

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
DECEMBER 7, 2015**

**APPROVED**

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

**ADMINISTRATION:** Dean Bloch.

**OTHERS:** Ellie Russell, Moe Harvey, Mary Mead, Virginia Spell, Jenny Cole, Janet Morrison, Charles Russell, Christina Booher, Robert Mack, Adam Spell, Jill Lowery, John Hammer, Charlotte News, and others.

**ITEMS TAKEN UP:**

- **Planning and Zoning staffing – discussion of positions, responsibilities and hours/week**
- **Installation of cable (telecom) to serve the Charlotte Library**
- **Selectboard Updates**

**CALL TO ORDER**

Mr. Morrison, Chair, called the meeting to order at 4:02 p.m.

**PLANNING AND ZONING STAFFING – DISCUSSION OF POSITIONS, RESPONSIBILITIES AND HOURS/WEEK**

There was lengthy discussion regarding the current duties of a Zoning Clerk/Planning and Zoning Administrative Assistant; proposed summary for separating zoning and planning and an administrative assistant hire as summarized in a Town Planner/Zoning Administrator/Sewage Control Officer/Deputy Health Officer job description; differences between development review functions and a regulatory Development Review Board; a proposal to reduce the Town Planner hours to 35 hours per week; and a Selectboard concern that a new staffing configuration hours of 130 hours versus the current 105 hours would increase the budget by \$33,000 for salaries and benefits.

Ms. McCrumb explained that the Town Plan was updated every five years. The Town was always changing and gathering data to put in the Town Plan brought things that were town planning; for example, making things easier for applicants. Zoning and town planning duties can't be separated. The proposed reorganization would help to reduce the hours, but silos where zoning and planning didn't interact should not be created, said Ms. McCrumb.

There was further discussion regarding how much more building out would happen in Charlotte; issues, such as meeting state stormwater rules, encouraging businesses in Town, and solar installations; Thompson's Point oversight via a Design Review Committee; developing Town standards; addressing staffing the zoning/planning office 'window' for public service; and a suggestion to increase the fees charged for

applications. Ms. McCrumb said she had enough work to keep busy for another 3-4 years. The Selectboard could try the reorganizations of positions until she could get the regulatory stuff done.

*SUGGESTIONS:*

- Create a hiring committee.
- Create job descriptions.
- Create a pay scale, benefits, and hours.
- Identified needs for an Administrative Assistant at 20 hours per week.
- Prioritize hiring a Zoning Administrator.
- Conduct a market analysis.
- Utilize the Palmer Analysis for pay range(s).
- Schedule a Selectboard meeting - cost of benefits analysis discussion.

Mr. Krasnow expressed concern that a real cost of doing business wasn't being reported. It was a structural issue and the pay should be done hourly versus salaried, suggested Mr. Krasnow. Mr. Bloch pointed out that the positions were either exempt, or not. The Board should review the Fair Labor Laws. A Town Planner could be paid hourly. Currently the Town Planner/Zoning Administrator could not be paid hourly, said Mr. Bloch.

Mr. Krasnow said that if a Town Planner was more of a supervisory position then tasks could be delegated to a lower paid person. It was an efficiency of scale versus hiring more heads, said Mr. Krasnow.

*SELECTBOARD DIRECTION:*

- Consider advertising for an administrative assistant for 25-30 hours per week.
- Draft job descriptions as proposed for a Zoning Administrator and administrative assistant.
- Proceed with a Palmer analysis regarding grade and pay range.
- Rewrite the Town Planner job description with the current Town Planner for 35 hours per week.
- Rewrite the Zoning Administrator job description with current Zoning Administrator.
- Rewrite the Administrative Assistant job description.
- Determine if the positions were exempt positions, or not.

*OPTIONS:*

- Maintain the status quo.
- Add an Administrative Assistant.
- Divide the Town Planner and Zoning Administrator positions.
- Schedule a Selectboard meeting for Wednesday, December 16, 2015, at 2:30 p.m. for a discussion of job descriptions, Palmer analysis, exempt or hourly.

**INSTALLATION OF CABLE (TELECOM) TO SERVE THE CHARLOTTE LIBRARY**

**MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to authorize Comcast Cable to install a telecom cable to serve the Charlotte Library at no cost, or liability to the Town of Charlotte as presented.**

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

#### **SELECTBOARD UPDATES**

Mr. Tegatz reported a request received from a Boy Scout for an Eagle Scout project to add a bike rack at the Town Hall. Mr. Morrison asked that the Scout present a plan design to the Selectboard, and asked staff to add the presentation on a Selectboard agenda.

Mr. Morrison reported that the Town was invited to attend a Rail EPA Hazmat Material Plan meeting scheduled for December 22, 2015, in Barre, VT at the Fire Marshall's Office. Mr. Morrison, Mr. Bloch, Chris Davis, Mr. Tegatz and Mr. Krasnow would attend. The Town Attorney would be asked for information as needed.

Mr. Bloch would send the Rail EPA meeting information to the Selectboard.

Mr. Bloch reported that the Vermont League of Cities and Towns, Sullivan and Powers, The state HR office, and Town Attorney were asked to recommend another HR consultant regarding pay rates. All four suggested Frank Sadowski, said Mr. Bloch. Mr. Morrison asked staff for names of a second consultant for the next Selectboard agenda, and suggested that the Selectboard proceed with the current pay grades for this budget cycle. Changes could be explored regarding a reassessment of pay grades and job descriptions/changes for next year, suggested Mr. Morrison.

There was discussion regarding a 25-year grid to address grievances, 'capping out', which was an industry standard; a suggestion to add \$10,000 or \$30,000 to the budget for use as a bonus for exemplary employees; and concerns that extending the pay grid out 20 or 25 years would result in smaller raises over that time line.

#### **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 6:37 p.m.

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