

**From:** [Larry Kenah](#)  
**To:** [Lisa Tomyl](#)  
**Subject:** Comment RE Job Description  
**Date:** Friday, May 15, 2015 9:19:21 AM

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Could you please forward this note to Mary Ann Fleckner? I do not have her email address or I would send it directly. The note relates to the job description but not to its content.

thanks much  
larry kenah  
Economic Development Committee

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To: Mary Ann Fleckner  
From: Larry Kenah, EDC

Perhaps you are the wrong person to receive this note but I will start with you. I would like to make a comment (or to give advice) on the job description that has nothing to do with content.

If you remember, I was one of three members of the Economic Development Committee who met with you and Steve Ledoux on 30 April 2015, the day that the draft job description was distributed to town boards and committees.

Before this job description is posted, it should receive an editorial pass. (Perhaps this step already takes place.) In the draft job description that was circulated to town boards and committees, the two pages called Job Duties and Summary Job Description are essentially identical. The words "and economic development" were added to two bullet points on the Job Duties page but do not appear on the Summary Job Description page. One of these two pages should be removed, preferably the Summary Job Description page that focuses more on land use.

On a lesser note, the third from last bullet point ("Recommend adjustments ...") is in a different font from the remaining text on that page. This is the kind of error that detracts from the professionalism that we as a town would like to display in all of our publications but especially when we are trying to attract the best applicants to positions such as this one.

Thank you for any help that you can provide.

Larry Kenah  
Economic Development Committee