

TO: Richmond Selectboard

FROM: Ravi Venkataraman, Town Planner

DATE: April 17, 2020

SUBJECT: Description of Acting Administrative Officer

While the Planning and Zoning Office was planning for COVID-19, we found that the Acting Administrative Officer position does not have a position description. (To note, in this case, “Administrative Officer” and “Zoning Administrator” is synonymous and at times used interchangeably.) Under 24 V.S.A. 4448(b) (emphasis added):

*The planning commission may nominate and the legislative body may appoint an acting administrative officer who shall have the same duties and responsibilities as the administrative officer in the administrative officer's absence. If an acting administrative officer position is established, or, for municipalities that establish the position of assistant administrative officer, there shall be clear policies regarding the authority of the administrative officer in relation to the acting or assistant officer.*

To legitimize the role of the Acting Administrative Officer—in case the Acting Administrative Officer would need to assume the role of the Administrative Officer in the event of a prolonged absence—the Town Attorney has advised us that the Selectboard should adopt clear policies before the Acting Administrative Officer takes any action.

The Town Attorney has also provided staff language regarding the authority of the Acting Administrative Officer. This policy is enclosed for your consideration.

Under this policy, if the Town’s Zoning Administrator is absent for a duration, I would take on their duties as the Acting Administrative Officer. In February, the Planning Commission nominated me as the Acting Administrative Officer. The Selectboard appointed me as the Acting Administrative Officer last month.

Provided is a draft motion to aid the Selectboard with taking action:

Adopting the “Policy Regarding the Acting Administrative Officer”

I, \_\_\_\_\_, move to adopt the Town of Richmond Policy Regarding the Acting Administrative Officer