

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
JANUARY 28, 2016**

APPROVED

Draft minutes are subject to correction by the Charlotte Selectboard. Changes, if any, will be recorded in the minutes of the next meeting of the Board.

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

ABSENT: Jacob Spell.

OTHERS: Jeannine McCrumb, Dean Bloch

ITEMS TAKEN UP:

- Interview applicants for position of Administrative Assistant
- Review applications for Zoning Administrator and Town Planner

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 8:00 a.m. Present were Mr. Morrison, Ms. Spear, Mr. Krasnow and Mr. Bloch.

INTERVIEW APPLICANTS FOR POSITION OF ADMINISTRATIVE ASSISTANT

Mr. Bloch indicated the first applicant to be interviewed had e-mailed that she was sick and would not be able to interview.

The Selectboard used the hour prior to the next scheduled interview to discuss the questions for the interviews and began a pay-grade analysis using the job factors in the Palmer and Associates Job Evaluation Manual.

At 9:00 a.m. the following motion was made:

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

VOTE: 3 ayes, 2 absent (Mr. Spell, Mr. Tegatz); motion carried.

Mr. Bloch was invited to join the executive session. Ms. McCrumb joined the executive session at 9:10 a.m.

At 10:45 a.m. the following motion was made:

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

VOTE: 3 ayes, 2 absent (Mr. Spell, Mr. Tegatz); motion carried.

Mr. Tegatz joined the meeting. The Selectboard continued the pay-grade analysis for the Administrative Assistant, Zoning Administrator and Town Planner. Ms. Spear left the meeting at 11:30 a.m.

At 11:45 a.m. the Selectboard recessed until 1:45 p.m.

At 1:45 p.m. Mr. Morrison, Chair, called the meeting back to order. Present were Mr. Morrison, Ms. Spear, Mr. Krasnow, Ms. McCrumb and Mr. Bloch.

MOTION by Ms. Spear, seconded by Mr. Krasnow, to go into executive session to interview applicants for the position of Administrative Assistant
VOTE: 3 ayes, 2 absent (Mr. Spell, Mr. Tegatz); motion carried.

At 2:30 p.m. the following motion was made:

MOTION by Ms. Spear, seconded by Mr. Krasnow, to come out of executive session
VOTE: 3 ayes, 2 absent (Mr. Spell, Mr. Tegatz); motion carried.

No action was taken.

ADJOURNMENT

MOTION by Mr. Krasnow, seconded by Ms. Spear, to adjourn the meeting.
VOTE: 3 ayes, 2 absent (Mr. Spell, Mr. Tegatz); motion carried.

The meeting was adjourned at 2:31 p.m.

Minutes respectfully submitted by Dean Bloch, Town Administrator.