

**SOUTH HADLEY PLANNING BOARD VIRTUAL SPECIAL MEETING  
MEETING MINUTES OF APRIL 27, 2021  
As Approved**

**Present:** Brad Hutchison, Chair; Diane Mulvaney, Vice-Chair; Joanna Brown, Clerk; Nate Therien, Member; Michael Davis, Member; Michael Adelman, Associate Member; 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 6:32 PM and reviewed the virtual meeting protocols

**Agenda Item #1 --- Discussion of recruitment and appointment policies and procedures for the new Director of Planning & Conservation with a focus on comments regarding the job description**

The purpose of the special meeting was to allow the board to review the draft job description for the position of Planning and Conservation Director. Revisions were made to more clearly define the position's relationship and responsibilities to the Town Administrator and Planning Board. The description was also revised to include the desire for conservation and environmental knowledge in the candidate.

**Motion:** Vice-Chair Mulvaney moved to approve the revised job description for Director of Planning and Conservation upon condition of approval from Human Resources and Town Administration. Five (5) out of five (5) members voted in favor of the motion through roll call.

The Board reviewed the next steps in the recruitment and hiring process. A public listening session would be scheduled within the upcoming weeks to allow for the public to share the skills and attributes they wished to see in the next Director of Planning and Conservation.

**Agenda Item #2 --- Other New Business**

There was no new business to address.

**Agenda Item #3 --- Adjourn**

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

The meeting adjourned at 8:56 PM.

Respectfully Submitted,

**As Approved**

Colleen Canning, Senior Clerk  
Planning and Conservation Department

<b>Document</b>	<b>Document Location</b>
Q&A Report	Attached
Draft Job Description	Planning Files

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

# Question	Asker Name	Asker Email	Answer(s)
<b>1</b> For me, the 2/3 needs to be spelled out rather than left vague. When the new Director comes on Board he/she won't know what Richard knows and will need guidance from the Planning Board on what to get involved in...even if she/he is Anne.	lindalyoung	precincte@gmail.com	
<b>2</b> Brad, I don't mean specific items for the 2/3 but Richard could tell you what he meant by the 2/3 — which I agree has changed from year to year.	lindalyoung	precincte@gmail.com	
<b>3</b> Will you tonight be:  making a public announcement of Richard's retirement?  setting up a meeting or date for public input	lindalyoung	precincte@gmail.com	I announced it April 12th. It is public
<b>4</b> Yes, but Richard, will the Planning Board make a public announcement in the media or shall !!!!!!!	lindalyoung	precincte@gmail.com	I will work with the Chair and Vice Chair on that announcement