

**Town Administrator's Report on Agenda Items
For Selectboard Meeting on 1/05/16**

Planning & Zoning Staffing

Items for Discussion/Decisions

1. Confirm three job descriptions (Administrative Assistant, Zoning Administrator, Town Planner)
2. Authorize advertising for Zoning Administrator.
3. Posting of Town Planner internally as per Section 3.1.8 of Personnel Policies
4. Determining which applicants to interview
5. Creation of Interview Committee