

TO: Richmond Selectboard

FROM: Ravi Venkataraman, Town Planner

DATE: February 27, 2020

SUBJECT: Appointment of Acting Administrative Officer

Recently, Richmond Zoning Regulations Section 8.1 (emphasis added) was brought to my attention:

“The Administrative Officer, and an Acting Administrative Officer to serve in the Administrative Officer’s absence, shall be appointed by the Richmond Selectboard from nominations submitted by the Richmond Planning Commission, in accordance with the Act (§4448). The Administrative Officer may be removed for cause at any time by the Selectboard after a hearing and consultation with the Planning Commission. The Acting Administrative Officer shall serve at the pleasure of the Selectboard.”

Currently, the Town has no Acting Administrative Officer. In past practice, the Town Planner has taken on the responsibilities of the Zoning Administrator when the Zoning Administrator has taken a prolonged leave of absence or when the Zoning Administrator position was vacant.

To address this gap in responsibilities, during the February 19, 2020 Planning Commission meeting, the Planning Commission unanimously nominated me as the Acting Administrative Officer. Minutes from the February 19, 2020 Planning Commission meeting with the relevant portions highlighted are enclosed.

I have provided draft motions below to facilitate action by the Selectboard:

I, _____, move to appoint Ravi Venkataraman as the Acting Administrative Officer for the Town of Richmond.

Please let me know if you have any questions or concerns.