

JOHNSON SELECTBOARD MEETING MINUTES
JOHNSON MUNICIPAL BUILDING
TUESDAY, JUNE 9, 2015

Present:

Selectboard Members: Kyle Nuse, Nat Kinney, Doug Molde, Eric Osgood, Howard Romero

Others: Duncan Hastings (Manager), Rosemary Audibert (Clerk)

Note: All votes taken are unanimous unless otherwise noted.

1. Call to Order

Eric called the meeting to order at 6:05.

2. Additions, Changes to Agenda None.

Eric and Howard provided a report to the full Board of the Manager Search Committee. Eric had submitted a proposal to the committee from VLCT to provide a consultant to analyze the current structure of staff for the town and village to assess if there were different options that should be considered for replacing the Manager, Road Foreman and Village Public Works Superintendent. The trustee members were not in favor of this approach and it was not pursued. The committee discussed the idea of a shared Public Works Director and sharing of town and village highway and public works staff, which was also not viewed favorably by the trustees. There was then discussion over splitting the functions of the current Municipal Manager position into separate positions for town and village and that was the first point of agreement on the committee. The Hyde Park model of Town Administrator and Village Manager was considered and the respective employees from Hyde Park presented to the committee. Eric stated that the trustees had already voted as a board in favor of separate positions and while this was not the original preferred approach of the selectboard members, they were also recommending that the positions be separated into two distinct positions each with their own job description.

There was a lot of discussion over this approach, but at the end of discussion there was consensus of the board to accept the recommendation to separate positions. Since this approach would not involve significant changes to the Highway Foreman job description, and Steve Smith has announced a retirement date, it is now important to go forward with advertising and hiring a new Foreman.

Eric stated that he had asked Duncan to work on draft job descriptions for both the Highway Foreman and a new position of Town Municipal Manager. The draft of the Highway Foreman was distributed and considerable discussion ensued about modifications to the draft.

Key items addressed by the board: Add “public works” to description to help denote the importance of the highway department providing support services for projects that might not be specifically “highway” projects but rather “community initiatives” equally important to the community, the position would be salaried instead of hourly, clarify importance of being the public face of the town with regard to duly adopted policies and ordinances and board directives, safety program development and management and compliance with codes and standards and state and federal regulations, computer skills and strong communication and interpersonal skills, minimum travel distance of 30 minutes. Salary range was discussed. Duncan suggested that a

range of \$60,000.00 to \$65,000.00 might be appropriate, based on experience. That would correlate to an hourly rate of \$24 to \$26 per hour and an estimated 300 hours above 40 hours per week. 300 hours of OT is what is currently budgeted for the position.

With these changes the Board amended the job description and asked Duncan to prepare and advertise. Applications due back by June 26th and interviews of finalists set for June 30th at 6:00 p.m. The board asked that Duncan and Eric review the applications and recommend a short list of candidates for interviews. Duncan to send copies of all applications and resumes to board members. Anyone wishing to offer comment should send comments to Duncan or Eric.

The board then briefly reviewed the draft for a new position for Manager. The choice between “Johnson Municipal Manager” and Johnson “Town Administrator” title was discussed for pros and cons. It was determined to use the title of Town Administrator as the required level of administrative support was generally going to be less as the town does not have all the departments and utilities that the village does. There were a few suggested changes, but the job description was not adopted as amended.

There was general discussion about the number of hours needed to do the job. Duncan’s advice was that it would require more than 24 hours per week but less than 40. A good number to start with might be 30 hours.

There was discussion about salary requirements. Duncan reported that the VLCT Executive Salary Survey indicates the average Town Administrator salary is \$56,750.00 for 40 hr./wk. which equates to app \$27.30/hr. At 30 hrs./wk. the salary would be app \$42,600.00/yr.. The town currently pays for 40% of Manager salary, or app. \$31,256.00.

There was discussion about having Duncan stay on as a Town Administrator. Duncan stated that he would actively consider it, and if he did could offer a one year commitment. There were some concerns that Duncan’s time might be diverted to village matters. This would likely be a time management issue for Duncan, but could be seen as beneficial to have his retained knowledge available for at least another year. There was board consensus that retaining Duncan would be a good thing for the town.

There was general discussion about some of the changes that would be required from splitting the positions including: need for office space for new person, need for continued cooperation and coordination between town and village (maybe four joint meetings per year), need to revise policies (personnel, CDL, etc.), who would have oversight of jointly owned buildings and shared staff. The Board asked Duncan to keep a list of things that would need to be addressed.

Doug moved to adjourn, seconded by Howard, unanimous

The meeting was adjourned at 8:10.

Minutes submitted by Duncan Hastings