

**TOWN OF HYDE PARK
SELECTBOARD MEETING
July 26, 2010**

Selectboard Members present: S. Griswold, R. Lanphear, A. Cusson, and D. Gagnier

Others present: K. Moulton

Chairman, S. Griswold called the meeting to order at 6:05 p.m.

1) Agenda item 3 discussed first. Discussion of Gorman paving:

There was discussion regarding the chip sealing on Center Rd. There have been some complaints about rocks being kicked off the road into windshields and causing cracks and breaks in the windshields. R. Lanphear says the rocks used in chip sealing are so small that there is no way they can break a windshield. D. Gagnier suggested Selectboard members drive up onto his road to inspect the rocks being discussed. If people have a complaint regarding a chip in a windshield from rocks on the road, they need to file a claim with their own personal insurance company.

R. Heath arrived at 6:15pm

2) Renovations – Review and sign Change Orders:

There are two change orders. Change order # 2 is for PVC crown molding that was not included in the plans by the architect but is needed. The total for change order #2 is \$993.00. Change Order # 3 is to remove and replace a 16' rotten sill and band joist on the west elevation. The total for change Order # 3 is \$597.00.

R. Heath moved and R. Lanphear seconded a motion to approve Change Orders # 2 and # 3 and allow S. Griswold to sign both change Orders. Motion passed unanimously.

3) Discuss Vacant Position:

There was discussion regarding comments made by Jenn Rowe when she was asked if she would be willing to help with DRB and Planning Commission meeting minutes and to assist the Town Clerk's Office via phone and email with zoning questions. Jenn was no longer willing to assist with nightly meetings of the DRB and Planning Commission because she never knew if there would be a quorum after making the necessary babysitting arrangements to be at the meetings. Plus there is so much that needs to be done to prepare for the meetings and those preparations would require her to come into the office. She does not have babysitting arrangements any longer and is unable to assist us any longer.

There was further discussion about the best way to fill this position. In addition to the Zoning and Planning Administrator duties, there are other needs in the office that need to be met such as an Assistant Dog Officer to do the administrative paperwork for the Dog Officers in the field, an Emergency Management Coordinator, a Town Service Officer, a Health Officer, a E911 Coordinator, a Grant Writer, a liaison to the Selectboard, a liaison to the Highway Department and someone who can provide back up assistance to the Town Clerk's office when the office is short staffed. There was general discussion regarding these duties. There was a general consensus that the position for these responsibilities would be titled Municipal Services Coordinator, that it would be a full time position, salary will be based on experience and that this position will report directly to the Town Clerk/Treasurer.

The full time position of Municipal Service Coordinator will be advertised for 1 week in the Times Argus, the Hardwick Gazette, the Stowe Reporter and the Transcript. It will be advertised for 2 weeks in the Burlington Free Press, on Mondays, in the employment pull out section only. There are various websites the position will also be advertised on. K. Moulton will write the job vacancy notice. The application deadline will be August 20, 2010.

R. Heath will write the job description. It was noted that R. Heath, D. Gagnier and K. Moulton will do the interviewing.

Moved to adjourn at 7:10pm.