

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
APRIL 10, 2017**

**APPROVED**

**SELECTBOARD MEMBERS:** Lane Morrison, Chair; Carrie Spear, Fritz Tegatz, Frank W. Tenney. **ABSENT:** Matthew Krasnow.

**ADMINISTRATION:** None.

**OTHERS:** Mary Mead, Christina Booher, Charles Baker, Dawn Francis, Sue Smith, Dale Knowles, Vanessa Knowles, Hugh Lewis Jr, Adam Dantzcher, Jenny Cole, Jeff McDonald, Marty Illick, Margaret Russell, Bob LaFont, Chris Folk, and others.

(NOTE: the Charlotte Selectboard agenda was heard out of order, but appears as published for continuity.)

**ITEMS TAKEN UP:**

- 6:30 PM Review revised factor scoring for Town Clerk/Treasurer and Town Administrator as per Palmer & Associates Job Evaluation Manual—as approved by Selectboard on January 17, 2017
- 7:15 PM Charlie Baker—Update regarding Regional Dispatch Study and Implementation
- 7:30 PM Paving contract—open bids and select bidder
- 7:45 PM Mowing/Brush-hogging Contracts
  - Brush-hogging contract
  - Town Property mowing and land maintenance contract
  - Cemetery mowing contract
- 8:00 PM Thompson's Point agricultural lease
- 8:10 PM Interviews:
  - Marty Illick, reappointment to the Planning Commission, term ending April 30, 2021
  - Margaret Russell, reappointment to the Trails Committee, term ending April 30, 2019
- 8:20 PM Additional hours for the Town Planner to work on updating the Town Plan
- 8:30 PM Acceptance of rehabilitation of the Seguin covered bridge
- 8:35 PM Stipulation for settlement with Denise and Thomas Kessler

**CALL TO ORDER**

Mr. Morrison, Chair, called the meeting to order at 6:30 p.m.

**REVIEW REVISED FACTOR SCORING FOR TOWN CLERK/TREASURER AND TOWN ADMINISTRATOR AS PER PALMER & ASSOCIATES JOB EVALUATION MANUAL—AS APPROVED BY SELECTBOARD ON JANUARY 17, 2017**

Mr. Morrison briefly reviewed a revised factor scoring for the Town Clerk/Treasurer as per the Palmer Evaluation that changes the total points to 550 for a Step 19 pay grade, effective July 1, 2017.

**MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve a revised Palmer Associates factor score for the Town Clerk/Treasurer job evaluation increase to a total score of 550 points.**

**DISCUSSION:**

**Ms. Mead stated that this pay rate returns her to a 2010 pay rate.**

**Mr. Tenney said that it seems to be going backward in pay. He was not familiar with the reasoning, said Mr. Tenney. Mr. Morrison explained that the Selectboard has been discussing this matter since 2014. Mary complained about her pay rate and grieved the Palmer evaluation process, and then appealed the Selectboard decision to the Vermont Labor Department in December, 2015, which was denied, said Mr. Morrison.**

**Ms. Mead said that a few meetings ago the Selectboard discussed the Recreation Coordinator job and decided the position would be a salaried position. Matt Krasnow had asked her if any Town employee had been paid as a 30-hour salaried position before. A past example is the Librarian position that was salaried at 35 hours. The Library Trustees asked to increase the Librarian to 40 hours. It was a 35 hour position and the Selectboard said she was a 40-hour salaried position with a pay rate calculated hourly and salaried the same way. The Selectboard didn't do that with her. She is an elected official and paid by state statute. The Selectboard can't dictate her salary. When the Selectboard did job evaluations and pay rates for everyone the Selectboard increased her from 35 to 40 hours and that bumped her pay back. She didn't get a pay rate increase, only a COLA, said Ms. Mead.**

**Mr. Tenney said that he is hearing are two things, and asked if Mary's salary increased since 2010. Ms. Mead replied yes. Mr. Tenney said that for clarification, it appears that the pay rate went down, but the salary stayed the same, said Mr. Tenney.**

**Ms. Spear explained that Mary was already maxed out on the pay grid due to the 'years of service' factor. Mr. Tegatz pointed out that the policy includes a paragraph that if pay is designated as a salary then the calculation is the salary divided by the number of hours to come up with a pay rate.**

**Ms. Mead said that the Selectboard didn't say the Recreation Director was a salaried per year employee when they put the director on the grid.**

**Ms. Mead said that Dean, herself, Margaret and the Recreation Director are salaried and the Selectboard assigned specific pay rates. The Selectboard went through the process for everyone and used a calculation based on approved hours multiplied by the pay rate and that equaled the salary shown in the budget. These are not separately salaried positions, said Ms. Mead.**

Mr. Tegatz reiterated the calculation is based on a salary divided by a number of hours to find a rate. The policy outlines how this is done. A salaried employee doesn't fill out a time card and isn't eligible for overtime, said Mr. Tegatz.

Mr. Morrison noted that in Mary Mead's case she goes from a pay grade 18 to pay grade 19. The pay increases 2 percent for longevity, a 0.8 percent COLA, for a 5.8 percent pay increase for FY2018. The Town Clerk/Treasurer has a \$68,266 salary includes 2 percent, effective July 1, 2017, said Mr. Morrison.

Mr. Tenney asked if the salary was put on the grid for comparison purposes only.

Ms. Booher said that the recommended definition of a salary is a set number and divided over a pay period. It is difficult to do with a pay grid and the Selectboard needs to look at it, said Ms. Booher. Mr. Tegatz replied that is exactly what the policy says.

Mr. Tenney said any salary should be based on 40 hours and put on the grid. An employee has a job to "get done" and only gets a salary based on 40 hours per week. There is no 35 – 40 hour job, or overtime, said Mr. Tenney.

**VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.**

**MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve a revised Palmer Associates factor score for the Town Administrator job evaluation decrease from 560 to 540 points.**

**DISCUSSION:**

Mr. Morrison said that the Town Administrator was decreased in total score from 560 to 540 points.

Ms. Spear pointed out that the job description says the Town Administrator supervises the Recreation Director, and that needs to be updated. Mr. Morrison said that the job description will be updated.

Mr. Tenney asked if that is a decrease. Mr. Morrison replied yes. The previous Selectboard felt the job responsibilities weren't tallied correctly and the pay grade went from grade 20 to grade 19. The salary will stay the same until the grid catches up, said Mr. Morrison.

Ms. Spear said that the Selectboard will do a review in May.

**VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.**

#### **ADJUSTMENTS TO THE AGENDA**

No changes.

#### **PUBLIC COMMENTS**

None.

**SELECTBOARD UPDATES**

Ms. Spear suggested simplifying the Selectboard committee liaison process and have committees meet with the Selectboard three times per year. That way the public watching VCAM could hear what the Trails Committee is doing, as an example. She is finding that she can't attend all the committee meetings, said Ms. Spear.

Mr. Morrison said that staff could set up something on the Selectboard calendar.

**CHARLIE BAKER—UPDATE REGARDING REGIONAL DISPATCH STUDY AND IMPLEMENTATION**

Charlie Baker, Chittenden County Regional Planning Executive Director (CCRPC), Dawn Francis, Colchester CCRPC representative, and Jim Donovan, Charlotte CCRPC representative, reviewed a memo regarding a proposed regionalization of emergency services dispatch and a consultant's report. A governance committee is exploring a union municipal district model. A union municipal district would be adopted via the Town Meeting voting process, said Mr. Baker.

Mr. Tegatz asked if Charlotte would have a vote regarding a union municipal district. Mr. Baker replied that if Charlotte wants to get in as an "owner" there would be significant costs associated with it. Mr. Morrison said that Charlotte would be subject to whatever Shelburne wants to do.

There was discussion regarding disadvantages with the current dispatch system, which would be eliminated by the proposed system.

Mr. Morrison asked for next steps for Charlotte. Mr. Baker said that in the fall he would return with budget numbers and a scenario of what the process entails. The RPC website has more information, said Mr. Baker.

**PAVING CONTRACT—OPEN BIDS AND SELECT BIDDER**

Mr. Morrison opened 6 bids received for a paving contract, and announced the following bids:

- Whitcomb \$67.71 price per ton of hot mix asphalt
- S.T. Paving \$68.00 price per ton of hot mix asphalt
- Pike Industries \$58.59 price per ton of hot mix asphalt
- D & F Excavating and Paving \$57.40 price per ton of hot mix asphalt
- J. Hutchins \$65.25 price per ton of hot mix asphalt
- S.D. Ireland \$65.38 price per ton of hot mix asphalt

Mr. Tegatz reviewed each individual bid package.

Mr. Lewis, Charlotte Road Commissioner, said that D & F has paved in Town in the past. They are a smaller outfit and take longer to complete a job, but the contract has a completion date of June 30, 2017, said Mr. Lewis.

Mr. LaFont, Pike Industries representative, said that Pike could freeze the price as of today if that was more attractive.

**MOTION by Mr. Tegatz, seconded by Ms. Spear, to award the paving contract to D & F Excavating and Paving for a unit price of \$57.40 per ton of hot mix asphalt.**

**VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.**

**MOTION by Mr. Tegatz, seconded by Ms. Spear, to amend the paving contract motion to include: and to authorize the Charlotte Selectboard Chair to sign the paving contract documents on behalf of the Town of Charlotte.**

**VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.**

### **MOWING/BRUSH-HOGGING CONTRACTS**

#### **TOWN PROPERTY MOWING AND LAND MAINTENANCE CONTRACT**

Mr. Morrison reviewed that 3 bids for the Town mowing contract were received and opened on March 31, 2017.

Ms. Smith asked if a contract could be split up. Mr. Tegatz said that the contract bids were sent out as an aggregate.

Mr. Knowles said that Church Hill is a landscaping business and has put out a mowing bid for the first time. When a previous first time low bidder was awarded a contract they quit half way through the season, said Mr. Knowles.

Mr. Tegatz explained that if contracts were awarded on the lowest bid for each location then the Town would have to bid it out that way. It could be discussed for next year, suggested Mr. Tegatz.

Ms. Cole asked for a copy of the bid contract specifications.

Mr. Dantscher said that the brush hogging specifications just says each area defines a scope of work.

Mr. Morrison said that at this point it would be unfair to the bidders to split the contracts.

**MOTION by Mr. Tenney, seconded by Ms. Spear, to award the Town Mowing and Land Maintenance contract to Mow, Mow, Mow for a total of \$25,749 for 2017.**

**VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.**

#### **BRUSH-HOGGING CONTRACT**

**MOTION by Mr. Tegatz, seconded by Mr. Tenney, to award the Brush hogging contract to Adam Dantscher for a total of \$2,320.**

**VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.**

#### **CEMETERY MOWING CONTRACT**

Mr. Morrison asked if Mr. Dantscher had reviewed the scope of work with the Cemetery Commissioners. Mr. Dantscher replied yes.

**MOTION by Mr. Tenney, seconded by Ms. Spear, to award the Cemetery Mowing Contract to Adam Dantzsch for 2017 for a total of \$2,830.**

**VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.**

**THOMPSON'S POINT AGRICULTURAL LEASE**

**MOTION by Ms. Spear, seconded by Mr. Tegatz, to award the Thompson's Point Agricultural Lease to Steve Denton for 2017 at \$50 per acre.**

**VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.**

**INTERVIEWS:**

Marty Illick, reappointment to the Planning Commission, term ending April 30, 2021  
The Selectboard reviewed the candidate's qualifications.

**MOTION by Mr. Tegatz, seconded by Ms. Spear, to reappoint Marty Illick to the Planning Commission for a term ending April 30, 2021.**

**VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.**

Margaret Russell, reappointment to the Trails Committee, term ending April 30, 2019  
The Selectboard reviewed the candidate's qualifications.

**MOTION by Ms. Spear, seconded by Mr. Tenney, to reappoint Margaret Russell to the Trails Committee for a term ending April 30, 2019.**

**VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.**

**ADDITIONAL HOURS FOR THE TOWN PLANNER TO WORK ON UPDATING THE TOWN PLAN**

Mr. Morrison explained that the Town Planner worked a 35 hour week currently. A 40 hour week is budgeted, effective July 1, 2017. The Selectboard could approve 40 hour week ten weeks early as recommended by the Town Administrator, said Mr. Morrison.

(NOTE: the Charlotte Selectboard motioned to enter Executive Session to discuss a Personnel Matter related to the Town Planner, and a Litigation Matter related to the Kessler appeal – see agenda item “Stipulation for Settlement with Denise and Thomas Kessler below”)

A motion was made following adjournment of Executive Session:

**MOTION by Mr. Tegatz, seconded by Mr. Tenney, to increase the hours of the Town Planner from 35 hours per week to 40 hours per week to July 1, 2017.**

**VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.**

**ACCEPTANCE OF REHABILITATION OF THE SEGUIN COVERED BRIDGE**

**MOTION by Mr. Tegatz, seconded by Ms. Spear, to accept the Seguin Covered Bridge rehabilitation project, and to authorize the Charlotte Selectboard Chair to sign the documents on behalf of the Town of Charlotte.**

**VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.**

**STIPULATION FOR SETTLEMENT WITH DENISE AND THOMAS KESSLER**

**MOTION by Mr. Tenney, seconded by Ms. Spear, to recess the regular meeting and to enter Executive Session for the purposes of discussing a Personnel Matter related to the**

**Town Planner, and to discuss a Litigation Matter related to the Stipulation for Settlement with Denise and Thomas Kessler, where premature knowledge could place the Town of Charlotte at a disadvantage.**

**VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.**

The Selectboard recessed the regular meeting and entered Executive Session at 7:52 p.m.

**MOTION made and seconded to invite Jeff McDonald, Planning Commission Chair, to attend Executive Session.**

**VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.**

**MOTION by Mr. Tegatz, seconded by Ms. Spear, to adjourn Executive Session and reconvene the regular meeting.**

**VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.**

The Selectboard adjourned Executive Session and reconvened the regular meeting at 8:17 p.m.

**MOTION Ms. Spear, seconded by Mr. Tegatz, to accept the Stipulation for Settlement with Denise and Thomas Kessler as per VRCP58, and to authorize the Charlotte Selectboard Chair to sign the document on behalf of the Town of Charlotte.**

**VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.**

Mr. Morrison signed the Stipulation document and notarized by Christina Booher, Assistant Town Clerk.

**MINUTES: March 27**

**MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve the Charlotte Selectboard minutes of March 27, 2017, as written with edits.**

**VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.**

Approval of the Charlotte Selectboard minutes of April 6, 2017 was deferred due to a lack of a quorum.

#### **APPROVE WARRANTS TO PAY BILLS**

The Selectboard members reviewed and signed warrants to pay bills.

#### **OTHER BUSINESS**

Ms. Cole and Ms. Smith asked for a reconsideration of the mowing contracts, and read language in the contract that allowed the contract to be split. Mr. Tegatz said that the contracts could be clarified for next year. The 2017 contractor bids were based on a whole scope of work, explained Mr. Tegatz. Mr. Morrison pointed out that the contract language also says that the Selectboard could award a bid for all the work.

Mr. Lewis said that the Town speed cart was still in storage and asked the Selectboard who will program it and when it would be placed on a road. Mr. Morrison suggested designating Matt Krasnow to contact Mr. Lewis on Friday.

**ADJOURNMENT**

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

**VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.**

The meeting was adjourned at 8:40 p.m.

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