



Annotated Agenda

March 10, 2014

3. Selectboard Reorganizational Meeting

Guests: None

Enclosures: (1) Memorandum from Town Administrator
(2) Draft Strategic Plan

The memorandum from the Town Administrator to the Selectboard reviews the necessary actions the Selectboard needs to take during its reorganizational meeting. First, the Selectboard needs to decide who will be Chair and Vice-Chair. After those important questions are settled, the Selectboard needs to make some additional appointments.

Also, the Selectboard should discuss the draft strategic plan and decide which projects will be included in this upcoming years' work load.

Consider a motion on all of the motions in the Memorandum from the Town Administrator.

4. HWY RFQ

Guests: (1) Mike Anthony
(2) Frank Koss
(3) Andrea Morgante

Enclosures: (1) See RFQ: <http://hinesburg.org/rfp/hinesburg-hwy-garage-rfq-120313.pdf>

Based on communication from Andrea Morgante, Frank Koss, Rolf Kielman and Mike Anthony, the committee has identified two of the firms that have the capacity to do the work but are still challenged with deciding which firm will be best at helping us get the support from the community that is necessary for a successful bond vote. Based on the experience from the Public Safety Facility process, we have learned that community involvement and direction from the Selectboard from the beginning is critical. At this point, we only have \$9,000 (if approved) for the project. There may be an opportunity to get a Municipal Planning Grant but not in a timely manner. The Selectboard needs to decide if we should hire a consultant now to help us clarify the project or if this can be done by forming a committee that uses the information that was gathered through the RFP process to refine the scope of services and then hire the consultant. Before considering either of these options, the Selectboard should discuss how the project will move ahead during the transition between now and the hiring of a new Town Administrator.

No Official Action Anticipated.

5. Water Source Development Update

Guests: (1) Rocky Martin, Director of Buildings & Facilities

Enclosures: (1) Memorandum from Rocky Martin
(2) Quote for engineering services by Aldrich + Elliot

Rob Frost moved to the Wainer site Tuesday afternoon and began drilling and continued with drilling Wednesday. He drilled through 40 feet of clay, set casing in solid, competent bedrock and drilled down to 600 feet. He hit a water bearing fracture at 230 feet that he is estimating over 100 gallons per minute. It is a very promising site.

Consider a Motion to authorize Rocky Martin to sign Amendment #1 with Aldrich + Elliot for a sum not to exceed \$5,000 to provide engineering services, on an as needed basis, with State correspondence, test well investigations and source permit application in conjunction with additional water source development.

6. CBC Interviews – Village Steering Committee

Guests: (1) Mary Hurlie

Enclosures: (1) Mary Application

Consider a Motion appointing Mary Hurlie to a two (2) year term on Hinesburg's Village Steering Committee through January 1, 2016.

7. Town Administrator New Hire

Guests: (1) Abby Friedman

Enclosures: (1) TA Current Job Description
(2) TA Proposed Job Description
(3) Hinesburg Town Administrator Search Offer
(4) Items to Consider When Searching for a Town Administrator
(5) Sample Job Ads/Descriptions and Salary Information

Abby Friedman from VLCT will be here to discuss the services that VLCT offers municipalities during a search for a new Town Administrator. Attached is information regarding the services that VLCT provides as well as the fees associated with this service. The Selectboard should take some time Monday night to discuss how it would like to organize a search for a new Town Administrator. Ultimately the process will most likely take six (6) months from the initial advertisement to the time someone new is warming the chair at Town Hall.

No Official Action Anticipated.

8. Town Administrator Report

1. Leavensworth Road Culverts – Paul List is still concerned about flooding around Leavensworth Road and would like Selectboard to install culverts under Leavensworth Road. He may want to talk about this directly with the Board.

Enclosures: (1) LaPlatte Corridor Plan 2007

2. Rural Area Zoning - The resident who handed in the petition wasn't pleased with how the communication with Town Hall went regarding the most recent Rural Area Zoning petition. The Town Administrator had previously notified one of the key members of the group that subdivision regulations legally could not be voted on via Australian Ballot. Unfortunately, the resident that submitted the most recent petition did not receive that same communication. This was an unintentional error on the part of the Town and it is realized that improvements can be made with regard to this type of communication moving forward.

3. **Wireless Communication Facilities** - The Town of Hinesburg recently received notification about upcoming applications to the VT Public Service Board (PSB) for two wireless telecom facilities in Hinesburg - one application by VTel (notice dated February 13) and one application by AT&T (notice dated February 28).

Enclosures: (1) Alex's email dated 3/6/2014

4. **Hinesburg Organizational Cultural Analysis** – Ann Janda, Hinesburg resident and University of Vermont Master of Public Administration (MPA) student, has written an organizational cultural analysis, using Hinesburg Town Hall as her study, for her MPA class. The project's purpose was to gain insight into the culture of an organization in order to identify areas that are working well and areas that may need adjustment as supported by social science and best practice literature. Attached, you will find the two reports that represent the culmination of the work she did for Hinesburg. Please take the time to read through these reports and discuss them. We hope to invite Ann to a future Selectboard meeting to discuss this further.

Enclosures: (1) Organizational Culture Analysis
(2) Organizational Culture Intervention

13. Consider Appointing Interim Town Administrator

Guests: None

Enclosures: Memo to Selectboard from Town Administrator

The Selectboard should enter into an executive session specifically for the appointment of an interim Town Administrator included in the executive session should be Renae Marshall. The Selectboard may want to talk with Renae first and then just amongst themselves in executive session before considering the Motion below. A memorandum from the Town Administrator is included in the materials for the executive session. Upon exiting executive session, consider the Motion below. At the March 24th Selectboard meeting, the Selectboard will have official interim employment agreements to sign for the interim positions.

Consider a Motion appointing _____ as Hinesburg's Interim Town Administrator at the wage rate of _____ and authorizing _____ to work up to 20 hours per week as Administrative Assistant to the Planning & Zoning Department at the wage rate of _____ and under the direction of the Planning & Zoning Director during this interim period.