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7:41 P.M. EXECUTIVE SESSION

Mr. Fairbanks moved that the Board enter into executive session to discuss strategy with respect to collective bargaining; further, that the Chair declare that an open meeting may have a detrimental effect on the bargaining position of the Town, and to adjourn directly from executive session. Mr. Flanagan seconded the motion. The motion passed unanimously on a roll call vote.

ADJOURNMENT

The Board adjourned from executive session at 8:10 p.m.

Respectfully submitted,

Joseph E. Flanagan, Clerk  
(Prepared by B. Kazan)

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**TOWN PLANNER**  
(Town of Westminister, Massachusetts)

**Definition:**

Administrative, technical, advisory and community outreach work related to functions of land use offices; all other related work, as required.

**Supervision:**

Works under the day-to-day administrative direction of the Town Administrator and Board of Selectmen; works cooperatively with the Planning Board.

Performs varied and responsible functions of a technical nature requiring considerable knowledge and judgment in the application and interpretation of relevant state and local laws and land use practices.

**Job Environment:**

Work is generally performed under typical office conditions; some work is performed in the field with exposure to various weather conditions.

Operates standard office equipment.

Makes frequent contacts with the general public, town departments and officials, outside agencies, other governmental organizations and the business community.

Errors could result in legal and/or monetary repercussions, cause delay, confusion, and adverse public relations.

**Essential Functions:**

**(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)**

- Coordinates operations of land use departments; provides technical assistance to town departments in planning and land use matters.
- Ensures that policies and initiatives recommended by any and all municipal departments are consistent with the Master Plan and Community Development Strategy of the Town of Westminister.
- Appears before the Board of Selectmen to advocate the advertisement of public hearings and inclusion of Planning Board articles for town meeting warrants.
- Assists the Planning Board and other boards with the development of their respective rules and procedures.

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- Assists Planning Board with administration of the subdivision control law, including the processing of preliminary and definitive plans; prepares draft decisions for Planning Board review in conformance with statutes and local regulations.
- Assists Planning Board in implementing and updating goals and objectives outlined in town's Master Plan.
- Works with Industrial Development Commission and Planning Board in identifying and promoting appropriate areas and vacant properties suitable for commercial and industrial use.
- Attracts and guides economic development by bringing researched planning initiatives before town meeting.
- Conducts comprehensive review of past Board of Appeals and Planning Board petitions for use in developing progressive plan to draft and adopt appropriate revisions to town's zoning bylaws and subdivision control law.
- Stays current with planning, subdivision, zoning, and other land use laws.
- Fosters positive interaction with local, regional and state land use departments.
- Assists with implementation and updating of existing strategic planning documents (i.e.: Master Plan, Open Space and Recreation, Growth Management, Historic Preservation, Affordable Housing, etc.)
- Provides professional support and acts as in-house resource for planning/land use issues.
- Researches availability of grants; prepares and submits grants to further town-wide land use objectives.
- Attends evening meetings of land use boards and commissions, as necessary.
- Provides written status reports of planning activities to the Board of Selectmen on a regular basis.

### **Recommended Minimum Qualifications:**

#### **Education and Experience:**

Bachelor's degree in planning or related field; four years progressively responsible planning experience; graduate degree in planning desirable; or any equivalent combination of education and experience.

#### **Knowledge, Ability and Skill:**

Excellent oral and written communication skills; grant writing experience highly desirable; thorough working knowledge of land use concepts, familiarity with conservation and open space preservation issues; experience in operating and maintaining Geographic Information Systems desirable.

#### **Physical Requirements:**

*(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

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Minimal physical effort generally required for work performed in the office. Light to moderate physical effort required in the performance of field investigations. While performing the duties of this position, the incumbent is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. Performance of the essential functions may also require incumbent to climb or balance, stoop, kneel, crouch, or crawl. Occasionally required to lift and/or move up to 30 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)**