



should also keep all parts of the town government informed with up-to-date reports of permit activity. In an administrative role, the ZA also keeps track of, and files of all permit forms.

The ZA is not in an active decision-making role, nor should they make legal interpretations based on one person's opinion. The ZA, although the employee in charge of public information requests, is not responsible for micromanaging the TPC records. Should discrepancies be found, they should be passed on to the TPC Chair. Above all, the ZA is not a political position, and the person in this job needs to not cross the line between employee and activist.

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BY: *[Signature]*