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Selectboard Retreat
April 5, 2013
Noon, Hinesburgh Public House

Meeting Notes

Present: Andrea Morgante, Thomas Ayer, Phil Pouech, Jonathan Trefry, Michael Bissonette, Joe Colangelo

1) Selectboard Meeting Process

1. Meetings go too late, should be shorter and more focused
2. Develop a Standard Operating Procedure
 - i. Selectboard Chair Read Agenda Title; Introduces Expected Guests;
 - ii. Selectboard Chair Reads/Asks for the Town Administrator's Recommended Motion to be Made and Seconded
 - iii. Town Administrator reviews issue and provides summary from Annotated Agenda
 - iv. Town Administrator calls on others to provide additional background information
 - v. Selectboard Chair asks for Selectboard members to share initial thoughts
 - vi. Selectboard Chair asks for Audience to Share Thoughts
 - vii. Chair Opens Discussion for the Board
 - viii. Chair closes discussion and asks for action on the Motion
3. After each Meeting the Selectboard will give feedback and talk about what went well and what could have been improved

2) Management Board v. Policy Board

1. Selectboard will transition to a visionary board and release involvement of day-to-day management and operations to the Town Administrator and staff. This will allow the Selectboard to focus on policy and big picture items.
2. The Selectboard will develop and adopt 'Core Values' (i.e. 'Culture of Volunteerism & Philanthropy'; 'Respect'; 'Honesty'; 'Objectivity';)

3) Future Planning

1. Capital Projects – Lot 1 ('Chip away at it'/Volunteer effort); Town Garage (begin work on a site plan feasibility with solid waste district); West Side Road (look at bridge options; 'wait & see', discuss transportation impact fees); Fire Station (supportive of finishing design and engineering work, supportive of fundraising effort, consider sale of town land to offset costs); Recreation Fields (Supportive of fundraising efforts)

4) Work Plans

1. Develop department by department work plans to better understand weekly/monthly work.
2. Selectboard to prioritize work items.
3. Work to Manage and Empower Volunteer Boards (CBC)