

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
DECEMBER 16, 2015**

APPROVED

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

ADMINISTRATIVE: Dean Bloch.

OTHERS: Marty Illick, Dana Hanly, Ellie Russell, Charles Russell, Robert Mack.

ITEMS TAKEN UP:

- Planning and Zoning Staffing Options

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 2:32 p.m.

PLANNING AND ZONING STAFFING OPTIONS

Mr. Morrison briefly reviewed current Planning and Zoning duties and handouts related to staffing reorganization options and hiring guidance for the near term.

There was lengthy discussion regarding job descriptions for the planning and zoning office personnel past and current; four options for consideration related to reorganization of jobs and duties; and a graph showing the number of Zoning Board of Adjustment applications from 2007-2015.

It was noted that a proposed extra 5 hours for Administrative Assistance for the Selectboard support didn't address the many extra work hours the current Town Planner/Zoning Administrator put in, which was an issue.

Mr. Krasnow suggested an Option 5 concept as follows:

- A combined Town Planner/Zoning Administrator at 35 hours per week, paid hourly;
- A full-time Planning and Zoning Assistant at 20 hours per week for each department at \$14.30 per hour;
- Town Administrator at 40 hours per week for \$62,000;
- Administrative Assistant at 30 hours per week for \$14.39 per hour.

Mr. Morrison said that the Option 5 total hours came to 145 hours for \$164,000, which was more expensive than the other four options.

There was further discussion regarding the current Administrative Assistant's job duties, paralegal experience and wage level; pressure driven dynamics of the planning and zoning office that included updating the Town Plan, zoning applications that were time sensitive and urgent, maintaining a high level of public service at the Planning and

Zoning counter that took one's focus away from other critical work; and a suggestion to hire an outside consultant to rewrite the Town Plan.

The Selectboard asked staff to perform the following tasks:

- Create a 20 hours per week Administrative Assistant job description by Friday, 12/18/2015, in time for the Monday 12/21/2015 Selectboard meeting;
- Create a Zoning Administrator job description and a Town Planner/PC Clerk/ZBA Clerk job description by Friday, 12/18/2015, in time for the Monday 12/21/2015 Selectboard meeting;
- Add an 'action under consideration' to the 12/21/2015 agenda to authorize the Town Administrator to advertise a 20 hour per week Administrative Assistant position (salary to be determined).

MOTION by Mr. Krasnow, seconded by Ms. Spear, to adopt the Planning and Zoning Staffing Option 3 concept, dated, 12/16/2015, as amended:

- **Town Planner/ZBA Clerk/PC Clerk at 30 hours per week.**
- **Zoning Administrator at 25 hours per week.**
- **Administrative Assistant at 20 hours per week.**
- **Wages to be determined by the Selectboard via the Palmer Analysis.**

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

ADJOURNMENT

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

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

The meeting was adjourned at 4:12 p.m.

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