

TOWN OF LYNDON
JOINT MEETING OF THE LYNDON SELECTBOARD
AND
LYNDONVILLE TRUSTEES
June 16, 2014
6:00 PM

<u>Selectboard</u>	<u>Trustees</u>	<u>Press</u>	<u>Public</u>
Martha Feltus	Ron Aiken	Jim Jardine	Dawn Dwyer
Kermit Fisher	Randy Amadon		Justin Smith
	Tim Gaskin		
	Oralie Lefavivre		

1. Dan Hill, Municipal Administrator, resignation:

Marty Feltus read a letter by Dan Hill, announcing his resignation effective September 1, 2014. He thanked both Boards, fellow employees and the people of Lyndon for their support.

Both Boards discussed the direction to take from here, moving forward. Dan has offered to work with whomever is hired.

Both Boards were in agreement that they will be looking for one person to fill the Town & Village Municipal Administrator positions. Marty felt they owed it to the residents of Lyndon to open a search by placing an ad in The Caledonian-Record and perhaps the Times Argus in Montpelier as well as with Vermont League of Cities and Towns (VLCT). The Board reviewed the current job description for the Municipal Administrator and felt it was adequate.

Marty proposed the following timeline:

Place the ad as soon as possible, as early as June 20th.

Application deadline either July 7th or 14th.

Interviews around July 21st

This timeline would allow the selected candidate to give two weeks' notice to their current employer if necessary.

Tim suggested, depending on the number of applications received, all board members should receive copies of the applications to review and select their top choices. Then both Boards will meet jointly to discuss and select applicants to interview.

Marty Feltus offered to write the ad, emphasizing Lyndon is a small town and the position is not a Town Manager position, applicant must work well with others, deal with hiring and terminations, proficient with grants, report to two Boards. Marty will share the proposed ad with all members before placing it.

2. Other:

Dawn Dwyer advised both Boards of the changes in the Open Meeting Law effective July 1, 2014. It will require both Boards to a) designate locations within the municipality where notices and agendas for meetings will be posted and b) post agenda no less than 48 hours before meetings and minutes five days after those meetings occur on our municipal website. Both Boards will address these items at their next scheduled meetings.

Joint meeting adjourned at 6:20 PM

Minutes taken by Dawn Dwyer, Approved by the Selectboard 7-28-14

Approved by the Trustees 09-02-14