



Town of Hinesburg, Vermont  
Application form for Town Commission, Board, and Committee Appointments

*Please supply answers to the following. The Town will provide access to a computer and printer for any applicant for the purpose of completing this form.*

Name of Applicant: Susan Rusten Date: 11/25 /2012

Mailing Address: 1816 Silver Street, Hinesburg, VT 05461

Phone Number: 482-5095 E-mail Address: suerust179@gmail.com

Name of Commission, Board, or Committee: Trails Committee

Hinesburg Resident: Y / N (circle one) **Yes**

Hinesburg Resident for how long? 1 yr / NA

- 1) Review the Mission Statement of the Commission, Board, or Committee you are applying to serve on and explain how you will aid the group achieve said Mission.  
I believe my previous experience working as a lister, serving on the Board of Civil Authority and as a member of a trails committee will help in all aspects of the committee's work, ie., locating trails, determining property ownership, gaining appropriate permissions, promoting trail use, etc.
- 2) Please share your thoughts about implementation of at least two of the Top Priority Goals and Recommendations in the latest Town Plan (Section 9, page 75), as it relates to the Commission, Board, or Commission on which you are applying to serve.  
The Trails Committee's work relates to several areas of the Town Plan. These include helping to evaluate Town recreational needs and planning for the future, improving network connectivity for both pedestrians and vehicles, determining how Class IV roads can be utilized for recreational purposes, and encouraging economic growth, etc.
- 3) Review the scheduled meeting day/time of the Commission, Board, or Committee along with the length of the term of the position. Will you be able to regularly make the meetings?: Y / N Will you be able to serve for the term of the position? Y / N **Yes and Yes**
- 4) Please introduce yourself to the Selectboard by providing a short cover letter and/or a resume.

## **Susan Rusten**

1816 Silver Street  
Hinesburg, VT 05461

Home: (802) 482-5095  
E-mail: suerust179@gmail.com

### **STRENGTHS**

Skilled in multi-tasking in fast-paced settings. Computer literate - having worked with several school administrative and grading programs in addition to standard office software programs. Strong people skills as demonstrated in professional as well as volunteer roles.

### **EDUCATION**

B.A., Marlboro College  
Community College of VT, Medical Assistant courses

### **EXPERIENCE**

**Brattleboro Area Middle School, Brattleboro, VT**  
**School Registrar/Guidance Secretary, 1989-2011**

- Registered all in-coming students and obtained transfer records
- Maintained all student files in accordance with school policy
- Compiled and submitted reports to Vermont Department of Education, supervisory union business office and school principal
- Performed secretarial and scheduling functions for two guidance counselors
- Assisted assistant principal with reports and correspondence related to attendance and grading issues
- Worked with assistant principal on student scheduling
- Designed and produced all student grade reports
- Recorded and monitored student attendance
- Responded to telephone requests from parents, other school personnel and schools
- Served as member of Inter-Agency Truancy Task Force
- Maintained school administrative and grading computer databases
- Trained staff in grading and attendance software programs
- Organized parent/teacher conferences
- Acted as liaison between school and Brattleboro Police Department, Department of Children & Families, Youth Services and a variety of human service providers
- Worked with assistant principal and curriculum coordinator to plan training for support staff to meet the standards required by federal education law

**Albert Einstein Medical Center, Northern Division, Philadelphia, PA**  
**Administrative Secretary, 1977-1988**

- Transcribed medical and administrative reports and correspondence for department chair
- Developed office policies and procedures
- Supervised secretarial pool and maintained staffing schedules
- Assisted with educational symposia and residency training programs
- Prepared statistical reports
- Performed scheduling functions for department chair and other physicians
- Handled patient registration, scheduling and billing

## **OTHER RELEVANT EXPERIENCE**

### **Lister, Town of Halifax, VT – 5 years**

- Assisted with the re-appraisal of all property including data entry
- Organized public informational meetings and grievance hearings
- Represented the town through the appeals process with the Vermont Department of Property Valuation and Review
- Performed the all the statutory functions of lister

### **Justice of the Peace, Town of Halifax, VT – 2003-2007 and Town of Wilmington, VT, 2009 to 2011**

- Assisted with election process
- Served on board of civil authority
- Performed marriages and civil unions
- Performed duties of notary public

### **Member of Board of Directors of Brattleboro Area Community Land Trust – 1999-2007**

- Served as president and as member of the executive committee
- Developed board meeting agendas with executive director and chaired meetings of the board while serving as president

### **Secretary, Halifax Historical Society – 2002-2007**

- Maintained minutes of trustee and membership meetings
- Performed secretarial functions as needed

### **Secretary, Wilmington Trails Committee – 2008-2011**

### **References:**

- Ingrid Chrisco, Principal  
Brattleboro Area Middle School (802) 451-3500
- Tom Consolino, Chair  
Wilmington Select Board (802) 464-1396
- Jeri Curry, Assistant Principal  
Brattleboro Area Middle School (802) 451-3542