

**SOUTH HADLEY PLANNING BOARD VIRTUAL COMMUNITY LISTENING  
SESSION  
MEETING MINUTES OF MAY 13, 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 listening session to order at 6:00 PM and reviewed the virtual meeting protocols.

**Agenda Item #1 --- Community listening session to allow the public to comment and ask questions regarding the search and appointment of South Hadley's new Director of Planning and Conservation**

The community listening session opened with the reading aloud of comments submitted from the Public. Following this, the Board reviewed the status of the candidate search process. The job posting had been listed internally. The posting would be internal for two weeks. If no internal candidates submitted their interest within the allotted time frame, the job listing would be posted externally. The interview vetting committee was being assembled which would include the Human Resources Director, a Town employee from an unrelated department, and a planning professional who worked outside South Hadley. After the vetting committee found a qualified candidate, notification would be sent to the Planning Board Chair and an interview with the Planning Board would follow.

Board members would draft interview questions which would be compiled by department staff. At a future meeting, the Board would consider which questions would be asked during the Board's interview of prospective candidates.

**Agenda Item #2 --- Adjourn**

**Motion:** Vice-Chair Mulvaney moved to adjourn the listening session. Clerk Brown seconded the motion. F (5) out of five (5) members voted in favor of the motion through roll.

The listening session adjourned at 7:58 PM

Respectfully Submitted,

**As Approved**

Colleen Canning, Senior Clerk  
Planning and Conservation Department

<b>Document</b>	<b>Document Location</b>
Q&A Report	Attached
Public Submitted Google Forms	Planning Files

## May 13, 2021 Listening Session Q&A Transcript

# Question	Asker Name	Asker Email	Answer(s)
<p>1 The new job description is a very dry recitation of duties that is completely silent on the the essential traits and strengths that we might seek in a new director.</p> <p>I would advocate strongly for the addition of a short opening paragraph in the posting that describes the person we seek to hire. At the very least, it seems like we would want a creative professional with a high level of technical proficiency, effective inter-personal relations skills, and a commitment to communication.</p> <p>Thanks.</p>	Zoom 8	Zoom8@southhadleyma.gov	Can you submit your name and address? I'll need that information to read your comment
2 Lucia Foley, 60 Shadowbrook Est.	Zoom 8	Zoom8@southhadleyma.gov	Thank you!
3 Can the Planning Board decide tonight to post both externally as well as internally?	R. Ternbach	swiftriverphoto@gmail.com	live answered
4 I Were there internal candidates for the job of Police Chief? If yes, do they think the best candidate was selected?	R. Ternbach	swiftriverphoto@gmail.com	live answered