

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
MAY 26, 2016**

APPROVED

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

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Frank Sadowski, Janet Morrison, Mary Mead, Bud Shriner, Robert Mack, Christina Booher, John Hammer, Charlotte News; and others.

ITEMS TAKEN UP:

3:00 PM Town Clerk/Treasurer – analysis of job descriptions, job grading, and pay-rate using the Palmer & Associates Job Evaluation Manual

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 3:03 p.m.

SELECTBOARD UPDATES

Mr. Morrison reported on a Thompson's Point Wastewater Committee meeting he had attended.

Mr. Tegatz briefly reviewed progress on the Senior Center project and four change orders related to soil conditions. Mr. Spell expressed concerns regarding high building costs that were based on square footage rates.

TOWN CLERK/TREASURER – ANALYSIS OF JOB DESCRIPTIONS, JOB GRADING, AND PAY-RATE USING THE PALMER & ASSOCIATES JOB EVALUATION MANUAL

Ms. Mead handed out copies of a written statement regarding Selectboard decisions in 2014 that increased her hours per week from 35 to 40 and decreased her pay rate on the grid. Her salary based on 40 hours per week times 52 weeks plus a 2 percent COLA should yield a pay rate of \$35.26 per hour. These were issues that have not been addressed, stated Ms. Mead.

Following lengthy discussion Ms. Spear suggested that an exception should be made for Mary due to her 22 years of taking impeccable care of the Town records and financials.

MOTION by Ms. Spear, to remove the Town Clerk/Treasurer line item from the Job Evaluation Grid. Motion died for lack of a second.

There was lengthy discussion regarding a review of weighted questions #4 through 14 of the Palmer Job Evaluation Analysis and Job Evaluation Grid that were approved

December 10, 2014 and revised January 1, 2016, related to the Town Clerk/Treasurer line.

PROPOSED CHANGES/REVISIONS:

- Question 4, Judgment - the Town Clerk/Treasurer remained at “40”
- Question 5, Supervision Received - the Town Clerk/Treasurer remained at “65”
- Question 6, Contacts - the Town Clerk/Treasurer remained at “20”
- Question 7, Nature of Contacts - the Town Clerk/Treasurer remained at “40”
- Question 8, Supervision Exercised - the Town Clerk/Treasurer was changed from “20” to “30”
- Question 9, Financial & Material Accountability - the Town Clerk/Treasurer remained at “40”
- Question 10, Informational Accountability - the Town Clerk/Treasurer was changed from “40” to “45”
- Question 11, Responsibility for Health & Safety of Others - the Town Clerk/Treasurer remained at “5”
- Question 12, Physical Effort & Stress - the Town Clerk/Treasurer remained at “5”
- Question 13, Physical Working Conditions - the Town Clerk/Treasurer remained at “0”
- Question 14, Demands on Personal Time - the Town Clerk/Treasurer remained at “15”
- Results of proposed revisions: a total score change from “510” to “555” with a category change to Grade 20

COMMENTS/QUESTIONS

Ms. Booher asked if the Selectboard reviewed the entire grid for internal equity of all employees and someone dropped a grade, would that result in a lower pay rate. Mr. Krasnow explained no; that employee would stay at the same pay rate at a new step.

NEXT STEPS:

- Review internal equity for all employees on the Job Evaluation Grid
- Schedule a Selectboard meeting with the review of internal equity as a single agenda item for Thursday, June 9, 2016, at 3:30 p.m.
- Engage Frank Sadowski to mediate the internal equity review

ADJOURNMENT

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

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 5:20 p.m.

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