

**Town of Addison
Addison Planning Commission
65 VT ROUTE 17W
Addison, VT 05491**

Meeting Minutes: Monday, December 16,2024.

Unapproved (Approved on 01/20/25)

Board Members present: Starr Phillips, Michael Hollis, Jennifer Barret and Adam Thoman. (arrived at 6:40 PM).

Zoning Administrator Michael Wojociechowski has resigned and will be filling the position soon.

Absent: Jeffrey Kauffman Jr due to change in the agenda.

Vice Chair Jennifere Barrett called the meeting to order at 6:36PM asking for roll call of members. (3) & (2) absent.

In a motion made by Michael Hollis, seconded by Jennifer Barrett to approve the November 18,2024 meeting minutes as presented. (3) in favor and (2) absent.

Katie Raycroft-meyer was not able to attend the meeting tonight for her next presentation due to a conflict in her schedule. Katie will be back for the next Town Plan presentation at our regular meeting on January 20,2025.

We 're having a "Special Meeting" on Monday, January 06,2025 at 6:30PM to interview the (4) candidates for the ZONING ADMINISTRATOR'S position. Will do an executive deliberation if needed after each candidate. We will plan to interview each candidate individually during a time of 20 – 30 minutes with our questions. If needed, we will go into Executive Session to discuss the candidate.

In a motion made by Michael Hollis, seconded by Jennifer Barrett to hold a "SPECIAL MEETING" on Monday, January 06,2025 at 6:30PM and do the interviews starting with # 1 candidate - # 4. (3) in favor & (2) absent.

Adam Thoman arrived at 6:40PM and participated in our discussion for questions to ask the candidates. Both Jennifer & Michael offered to start the interviews and then Adam & I will follow if we have any questions.

These are some of the areas/qualifications we will ask them for information as to their strong points or interest in wanting to become a ZONING ADMINISTRATOR.

Structure is important and will interview each candidate for 20 – 30 minutes individually.

*** Ask for knowledge of our Zoning Regulations

***What are your negotiating skills and how important are they to you

*** What is your availability for the job---do you plan to have certain office hours available for meeting with the applicant.

*** Do you have the concept of the role as being the Zoning Administrator?

*** What is your availability for attending other meetings (PC, DRB, and or SB meetings?)

*** Do you have a clear knowledge of interpretation of rules and enforcing them?

*** What are your collaboration skills with the different boards?

*** How are you with enforcement and communication with other people or applicants?

*** How are you with meeting deadlines, format for the newspaper notices and following guidelines given.

We may do a Deliberative Session after each candidate if needed for our discussion.

We plan to have a letter of recommendation in place to present to the SB meeting on Tuesday, January 07,2025.

Next meeting is scheduled for Monday, January 20,2025 at 6:30 pm at the Addison Community Center with Katie Raycroft-meyer doing her presentation first before our business meeting. We'll update the Town Survey progress also.

Adjourn: A motion was made by Adam Thoman, seconded by Michael Hollis to adjourn at 7:15PM.. All in favor.

Submitted by:

Starr I. Phillips, Secretary

Addison Planning Commission

We will hold a “Special Meeting” on Monday, January 06,2025.
For interviewing candidates for the Zoning Administrator’s position.

To continue working on the Town Plan with revisions.

Discuss the Town Survey progress from 12/16/24

Review the progress for recommending candidates for the
Zoning Administrator or do we need to extend the search.

Next meeting planned for Monday, January 20,2025.