

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
FEBRUARY 2, 2016**

APPROVED

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

ABSENT: Jacob Spell.

OTHERS: Jeff McDonald, Dean Bloch, Mary Mead

ITEMS TAKEN UP:

- Interview applicants for the position of Zoning Administrator
- Approve pay-grades for revised job descriptions for Administrative Assistant, Zoning Administrator and Town Planner (using Palmer & Associates Job Evaluation Manual)
- Approve conditional offer of employment including proposed wage-rate for Administrative Assistant

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 1:00 p.m. Present were Mr. Morrison, Mr. Krasnow, Ms. Spear, Mr. Tegatz, Mr. McDonald and Mr. Bloch.

INTERVIEW APPLICANTS FOR POSITION OF ZONING ADMINISTRATOR

MOTION by Ms. Spear, seconded by Mr. Tegatz, to go into executive session to interview applicants for the position of Zoning Administrator and review applications for Town Planner

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

Mr. McDonald and Mr. Bloch were invited to join the executive session.

At 2:45 p.m. the following motion was made:

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to come out of executive session.

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

No action was taken.

APPROVE PAY-GRADES FOR REVISED JOB DESCRIPTIONS FOR ADMINISTRATIVE ASSISTANT, ZONING ADMINISTRATOR AND TOWN PLANNER

The revised pay-grades were discussed, based on the scoring of the revised job descriptions, in accordance with the Palmer & Associates Job Evaluation Manual.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to reclassify the position of Town Planner to pay-grade 15, the position of Zoning Administrator to pay-grade 14, and the position of Administrative Assistant to pay-grade 8.

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

APPROVE CONDITIONAL OFFER OF EMPLOYMENT INCLUDING PROPOSED WAGE-RATE FOR ADMINISTRATIVE ASSISTANT

MOTION by Mr. Krasnow, seconded by Ms. Spear, to approve an offer of employment to Lindsay Bryce for the position of Administrative Assistant at pay-grade 8, step 3, at a pay-rate of \$14.40/hour.

DISCUSSION: Edits to the letter to Ms. Bryce were requested.

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

OTHER BUSINESS

Mr. Morrison indicated that the bill from Stitzel, Page & Fletcher includes some costs for legal consulting by the Cemetery Commission. Mr. Bloch had marked the bill indicating those costs should be paid by the Cemetery Commission, but Ms. Mead had indicated they should be paid by the Selectboard.

Ms. Mead joined the meeting. She indicated that even though a Cemetery Commissioner called the Town Attorney, the Town Attorney should not have acted without authorization from the Selectboard. She suggested that the Selectboard request that the Town Attorney remove the charge from the bill. There was discussion about the Selectboard developing a policy regarding what board members and staff are allowed to contact the Town Attorney.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to pay the legal cost generated by the Cemetery Commission from the cemetery maintenance account of the general fund.

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

Mr. Morrison said he would call the Town Attorney about the charge, in any event. The Selectboard asked the Town Administrator to draft a letter to the Town Attorney indicating who is authorized to call the Town Attorney.

Mr. Tegatz raised an issue concerning the standards on which Highway Access Permits are based. The Vtrans B-71 Standard may not be able to be implemented in all circumstances. He indicated that the goal is that run-off from driveways not impact town roads. He suggested that permits state if the B-71 Standard can't be met, applicants may be allowed alternatives that would need to be reviewed and approved by the Road Commission and Selectboard.

Mr. Bloch raised an issue concerning the proposed addition at the Senior Center. A bid process was conducted, three bids were submitted, and all three bids came in higher than

the Senior Center Board of Trustees has raised for the project. The Senior Center Board would like to revise the scope of the project and work with one of the bidders on the revised scope. However, the approved purchasing policy indicates that projects for which the scope is revised should be rebid. Mr. Tegatz said that since the project is being paid for by the Friends of the Senior Center, not the town, the Purchasing Policy doesn't apply. He said he views the addition as a donation to the town. Other Selectboard members agreed that the Board of Trustees may work with one of the contractors on the revised scope without rebidding the project.

There was brief discussion of the CPI-W metric that is used to make cost of living adjustments to pay-rates of town employees.

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 4:20 p.m.

Minutes respectfully submitted by Dean Bloch, Town Administrator.