

**TOWN OF Chester**  
**PLANNING COMMISSION**

**May 17, 2021 Minutes**

**Commission Members Present:** Peter Hudkins, Hugh Quinn, Barre Pinske, and Cathy Hasbrouck at Town Hall. Tim Roper via Zoom Teleconference.

**Staff Present:** Cathy Hasbrouck, Zoning Administrator; and Susan Bailey Planning Commission Secretary via Zoom.

**Citizens Present:** Shawn Cunningham, Cheryl Joy Lipton, Arne Jonynas, Matthew Gorsky, Mat Sokol via Zoom. Bill Lindsay, and Preston Bristow, Zoning Administrator candidate, at Town Hall.

**Call to Order**

Chair Cathy Hasbrouck, called the meeting to order at 6:32 p.m.

**Agenda Item 1, Review minutes from May 3, 2021 meeting**

Cathy Hasbrouck said the first order of business was to review the minutes of May 3<sup>rd</sup>. Peter Hudkins moved to review the minutes and Barre Pinske seconded the motion. There were no changes or corrections. Tim and Barre added that the minutes were well done. A vote was taken and the minutes were approved unanimously.

**Agenda Item 2, Citizen Comments**

Cathy Hasbrouck asked if there were any citizens comments on anything that was not on the agenda and there were none.

**Agenda Item 3, Appoint Tim Roper to Conduct the Interview with Preston Bristow**

Cathy Hasbrouck announced the next order of business was to appoint Tim Roper as interviewer of Preston Bristow, candidate for Zoning Administrator. Tim let the board know he was having difficulty hearing the meeting. (Meeting pauses briefly to address technical difficulties with the sound system and resumed once the issues were corrected.) Peter Hudkins moved and Hugh Quinn seconded a motion to appoint Tim to conduct the interview of Zoning Administrator candidate, Preston Bristow. A vote was taken and Tim was approved to conduct the interview. Cathy handed the meeting over to Tim.

**Agenda Item 4, Interview of Preston Bristow, candidate for the position of Zoning Administrator by Tim Roper**

Tim apologized to Preston for not being there in person, as he had planned. He told Preston he hoped he was okay with a virtual interview and Preston answered affirmatively.

Q: Can you tell us why you are interested in being the Zoning Administrator for Chester?

A: Well, it would be nice if I could say that I always dreamed of being the Zoning Administrator for Chester – that's not quite true. But I have a unique set of skills and they're useful only when a town within reasonably driving range of Woodstock wants someone. And I have recently left my position in Killington and this is the job opening that there is. But I can also tell you that I've lived in Vermont since 1975 and I've driven through Chester many times and I've always thought it was a beautiful town and always

admired what you have here so those are really my reasons for applying.

Q: Okay. That's a pretty straightforward honest answer. I appreciate that. We would like to hear a little bit more from you directly about why you left the position that you had in Killington.

A: Yes, and I actually – do you mind if I give somewhat of a long answer before I get to it?

Q: Not at all. Please do.

A: My career is that I had worked for many years for the Vermont Land Trust - 24 years and then I went into real estate and I didn't really – it kind of was at the wrong timing. I went in in 2004 about when the real estate market went down and then the towns of Barnard and Hartford were advertising for a zoning administrator and it was very part time – like one day at each town. So, you know, when you want to stay in one place in Vermont sometimes you have to have a varied career path to make it work because you have to follow the jobs where they are. And after doing that for about 14 years, being sort of a circuit riding zoning administrator for many towns, the Town of Barnard asked me to work for them full time as both Town Administrator and Zoning Administrator. And after I did that for three years, the town of Killington had a need for a town planner and zoning administrator and they basically invited me to come over. They said, "You're making \$45,000 now, we can pay you \$60,000." I thought that sounded great and so I went over. I can volunteer things that you can't ask me and I can say I'm 67 years old and at that time, I was 65. And I thought this could be my great last job in my field and I went to it with a lot of enthusiasm. I think the first year was kind of a honeymoon year – everything was going great. The second year things were a bit more challenging and the best I can describe it - Killington politics are a little bit rough and tumble. Primarily, what they needed was not so much a zoning administrator, as a town planner. When you're a town planner, people expect you to have big visions about where the town should go. And I think I just got into a situation where there was just too much disagreement about where we should go. I was working on salary 50 plus hours a week and I had a difference with the town manager and I finally said I think it just makes sense that I resign. It was a great disappointment to me, but that's what I ended up doing.

Q: It sounds like quite a roller coaster ride.

A: I'd love to schmooze it and say it differently, but as you said, I am a direct person. You ask a direct question and that's my answer.

Q: I like that. I think we all probably appreciate that. Interesting about the rough and tumble politics. I guess I won't go there right now. We're going through a little bit of a tough time ourselves here right now, so I'll just leave it at that. I think this next question is pretty obvious. The job obviously requires organization, good communication, and delegation skills at times, as well. I wonder if you could give some examples from your life or previous work that demonstrates that you have those skills.

A: I consider organization to be really one of my strengths. And I haven't had the opportunity to look at your parcel files and know what they look like. But I will say I have inherited some true messes in some of the towns I've worked for – some shockingly unorganized files. And I'll even say at Killington it wasn't as organized as you might think. I am a detailed person. I'm a fairly picky person. I am very strong on organization.

One of my real strengths is setting priorities in terms of writing down every day what I want to accomplish in that day. It doesn't always happen. Those are good skills that I have. When you're a little bit of a perfectionist it is somewhat hard to delegate. That is something I've worked at in life. I don't know what you're thinking might be delegatable. A lot of times when you're a zoning administrator, there isn't a whole lot that you do delegate. But if there are examples you would like me to talk about, I'd be happy to.

Q: I can't think of an example off the top of my head. I think it's more about communication and organization. And if an opportunity exists to delegate, it would be good to take that opportunity.

A: Then there's two other parts. I do also consider myself to have very good verbal presentation skills and I am a good writer, so I can write things. And I've often been asked to write Q&As and FAQs for putting on the website and things like that and I feel that's good. Also, when it comes to writing decision documents for the Development Review Board, I've had a lot of experience doing those and I feel, if I may say so, that I'm competent at that.

Q: Good, so this may sound familiar to you. The position, obviously, has a potential for conflict with different parties, as well. The most obvious example would be telling somebody that applied for a permit that they couldn't do what they wanted to do. In other words, just telling them no. I wonder how you would deal with that situation and if you have strategies for dealing with conflict, in general.

A: Well, I do. I had the opportunity to go to the Vermont Leadership Institute at UVM, which is a fully intensive program. It's one weekend per month out of the year. And we went through levels of personality type indicator tests that I didn't know exist. It's kind of like Myers-Briggs times four. So, I am very self-aware of who I am and what my strengths and weaknesses are.

On the one hand, I think I have very good people skills. On the other hand, I am something of a conflict avoider, so I've had to learn to compensate for that. But I think getting back to your question, being a zoning administrator does mean saying no a lot. And I try my best to not make it personal and to just simply say I'm sorry that I can't approve what you're asking for, but these simply are what the rules say. And I just simply have to carry out what the rules say.

I also will very much work with people to say maybe you can't do it the way you requested, but there are other ways you could get there if you changed your application or if you changed your project. The important thing I want to emphasize is that I have people skills and I'm not abrupt with people, I'm not harsh with people, and I don't personalize it. It's not about winning and losing, it's just about carrying out what the rules say.

Q: Right. How do you handle reading technical legal documents? I'm sure that's something that you've had to do quite a bit of in the past.

A: I've put a life career in Vermont and I've had to read technical legal documents and when I worked for the Vermont Land Trust they were in the form of conservation easement documents and now working for towns, they're in the form of town plans and bylaws and I would say that I feel very comfortable with what the laws are and how documents are

written. I feel very comfortable with that.

Q: Great. I wouldn't have expected otherwise. Have you had any experience working with salvage yard violations in any of your other town positions? And if so, do you have any ideas or strategies for addressing those problems or whether you've done it or not, do you have ideas for addressing that problem?

A: I have had some experience with it. I was alerted that that was a need Chester would have and I went on your website and looked at your junk ordinance and it does follow the Vermont League of Cities and Towns' model, which is the one that I'm familiar with. Enforcing junk ordinances can be very hard. And the outcome is not always happy no matter how hard you try. A lot of people who have junkyards are hoarders by nature, so it's not something that they are willing to change. It's not even something they think is wrong sometimes.

My way that I approach is the way that I approach any violation is to try the soft fix first, which means either talking to the person or sending them a gentle letter. The problem with enforcing it through the courts is that you have to thoroughly document everything. You have to basically take a photograph of each junk vehicle. You have to demonstrate that its license is not on the vehicle or that it's expired. You have to demonstrate that it hasn't moved over a period of time. Because your whole goal is to get it so that a judge will agree with you that you've sufficiently proved that it is a disabled junk vehicle/disabled vehicle in its same location. So, there's a fair amount of steps to get there.

One of the towns that I worked with was Braintree north of Randolph. They had a situation where they went to court - they won. The court issued a fine. The guy wouldn't pay it. They put him on probation. He refused to pay it. They tried to send him to jail, but the judge wouldn't do it, because he said that's not an appropriate crime. And that junkyard never got cleaned up until he died. They just couldn't do anything. They had the state come out and the state said as long as there aren't chemicals leaking, we're not going to do anything. So, sometimes even when you do it right, the outcome is disappointing.

I guess to get back to when you say a strategy, is that if you, I, whatever, can cajole somebody into compliance. That's a whole lot better than spending lots and lots of taxpayer dollars to try to take them to court, because it's not always a very satisfying outcome.

Q: As a follow-up question on this, have you had any success using that approach in other towns?

A: Yes, I have. And sometimes people will comply. Sometimes they'll comply just because they needed to have somebody tell them that they really needed to comply. Sometimes they'll comply because if you do issue a notice of violation, the notice gets recorded and then there's a cloud on the title in the event that they want to refinance or they want to sell or something like that. This particular case that I mentioned in Braintree, it was just a curmudgeonly person who just didn't care about any of those things, but some people do care about those things.

Q: Right - that's very helpful. Thank you. This is my last question. How do you see the

Zoning Administrator position interacting with the Planning Commission? How have you done that in the past and what would you like to see if you're offered the position here?

A: That's a very good question, because I'm not completely sure myself how that would happen. I can kind of imagine two scenarios. One is that you want a zoning administrator only and that's basically a technician who administers your zoning bylaws and I can certainly do that. As I said in my cover letter, I feel everything that you have here I know how to do. At the very least, I believe the job description is that I would be sort of a staff assistance to the Planning Commission, which means work with chair to issue an agenda and either take the minutes or work with someone who takes the minutes and maybe offer some advice.

There's the possibility that I could be more of a town planner, but that would mean getting more involved in what direction your new bylaw takes and I don't think it would be smart for me not to do that, but I understand the Planning Commission is fairly evenly divided about where they want to go. So, I'm flexible.

Q: I think what it really comes down to is being able to attend Planning Commission meetings and DRB meetings and providing your insights and feedback as appropriate during those meetings. Is that something you'll be able to do?

A: That's something I would fully expect as part of the job. And I think the nice thing is you do both of those meetings on Mondays, so the answer is yes. It would be my intent to attend DRB hearings and Planning Commission meetings and certainly for the DRB, it's the same thing. I would guide the applicant into providing a complete application for the DRB to consider and then I would write the findings of fact and the conclusions of law and conditions as the DRB directs. I would consider that part of the job.

Tim commented, "very good" and said that was all the questions he had, unless any of the other commissioners had questions.

Cathy Hasbrouck said the DRB lost its 20 year Chair this spring and that they were struggling and could use guidance, so it was a relief to hear Preston had been there for other DRBs.

Preston said regarding the question about writing legal documents: the Findings of Fact, Conclusions of Law, and Conditions and Order are all very much legal documents and you follow standard models. He added DRBs often feel very overwhelmed about their authority. He said he is always counseling DRBs to stick to their authority and not overreach outside of their zoning bylaws.

Preston said in Killington a developer wanted to have a 24-hour gate in front of his development and it was the first time in Killington to have a gated community. He said three of the DRB members found the idea to be, in this time and era, exclusive and racist and were opposed to it. He said the gate was a full spring-loaded gate that emergency responders could go through and the responders did not have a problem. He told the members that they did not have the authority to say no, but the three board members were still opposed. He said the members finally backed down. Preston said he believes the closer you stick to the bylaws, the better you will be in the authority you have in the bylaws.

Hugh Quinn asked Preston, in his experience, what areas of their bylaws created the most issues from an administration point of view and was there anything he could share.

Preston said in preparation for the interview he read Chester's existing and proposed bylaws. He commented that he had never seen bylaws as detailed as the proposed bylaws and that he knows from what he has seen that the commission is trying to avoid any ambiguity. He added that most towns he has worked for have bylaws half the size of Chester's. Preston added that does result in a lot of things left unsaid and that some of it can be covered with "customarily this is what people do" and some of it can be covered with "there have been court cases about this." He said there are pluses and minuses and it is the old law of unintended consequences. You end up with finding things that do not fit in your bylaws and you wish they did. He added the more vague you are the more you have the DRB floundering. He feels there are pluses and minuses to both. He said nothing was popping in his mind as to a clear pattern.

Hugh Quinn followed up that rather than a pattern, an example of a situation where the bylaws weren't working, couldn't be administered, couldn't be enforced, or didn't make any sense. He asked Preston if he had run into that and if so, could he give an example.

Preston said the most common situation he had dealt with related to vague or unduly broad bylaws was having certain things that were functionally unenforceable. He said we all know very well, and he knows Chester's proposed bylaws emphasize it quite strongly, as well as the statute, that he is to administer his job quite literally. He said if a bylaw is vague, then its literal interpretation is questioned. He added every bylaw is to be enforced but if it is vague, he questioned its enforceability.

Preston said there were times where he and others believed something was a violation but the town attorney would advise they would never win and not to even try. He said it was a very frustrating place to be. He added he has worked a fair amount with Uncle Sam, the National Forest, the National Park, and the State of Vermont. He said those organizations go through their Attorney General's Office to get a violation enforced. They only choose to enforce the cases that are winnable and let the others go. Preston said they then use that person as an example in the media of the consequences of crossing the State or Feds. He said as a result, that all kinds of things do not get enforced. He added if the town attorney advises against enforcement, it would be a waste of the taxpayers' money to do otherwise. Ultimately, it was the Select Board's decision what to enforce.

Hugh Quinn thanked him.

Preston said he could still write a notice of violation to be recorded amongst the land records and if it wasn't appealed, it would be a cloud on the title when the owner wanted to sell the property. He said it is not completely satisfying but was better than nothing.

Tim Roper responded that his comments were very helpful. Tim said it would conclude the interview unless there were other questions.

Barre Pinske asked how many residents were in Killington.

Preston answered that Killington is a very strange town in terms of residents, because there are lots of seasonal people, but that the actual voting people in the census was only about 980.

Barre Pinske noted that he was hired as a town planner for Killington and that Chester had about 3,200.

Preston said he had felt overwhelmed. He said Killington was rated for many years as one of the top 10 ski areas in the country, but wasn't any longer. There was a feeling they needed to have a

true village at the top of the area and the access road rebuilt to complete street standards. He said they needed the sewer and water systems rebuilt because hotels were getting bad water tests.

Preston said the town decided to institute a short-term rental registration program and it was his job to initiate and implement it. He felt proud of their progress, but that he left before it was finished. Preston said they have six to eight hundred short-term rentals. Some people have multiple units that they never live in, but only rent – they were businesses. He added Killington had a lot of different dynamics going on compared to Chester or where he lives in Woodstock. He said Woodstock, which has the same population as Chester, had a full-time zoning administrator and town planner and a half-time assistant.

Barre Pinske said they hired a consultant to help with the bylaws and what Preston said was insightful, but he felt the board may be in over their heads and wished the consultant had been at the meeting. Barre added the board chair, friend, and former secretary and Z.A., Cathy Hasbrouck, had taken on a lot of tasks partly because the most recent Z.A. abruptly quit. He asked Preston how long before he planned to retire and could he stay until they found a replacement when he left.

Preston responded that he has given a lot of thought to it and thanked Barre for his question. He added he already volunteered he was 67 and expected to work until at least 70 and maybe longer. He said he certainly saw 3 to 5 years as a commitment. He said he can also say that Killington was an oddity. He said when he left other towns they have asked if he could stay until his replacement was hired and it probably took 6 months in West Windsor until his replacement got hired. He said other towns asked if he would stay on as consultant and train his successor, so he did. He said in his personality tests he rated very highly in loyalty so normally “if you’re good to me, I’ll be very good to you and I wouldn’t want to leave you in a bad situation.” He said it would not be his instinct to do that.

Barre Pinske said he helped one of his friends get through the DRB and recognized it as a challenge for people new to it and who do it without legal help and that he and Cathy Hasbrouck had discussed that yesterday. Barre said he had gone through the process successfully on his own in Massachusetts. He said he agreed with Preston on guiding the applicant and would like to see that continue. Barre said it is hard to do, and sometimes people react negatively to dealing with authority, and the town wanted to be helpful to people and Preston guiding the applicant resonated with him. He asked Preston if he saw himself looking at what applicants have and writing things up, and if that mattered to him.

Preston responded it did and he believed Chester’s ad said it, and that zoning administrators are supposed to help applicants by informing them what the rules are. He said what he mentioned in his cover letter he meant about trying to get to a yes answer where he can. He said if someone wanted to go through the DRB and asked if their application would be approved, he would guide them with respect to the bylaws. He added it is his nature to be helpful and he is supposed to be neutral, but he would help both the applicant and the neighbor who is opposed, because he was supposed to be neutral and it was his job.

Barre Pinske said that is another debate among the board about how much everyone in town has to understand the rules and his position is they are dealing with laws and it is the Zoning Administrator’s job. He said Preston having the experience he does is great for the town.

Preston responded that any public process should be transparent but expecting everyone to

understand the document is not going to happen and believed that to be his role and anyone having questions should call him. If he does not understand, it will be for the DRB to decide, but over time, he will become the town's expert and the person to call to get questions answered.

Peter Hudkins said in the past that Chester has had some zoning administrators that were pretty good about pointing out a problem, but there was room for development if the bylaws were changed. He thought the zoning administrator should keep track of changes to the bylaws that should be considered. He said during his time on the ZBA, he thought this process was failing. Peter said a small modification could make a huge difference.

Preston said he could bring necessary changes to the Planning Commission's attention and that he had always kept a list of good and important ideas where he had to say no. He asked if Chester's bylaws were approved by the board or if they had to go to public vote.

Cathy Hasbrouck said they could but did not have to, as the Select Board had that choice.

Preston added it was a somewhat long process to amend a bylaw and required notifying adjoining towns and conducting at least one planning commission and one select board hearing, but that it could be done within six months if people were motivated and agreed.

Peter Hudkins said he liked the idea of the list.

Cathy Hasbrouck told Preston she had a geeky question. She said she was reading the bylaws and there was information about conditional uses and boundary adjustments, subdivisions, violations and waivers and variances, but the bread and butter of the zoning administrator is building permits and there was almost nothing that addresses building permits as building permits in the bylaws. She asked Preston for his thoughts on that.

Preston responded that people from down country find it shocking, because they usually think Vermont has a lot of rules, but one or two family houses are exempt from building codes. He said when building a one or two family home on a lot where there was no design criteria, you just basically needed driveway and septic permits and if you met setbacks, you got your permit. He added that some people were just flabbergasted that was all that was required. He also said people are surprised they don't need a permit for remodeling their kitchen.

He said a lot of things in Vermont are very complicated, but not one or two family homes if you can get septic. He added Chester could choose to adopt its own building codes which would require a building inspector, which he was not, and would not recommend doing it. He said bigger towns like Burlington, Barre, and Brattleboro have building administrators on staff, but he had not worked for any town that had done that and those were not his skills. He said there is a little bit of a backdoor, as all new construction had to meet state energy code but if you were building it yourself, there was a disclaimer available.

Cathy Hasbrouck asked if there were any other questions.

Preston asked how many permits were issued by Chester in a year.

Cathy Hasbrouck pointed to a sheet of paper distributed to the Planning Commission members giving 5 years of permit statistics. She thought this was information the Zoning Administrator should share on a regular basis, especially in times like these. She told Tim Roper she would email the information to him.

Preston asked if it was 60 to 70 a year and Cathy said some years, but recently it had increased.



Tim Roper added it was increasing right now. Mr. Bristow asked if the conditional uses, the boundary adjustments and the subdivisions all went to the DRB, and Cathy Hasbrouck answered yes. Preston deduced that roughly half of the building permits went to the DRB. Cathy said the building permits were just a separate category that never went to the DRB. Preston said he was trying to gauge what the workload would be, because anything before the DRB required a hearing notice, advertisement, minutes, and a decision document and it all required work.

Cathy Hasbrouck asked Preston if he had any other questions. He replied by asking if there were any big ugly outstanding violations they were working on and Cathy answered yes. Several people laughed.

Preston said it looked like if he were hired, it would be for 24 hours or 3 days week and he might want to do one of those days at home. He said he checked his work email and cellphone daily, so if he got the job, he would not refuse to answer anyone's questions for two days. He added it all depended on how Chester wanted him to count his hours. He could be like a lawyer and write down every 15 minutes or he could do it differently.

Cathy Hasbrouck gave him a history of the recent Zoning Administrator job changes. She said last August when the 11-year veteran Zoning Administrator who left last August, had worked on Tuesdays only, and attended the DRB and Planning Commission meetings. She was doing the minutes and for both the DRB and Planning Commission and she was writing the Findings and Conclusions. Preston was surprised Cathy was writing the Findings and Conclusions. Cathy said the work had shifted a lot since August. She said between the increase in volume and a lot of clean up, she was there almost daily, although not all day. Cathy said it was an evolving job.

Preston asked if a lot of people dropped by in person. Cathy Hasbrouck responded yes, as well as quite a few phone calls. She said she was tempted to work from home as opposed to Town Hall, as people had lived with it being one day a week. She said there was a lot to discuss about workload. Preston found it interesting that you just show up to speak to the Zoning Administrator during Town Clerk hours versus making an appointment. He thought that quite odd since most other places required making appointments. Since COVID, most places require that you make an appointment. Cathy said the people who do research in records make appointments, but a lot of the land records from the past 30 years are online and can be searched from anywhere.

Barre Pinske spoke up and said although he is not the chair, he felt the current discussion could take place if Preston Bristow were hired and would rather keep the meeting moving forward as there was more work to be done.

Cathy Hasbrouck offered the floor to Bill Lindsay for public comment and questions.

Bill Lindsay said employment is a two-way street and he asked Preston Bristow what did he expect from the town to do his job properly.

Preston answered that he has had to work with title searchers at a shared table with his own laptop because he didn't have his own space, but suspected Chester was a little more sophisticated so he might have an office, computer and access to a copier, printer, etc. He said in Killington he used his own cellphone, although they gave him a stipend for it. He said his expectations were fairly low in terms of what he wanted from the town. He said it was a job and expected to get paid, as well as some reasonable tools to work with and believed the details came down to how many hours he was physically in the office. He said he didn't have a lot of needs and the Zoning Administrator didn't require a lot of hardware. He realized the board wanted to

get on with the meeting. He also mentioned the possibility of doing 911 stuff as the Health Officer and it wasn't his favorite job but he had been trained. Preston thanked the board and the board thanked him.

### **Agenda Items 6, Discuss Agenda and Set Date for Next Meeting**

Cathy Hasbrouck suggested they repackage the meeting's original agenda for the next meeting and spend a little time on questions and a lot of time running a couple of applications through Table 4-01 and all of the places it points to.

Barre Pinske asked if they could have some closure of the interview first. And Cathy responded that it was necessary to conduct that in executive session, so she wanted to finish the rest of the business first.

Barre Pinske asked if another application had come in and Cathy Hasbrouck said there was one from a young man who had just graduated law school. Barre asked why they did not interview him and Cathy said the Town Manager did not want to train someone that young only to leave once they had a better offer, since the Zoning Administrator is not a career. Barre questioned if it was the Town Manager's job to make that decision and wished he had been given the other resume, but that if it was the Town Manager's decision, that was that.

Town Manager Julie Hance interjected and said she did not give a recommendation not to interview him but had only said it would not have been her choice. She said if the Planning Commission wanted to interview, it wasn't up to her and she wanted that to be clear.

Barre Pinske said Preston has experience that they cannot deny.

Tim Roper said that the current discussion should take place in executive session.

Barre Pinske said he would not mention Mr. Bristow. Barre said if they are looking to hire someone to be the Zoning Administrator and it is the Planning Commission's job to interview potential candidates and hire someone and applications are being received and people are making unilateral decisions that the board is not making as a group, why was that happening because the board was supposed to be making decisions as a group.

Cathy Hasbrouck told Barre Pinske that if he could give her time at the end of the meeting, she would provide him with copies of the other person's letter and resume and they could take it up at the next meeting. Barre said he appreciated that and didn't want to be a bad person, but he thought they should have been aware of any resumes that came in so they had the opportunity to interview. Cathy apologized for not sharing and said she would remedy that at the next meeting. Barre thanked her.

Town Manager Julie Hance asked to make a quick comment and instructed the board not to talk about age when discussing the applicants, as it was absolutely prohibited.

### **Agenda Item 7 Executive Session to Review the Candidate Interview**

Cathy Hasbrouck announced there would be an executive session and the board would return afterward in case a motion was necessary due to the executive session. Cathy called an executive session at 7:47 p.m.

At 8:01 p.m., following an executive session to discuss the hiring of the Zoning Administrator, Tim Roper made a motion to make a recommendation to the Select Board based on the interview with Preston Bristow and Peter Hudkins seconded the motion. Cathy Hasbrouck said the

recommendation is that they offer the job and Tim interrupted and said he should rephrase the motion. Tim then amended his motion to vote on a recommendation for Preston Bristow and Peter seconded the amended motion. The Commission voted unanimously to recommend Preston Bristow to the Select Board as Zoning Administrator.

Cathy Hasbrouck asked for a motion to adjourn. Barre Pinske asked if the agenda (Agenda Items 5 and 6) would be done at the next meeting and Cathy confirmed. Barre moved to adjourn and Peter Hudkins seconded the motion. All voted in favor of adjourning and the meeting was adjourned at 8:02 p.m.