

SELECTBOARD MEETING
March 17, 2014

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DRAFT

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 Rd. 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 there 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 Selectboard and Administrator.

10th bullet add in collaboration with the Selectboard 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.

Personnel Guidelines

These were reviewed to reflect changes to the Town Administrator Job Description.

Definitions – section 5 -the term Selectboard was changed to Town Administrator.
Section 6 – will still read Selectboard. 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 Selectboard. Also will include the wording in the Town Administrator job description.

Administrative Responsibility – change Selectboard to Town Administrator

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

Transfers – change Selectboard to Town Administrator.
Advertising and application – change Selectboard to Town Administrator in four places.

Appointment – section 1 – The probationary periodthe Department Head with approval of the Town Administrator. All probationary.....
Section 4 – in two places change Selectboard to Town Administrator.

Employee Licenses and Certifications – change Selectboard to Town Administrator.

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

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

Selectboard Items

Andrea asked a notice be sent to ATT 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 SB 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