

Special Meeting Notes
North Bennington Planning Commission
Thursday October 6, 2022

The Special meeting was held at the Depot office and on Zoom and was called to order at 7:00 PM. Commission members present were Chris Damon, Kim Hall, and Mary Rogers. Matthew Patterson attended via Zoom. Member Bob Howe was unable to attend.

The Commission discussed forming a process and procedures for seeking and nominating candidates for the Zoning Administrator position. Presently, one does not exist. This is detrimental to both the Village and future ZA candidates.

Member Mary Rogers presented a draft Job Description which was compiled from existing job descriptions from other municipalities and edited for the Village. Member Chris Damon noted several suggested edits to clarify ZA responsibilities. Ms Rogers also noted that an offer letter is being drafted which would supplement the job description for a successful nominee.

The Commission discussed means of seeking qualified candidates. Member Kim Hall noted the Green Mountain RSVP, which is a pool of retired professionals potentially available for some service. Member Matthew Patterson suggested posting notice on the Website and the usual public notice locations. Member Chris Damon noted that a job posting for Manchester ZA is in the Manchester Journal. Mr. Patterson noted that newspaper advertising has not been successful in the past for the Village.

After discussion, Mr. Patterson motioned to adopt process and procedures as follows:

- Adopt a formal job description
- Seek candidates from all available sources
- Interview candidate(s) in a future Special Meeting
- Nominate candidate(s) to Trustees as required by Statute
- Provide a formal Offer Letter to the successful candidate
- Remain engaged to ensure candidate success through periodic reviews and audits.

The motion was seconded by Member Kim Hall and so voted.

Ms. Rogers reported that Scott Creedy, Trustee and former ZA, agreed to step in as Acting ZA until the position is filled. Mr. Damon pledged to remain active in training and supporting the Acting ZA and eventual ZA candidate "for as long as it takes". Ms. Rogers made a motion, seconded by Mr Patterson that the Planning Commission nominate Mr Creedy as Acting ZA at the Tuesday October 11 Trustee Meeting. The motion was so voted by all attending.

Mr. Hall motioned to adjourn at 7:17 PM, seconded by Mr. Damon and so voted.

Prepared by Mary Rogers

WWW.villagenorthbennington.org