

AGRICULTURE, PLANNING, TOURISM & COMMUNITY DEVELOPMENT
COMMITTEE MEETING MINUTES
JANUARY 6, 2010

AG, PLANNING, TOURISM & COMMUNITY DEVELOPMENT COMMITTEE MEMBERS

PRESENT: Hurley, Brown, Lindsay, Campbell

AG, PLANNING, TOURISM & COMMUNITY DEVELOPMENT COMMITTEE MEMBERS

ABSENT: Idleman, Haff, Gordon

SUPERVISORS: Rymph, LaPointe, Shay, Suprenant

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Barbara Winchell, Personnel Director

Erika Sellar-Ryan, Assist. Co. Attorney

Kevin Hayes, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Conduct Interviews for the Position of Planning Director
 - 1030 AM Andrew Labruzzo
 - 11:00 AM Donald Albrecht
 - 11:30 AM Keith Osborne
 - 12:00PM Tom Evans
 - 12:30 – 1:30 PM No Interviews Scheduled
 - 1:30 PM Geoffrey Milz
 - 2:00 PM Laura Moore
- 3) Other Business
- 4) Adjournment

Chairman Hurley called the meeting to order at 10:15 A.M.

Chairman Hurley stated the process to be follow today is as follows: the candidate will come into the meeting, Tori Riley, LDC Director, will ask the same questions to all candidates, committee members will have a format to follow for taking notes and to rank the candidates and a brief discussion period following the conclusion of the interview. Roger Wickes, County Attorney, distributed an article written by one of the candidates, "Sustainable Agriculture as a Tool for Rural Community Development" by Geoffrey G. Milz. Laura Moore, the last interview of the day, has withdrawn her name from consideration. Chairman Hurley stated at the conclusion of today's meeting, two candidates will be selected and asked to return for a more extensive interview on Tuesday January 19th.

Tori Riley, LDC Director, distributed a handout with the set of questions to be asked, attached. She developed these questions with the assistance of Chris DeBolt, former Planning Department Director. She also will have the candidates fill out a handout with some additional questions: describe your ideal work environment, ideal supervisor, co worker, describe the tools and techniques you would use in a situation where a proposed land use plan, zoning ordinance or some other item was extremely contentious within the community and what tools do you think would be most effective for Washington County to utilize over the next 10 years to assure the protection of the County's rural resources while still encouraging new economic development.

Mr. Brown asked if there has been some type of realistic information provided the candidate on all the job duties of this position. He feels more discussion is needed at the Board level on what is the roll of this position and their duties.

Mr. Henke stated he is not totally convinced that we need a Director of Planning right now.

Mrs. Winchell, Personnel Director, stated the salary for the position was listed in the advisement, \$24.63/hour – 35 hours per week. She stressed not to hire someone before the Board has reviewed and approved the job specifications. Tori stated she could speak for herself and Chris in saying they work well in excess of 35 hours per week. The Director of Planning is an exempt employee.

Kevin Hayes, County Administrator, advised the committee of the ongoing workload of the Planning Department that is being covered by other departments: grants, County Planning Board, and tourism/I Love NY.

Chairman Hurley stated the committee should meet to review and revise the job description prior to the final interviews on January 19th. An Agriculture, Planning, Community Development and Tourism committee meeting was scheduled for Thursday, January 14th at 9:30 A.M. to review the proposed roll for the Director of Planning, general roll and specific tasks. Mr. Shay stated he would like further discussion on the need for this position on the County level. Chairman Hurley stated the need, major function of the position and how to proceed would be thoroughly discussed.

The committee interviewed the following candidates:

Andrew LaBruzzo
Donald Albrecht
Keith Osborne
Tom Evans

The committee recessed at 12:45 P.M. and reconvened to continue interviews at 1:30 P.M.

The committee interviewed the following candidate:

Geoffrey Milz

At the conclusion of the interviews, the committee selected two candidates to return for a more extensive interview. The two finalists were Tom Evans and Geoffrey Milz. The committee reviewed the follow up survey that the candidates completed, on file.

Barbara Winchell, Personnel Director, will check references on the two finalist and ask them if chosen for the position how long before they could begin work.

The Agriculture, Planning, Tourism and Community Development Committee will meet on Thursday January 14th at 9:30 to discuss the job description and roll of this position and on Tuesday, January 19th at 1 P.M. interview the two finalist from today's meeting for the position of Director of Planning.

The meeting adjourned at 2:30 P.M.

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