

APPROVED

## HUNTINGTON PLANNING COMMISSION

Minutes of August 22, 2011

**PRESENT:** Julia Austin, Tom Bailey, Dana Cummings, Ginger Lubkowitz, Everett Marshall, Gordon Miller

**ABSENT:** Heather Pembrook

**OTHERS PRESENT:** None

**MINUTES:** Ginger Lubkowitz

### Agenda:

- 7:00 PM Minutes of August 8, 2011  
Mail
- 7:15 PM Public Comment
- 7:30 PM Zoning Administrative Officer Interviews  
& Consideration (Executive Session)
- 9:30 PM Member Business
- 9:45 PM Adjourn

The meeting was called to order at 7:08 pm; chaired by Tom Bailey.

<b>Minutes of August 8, 2011</b>	Delayed to prepare for ZA interviews.
<b>Mail</b>	Delayed to prepare for ZA interviews.
<b>Public Comment</b>	There were no members of the public present.
<b>Preparation for Zoning Administrator Interviews</b>	<p>Tom Bailey suggested that one member take the lead in conducting the interviews. It was agreed that Julia Austin would serve in that role. Julia reminded members that it is not appropriate to ask questions regarding issues related to family, age, or disabilities. Members discussed questions for the interviews; it was agreed to ask each candidate similar questions and that each member would take a turn at asking questions.</p> <p>The standard questions agreed to were:</p> <p>What would you say are the most important traits for this position? What would your approach to enforcement be? Why do you want this job? What is your impression of our regulations? What do you do well? Can you tell us about a tough call that you had to make? Have you faced any surprises in your current zoning work?</p> <p>Finally, the process for selecting the ZA was discussed. After the interviews, the HPC will make a recommendation to the Selectboard on Monday, August 29 and the HPC will contact the candidates shortly thereafter with a decision.</p>

<b>Executive Session</b>	<p>At 7:18 pm, Dana Cummings moved to go into Executive Session for the ZA interviews and consideration. The motion was seconded by Julia Austin and passed unanimously.</p> <p>At 10:04 pm Everett Marshall moved to leave Executive Session. The motion was seconded by Julia Austin and unanimously passed.</p>
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**Adjournment:** At 10:05 Dana Cummings moved to continue the meeting and reconvene on Monday, August 29 at 6:30 p.m.; seconded by Everett Marshall and unanimously approved.

**UNAPPROVED MINUTES TO THE HPC:** September 3, 2011

**MINUTES APPROVED:** September 12, 2011

**APPROVED MINUTES TO THE TOWN CLERK:** September 14, 2011

RECEIVED

DATE

  
Sept. 14, 2011