

WEST TISBURY ZONING BOARD OF APPEALS
MINUTES THURSDAY, March 29, 2018
2nd Floor, West Tisbury Town Hall - @ 5:00 PM

PRESENT: Nancy Cole (Chairman), Larry Schubert (Vice-Chairman), Tony Higgins, Toni Cohen, Julius Lowe, and Bob Schwier (Associate Member).

ABSENT: Roger Hubbell (Associate Member)

The board interviewed five applicants for the position of Zoning Board of Appeals Administrator. The board asked each applicant the following questions:

- 1) Tell us about what interests you with this position.
- 2) This job requires clear writing skills; meeting minutes, professional emails and letters, and Zoning board case decisions. Please talk about your experiences that are relevant to this part of the job.
- 3) It also requires good communication skills-both to petitioners and to the board. Please tell us about your communication skills and experience in other positions.
- 4) What, if any experiences do you have working with municipalities?
- 5) Much of this job requires good organizational and office skills, including scheduling, following legal protocols and time-lines, and organizing documents for meeting, etc. Tell us about your experiences that relate.
- 6) You will need to be familiar with the Zoning By-Laws, and be able to clearly explicate them to the petitioners; do you feel that you will be able to do that?
- 7) What experiences do you have working with the public and/or a variety of people? Have you had any experiences dealing with difficult people? Tell us about one.
- 8) What are your office and computer skills? Enumerate and discuss.
- 9) How are you at multitasking? - Give us an example.
- 10) Do you understand the salary and hours for the position?
- 11) Is there anything else you would like to tell us?

The sequence of interviews was.

5:15 pm – Pamela Thors
5:35 pm – Bridget Palmieri
5:55 pm – Andria Jason
6:15 pm – Douglas Finn
6:35 pm – Valerie Sonshek

After the last interview, the board discussed each candidate's response and compared what each might bring to the job. The board agreed that strong writing skills, knowledge/experience of municipal procedures and protocols, organizational skills, and experience working with public were the criteria and what the board was focusing on.

After an in depth discussion, the board decided to check references, offer the position to Pamela Thors. It was decided Nancy, would do this and contact the Personnel Board to discuss which pay step is appropriate.

Meeting adjourned at 7:15.

Respectfully submitted,
Nancy Cole, Chairman
WT Zoning Board of Appeals

- Note: Minutes of March 29, 2018 were approved on May 3, 2018.

