

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
AUGUST 30, 2016**

APPROVED

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

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Christina Booher, Janet Morrison, Mary Mead.

ITEMS TAKEN UP:

3:30 PM Assistant Town Clerk/Treasurer – analysis of job descriptions and job grading using the Palmer & Associates Job Evaluation Manual

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 3:30 p.m.

ASSISTANT TOWN CLERK/TREASURER – ANALYSIS OF JOB DESCRIPTIONS AND JOB GRADING USING THE PALMER & ASSOCIATES JOB EVALUATION MANUAL

Ms. Booher handed out copies of written comments in support of her proposed changes to the Job Evaluation Grid. Some tasks have changed; for example, tape backups are now backed up to the cloud. The answers she gave regarding her job responsibilities last year are not accurate. Now that she's been on the job for almost two years she better understands the process. She was not looking to increase her pay, said Ms. Booher.

There was lengthy discussion regarding a review of weighted questions #1 through 14 of the Palmer Job Evaluation Analysis and Job Evaluation Grid that were approved December 10, 2014 and revised January 1, 2016, related to the Assistant Town Clerk/Treasurer line.

PROPOSED CHANGES/REVISIONS:

- Question 1, Qualifications – no change
- Questions 2, Orientation – no change
- Question 3 - Complexity – no change
- Question 4, Judgment – no change
- Question 5, Supervision Received – changed from “30” to “35”
- Question 6, Contact Frequency – no change
- Question 7, Nature of Contacts – no change
- Question 8, Supervision Exercised - changed from “5” to “10”
- Question 9, Financial & Material Accountability – no change
- Question 10, Informational Accountability – no change
- Question 11, Responsibility for Health & Safety of Others – no change
- Question 12, Physical Effort & Stress – no change

- Question 13, Physical Working Conditions – no change
- Question 14, Demands on Personal Time – no change
- Results of proposed revisions: a total score change from “315” to “325”, remaining at Grade 10

COMMENTS/QUESTIONS

Ms. Booher said that she has worked for the Town almost two years, and expressed concern that after working another 10 years she would be at the maximum salary possible. It felt like an unbearable ‘box’ that is not good for employees, said Ms. Booher. Mr. Krasnow said that the employees have the opportunity to grieve the process.

Mr. Morrison pointed out that Ms. Booher accepted the job knowing the pay and at Step 5. The Selectboard was fair and the job position was vetted by the Town Clerk office and a professional consultant. The Town also offers employees a great benefit package, said Mr. Morrison. Ms. Booher said that she agreed the benefits were awesome, and at a great pay rate. Pay was not an issue; she just felt that the job evaluation could be ranked higher, said Ms. Booher.

NEXT STEPS:

- Amendments to the Salary Administration Policy related to procedure and timeline on the September 12, 2016 Selectboard agenda

OTHER BUSINESS

Mr. Tegatz reported that State of Vermont has documented cosmetic damage to the Spear Street Bridge that required repair. Bids have been received for that repair over a two year period: \$57,048, \$48,369, \$13,500 and \$8,750. The low bid is an appropriate bid. There was funding in the Reserve Fund budget, said Mr. Tegatz.

MOTION by Ms. Spear, seconded by Mr. Tegatz, to approve a bid by Blow and Cote to repair the Spear Street Bridge for an amount not to exceed \$8,750 as presented.

DISCUSSION:

Mr. Tegatz said that the contractor will start the repairs at the end of the week. The top of the concrete posts and a 10’ section has dropped off into the creek. The state says it is in remiss and to fix it. The bridge itself is sound, said Mr. Tegatz.

VOTE: 4 ayes, 1 absent (Mr. Spell); motion carried.

ADJOURNMENT

MOTION by Ms. Spear, seconded by Mr. Krasnow, to adjourn the meeting.

VOTE: 4 ayes, 1 absent (Mr. Spell); motion carried.

The meeting was adjourned at 6:10 p.m.

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