

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
APRIL 7, 2016**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Carrie Spear, Fritz Tegatz, Jacob Spell, Matthew Krasnow.

OTHERS: Charles Russell, Tom McAuff, Janet Morrison, Frank Sadowski, Mary Mead, Claudia Mucklow, Christine Booher, Robert Mack, Martha Perkins, Dorothy Pellett, Burlington Free Press; and others.

ITEMS TAKEN UP:

- 4:00 PM Consideration of alleged violation of the Vermont Open Meeting Law
- 4:15 PM Town Clerk/Treasurer – analysis of job descriptions, job grading, and pay-rate using the Palmer & Associates Job Evaluation Manual

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 4:00 p.m.

CONSIDERATION OF ALLEGED VIOLATION OF THE VERMONT OPEN MEETING LAW

Mr. Morrison briefly reviewed a written complaint by John Snow, dated April 3, 2016, regarding a Notice of Violation of Vermont Open Meeting Law related to a March 28, 2016 Selectboard meeting. The Town Attorney was consulted prior to and following receipt of the complaint. In reviewing the VCAM video there were two distinct motions made that indicate the proper procedure was followed when the Selectboard entered Executive Session at the March 28th meeting. No action was taken by the Board in Executive Session. There were two agreements: Mary Mead would rescind her resignation, and the Selectboard would meet on April 7th and revisit the Palmer Job Evaluation and grid for the Town Clerk/Treasurer position. An HR consultant would be hired to oversee the process, said Mr. Morrison.

Mr. Morrison introduced Frank Sadowski, HR consultant.

Mr. Russell asked if the Selectboard got clarity on the “significant disadvantage from premature public” finding cited by Mr. Snow. Mr. Krasnow replied yes, and read an e-mail from the Town Attorney. A proper motion was made in the open meeting to enter Executive Session, and to adjourn Executive Session, said Mr. Krasnow.

Mr. Morrison noted the differences in Ms. Mead’s office as an elected official governed by state statute and that she was considered a Town employee when discussing pay, which was under the preview of the Selectboard.

MOTION by Mr. Krasnow, seconded by Ms. Spear, to invite Frank Sadowski, HR consultant, to assist the Selectboard in reviewing the position of Town Clerk/Town Treasurer.

VOTE: 5 ayes; motion carried.

Mr. Morrison explained that he had advised John Snow that the Selectboard would discuss the Notice of Violation issue at this meeting, and of the Town Attorney's opinion. Mr. Snow disagreed and said he would file the complaint to the court. Mr. Morrison reported that he said that the Selectboard had followed procedures correctly, said Mr. Morrison.

Mr. Morrison said he tried to work it out with Mr. Snow without going to court. It might be prudent to invite a Vermont League of Cities and Towns representative to a future Selectboard meeting to instruct the Board on Open Meeting and Executive Session processes, suggested Mr. Morrison.

Mr. Tegatz suggested that a template for Executive Session with the proper wording should be crafted.

TOWN CLERK/TREASURER – ANALYSIS OF JOB DESCRIPTIONS, JOB GRADING, AND PAY-RATE USING THE PALMER & ASSOCIATES JOB EVALUATION MANUAL

Mr. Morrison reviewed a process for reviewing the Palmer & Associates Job Evaluation Manual and grid by the Selectboard with input from Mr. Sadowski. Public input would occur following the review, said Mr. Morrison.

Mr. Morrison reviewed events from the March 28, 2016, Selectboard meeting, a brief history for crafting a Salary Administration Policy with public input, instituting a change in the COLA calculation in March 2016, and recognizing 20+year employees with a 2 percent raise. The Selectboard utilized the Palmer Job Evaluation Manual with 14 weighted questions with Mary Mead present in November 11, 2014. Mary was at grade 18 currently, said Mr. Morrison.

Ms. Mead handed out copies of a Town of Norwich Town Clerk/Treasure job description and an updated Charlotte Town Clerk/Treasurer job description.

There was lengthy discussion regarding a review of the first three weighted questions of the Palmer Job Evaluation and Job Evaluation Grid approved December 10, 2014 and revised January 1, 2016, related to the Town Clerk/Treasurer line.

PROSPOSED CHANGES/REVISIONS:

- Question 1, Qualifications – the Town Clerk/Treasurer was changed from “90” to “105”
- Question 2, Orientation – the Town Clerk/Treasurer was changed from “25” to “30”

- Question 3, Complexity - the Town Clerk/Treasurer was changed from “105” to “115”

PUBLIC COMMENT:

Mr. Russell pointed out that the Town Administrator was not able to attend this work session to explain that job position. When the Selectboard went through the process in 2014, Dean Bloch was not invited to represent himself the way Ms. Mead was. The positions were different; clerical versus administrative. The Town Clerk and Town Treasurer jobs are defined in State Statutes. Dean can't predict what comes up or when – there were planning and zoning issues, or environmental court cases for example. The Town Administrator deals with broader issues than the Town Clerk or Town Treasurer. It was not just financial, he deals with all the town boards and committees. You have to fully understand the Town Administrator and Town Clerk jobs. A clerk/treasurer is not in the policy making position, which the Town Administrator does, said Mr. Russell.

Ms. Booher asked what or whom the Assistant Town Clerk/Treasurer would report to if she had a grievance - through Ms. Mead, or the Selectboard. Mr. Morrison explained that it should come before the Selectboard and done in a public forum.

Ms. Booher stated that the Clerk/Treasurer was involved in policy making. Mary helped to creating policy with her input and front line implementation, said Ms. Booher. Mr. Tegatz pointed out that the Town Administrator was a Town employee and was responsible to do what he/she was hired for versus the elected Town Clerk/Treasurer, whose duties were set via state statutes. It may be that Ms. Mead went above and beyond what her job responsibilities were due to her personality, or because she has done the job so long that people come to her for answers to questions, said Mr. Tegatz.

Mr. Morrison noted that the next regular Selectboard meeting was Monday, April 11, 2016. More work sessions would be needed to continue the job description review, said Mr. Morrison.

NEXT STEPS:

- Schedule Palmer Job Evaluation Questions/Grid work session(s) at the Monday, April 11, 2016 Selectboard regular meeting
- Continue working through the 14 questions, and once completed then accept/approve revisions to the Town Clerk/Treasurer job evaluation grid line item
- Consider a complete review of the Job Evaluation Grid for all town employees

ADJOURNMENT

MOTION by Mr. Spell, seconded by Mr. Tegatz, to adjourn the meeting.

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 6:42 p.m.

Minutes respectfully submitted, Kathlyn L. Furr, Recording Secretary.

