

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
JANUARY 17, 2017**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Carrie Spear, Fritz Tegatz, Matthew Krasnow, Jacob Spell (via telecommunication 4:38 p.m.).

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Charles Russell, Margaret Woodruff, Janet Morrison, Ellie Russell, Mary Mead, Christina Booher, Seth Zimmerman, Frank Tenney, and others.

ITEMS TAKEN UP:

- 4:30 PM Review/approve factor scoring for Town Administrator and Town Clerk/Treasurer as per Palmer & Associates Job Evaluation Manual
- 5:15 PM Approve cost of living adjustment for FY18 as per Salary Administration Policy
- 5:30 PM Chittenden County Regional Planning FY18 Work Plan – Town application to obtain assistance for a roadway conditions inventory; no Town match required
- 5:45 PM Approve warrants to pay bills

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 4:35 p.m.

REVIEW/APPROVE SCORING FOR TOWN ADMINISTRATOR AND TOWN CLERK/TREASURER AS PER PALMER & ASSOCIATES JOB EVALUATION MANUAL

Mr. Morrison reviewed a summarized history of the Town Clerk/Treasurer pay issues that included a request by the Town Clerk/Treasurer for a \$15,000 pay raise at the 2014 March Town Meeting, a Selectboard agreement to develop an equitable salary policy and pay grade step schedule for evaluating all Town employees job descriptions utilizing the Palmer Analysis manual, an offer for a 2 percent longevity increase for 20+ year employees, and a grievance filed by the Town Clerk/Treasurer to the Vermont Department of Labor that was denied. In 2016, Mary Mead had requested a score of 530 versus the 510 assigned. The Selectboard modified the SAP so that the current Selectboard will review an employee grievance that a second Selectboard elected at the March Town Meeting would confirm and act on, said Mr. Morrison.

Mr. Morrison said in December of 2014 the Town Clerk/Treasurer job evaluation was researched and reviewed to be consistent with market conditions. The Palmer Analysis is not an exact science and the Selectboard tries to be responsive to the tax payer and Town employees. To end the issues with the Town Clerk, he is recommending an offer of a 5 percent raise, plus a 2 percent longevity increase, and a 1 percent Cost of Living (COL)

increase for an 8 percent pay raise in FY18. The Qualification factor could be reduced by 5 points, suggested Mr. Morrison.

Mr. Tegatz asked the Selectboard to review the job description factors for the Town Administrator and the Town Clerk/Treasurer utilizing the Palmer and Associates Job Evaluation Manual for Factors #1, #8 and #9.

The Selectboard reviewed the Palmer and Associates Job Evaluation Manual as follows:

- #1. Qualifications – Town Administrator: change to 105; Town Clerk/Treasurer: change to 100
- #2. Orientation & Training – keep Town Administrator at 25; Town Clerk/Treasurer: change to 30
- #3. Complexity of Work – Town Administrator: keep at 110; Town Clerk/Treasurer: keep at 115
- #4. Judgment – no change
- #5. Supervision Received – no change
- #6. Contact Frequency – no change
- #7. Contact Nature - no change
- #8. Supervision Exercised – Town Administrator: change from 40 to 35; Town Clerk/Treasurer: change from 20 to 30
- #9. Financial & Material Accountability – Town Administrator: change from 40 to 35; Town Clerk/Treasurer: keep at 40
- Informational Accountability – no change
- Responsibility for Healthy & Safety of Others – no change
- Physical Effort & Stress – no change
- Physical Work Conditions – no change
- Demands on Personal Time - no change

Total Town Administrator factor changes from 560 to 540 for a category grade of 19; total Town Clerk/Treasurer factor changes from 510 to 550 for a category grade of 19.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the factor scoring for the Town Administrator and Town Clerk/Treasurer as per the Palmer and Associates Job Evaluation Manual to totals of 540 points and 550 points respectively, and a category grade of 19 for each position.

VOTE: 4 ayes, 1 nay (Ms. Spear); motion carried.

Mr. Morrison said that no employee will lose pay based on the re-evaluation. The Town Clerk salary will increase two percent for longevity and COLA. A questions is should the Town budget be left as currently proposed, and when confirmed by a new Selectboard following the 2017 Town Meeting use the Town Reserve fund to pay the increase, or should the raise be put in now, asked Mr. Morrison.

Mr. Tegatz, Mr. Krasnow and Mr. Morrison spoke in favor of leaving the budget as currently proposed for the next Selectboard to confirm and act on the changes.

Ms. Mead said that the salary changes should be added to the budget, and if the next Selectboard confirms that it is fair then the amount is already in the budget. Mr. Morrison pointed out that the policy states that any change would be effective July 1st of the next year, for the FY18 budget.

Mr. Spell and Ms. Spear spoke in favor of adding the amount to the budget now.

Mr. Morrison noted that the COL is expected to come in at 0.8 or 0.9 percent.

CHITTENDEN COUNTY REGIONAL PLANNING FY18 WORK PLAN—TOWN APPLICATIONS TO OBTAIN ASSISTANCE FOR A ROADWAY CONDITIONS INVENTORY

Mr. Tegatz reported that he had spoken to a state VTrans representative and Chris Dubin, Chittenden County Regional Planning representative. They eliminated any concerns he had regarding exposing the Town to any liability for improving existing roads. If a new road was built then it would need to be built to the new standards. Existing roads are grandfathered in, said Mr. Tegatz.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to authorize the Charlotte Selectboard Chair to sign the Chittenden County Regional Planning FY18 Work Plan application to obtain assistance for a roadway conditions inventory, with no Town match required.

VOTE: 5 ayes; motion carried.

APPROVE WARRANTS TO PAY BILLS

The Selectboard reviewed and signed warrants to pay bills.

ADJOURNMENT

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

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 6:09 p.m.

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