

**SOUTH HADLEY PLANNING BOARD SPECIAL VITUAL MEETING
MEETING MINUTES OF JUNE 3, 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 listening session to order at 6:00 PM and reviewed the virtual meeting protocols.

Agenda Item #1 --- Discuss and Consider: Preparation for interview of candidate for the position of Director of Planning and Conservation

a) Discussion and endorsement of the interview meeting format

The Board determined that each member and associate member would ask an interview question. This would allow for six questions. Board member introductions would take place prior to the interview questions. Time would be allotted after the interview for the candidate to ask questions of the Board which would be followed by deliberations from the Board.

b) Discussion and endorsement of interview questions for candidate(s)

Members needed to determine which of the draft interview questions would be asked. The Board looked at selecting questions which aimed to evaluate the following: working with the Planning Board, working with community outreach, working with Town Administration, working with the Master Plan. The selected questions would be included in a packet which would be prepared for the Board's interview of Anne Capra.

Agenda Item #2 --- Other New Business

Members determined that candidate nominations would require a motion to be seconded. This was the same process for the recent appointment of the Superintendent of Schools.

Agenda Item #3 --- Adjourn

Motion: Vice-Chair Mulavney 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

Document	Document Location
No Q&A Report	---

Draft Interview Questions	Planning Files
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