

Britney's work duties (as provided by Britney 12/1/15)

P&Z Office (30%)

- First contact for P & Z questions (walk-ins & phone) – provide maps, application assistance, record requests, etc.
- Review applications completeness and log applications. Issue receipts/maintain ledger book.
- Upload application materials & decisions to website ( Wastewater, Zoning Board, Planning Commission
- Maintain electronic & paper parcel files
- Complete Certificate of Compliance reviews (compare zoning file & lister file)
- Pin request for wastewater permits
- Town Report (report request, schedule, quote, mailing list etc.)
- Maintain and upload minute recordings to dropbox ( Planning Commission, Zoning Board & Selectboard)
- Maintain dropbox account. Store large files to link to town website.
- Holiday Party (venue, invitation list, RSVP list & mailing labels)
- Post various committee's minutes & agendas to website and maintain electronic file on O Drive (Recreation, Conservation, Auditors, Safety Committee, Energy Committee, & Park & Wildlife.)
- Reconcile monthly ledger and maintain ledger spreadsheet in excel.
- Order supplies (P&Z, Lister, Recreation, and Town Clerk & Senior Center). Keep continuous list of supply order in excel spreadsheet.
- Maintain Innovative/ Alternative Spreadsheet & scan inspection reports into electronic parcel file.
- Assist in Town Plan efforts ( minute taker/ "Oops Book")
- Maintain the contact list on the O Drive and contact list on the website.
- Other projects as assigned (Double lots on Thompson's Point research, warn for road/ bridge closures, etc.)

E911 Coordinator (5%):

- Assign addresses to new structures using the approved measuring system. Visit sites as needed.
- Fix incorrect addresses as needed.
- Send notification of address changes to the following: Town Clerk, Lister, Shelburne Post Office, Charlotte Fire & Rescue, Waitsfield telecom, and property owner. Include "E911 importance" hand-out with change notification.
- Maintain electronic E911 files and update continuous spreadsheet as changes are made.
- Complete two annual audits that are mailed from State E-911 Board.

\*Zoning Board (65%)

- Meet with potential applicants for Conditional Use, Variances, and Appeals
- Schedule & warn hearings according to Open Meeting Law Standards
- Coordinate with the Design Review Committee, Tree Warden, State Shoreland Permit Division, and Selectboard as necessary.
- Compile meeting packets, attend site visits, write minutes, and warn meetings for the Design Review Committee.
- Maintain Electronic files for Design Review Committee (minutes, agendas & reports) and post to website.
- Create packets for Zoning Board ( electronic copy for website posting & hard copy for hearing)
- Schedule, warn, and attend Zoning Board site visits.
- Complete staff report (post to website and send to ZBA members).
- Update application website packages (exhibits, interested party submissions, etc.)
- Set up for hearings, schedule minute taker, and attend all Zoning Board hearings.
- Maintain interested party list for each application
- Follow up with Zoning Board questions as needed (i.e. look up relevant case law, prior local decisions, contact town attorney etc.)
- Draft decisions to be reviewed by the ZBA. Complete recommended changes as needed.
- Mail ZBA decisions certified to Applicant and standard post to interested parties.

\*The number of Zoning Board applications increase drastically August -November. Each Zoning application takes approximately 3-months to process.