

**BOARD OF SELECTMEN**  
**Minutes of July 11, 2016**

**CALL TO ORDER:** Chairman Joel Desilets called the meeting to order at 7:00 PM. Selectmen Bruce Breton, Jennifer Simmons, Ross McLeod and Roger Hohenberger were present; as was Chief Tom McPherson and Finance Director Daniel Popovici-Muller. Town Administrator David Sullivan was excused. Mr. Desilets opened with the Pledge of Allegiance.

**ANNOUNCEMENTS/LIAISON REPORTS:** Mrs. Simmons advised that t-shirts are now on sale to raise funds for the passive recreation area at Griffin Park. More information is available on the Town's website.

*Chief McPherson* advised that an issue has arisen with Engine 1, a 2006 KME, involving loss of the pump transmission. He noted that the Department's mechanic has been working with a specialist to assess it, and it does need to be replaced. He advised that the anticipated cost to do so will be \$20,000 and will include a one year warranty. Chief McPherson noted the repair must be done, as E1 is a second run truck, but that Mechanic Zins will be used in order to save on labor costs.

Mr. Hohenberger inquired whether the Department is experiencing more equipment failures in the last few years than in prior; and Chief McPherson replied there were not more, but there have been a couple of catastrophic ones. He went on to note that they happen to be on the same truck, with the vendors passing responsibility. Discussion ensued in that the new engine will be a Rosenbauer while the others are all KME's, and that while there is an option to go with a refurbished replacement pump it would not include a warranty.

*Chief McPherson* then advised that he had been approached by Captain Fedele with information relative to a business closing that had unused AED units available. He noted that there had been two available, both within their service dates, at a total cost of \$500. Chief McPherson explained that this purchase would equip the beach house and the concession stand at Griffin Park with alarmed units; adding that the addition of these facilities will result in nearly all town buildings being equipped with AEDs.

**LEGISLATIVE UPDATE:** Senate Regina Birdsell updated the Board on the 2016 legislative season, including:

- The livelihood of farmers has been protective with the passage of the agri-tourism bill that allows the hosting of weddings and similar events on farms.
- The sampling of wine and beer is now permitted at farmer's markets.
- A study committee has been developed relative to taxation of businesses from the state of Maine.
- Small business exemptions were quadrupled.
- Various laws were updated to conform to IRS codes.
- Much time was spent to address heroin and opioid addiction issues.
- State police overtime has been increased to allow for partnering with local agencies.
- School health curriculum has been updated to provide age appropriate sex education classes to higher grades.
- The net metering cap for utilities has been increased.
- The 10-year plan has been passed, and will finish I-93 to four lanes in both directions.
- The highway sign bill was passed, which will allow more detailed informational signs in advance of exits.

- Right to Try legislation has been passed relative to patients' access to investigational drugs.
- Real ID legislation passed, offer three different types of identification.
- Legislation regarding concealed carry was passed, but subsequently vetoed by the Governor.
- Uber access is now available throughout the State.
- NH is now a participant in the Interstate Crosscheck Program, which crosschecks voters with thirty other states.
- Legislation has passed ensuring that National Guard members have access to absentee ballots.

Senator Birdsell then advised that Keith Cota of the NH DOT will be putting together a series of meeting relative to the Rail-Trail.

The Board thanked the Senator for attending.

**FEE WAIVER REQUEST:** Mr. Desilets explained that the requestor, Dennis Rogers, had begun construction on his property prior to obtaining a building permit and, when pulling the permit, was assessed a penalty in the amount \$1,086.21 for which he was requesting a waiver.

Mr. Rogers approached and explained that he had begun the process to develop the property 10 months ago, going through the site plan and subdivision process. He indicated that he had done work on the site up to the first required inspection point, which was when he had discovered the error. Brief discussion ensued regarding the work done on the site prior to the infraction and that done by his engineer, Joe Maynard.

Mr. Breton noted that Mr. Rogers had dug the hole for the foundation figuring that was required in order to obtain certification. Mr. Hohenberger sought clarification that Mr. Maynard had done the work at the Town level and advised Mr. Rogers it was okay to proceed. Mr. Rogers replied that he had been doing all the site work himself up to the foundation, and was bringing in a general contractor for the rest; adding that when the latter was brought in was when the issue was discovered. Discussion ensued regarding the confusing nature of the language on the permit, and the overall process.

Mr. McLeod then moved and Mr. Breton seconded to grant the appeal and waive the penalty of \$1,086.21. After further discussion regarding an average homeowner versus a general contractor and the possibility of developing a flowchart for the former to follow, the motion passed unanimously.

**BID AWARD – CATCH BASIN CLEANING:** Mr. Desilets advised that no bids had been received for cleaning of the Town's catch basins. Discussion ensued regarding the retirement of the previous vendor, who utilized a clamshell. It was the consensus of the Board that staff revise the bid specifications to remove any reference to clamshells and that the service be placed back out to bid.

**RECREATION COORDINATOR:** Ms. Haas advised the Board that, thus far \$950 had been raised at the Town beach via ice cream sales, the proceeds of which will go towards the passive recreation area at Griffin Park. She extended thanks to Jason Gill for his assistance in making this happen.

Ms. Haas then requested that the Board accept the following donations towards the passive recreation area at Griffin Park: Karate International, \$402 in proceeds from the Summer Blast Program; Daniel Popovici-Muller, \$100; Dr. James Finn, \$200; Russ Ingram, \$200; Kevin Lemos, \$180 raised from concessions at the fireworks, and; Ryan Holohan, \$75 raised through vending at the fireworks.

Mr. McLeod moved and Mrs. Simmons seconded to accept these donations with gratitude. Passed unanimously.

Ms. Haas then requested the Board accept the following donations towards the Annual Town Day and Fireworks: ConvenientMD, \$300 towards co-sponsoring the band; State-Line Waste Management, trash barrels; and Howie Glynn's, ice.

Mr. McLeod moved and Mrs. Simmons seconded to accept these donations with gratitude. Passed unanimously.

Mr. McLeod recused himself from the Board.

Ms. Haas requested that the Board accept from the Windham Soccer Association the donation of a chemical toilet (\$240) placed at Golden Brook School for the season.

Mr. Hohenberger moved and Mrs. Simmons seconded to accept the donation with thanks. Passed 4-0.

Mr. McLeod resumed his seat with the Board.

*Ms. Haas* then requested that the Board consider reallocating a portion of the special project budget funds, totaling \$20,000, which was intended for video cameras. She explained that two (2) major cracks have developed at the Griffin Park tennis courts which need to be filled immediately. Ms. Haas advised she has obtained three quotes for same, and was requesting the Board authorize the expenditure of up to \$7,500 to complete the repairs the first week of August; adding that these are our most heavily used courts and have never been repaired.

Brief discussion ensued regarding the status of the existing video cameras, and the proposed number of new cameras versus funds available.

Mr. Breton suggested that some of the income from the sale of Town properties should be used to fully repair the courts, as well as towards necessary repairs at Wonderland Playground. Discussion ensued regarding the various methods of resurfacing courts, and that the cracks continue to grow.

Mr. Desilets suggested the entire project be placed out to bid, as there is time to do so before August. The Board concurred.

*Ms. Haas* then reviewed with the Board a safety audit of the Wonderland Playground completed by Dave Widdum of Primex. She noted that, as taking down the playground is not an option, there are many items which need to be addressed; adding that she has had several of them completed already via the Town's handyman.

Mr. Breton expressed concerns that the existence of the audit report opens the Town up to liability. He noted that Ms. Haas had done a great job in fixing what she could, however, the Board needed to find the funds to complete the rest. Mr. Desilets concurred, noting it should be fixed or put out of commission.

Mr. McLeod noted that Primex, through such audits, tries to reduce their exposure. He indicated that he did not think the playground needed to be shut down, but completing the items noted results in a more favorable position to defend a suit. Discussion ensued.

Mr. Desilets noted that if cost estimates were available, the Board could see if some of the more critical items could be done. Mr. Hohenberger suggested that a sign be installed notifying users to "Play at Own Risk"; adding that it makes all the sense in the world for insurance companies to be overly cautious.

Lengthy discussion ensued, and it was the consensus of the Board that Ms. Haas prioritize the remaining audit items and get obtain prices for same, and that the playground be posted in the interim as "Play at Own Risk".

*Mr. McLeod* recused himself from the Board.

Ms. Haas noted that she'll soon be receiving requests to spray the fields for mosquitos; noting the Town has done so the last couple years with the assistance of donations. She indicated she would like the

Board's advance permission to spray if it is desired; adding that last year the Town's cost had been \$600, with the balance of \$700 coming from donations to spray one time. Mr. Hohenberger noted that, as always, he will not support his request.

Mrs. Simmons moved and Mr. Breton seconded to authorize mosquito spraying for 2016. Discussion ensued, with Mr. Hohenberger reiterating his overall opposition to spraying.

Motion failed 2-2, with Mr. Desilets and Mr. Hohenberger opposed.

Further discussion ensued, with input from Mr. Dennis Senibaldi, regarding the small cost involved and the protection it offers the kids. Mr. Desilets noted he would not be opposed if it were fully covered by donations.

Mr. Hohenberger then moved to allow mosquito spraying on town fields. Further discussion ensued in that Mr. Hohenberger's intent was to allow the spraying to occur but not expend funds for it. Mr. Breton seconded. Passed unanimously.

*Ms. Haas* then sought the Board's guidance regarding possible fracking of the well at Griffin Park. Mr. Breton suggested three quotes be obtained for same, as well as pricing to bring in tanks of water. Mr. McLeod noted that soccer needs the fields in early to mid-August and, if they start to die now, the entire season will be lost. He urged the Board to look at resolving the water issues quickly.

Mr. Desilets noted that had wanted this discussion to occur publically in deference to the neighboring properties. Discussion ensued regarding the lack of water at Griffin Park, that the irrigation is currently shut off, and the overall size of the pond.

It was the consensus of the Board to authorize staff to arrange for water deliveries to the Pond and to arrange for fracking of the well at the lowest available cost.

Mr. Senibaldi approached expressing concerns that the Board should not wait in light of the heat wave that is coming. He suggested that the School District be contacted, as they bring in water all the time and the Town needs to bring some in to the Park tomorrow. Discussion ensued.

Mr. Hohenberger moved and Mr. Breton seconded to allow fracking of the well at Griffin Park. Mrs. Simmons inquired whether the abutters needed to be notified, and the reply was in the negative. Motion passed 4-0.

Mr. Hohenberger then moved and Mr. Breton seconded to, at the discretion of the Recreation Coordinator, utilize funds to provide water at the Park. Passed 4-0.

Mr. McLeod resumed his seat with the Board.

**ECONOMIC DEVELOPMENT COMMITTEE:** Mr. Mike Oldenburg presented the attached slideshow to the Board outlining the Committee's recommendation relative to possible uses for three town/school owned lots. He indicated that the EDC is seeking the Board's support of the concept prior to doing too much work regarding re-zoning of the area, etc. Mr. Desilets noted, as liaison to the EDC and a member of their Land Use Sub-Committee, that he does support the concept.

Discussion ensued, with Mr. Breton noting that he does not think the area is suited to this idea. He noted that this involved ½ mile of prime real estate on Route 111, and most of the rural/recreational type uses would be tax exempt. Mr. Breton indicated he would like to see tax implications of same, and pointed out that a month ago the EDC had wanted a full-time person to increase the Town's tax base. Discussion ensued regarding traffic counts, and that this is only a concept proposal to be worked out with the Planning Board.

Mr. McLeod felt it was intriguing idea to explore. Mrs. Simmons sought clarification as to the percentage of wetlands on the properties, which Mr. Oldenburg indicated was a lot.

Mr. Desilets noted that the genesis of the idea was not taxes, but rather something that could provide unique recreational opportunities that do not current exist. Mr. Hohenberger noted he liked the idea of using the wetlands/conservation area if the Commission was amenable. Lengthy discussion ensued.

Mr. Desilets reiterated that the EDC is not looking for approval of this but rather of doing something with the parcels. Mr. Hohenberger, Mr. McLeod, and Mrs. Simmons expressed their support of exploring this further with the Planning Board, while Mr. Breton indicated he would also support same but not based upon the EDC's report.

**COMMUNITY DEVELOPMENT DEPARTMENT STAFFING:** Mr. Desilets gave a brief summary of the Board's meeting on July 5<sup>th</sup> relative to this matter and the vacant Director and Planner positions; noting that staff had been asked to put together revised job descriptions for both.

The Board then reviewed the attached redline drafts, with Mr. Hohenberger making several proposed amendments:

- The addition of “and promoting the Master Plan” or similar language under the first paragraph of the Community Development Director job description.
- Removal of the “Economic Development” and “Administrative” headings in the Community Development Director description; expressing concerns that they were unnecessary and implied too great a focus on economic development. After a brief discussion, Mrs. Simmons suggested that the first heading be changed to “Community & Economic Development”; with which Mr. Hohenberger and the other Board members concurred.
- The addition of the word “community” after “economic” to the Community Development Director under the last sentence of the “Serves as an advocate for economic development...” and first sentence of the “Integrates and aligns...” bullets.
- The addition of the following new bullets, or similar language, to the Economic Development portion of the Community Development Director responsibilities:
  - Performs liaison functions between Regional Planning with the Planning Director.
  - Promotes, organizes and implements community outreach programs.
  - Provides technical assistance to the Board of Health, along with staff assistance when required.
  - Organizes community forums for informational meetings regarding new State or local initiatives.
  - Collaborates with other Department Heads on stormwater drainage issues.
- The addition of “collaborates with consultants” or similar language to the first paragraph of the Planning Director job description.
- The addition of “collaborates with Community Development Director to” or similar to the Planning Director under the “Coordinates planning efforts with the regional Planning Commission...” bullet.
- The addition of “along with the Community Development Director” or similar to the Planning Director under the “Participates in departmental budget preparation...” bullet.

Mr. McLeod then moved and Mr. Breton seconded to approve and adopt the Community Development Director and Planning Director job descriptions as amended tonight. Passed unanimously.

Mr. Breton moved and Mr. McLeod seconded to advertise these positions until September 15, 2016. Discussion ensued regarding the deadline, and Mr. Popovici-Muller suggested the ads being amended to reflect “open until filled”. After further, brief discussion, the members concurred.

Mr. Breton amended his motion, and Mr. McLeod his second, to advertise the positions as “open until filled”. Passed unanimously.

Brief discussion ensued regarding the numbers presented to the Board from Mr. Sullivan, with no changes being made.

**MINUTES:** Mr. Breton moved and Mr. Hohenberger seconded to approve the minutes of 6/6 as written. Passed unanimously.

**OLD/NEW BUSINESS:** Chief McPherson advised he had received an email from Ms. Scott requesting that the Board amend her office hours to remove Saturdays. The Board took no action on this request, deferring it to the next meeting.

Mr. McLeod moved and Mr. Hohenberger seconded to adjourn. Passed unanimously.

Meeting adjourned to a non-meeting in accordance with RSA 91-A:2, I (a) at 10:00 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

*Note: These minutes are in draft form and have not been submitted to the Board for approval.*

WEDC

ZONING CONCEPT

PROPOSAL

**WEDC COMMITTEE**

PROCESS: WEDC Land Use Committee reviews lots not currently developed and recommends possible opportunities for further action.

PROPOSAL: Combine three lots(all 20-D),800,900, and1000. Approximate size is 40 acres. Assumes a new lot line for lots combined with a new lot line between Center School and the new lot.

SEE MAP

The Land Use Committee had a field trip in March to Lull Farms in Hollis and Shannon Trails in Atkinson. Both businesses stimulated ideas for potential lot development.

Lull Farms provides products of high quality: fresh vegetables, artisan cheeses, bakery, flowers, prime meats, wine, and many specialty products.

Website: [www.livefreeandfarm.com](http://www.livefreeandfarm.com)

Shannon Trails started in the 1960's on 100 acres and evolved into a horse boarding and riding facility. Limited horse rental is available.

Website: [www.shannontrails.com](http://www.shannontrails.com)

## POTENTIAL LOT DEVELOPMENT IDEAS

- High end Farm stand
- Trail system that could provide walking, biking, horseback riding, zip line, snowshoeing, cross country skiing.
- Wetlands could provide bird sanctuary.
- Indoor/outdoor dining.
- Horse facility.
- Rental facility for bikes, cross country skiing, snowshoes.

Initial zone possibility suggested: Rural Recreation Business

## Additional Trail Expansion Possible (See Map)

Trail extension could be increased thru lots 20-D-1300/A(Conservation), lot 20-E-300(London Bridge North), using the 30 foot easement for trails and utilities. Trail continues thru lots 20-D-1550(Town), 20-D-1500(Windham School) and expands into lot 20-D-1600(Conservation 118 acres) with many alternatives.

## SOME ALTERNATIVES

- Many trail possibilities
- Eagle Scout, Boy and Girl Scout projects
- Picnic areas/tables
- Animal food plot
- Windham overlook tower

## WINDHAM PLUSES

- Enhance Windham's rural character
- Family recreation area, summer and winter
- Enhance Windham quality of life
- Supports Town survey needs
- Many Eagle Scout opportunities
- Improves Windham residential tax burden
- Source for healthy fresh vegetables
- Environmental plus

### ADDITIONAL ACTIONS

- WEDC needs Planning Board leadership, participation and ideas to develop sound Zoning requirements
- Review with SAU/School Board for input and acceptance
- Review with Conservation Committee for input and acceptance
- Planning Board to finalize new zone for Town Warrant

LOT INFORMATION

LOT#	OWNER	ACERAGE
20-D-1000	Town of Windham	20
-900	Town of Windham	.92
-800	Windham School District	20(approx)
-1300	Town (Conservation)	7
-1300A	Town(Conservation)	1
20- E -300	London Bridge North	24.9
	30 foot easement	
20- D -1500	Windham School District	118
-1550	Town of Windham	14.5
-1600	Town(Conservation)	110





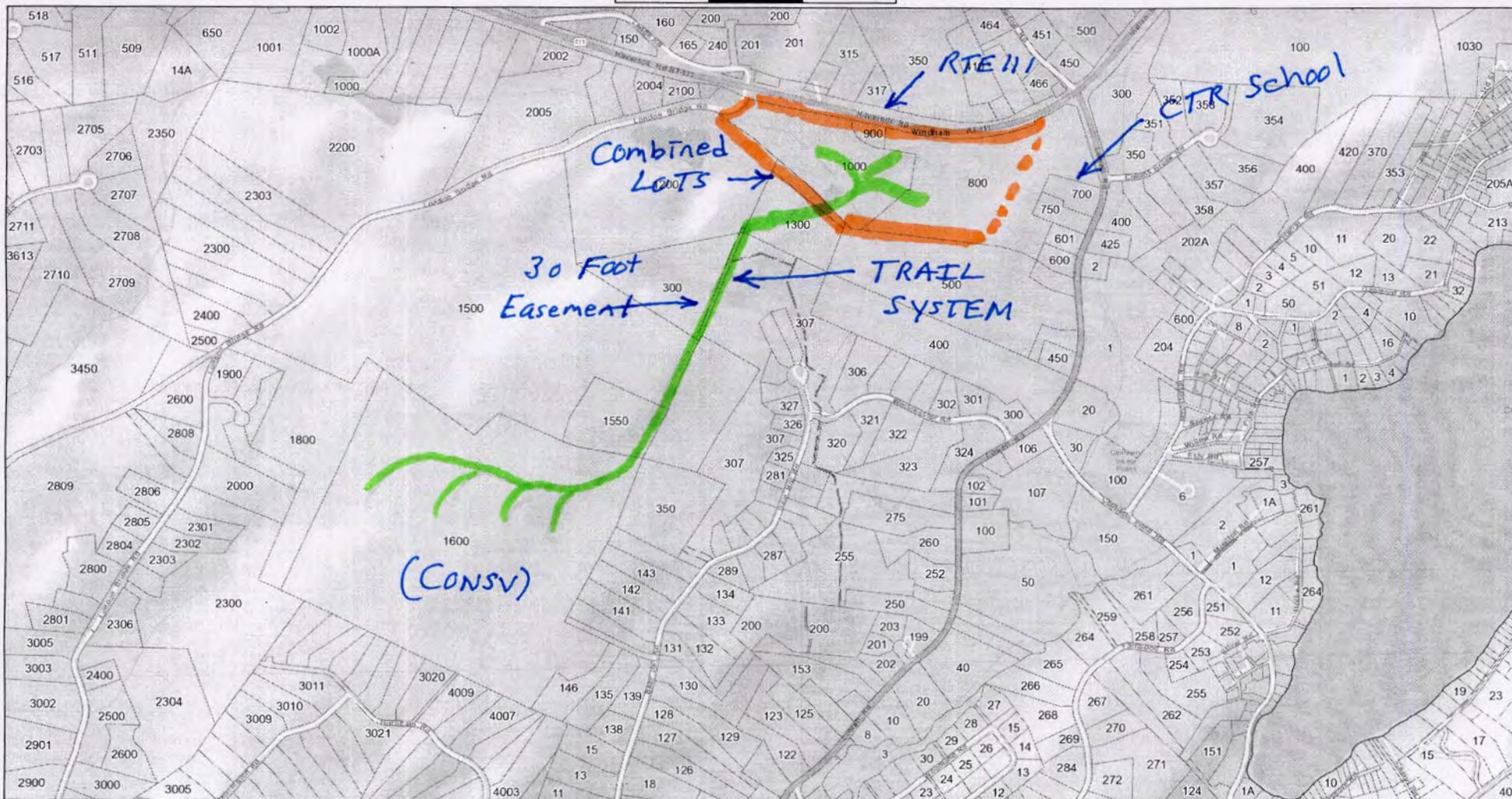
Windham, NH



May 11, 2016

1 inch = 752 Feet

www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

## **JOB TITLE: COMMUNITY DEVELOPMENT DIRECTOR**

**Job Description:** Department Head responsible for policy development, program planning, budget management, administration, and operational direction of the Community Development Department functions, with an emphasis on comprehensive planning for the orderly growth of the town, strategic and long range planning, and economic development. Acts as primary staff contact for prospective industrial and commercial developers and users. Provides leadership in the formulation, implementation, execution and management of community and economic development strategies and policies. Markets the Town of Windham and provides guidance to individuals and companies to establish, relocate, or expand their businesses within the community. Creates/oversees activities, programs, strategies or policies aimed at retaining existing Windham businesses. Responsible for accomplishing department objectives and goals within guidelines established by the Board of Selectmen and Town Administrator.

**Accountability:** Reports directly to and is accountable to the Town Administrator and Board of Selectmen, and works under their policy guidance, as well as the policy guidance of the Planning Board, ZBA, Conservation Commission, and Economic Development Committee in accordance with legal requirements and modern standards of community planning, code enforcement, and office management and practices. Exercises a high degree of independent, professional judgment and decision making in determining courses of action based on state law, local ordinances, and best practices.

**Supervision Exercised:** Responsible for the effective management of all Community Development staff including the Community-Planner Director, Zoning Administrator/Code Enforcement Officer, Building Inspector/Deputy Health Officer, and the administrative support staff (subject to primary oversight by the Planning Director).

**Equipment Used:** General office equipment such as computer, workstation, drafting table, photocopier, plotter, printer, fax machine, telephone, calculator, etc. Automobile, audio/video equipment, camera, measuring equipment.

**Environment:** Inside 80% Outside 20%

**Duties and Responsibilities:** *Except as specifically noted, the following functions are considered essential to this position.*

### **Economic Development:**

- Proactively works to attract and recruit new businesses to the Town that are in support of the Town's goals, with a strong priority on the Professional Business & Technology, Village Center, Gateway, and Market Square Overlay districts.
- Facilitates and promotes re-development of underutilized, non-residential areas, in harmony with the Town's Master Plan.
- Provides technical assistance to the general public regarding rules, regulations, and policies guiding land use and economic development. Meets with landowners and land developers regarding land development processes, feasibility, and permitting.
- Serves as an advocate for economic development, providing information and/or making presentations to various boards, commissions, civic groups, businesses, individuals, and the general public on economic development issues, services, programs, and plans.
- Integrates and aligns economic development initiatives and efforts across various Town boards and committees in keeping with the Master Plan, Economic Development Committee, Planning Board, and Board of Selectmen goals; periodically reviews and prioritizes the Town's economic development initiatives; works to bring initiatives to fruition.

- ~~Coordinates and implements economic development efforts; Pursues~~ innovative financing of infrastructure development and re-development programs; identifies and applies for appropriate grants that may be available from private entities, and the State and Federal governments, including the writing and development of grant applications, when necessary.
- ~~Coordinates the interests of public and private developers with those of the general public to encourage the most suitable development of the Town's resources; P~~rovides professional advice and assistance to business leaders, industries and various other groups and agencies regarding the economic development, general planning, development, and code enforcement of the Town.
- Provides technical assistance and policy recommendations to the Board of Selectmen, ~~Planning Board,~~ local and regional economic development organizations, and special committees on matters related to ~~land use, land development, and~~ community and economic development.
- Assists the Town in ~~short and long-range term community and economic development planning efforts, gathering information and preparing studies, reports and recommendations to achieve same; prepares and maintains information on utilities, taxes, zoning, transportation, community services, financing tools/incentives, environmental and resource protection, municipal facilities, and other matters. and develops plans associated with traffic and transportation, economic development, environmental and resources protection, municipal facilities, and other matters.~~
- Collaborates with local community organizations to facilitate quality and well planned development in ~~the~~ various areas of Town; works closely with local Chambers of Commerce to identify areas of concern in the promotion of business location and expansion within the Town.
- Provides staff support to the Windham Economic Development Committee to assist them in carrying out their goals and mission and to ensure collaboration and coordination with the Planning Board, Conservation Commission, Board of Selectmen, and the long-range goals of the Town.
- Develops and maintains positive relationships with existing Windham businesses; maintains communications with same and resolves business issues as they arise; directs businesses to appropriate resources; provides support for achieving Town initiatives and goals.
- Develops and nurtures professional working relationships with business owners and managers, developers, realtors, and other local and regional entities in order to facilitate positive economic growth and to successfully serve as their primary interface with the Town.
- Attends business, professional, and association meetings and conferences in order to promote and raise interest in the Town of Windham.
- Provides assistance, as appropriate, to the Planning Director with technical reviews of subdivisions and site plans to be heard before the Planning Board.
- Performs other related duties as required.

Administrative Duties:

- Manages ~~the applicable~~ department staff, provides cross-training, plans and organizes the duties, facilitates the inter-operation between departments, and evaluates the overall performance of the department staff with input, as applicable, from the Planning Director.

- Ensures the maintenance of accurate and complete records of Department activities and of records relating to applications, plans, reports, and other material pertinent to the Department.
- ~~With the assistance of the Planning Director, P~~prepares an annual budget ~~for the Board of Selectmen~~ for the Community Development Department for consideration, coordinates spending with the Town Administrator and Finance Director, and establishes administrative practices and procedures for the Community Development Department relative to budget expenditures;
- Provides administrative support to and coordinates activities and communications among the Windham Planning Board, Zoning Board of Adjustment, Economic Development Committee, and Conservation Commission through the department support staff.
- Provides technical assistance to the Housing Authority for coordination of housing consultants, housing rehabilitation programs, and grants/loans programs.
- Compiles activity reports for the Board of Selectmen, Planning Board, ZBA, Conservation Commission, and Economic Development Committee detailing items accomplished by the Department in meeting community goals and vision.
- Organizes and coordinates implementation of the land use, compliance with zoning code, and code enforcement functions for the Town; coordinates with appropriate Town departments on community development matters.
- Keeps abreast of professional developments in the fields of community/economic development and planning, code enforcement and office management by outside reading and study and attendance at professional meetings. Prepares memoranda and correspondence pertaining to active plans.
- Keeps abreast of legislation and regulations relating to community/economic development and reports findings to the appropriate parties (i.e., Town Administrator, Economic Development Committee)
- Prepares and/or participates in special projects as assigned by the Town Administrator, Economic Development Committee, or the Planning Board such as area transportation systems, environmental resources, code enforcement, economic development, housing and historic surveys, computer systems, and the decennial census, etc.
- Represents the Town, as required, on local, regional, State and Federal boards and committees as they relate to land use, ~~and~~ land development, and economic development issues.
- Assumes the duties of the Planning Director in his/her absence.
- Performs other related duties as required.
- ~~• Provides technical assistance to the general public regarding rules, regulations, and policies guiding land use and development. Meets with landowners and land developers regarding land development processes, feasibility, and permitting.~~
- ~~• Makes annual recommendations to the Planning Board on updating Zoning Ordinances, subdivision regulations, and site plan regulations in order to meet the changing requirements and needs of the Town as well as to comply with changes in federal and state regulations.~~
- ~~• Provides assistance to the CIP Committee in the conduct of its annual review of long term budgeting.~~
- ~~• Provides assistance to the Community Planner with technical reviews of subdivisions and site plans to be heard before the Planning B~~Exercises judicious and clear leadership in

~~support of the Planning Board to assist in strengthening its deliberations and decisions by devising and administering improved, thorough and streamlined review procedures.~~

- ~~• Collaborates with other Town Departments, particularly Fire, Police and Highway Departments, to ensure development is consistent with public safety emergency response master planning.~~

---

**PHYSICAL ACTIVITY REQUIREMENTS**

---

**Primary Physical Requirements**

LIFT up to 10 lbs: Frequently required.

LIFT 11 to 25 lbs: Occasionally required.

LIFT 26 to 50 lbs: Rarely required.

LIFT over 50 lbs: Rarely required.  
Assistance may be available.

-----  
CARRY up to 10 lbs: Frequently required.

CARRY 11 to 25 lbs: Occasionally required.

CARRY 26 to 50 lbs: Rarely required.

CARRY over 50 lbs: Rarely required.  
Assistance may be available.

-----  
REACH above shoulder height: Frequently required.

REACH at shoulder height: Frequently required.

REACH below shoulder height: Frequently required.

PUSH/PULL: Frequently required.

-----  
**HAND MANIPULATION**

GRASPING: Frequently required.

HANDLING: Frequently required.

TORQUING: Rarely required.

FINGERING: Frequently required.

CONTROLS AND EQUIPMENT: General office equipment such as computer, workstation, drafting table, photocopier, plotter, printer, fax machine, telephone, calculator, filing cabinets, etc. Automobile, audio/video equipment, camera, measuring equipment.

**Other Physical Considerations**

TWISTING: Frequently required.

BENDING: Frequently required.

CRAWLING: Rarely required.

SQUATTING: Rarely required.

KNEELING: Rarely required.

CROUCHING: Occasionally required.

CLIMBING: Occasionally required.

BALANCING: Occasionally required.

**Work Surface(s):**

Standard office desk and chair. Computer table. Wood/ vinyl/carpet surfaces. For field inspections works in wet/slippery terrain and rough bulldozed areas at construction sites. Must have ability to maneuver around partially constructed sites in all weather conditions.

-----  
**DURING AN EIGHT HOUR DAY EMPLOYEE IS REQUIRED TO:**

	<u>Consecutive Hrs</u>	<u>Total Hrs</u>
Sit	3	6
Stand	1	1
Walk	1	1

**Cognitive and Sensory Requirements:**

Talking: Necessary for communicating effectively with employees, residents, and the general public; specifically needs skill in addressing the public at meetings and through the media.

Hearing: Necessary for receiving information, public interaction, and safety while in the field.

Sight: Necessary for visual operation in all aspects of the position such as equipment use, observance of vehicle traffic, analysis of sites, paperwork, observing safety of co-workers, public, etc.

Dexterity: Necessary for operating equipment, handwriting, computer keyboard operations, etc.

Mobility: Necessary to walk indoors and outdoors under a variety of conditions, particularly to complete outdoor site analyses, etc.

Tasting & Smelling: Not required for the performance of the functions of this position.

**Specific Vocational**

<b><u>Preparation Requirements:</u></b>	<input type="checkbox"/> Short demonstration only	<input type="checkbox"/> 1 to 2 years
	<input type="checkbox"/> Any beyond short demonstration up to and including 30 days	<input type="checkbox"/> 2 to 4 years
	<input type="checkbox"/> 30 to 90 days	<input checked="" type="checkbox"/> 4 to 10 years
	<input type="checkbox"/> 91 to 180 days	<input type="checkbox"/> Over 10 years
	<input type="checkbox"/> 181 days to 1 year	

**Minimum Qualifications Required:** Bachelor’s Degree in City/Urban Planning, Geography, Public Administration, Business Administration, Management or closely related field and five (5) years of relevant experience that includes community economic and planning development, marketing, finance and/or economics, public relations, building construction, zoning or closely related experience that includes two (2) years of management and/or supervision; OR, any equivalent combination of education or experience from which comparable knowledge, skills and abilities have been achieved.

**License/Certification Requirements:** Valid driver’s license. Membership in the American Institute of Certified Planners [AICP] preferred.

**Knowledge, Skills, and Abilities Required:**

Considerable knowledge of the preparation of economic analysis, and development of strategies for retention of existing business, attracting new business, and strengthening the Town's economic base.

Considerable knowledge of economic development tools and practices and tax increment financing.

Comprehensive knowledge of the terminology, theory, principles, practices and techniques of community economic development, planning, building inspection, code enforcement and related community development services; applicable Federal, State and local laws, codes and regulations governing the administration of planning and community development.

Comprehensive knowledge of principles and practices of land-use planning; relevant State laws pertaining to planning and zoning; familiarity with local zoning ordinances, subdivisions and site plan regulations.

Working knowledge of ordinances and building code provisions governing building construction and zoning.

Working knowledge of environmental review, EIS processes, and the mandatory and voluntary environmental remediation processes.

Working knowledge of the principles of civil engineering, architecture, and graphic presentation as applied to land use planning; [able to read and interpret engineering plans](#).

Ability to interpret and communicate planning and zoning laws and administrative rules to other governmental officials and the public.

Ability to apply logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols and to organize work, set priorities, meet deadlines and follow-up.

Ability to communicate effectively, verbally and in writing with persons representing a wide variety of disciplines including, but not limited to, attorneys, engineers, bankers, property owners, industrialists, commercial entrepreneurs, and homeowners. Must possess a tolerance for the viewpoints of others, and the ability to bring about consensus in the midst of divergent feelings and be able to handle all public contacts with tact, diplomacy, and good judgment.

Knowledge of methods and techniques of research and statistical analysis and skills in preparing/presenting clear and concise reports, correspondence and other written material.

Excellent computer skills including word-processing, spreadsheets, database, and the Internet.

~~Considerable knowledge of the preparation of economic analysis, and development of strategies for retention of existing business, attracting new business, and strengthening the Town's economic base.~~

~~Considerable knowledge of economic development tools and practices and tax increment financing.~~

~~Ability to flexibly schedule work to accommodate regular evening meetings with boards, commissions, and community organizations.~~

---

**Other Considerations and Requirements:**

Candidates will be subjected to criminal and financial background checks. Psychological testing and polygraph may be administered prior to employment. Required to take and pass a physical exam after a conditional offer of employment.

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position may require attendance at evening or weekend board, committee, or commission meetings.

---

**Physical Exertion/Environmental Conditions:**

Most work occurs within the office setting. When in the office may be exposed to long periods of unnatural light, office equipment noises, office product chemicals, air conditioning, etc.

Some travel in a motor vehicle is required and, while outside the office setting, may be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, and fertilizers; and long periods of sunlight and unfavorable climatic/environmental conditions such as rain/sleet/snow, poison ivy, oak, or sumac; and insects such as wasps, hornets, bees, etc.

---

**JOB TITLE: COMMUNITY-PLANNING DIRECTOR**

**Job Description:** Responsible for directing all programs regarding municipal planning, zoning, and subdivision matter within the Town as delineated by State statute and local subdivision rules and regulations. Places particular emphasis on comprehensive planning to facilitate the Town's orderly growth, in terms of both residential and non-residential properties. Reviews all development plans for compliance, ensures plans are developed as approved, and directs all long-range planning efforts. Exercises considerable independent judgement in rendering professional advice to the Planning Board on the administration of subdivision/site plan rules and regulations, the evaluation of subdivision/site plans, preparation of proposed amendments to the zoning regulations, and the preparation of grants, growth plans, capital plans, and special projects. Acts as primary staff contact for prospective industrial and commercial developers and users. Reviews special permits, subdivisions, and site plans. Performs site inspections for approved plan compliance prior to Certificates of Occupancy being issued for non-residential developments and prior to financial releases. Assists in preparation of submitted plans and applications for Planning Board review. Participates in Technical Review sessions with developers. Responsible for generation and presentation of staff reports to the Planning Board. Assists the Community Development Director with the duties performed daily and seasonally. Serves as acting Department Head when the Director is unavailable.

**Accountability:** Reports to Community Development Director. Performs duties semi-independently, Performs highly responsible and complex duties requiring considerable knowledge and independent judgement; making decisions based on technical judgment of Federal, state and local laws and regulations. The individual exercises a considerable degree of independence and is evaluated through conferences, reports, and program results. Consults with supervisor regarding new or unusual problems.

**Supervision Exercised:** In the absence of the Director, sSupervises all administrative assistant staff positions serving Town land use boards and building officials employees of the Community Development Department. Assists the Director in the selection, separation, and discipline of the department staff in accordance with Town policies. , subject to the approval of the Town Administrator and the Board of Selectmen. In the absence of the Community Development Director, assumes his/her duties.

**Equipment Used:** Computer, calculator, office machinery, engineering copier, telephone, automobile, shovel, tape measure, level, hand-held GPS receiver, and GIS software applications

**Environment:**            Inside 80%                            Outside 20%

**Duties and Responsibilities:** *Except as specifically noted, the following functions are considered essential to this position.*

- Plans, organizes and directs all planning activities; assigns projects to staff members; reviews progress of projects; provides guidance and instruction when necessary.
- Facilitates, in a collaborative manner, all long-range planning, including the development, updating and implementation of the Master Plan; traffic and transportation planning; and assists the Town in creating a vision for its future and recommends strategies for realizing that vision.
- Collaborates with other Town Departments, particularly Fire, Police and Highway Departments, to ensure development is consistent with public safety emergency response master planning.
- Provides technical assistance and policy recommendations to the Planning Board and special committees on matters related to land use and land use development.
- Coordinates and participates in Technical Review Committee meetings.
- Reviews Planning Board applications for conformance with regulations and ordinances, prepares staff reports on plan reviews, works with other Departments for compliance with their regulations and ordinances. Coordinates in Technical Review Committee meetings. Responsible to generate and present staff reports to the Planning Board with Makes recommendations to the Planning Board on

the acceptability of proposed plans. Works closely with outside engineering firms to ensure technical accuracy.

- Exercises judicious and clear leadership in support of the Planning Board to assist in strengthening its deliberations and decisions by devising and administering improved, thorough and streamlined review procedures.
- Makes annual recommendations to the Planning Board on updating Zoning Ordinances, subdivision regulations, and site plan regulations in order to meet the changing requirements and needs of the Town as well as to comply with changes in federal and state regulations.
- Periodically reviews and makes recommendations ~~for to the~~ Planning Board on application and fee updates.
- Provides or oversees staff support to the Planning Board in drafting public hearing notices, meeting agendas, notices of decision, Board memos, and organizing workshops.
- Coordinates the interests of public and private developers with those of the general public to encourage the most suitable development of the Town's resources.
- Provides technical assistance to the general public regarding rules, regulations, and policies guiding land use and development. Meets with landowners and land developers regarding land development processes, feasibility, and permitting. Talks with abutters and the general public in the office to explain plans and applications before the Planning Board.
- Coordinates planning efforts with the regional Planning Commission, Office of Energy and Planning and other state and federal agencies.
- Provides staff support to the CIP Committee and acts as a liaison to other Departments and Committees/Commissions in collecting CIP information.
- Solicits and secures funds to support planning related activities; researches the availability of grants and writes applications for same; administers grant programs when funds are awarded, as appropriate.
- Organizes, consolidates, and updates local demographics in order to project future trends in land use and the need for capital improvements.
- Completes research for and preparation of general planning studies and projects.
- Assists the Community Development Director in providing ~~Serves as~~ liaison and coordination between various boards, commissions and governmental agencies.
- Assists the Code Enforcement Officer with on-site inspections of properties sites for potential zoning, regulations, and approval violations.
- Performs site inspections for approved plan compliance prior to Certificates of Occupancy being issued for residential and non-residential developments and prior to financial releases.
- Provides information to the IT Director in order to help maintain the GIS mapping and information system.
- In conjunction with the Community Development Director, coordinates the daily operations of the ~~Planning~~ Department; provides overall management of department-related planning issues.
- ~~Assists the Director in the supervision of the office staff. —~~ Directly supervises the Department's administrative support staff, subject to final oversight of the Director. Manages ~~work schedules and develops~~ work plans to accomplish departmental goals and objectives. Provides written input into the annual evaluations of staff. Handles personnel matters of a sensitive/confidential nature.
- Participates in departmental budget preparation and administration; monitors and controls expenditures.

- Prepares reports on operations and activities, recommending improvements and modifications.
- Attends substantial number of evening, and occasional weekend, meetings.
- Attends trainings on relevant topics as required.
- Serves as acting Community Development Director in his/her absence.
- Performs other related duties as required.

~~Assists the Director in the preparation and implementation of the departmental budget.~~

~~Participates as a member of the Highway Safety Committee.~~

- ~~May be assigned the responsibility of handling Code Enforcement matters for the Town at the direction of the Community Development Director on a case by case basis.~~
- ~~Assists in the coordination of the periodic updates of the Master Plan, Zoning Ordinances, Subdivision and Site Plan Regulations, and other Department administrated rules and regulations. May assist in researching alternative sources of potential funding and in the preparation of grant proposals for the Town.~~
- ~~Assists the Community Development Director in the review of new and submitted plans and applications in conformance with existing regulations and laws.~~

~~Talks with abutters and the general public in the office to explain plan and applications before the Planning Board~~

---

## PHYSICAL ACTIVITY REQUIREMENTS

---

### Primary Physical Requirements

LIFT up to 10 lbs: Frequently required.

LIFT 11 to 25 lbs: Occasionally required.

LIFT 26 to 50 lbs: Rarely required.

LIFT over 50 lbs: Rarely required.  
Assistance may be available.

-----  
CARRY up to 10 lbs: Frequently required.

CARRY 11 to 25 lbs: Occasionally required.

CARRY 26 to 50 lbs: Rarely required.

CARRY over 50 lbs: Rarely required.  
Assistance may be available.

-----  
REACH above shoulder height: Occasionally required.

REACH at shoulder height: Frequently required.

REACH below shoulder height: Frequently required.

### Other Physical Considerations

TWISTING: Frequently required.

BENDING: Frequently required.

CRAWLING: Occasionally required.

SQUATTING: Occasionally required.

KNEELING: Occasionally required.

CROUCHING: Occasionally required.

CLIMBING: Frequently required.

BALANCING: Occasionally required.

### Work Surface(s):

Standard office desk/chair. Computer table. Concrete/asphalt; wet/dry/icy; hilly/rough terrain in performance of outside duties.

PUSH/PULL: Frequently required.

-----

**HAND MANIPULATION**

**DURING AN EIGHT HOUR DAY  
EMPLOYEE IS REQUIRED TO:**

	<u>Consecutive Hrs</u>	<u>Total Hrs</u>
<u>GRASPING</u> : Constantly required.		
<u>HANDLING</u> : Constantly required.	Sit      2	4
<u>TORQUING</u> : Occasionally required.	Stand    1	2
<u>FINGERING</u> : Frequently required.	Walk     1	2

CONTROLS AND EQUIPMENT: Motor vehicles, computer, calculator, telephone, copy and fax machines, blueprint equipment, and other office machines.

**Cognitive and Sensory Requirements:**

TALKING: Necessary for communicating with others.

HEARING: Necessary for receiving information, instructions, etc.

SIGHT: Necessary for doing job correctly and effectively.

WRITING: Necessary for preparing reports for Town, State, and Federal governments.

TASTING & SMELLING: No special requirements.

**Specific Vocational**

**Preparation Requirements:**

<input type="checkbox"/> Short demonstration only	<input type="checkbox"/> 1 to 2 years
<input type="checkbox"/> Any beyond short demonstration up to and including 30 days	<input type="checkbox"/> 2 to 4 years
<input type="checkbox"/> 30 to 90 days	<input checked="" type="checkbox"/> 4 to 10 years
<input type="checkbox"/> 91 to 180 days	<input type="checkbox"/> Over 10 years
<input type="checkbox"/> 181 days to 1 year	

**License/Certification Requirements:** Valid Driver's license. [American Institute of Certified Planners \[AICP\] certification required.](#)

**Knowledge, Skills, and Abilities Required:**

~~K~~Thorough knowledge of principles and practices of land use planning and civil engineering, including septic, stormwater, water, and roadway construction practices and materials used.

Knowledge of State and local laws and regulations pertinent to planning, design, and construction.

[Knowledge of Town Ordinances, including subdivision, and site regulations, as well as State and Federal regulations.](#)

Knowledge of principals and methods of surveying and design.

Knowledge of principles and practices of supervision, training and personnel management; ability to plan, organize, direct and effectively supervise the work of others.

Knowledge of budgeting procedures and techniques.

Must be innovative, detail-oriented, and experienced in projects of a highly visible/controversial nature.

Capable of managing multiple, high-priority assignments and the ability to prioritize assignments to meet deadlines.

~~Ability to plan, organize, direct, and effectively supervise the work of others.~~

Strong analytical skills to interpret research data for reports and apply mathematical techniques in practical situations.

Ability to keep accurate records and to effectively communicate verbally and in written form.

Ability to establish and maintain effective working relationships with other Town officials, State and Federal authorities, contractors, and the general public.

Ability to multi-task and prioritize work with multiple deadlines.

---

**Minimum Qualifications Required:** Bachelors Degree in City, Town or Regional Planning, with at least ~~two-three~~ (32) years or a Masters Degree in City, Town, or Regional Planning with at least ~~one-two~~ (2+) year of progressively responsible experience with work experience emphasizing planning and land use law which includes at least one (1) year of management or supervisor experience. Strong background in Planning, preferably in municipal government; experience in enforcement of municipal land use codes, OR any equivalent combination of experience and education which demonstrates possession of the required knowledge, skills, and abilities.

---

**Summary of Occupational Exposures:**

Work is performed under varied conditions involving some disagreeable factors such as climatic conditions, dirt and dust, vermin, and possible exposure to falling objects while reviewing projects under construction or investigating complaints.

Exposure to high noise level from heavy compacting and road maintenance equipment.

---

**Other Considerations and Requirements:**

Candidates will be subjected to criminal and financial background checks. Psychological testing and polygraph may be administered prior to employment. Required to take and pass a physical exam after a conditional offer of employment.

Candidate should possess initiative, resourcefulness, strong interpersonal skills and sound ~~judgment~~judgment.

Position requires attendance at evening meetings.

---

**Physical Exertion/Environmental Conditions:**

Considerable physical effort required in walking, standing, and climbing while performing inspections and investigations.

---