

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
JANUARY 5, 2016**

**APPROVED**

**SELECTBOARD MEMBERS:** Lane Morrison, Chair; Carrie Spear, Fritz Tegatz, Matthew Krasnow, Jacob Spell (arrived 4:06 p.m.).

**ADMINISTRATION:** Dean Bloch, Town Administrator.

**OTHERS:** Peter Trono, Jeff McDonald, Robin Reid, Jeannine McCrumb, Robert Mack, and others.

**ITEMS TAKEN UP:**

- **Planning and Zoning Staffing**

**CALL TO ORDER**

Mr. Morrison, Chair, called the meeting to order at 4:04 p.m.

**PLANNING AND ZONING STAFFING**

Mr. Morrison briefly reviewed an open position for a 20 hour per week Administrative Assistant, a 25 hour per week Zoning Administrator and a 30 hour per week Town Planner job descriptions. The Selectboard would confirm the three job descriptions, consider an interview committee, and authorize an interview process, said Mr. Morrison.

Mr. Bloch reported that the Administrative Assistant position would be coming out as an electronic ad in the 7 Days paper. Currently there were nine applications for the administrative assistant position, and suggested that the Selectboard review the applications prior to 01/19/2016.

There was discussion regarding duties of the proposed Administrative Assistant as support for the Zoning/Planning office and 5 hours for Selectboard support; how the position would be budgeted (all within the Zoning/Planning budget); assisting walk-in public assistance at the planning/zoning ‘counter’ by whoever was in the office; and a suggestion that zoning and planning office employees should be documenting work related to work hours in order to recognize real costs utilizing an hourly wage basis.

The Selectboard spoke in support of the proposed 115 hours total as distributed, and a proposed hourly pay versus salaried.

***THREE PROPOSED JOB DESCRIPTIONS REVIEW:***

***TOWN PLANNER:***

- Job Summary: - change “...Design Review Committee...” to read “...Design Review Committee for Thompson’s Point Conditional Use review...”;
- Specific Duties and Responsibilities, Planning: #1 – correct the word “statute” to read “statutes”;

- Specific Duties and Responsibilities, Planning: #2 – change to read “...updates and proposed amendments...”;
- Specific Duties and Responsibilities, Planning: #9 – add “Planning Commission’s” between “the” and “review”;
- Development review: # 4 – change “Duty #1” to read “Development Review #1”;
- and cite the appropriate state statute related to “municipal panels”;
- Supervised by: change to read “Selectboard and/or Town Administrator”;
- Move the sentence “The position is hourly and is non-exempt under the Fair Labor Standards Act” from “Hours” to “Compensation”;
- Change “Salary” to “Compensation”.

There was discussion regarding a suggested addition to specific duties and responsibilities of a Town Planner and Zoning Administrator, #11, related monthly reports and discussions with the Selectboard. It was decided that the Selectboard liaison (Mr. Spell) to the Planning Commission and Zoning Board would meet with the board/commission chairs and report back to the Selectboard under “Selectboard Updates”. There would be no changes to #11.

*ZONING ADMINISTRATOR/SEWAGE CONTROL OFFICER AND DEPUTY HEALTH OFFICER*

- Specific Duties and Responsibilities, Zoning Administrator/Sewage Control Officer duties, # 8 – no change (it was noted that as a management tool the duties should include utilizing a check list and budget).

**MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the proposed job descriptions for an Administrative Assistant, Zoning Administrator/Sewage Control Officer/Deputy Health Officer, and Town Planner as amended.**

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

Mr. Bloch reviewed Personnel Policy Section 3.1.8, related to posting the Town Planner position internally versus advertising it universally.

In response to questions, Ms. McCrumb expressed interest in the Town Planner position on an hourly basis.

**MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to authorize the release of Zoning Administrator/Sewage Control Officer/Deputy Health Officer and Town Planner job descriptions and to advertise the two positions.**

**DISCUSSION:**

**Mr. Krasnow asked for an update regarding the Palmer Analysis process. Mr. Morrison replied that two of the Selectboard members needed to be educated in the Palmer methodology. The Selectboard would conduct the analysis in a special meeting within the next two weeks. An hourly wage range would be created for all three positions, explained Mr. Morrison.**

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

Mr. Morrison noted that there were nine applications for the Administrative Assistant position to review. Mr. Krasnow spoke in support of all five Selectboard members reviewing the applications and ranking them for interviews.

The Selectboard would review and rank the applications for all three positions by 01/19/2016.

Regarding creation of an interview committee, the Selectboard asked the Planning Commission Chair, the Zoning Board Chair and Ms. McCrumb review the interview questionnaire, and add or tailor the job specific questions for the respective positions as #10 and/or #11.

*NEXT STEPS:*

- Conduct interviews – a small group committee comprised of commission/board chairs and available Selectboard members at warned meetings.
- Select the top 5 candidates for the Administrative Assistant, Zoning Administrator/Sewage Control Officer, and Town Planner.

Ms. Spear asked if the 20 hours for an Administrative Assistant was realistic, and spoke in support of specific posted office hours.

**ADJOURNMENT**

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

**VOTE: 5 ayes; motion carried.**

The meeting was adjourned at 5:40 p.m.

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