hudkins briefly discussed an e-mail from a citizen urging enforcement of the salvage yard ordinance. He said enforcement is difficult and can be problematic. He mentioned a militia training site west of Poultney where citizens have been threatened as a result of the enforcement action.

The Commission then came up with a list of four questions to ask each candidate. Every member contributed and the discussion was lively. The four questions are:

1. Please explain why you are interested in the job and why you feel qualified for the job.
2. The job demands organization, communication, and delegation skills. Please give an example from your life that demonstrates those skills.
3. The position has the potential for conflict with many different parties. An example would be telling people no to an application. How would you deal with that situation? Do you have strategies for dealing with conflict?
4. How do you handle reading technical and legal documents?

With the interview questions settled, the Planning Commission decided to let the applicant ask a question or two as well. They then discussed some issues that arose in 2017 when they were looking for candidates for the position. They decided to give or re-iterate information about the

job when the interview appointment was made. The candidates would be told that the position is for 20 hours a week, that it involved meetings on Monday evenings and site visits for building permits and DRB hearings, and that the term of the appointment was 3 years. There was no guarantee that the candidate would be appointed to a second or subsequent three-year term.

The Planning Commission decided to start the first interview at 6:00 PM, given the length of the meeting. Tim Roper was chosen to be the chief questioner by acclamation. The Commission decided that each Commissioner would rank each applicant on a numeric scale at the end of each interview. The Commission would discuss the interviews in executive session.

### **Agenda Item 3 Executive session to review resumes (1 VSA 313(A)(1))**

Tim Roper moved to enter executive session to discuss the applicants. Cheryl Joy Lipton seconded the motion. Naomi Johnson moved to invite Cathy Hasbrouck into the executive session. Barre Pinske seconded the motion. Executive session was entered and the meeting was adjourned at the end of it.