Town of Addison
Addison Planning Commission
65 VT ROUTE 17W **Approved on 02/17/2025** **February 17, 2025 meeting.**
Addison, VT 05491 **Unapproved (Clarification was made & will vote to approve at the**

Meeting Minutes: Monday, January 06,2025----SPECIAL MEETING—Interviewing Candidates for Z.A. Position
Board members present: Starr Phillips, Michael Hollis and Jennifer Barrett.

The Zoning Administrator has resigned recently and plans are to fill the position tonight.

Absent: Jeffrey Kauffman Jr due to being a candidate and Adam Thoman.

Others attending the meeting---Alden Harwood—DRB Board Chair.

Vice Chair Jennifere Barrett called the meeting to order at 6:30PM asking for roll call of members. (3) & (2) absent.

The purpose of our Special Meeting is to interview the (3) candidates for the ZONING ADMINISTRATOR'S position and have a report for the Selectboard to acknowledge as the candidate at their meeting on Tuesday, January 07,2025.

Michael Hollis read the details for the process and role. The PC is interviewing each candidate interested in the Z.A. role. We've set aside 30 minutes for each candidate and have a series of questions to ask you related to your experience and the position. We ask that you keep your responses for about 2 minutes so that we can stay on time. The position will require access to a personal laptop and phone, pay is $25.00/hour.

Each candidate was given time to introduce himself and state what attracted you to the Zoning Administrator's position. The candidate was given the opportunity to explain in his own words what he felt best pertained to his thoughts.

The following questions were asked each candidate to explain in their own words and experience.

** Please describe your experience, if any, with interpreting and enforcing zoning regulations?

** In this role it's important to meet deadlines for tasks like processing permits and preparing for board meetings, while also being available to attend meetings and respond to time sensitive issues. Can you share how you plan to manage your time to stay organized and meet these demands, and how you plan to ensure your availability for the town's needs?

** Good communication is essential for building trust and helping people to understand zoning regulations: Can you share an example when you have explained a complex issue to someone unfamiliar with the topic? How did you make it clear and easy for them to understand

** Enforcement is a key part of the zoning administrator's role. How have you handled zoning violations to ensure compliance and what strategies have you used for effectively addressing concerns or violations that were brought to your attention? If you were not previously involved in zoning administration, how have you handled enforcement of any organization's rules or regulations, and how did you address any violations that occurred.

**How have you ensured consistency and fairness in issuing permits and reviewing applications? If you were not previously responsible for permitting, how have you ensured fairness and consistency in adherence to policies and procedures at the organizations you have been a part of?

** The Zoning Administrator interacts with many groups of people, including residents, Development Review Board, Selectboard, Listers and Planning Commission. How do you see this role contributing to collaboration and communication across town government and the community as a whole?

The Planning Commission will make a nomination to the Selectboard following tonight's interviews. The Selectboard will make the final appointment. You will be notified in a few days with an update on this process and a final appointment has been made.

We gave each candidate 30 minutes for the interview. Michael Hollis would start asking each question, giving them time to answer in their wording, experience or situation they have had to be responsible for a solution. Jennifer and I interceded with our questions for more information. If Alden Harwood had questions, he would wait until the end of interview to ask for clarification. The interviews went smoothly, and questions were brief, decisive with information and knowledge.

The candidates interested in the ZONING ADMINISTRATOR'S position were Jeffrey Kauffman Jr., Daniel Rossignol and Dexter Oliver. Appointments were set up for 6:30PM, 7:00PM and 7:30PM. All were punctual.

After finishing the interviews, we decided to go into executive session for making a decision.to recommend a candidate.

In a motion made by Jennifer Barrett, seconded by Michael Hollis to go into executive session to decide. (3) favor and (2) absent. In a motion made by Starr Phillips, seconded by Michael Hollis to include Alden Harwood in the executive session discussion. He plans to assist the new zoning administrator for assistance. (3) in favor and (2) absent.

In a motion made by Jennifer Barrett, seconded by Starr Phillips to come out of executive session for making our recommendation to the Selectboard for the new zoning administrator. (3) in favor and (2) absent.

In a motion made by Jennifer Barrett, seconded by Michael Hollis to nominate Daniel Rossignol as the candidate for ZONING ADMINISTRATOR. (3) in favor and (2) absent. Alden Harwood, DRB Chair, agreed with us with our nomination. For choosing Daniel Rossignol. (3) in favor and (2) absent. Alden's vote did not count with ours.

We choose Daniel Rossignol as the candidate for the ZONING ADMINISTRATOR's position with the following highlights of his interview.

1. Full Flexibility with schedule to serve the Town's needs.
2. Confidence in his skills and experience to learn the role quickly.
3. Strong interpersonal skills, strong communicator.
4. Demonstrated interest in improving clarity and transparency around zoning and permitting.

On Tuesday, January 07,2025, I presented the Selectboard members with a copy of Daniel Rossignol's letter of interest in the position and his resume accompanied by our letter of recommendation from the Planning Commission. The final decision is made by the Selectboard.

In a motion made by Starr Phillips, seconded by Michael Hollis to adjourn at 8:30PM. (3) in favor and (2) absent.

This is our regular monthly meeting already planned for Monday, January 20,2025.

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:

Submitted by:

Starr I. Phillips, Secretary

Addison Planning Commission

We will hold a "Special Meeting" on Monday, January 06,2025. We did hold the SPECIAL MEETING.
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 monthly meeting planned for Monday, January 20,2025.