

SOUTH HADLEY PLANNING BOARD VIRTUAL SPECIAL MEETING:
Meeting with Town Administrator to review and discuss Town Policies and Procedures
regarding recruitment and appointment of Director of Planning and Conservation

MEETING MINUTES OF APRIL 22, 2021
As Approved

Present: Brad Hutchison, Chair; Diane Mulvaney, Vice-Chair; Joanna Brown, Clerk; Nate Therien, Member; Michael Davis, Member; Michael Adelman, Associate Member; Michael Sullivan, Town Administrator; Richard Harris, Director of Planning and Conservation; and Colleen Canning, Senior Clerk Planning and Conservation Department

Chair Hutchison called the special meeting to order at 5:00 PM and reviewed the virtual meeting protocols.

Agenda Item #1 --- Planning Board Reorganization – Election of Chair, Vice-Chair, Clerk, and any other annual appointments by the Board

As local elections recently occurred, the board considered appointment of Planning Board Chair, Vice-Chair, Clerk, and Pioneer Valley Planning Commission representative.

Motion: Member Davis moved to re-appoint Brad Hutchison as Chair; Diane Mulvaney as Vice-Chair; and Joanna Brown as Clerk and Representative to the Pioneer Valley Planning Commission. Vice-Chair Mulvaney seconded the motion. Five (5) out of five (5) members voted in favor of the motion through roll call.

Agenda Item #2 --- Meeting with Town Administrator to review and discuss Town Policies and Procedures regarding recruitment and appointment of Director of Planning and Conservation

Mike Sullivan, Town Administrator, was present at the virtual meeting to review the process for appointment of the new Director of Planning and Conservation as the current director recently announced his retirement. The Planning Board was the ultimate appointing authority. However, existing town recruitment and hiring process could be used to aid in the board's appointment. The hiring process, as was done for the Chief of Police and the DPW Director, began with internal posting of the vacancy. If an existing employee submitted a statement of interest for the position, they would be interviewed by a three-person committee which included the Human Resources Director, a Town employee from an unrelated department, and a professional in a related field who worked outside the Town. The interview committee would then submit a recommendation regarding appointment to the appointing authority. If the internal candidate was not recommended to fill the vacancy, then the vacancy would be posted externally and the interview process would begin again. The posted job description was typically crafted by the Town Administrator and Human Resources Department. However, edits from the Board could be incorporated to the extent feasible. Members determined that a separate meeting would be needed to review and revise the draft job description prior to posting of the vacancy.

Agenda Item #3 --- Other New Business

There was no new business to discuss.

Agenda Item #4 --- Adjourn

Motion: Vice-Chair Mulvaney moved to adjourn the meeting. Member Therien seconded the motion. Five (5) out of five (5) members voted in favor of the motion through roll call.

The special meeting adjourned at 5:59 PM.

Respectfully Submitted,

As Approved

Colleen Canning, Senior Clerk, Planning and Conservation Department

Appendix

Document	Document Location
QA Report	Attached
Question Compilation	Planning Files

Planning Board April 22, 2021 Special Meeting Q&A Transcript

#	Question	Asker Name	Asker Email	Answer(s)
1	Will the Planning Board use indeed.com in its search? https://www.indeed.com/	R. Ternbach	rternbach7@gmail.com	