



## Hinesburg Select Board

Town Of Hinesburg  
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### Meeting Minutes - March 17, 2014 - Approved 3/24/14 -

**Attending The Meeting:** Jon Trefry, Tom Ayer, Andrea Morgante, Mike Bissonette, Phil Pouech, Renae Marshall, Joe Colangelo and attached list.

Meeting called to order at 7:00 p.m.

#### Non-Agenda Items

Kim Coates was present regarding dust control on her road. She said once the road is scraped if no chloride is applied the dust is horrible. She said why not wait till the conditions are right to grade the road and then apply the chloride so it can work.

The Board said they will meet with Mike Anthony to discuss the issue before spring.

Paul List was present concerning the flooding problem along Leavensworth Road. He said he is trying to farm the land and raise beef cattle. He has 300 bales of hay that have been ruined from the water.

Jon said the Town would need to have an engineer review and thoroughly investigate all the possible effects and any possible solution to reduce the level of water on the land. Phil asked Paul if he has read the report the Board had. Paul said he has not. A copy of the report will be printed for Paul to pick up at Town Hall.

Andrea suggested bringing in the engineers who wrote the report to discuss their findings with the Board.

Tom said he would also like an opinion from the Army Corp of Engineers.

#### Town Administrator Job Description

The Board finalized their work on the changes to the job description.

Nature and Scope of Position - added the term administrative to work performed.

Duties and Responsibilities – add to the first bullet that the primary responsibility is to the organization

and its day-to-day operation.

2nd bullet remove wage adjustments and regarding staff evaluations add with the exception of hiring department heads which will be a collaborative effort between the Select Board and Administrator.

10th bullet add in collaboration with the Select Board chair person.

12th bullet change has authority to the word may and reduce dollar amount to \$2,000.

Requirements of work – 3rd bullet strike the word different.

6th bullet is new and will include that the job has expectations that may require in excess of 40 hours a week and expectation of attending meetings including in the evening.

Add additional bullet – include strong attention to detail.

Education, Training and Experience – change heading to Preferred Training and Experience. - first bullet remove required and add or related experience.

2nd bullet change to 3 – 5 years' experience in administration and management preferred.

Mike B moved the Board vote to approve the Town Administrator Job Description as amended, second by Andrea and approved.

The approved revised Town Administrator job description can be found on the Town website.

Personnel Guidelines - These were reviewed to reflect changes to the Town Administrator Job Description. See Definitions – section 5 -the term Select Board was changed to Town Administrator.

Section 6 – will still read Select Board. Also add Department Heads typically have direct supervision of employees working in that department.

New section 7 – Town Administrator – the full-time Chief Administrative Officer of the Town of Hinesburg hired by the Select Board. Also will include the wording in the Town Administrator job description.

Administrative Responsibility – change Select Board to Town Administrator

Vacant Positions – will now read Whenever any vacancy occurs.....the Department Head shall.....notify the Town Administrator. At the time of.....the Department Head may suggest.....Whenever a Department Head desires....he/she may submit to the Town Administrator a proposed....

Transfers – change Select Board to Town Administrator.

Advertising and application – change Select Board to Town Administrator in four places.

Appointment – section 1 – The probationary period .....the Department Head with approval of the Town Administrator. All probationary.....

Section 4 – in two places change Select Board to Town Administrator.

Employee Licenses and Certifications – change Select Board to Town Administrator.

Resignation change Department Head and Select Board to Town Administrator. Include an exit interview may be requested.

The Board reviewed possible time line for the Search Committee to follow.

### **Select Board Items**

Andrea asked a notice be sent to AT&T and VTel that the Town will want to have a public hearing regarding the cell towers.

Mike B asked to include on the agenda for next week time for discussion with Peter Erb regarding the ZA decision on the Aubuchon Hardware proposal.

The Board discussed if it is appropriate for the Select Board to be involved. An appeal can be made to the DRB if the applicant does not agree with the ZA decision.

Mike B and Tom both said their confusion is with the criteria that drove the decision.

Mike B moved the Board go into executive session including Joe and Renae for personnel discussion. Second by Tom and approved.

Mike B moved the Board come out of executive session and adjourn, second by Tom and approved.

Respectfully submitted,  
Valerie Spadaccini, secretary

SIGN IN SHEET

Selectboard

3/17/14

Kimi Costa

Paul Link

Ken Brown

Frank Ross