

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
February 7, 2009 – Special Meeting  
Town Office Building**

Members Present: J. Watt, B. O'Connell, G. Mulligan, M. Stuart (8:25 a.m.), W. Moorcroft  
Staff Present: J. Clark, D. Lanza  
Guests: J. Soderberg

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The meeting was called to order by Chairman Watt at 8:22 a.m.

**Approval of Job Descriptions:**

The Board reviewed the draft job descriptions presented for the following positions: Public Works Secretary, Fire Department Administrative Secretary, Assistant Revenue Collector, Assistant Assessor, Truck Driver/Maintainer, Senior Center Outreach Coordinator, Van Driver, Executive Assistant to the Town Manager, Finance Director, Revenue Collector, Crew Leader/Equipment Operator and Program Supervisor (P&R).

There was discussion about including the Errors & Omissions section on the job descriptions. J. Clark indicated that it is used to assist in rating the position and developing its classification, if removed the rating system would be have to be reworked. The Board requested they be provided with a copy of the rating system. No decision was made regarding whether or not to include the E & O section.

It was agreed that each job description should consistently include the language relating to "review and evaluation according to the Town's personnel policies and procedures". Also to review and make consistent the lifting requirements to read "up to XX lbs."

(W. Moorcroft left the meeting at 9:08 a.m.)

Recommended changes will be incorporated and presented for approval at the February 19 meeting. The Board requested they be provided with electronic copies prior to the meeting with "track changes" showing.

**Town Manager Goals and Recruitment and Hiring Process for a New Town Manager:**

J. Watt presented a list of Goals for 2009 (Financial Management, Land Use, Open Space, Education Services, Community Services, Charter Revision) and stated that the Board of Selectmen's Goals should become a priority for the Town Manager.

J. Clark recommended that the job descriptions should be completed along with a recommendation for the compensation ranges. The Selectmen asked for a sample of the compensation study. J. Clark asked that there be three major goals established for the rest of the year, including the Town Manager search.

J. Clark presented and explained a proposed recruitment timeline/schedule, the CTCMA salary survey and a sample challenge statement.

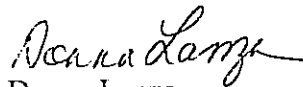
M. Stuart indicated that all Selectmen should be included on the selection committee if they so choose, along with other members to be determined.

The consensus was not to use an outside consultant, to stay in house and utilize Jared Clark's expertise with guidance from the Board. J. Watt stated that he would like the timeline to start in February and the consensus was to spread a wide net with priority given first to Connecticut residents, second to New England and then beyond if necessary. It was agreed that prior New England town management experience is preferred.

J. Watt stated that the next steps are to identify the selection committee, review the Town Manager's job description and identify immediate goals, and would like these items on the future agendas. There was discussion on possibly utilizing an abridged version of the challenge statement.

B. O'Connell moved to adjourn the meeting at 10:56 a.m. The motion passed unanimously.

Respectfully submitted,



Donna Lanza  
Executive Assistant