

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
MARCH 13, 2014**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Charles Russell, Ellie Russell, Fritz Tegatz, Matthew Krasnow.

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Peter Trono, Stephen Brooks, Robert Mack, Carrie Spear, Sharron Balaban, and others.

ITEMS TAKEN UP:

- **Staffing needs for Planning & Zoning Office – action item**

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 3:04 p.m.

STAFFING NEEDS FOR PLANNING & ZONING OFFICE – action item

Mr. Morrison briefly reviewed a proposal from Mary Mead and a suggestion to delay hiring an administrative assistant. He had talked to Jeannine McCrumb, Charlotte Planning/Zoning Administrator, and Dean Bloch, Town Administrator, regarding their respective work loads and job duties. The Board has received 40 resumes for the advertised administrative assistant position. The number has been reduced to 10 candidates. Five of the applicants would be interviewed on Monday, 03/17/2014, and 5 more on Tuesday, 03/18/2014, said Mr. Morrison.

Ms. Russell explained the process that the Board went through to identify staffing needs if Gloria Warden left one year ago. An administrative assistant job description was drafted to support the Planning and Zoning office and the Town Administrator functions. She had met with Jeannine, who was overwhelmed right now. Jeannine was working 4-5 extra hours per week, as was Dean, reported Ms. Russell.

There was lengthy discussion regarding the number of applications before the Planning Commission and Zoning Board of Adjustment; digitalizing Town records from paper records; a Town Plan update that should be done every five years, which was on-going; and how efficient the previous planning and zoning office operated.

Mr. Tegatz explained that he spent time observing the hours put in by Tom Mansfield as Zoning Administrator, and it appeared that Tom was “one-half” busy, and he assumed the assistant was too. Now there was a Town Administrator, a Town Planner/Zoning Administrator with increased hours and salaries. The Board was looking at hiring an administrative assistant with an increase of \$20,000 in costs, said Mr. Tegatz.

47 Mr. Tegatz reviewed a written comparison of towns in Vermont based on a VLCT report.
48 Salaries for zoning and planning positions ranged from \$32,000 to \$62,000 for two
49 people, said Mr. Tegatz.

50
51 Mr. Tegatz said that with his job experience working in planning/zoning in other cities he
52 questioned the need for an assistant. The Planning Commission and a hired consultant
53 were working on a Town Plan update. He understood that when the consultant left
54 Jeannine would take over. For a small business payroll was the gorilla in the room. Wait
55 until the Town Plan was done and then do an evaluation of the work load, suggested Mr.
56 Tegatz.

57
58 Mr. Morrison asked Mr. Tegatz if he thought Charlotte's salary level was out of line. Mr.
59 Tegatz replied that Charlotte paid the second highest salary.

60
61 Mr. Krasnow said that he talked with Dean and Jeannine regarding work loads and why
62 the Town was considering the position. He didn't get a chance to talk to Mary. He had
63 concerns regarding rising taxes in Town and was looking for ways to bring the tax rate
64 down without reducing services or benefits to the Town. It could be possible to start a
65 new person at a \$15.00/hour rate versus a \$37,000 a year salary. Hiring a part time person
66 saved 27 percent versus a full time person, said Mr. Krasnow.

67
68 Mr. Mack asked how many hours Gloria worked per week, or year. Ms. Russell replied
69 she worked 35 hours per week. Mr. Mack said he reviewed Gloria's sick, vacation and
70 personal time. On average she worked 26 hours per week. On her time sheet she logged
71 in at 4:00 p.m. to 6:00 p.m. and he didn't understand what that was, said Mr. Mack.

72
73 Mr. Bloch said that as the Selectboard Assistant he had no authority to supervise Town
74 employees. Jeannine has found that there was some under performance in the office,
75 which supported an argument to fill the offices with talented people to do the work.
76 Consultants need guidance and clear understanding of what was wanted in order to do a
77 complete job, explained Mr. Bloch.

78
79 Mr. Trono expressed concern regarding the low number of building permit hearings and
80 zoning hearings held per year. That didn't warrant hiring three people. The Town should
81 consider hiring a consultant to get the Town Plan done and records scanned. Jeannine and
82 Dean are both busy because they just started new positions. If a new full time person was
83 hired and in one year the work was all caught up the Town might find that a third person
84 wasn't needed. The Selectboard should slow down, or try a trial period with a part time
85 person, said Mr. Trono. Mr. Morrison said that no job was a job for life. If there was
86 excess work, or in-efficiencies, in one year or 18 months from now the Town could see if
87 it could cut back, or not, said Mr. Morrison.

88
89 Mr. Brooks asked when the Selectboard would discuss Mary's proposal. She has offered
90 support to the Selectboard. The Town and Clerk/Treasurer should work in a collaborative
91 team way. What's the bad thing that could happen if the Selectboard waited to see how
92 the current reorganization worked out. The updating of Town records was a one-off and

93 Town Plan was a 5 year off, said Mr. Brooks. Mr. Morrison said that he has met with
94 Mary many times over several weeks regarding financial issues. He would like to ask
95 Mary how more hours would affect her, and where to go with it. He would like more
96 interaction prior to a public meeting to make things move smoothly versus get to a
97 meeting and trying to work things out there, said Mr. Morrison.
98

99 Mr. Bloch reviewed that on paper the Town Plan update was scheduled for 20 hours and
100 the Zoning Administrator 30 hours. Jeannine doing trying to get it all done with 40 hours.
101 There was a balance needed between staff and volunteer committees to work together.
102 The clerk, treasurer, and assistant clerk work hard and the Town recognizes them for that,
103 said Mr. Bloch.
104

105 Ms. Balaban asked if the administrative assistant position advertisement mention a salary.
106 Mr. Morrison replied no. Ms. Balaban asked if the Selectboard would ask an applicant
107 what they would expect for compensation. Mr. Morrison replied yes. Ms. Balaban asked
108 if the Selectboard was interviewing applicants with previous experience in this line of
109 work. Mr. Morrison replied yes. Ms. Balaban suggested that a seasoned applicant with
110 15-20 years of experience could be hired at \$15 per hour.
111

112 Mr. Tegatz said he was concerned that there could be some confusion if one person had
113 two different people telling them what to do. Ms. Russell pointed out that Dean was the
114 only supervisor.
115

116 **MOTION by Mr. Russell, seconded by Ms. Russell, to approve filling an**
117 **Administrative Assistant position for 35 hours per week.**

118 **DISCUSSION:**

119 **Mr. Brooks said that it appeared as if more information was needed. The**
120 **Selectboard should hold off interviews a few months, said Mr. Brooks.**
121

122 **Mr. Trono pointed out that the Selectboard had developed a job description before**
123 **Gloria even left. A question was would the Selectboard have re-evaluated the**
124 **position if Gloria had stayed. Mary offered help from the Town Office side and the**
125 **Selectboard should table a decision until Mary returned from her vacation. Give**
126 **Mary a chance to describe what she could do, said Mr. Trono.**
127

128 **Mr. Morrison said that he would like to talk with Mary and get some feedback. The**
129 **next Selectboard meeting was Monday, 03/17/2014. The interview process could be**
130 **delayed, suggested Mr. Morrison.**
131

132 **Mr. Krasnow said he would like to have a better understanding of the differences**
133 **between the town offices, such as the role of Town Clerk versus planning and**
134 **zoning. How to divide the work was a valuable discussion with Town employees,**
135 **said Mr. Krasnow.**
136

137 **There was brief discussion regarding the proposal forwarded by Mary Mead; the**
138 **fact that interviews have been scheduled for an advertised position; and how many**

139 hours was needed to staff that proposed position. Mr. Morrison said that it was
140 clear that the Town wants the offices to work together. Mary was not here to expand
141 on what she offered.

142

143 Mr. Morrison pointed out that Mr. McDonald and Mr. Pualwan who were on the
144 interview committee were not able to attend this meeting. It was important to hear
145 from the entire interview committee, said Mr. Morrison.

146

147 Mr. Russell withdrew his motion.

148

149 Mr. Bloch said that it took time to advertise the position and schedule the interviews. The
150 Selectboard could hold the scheduled interviews and then could make a decision to hire
151 someone when the time came, suggested Mr. Bloch. Mr. Morrison said that if the
152 interviews went forward then the Selectboard could ask what rates the candidates
153 expected and their availability. Discussions with the volunteers on the committees could
154 happen, said Mr. Morrison.

155

156 Following further discussion an informal straw poll was taken with Mr. Tegatz, Mr.
157 Russell, Ms. Russell and Mr. Krasnow in favor of holding the interviews to find out
158 applicant expectations regarding hourly rate and/or number of hours.

159

160 Mr. Bloch noted that Gloria had worked for the Town for 30 years and asked if the
161 Selectboard would consider a party to recognize Gloria. Mr. Morrison said that three of
162 the Selectboard members could work on a party.

163

164 **ADJOURNMENT**

165 **MOTION by Mr. Russell, seconded by Ms. Russell, to adjourn the meeting.**

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

167

168 The meeting was adjourned at 4:25 p.m.

169

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

171

172