

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
FEBRUARY 19, 2018**

**APPROVED**

**SELECTBOARD MEMBERS PRESENT:** Lane Morrison, Chair; Carrie Spear, Frank Tenney, Matthew Krasnow.

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

**OTHERS:** Stuart Bennett, Peter Joslin, Charlie Pugh, Marty Illick

**AGENDA ITEMS:**

- 7:00 PM Discuss staffing issues to prepare for interviews of applicants for Zoning Administrator

**CALL TO ORDER**

Mr. Morrison, Chair, called the meeting to order at 7:00 p.m.

**DISCUSSION OF STAFFING ISSUES**

The roles of the Zoning Administrator and Town Planner were reviewed.

It was noted that, prior to the current staffing configuration, the Administrative Assistant was Clerk to the Zoning Board of Adjustment. Given the workload of the Town Planner, there was consensus that hiring an Administrative Assistant should be revisited. There was discussion about whether the Administrative Assistant would be handling the window. It was noted that, although having the Zoning Administrator take care of the window can be a distraction from the administrative work, it can be a benefit in terms of the Zoning Administrator meeting applicants directly and not having information get lost between an Administrative Assistant and the Zoning Administrator, and also it can be more time-efficient.

It was discussed that, if an Administrative Assistant is hired, it would not affect the approved number of hours per week for the Zoning Administrator and Town Planner, which are 35 and 40, respectively. It was also noted that, if an Administrative Assistant is hired, the Town Planner should be told the expectation is that there will be no overtime authorized.

Dean was asked to begin the process by reviewing the job description, and bringing a hiring proposal to the Selectboard.

It was also noted that the quality of the applicants for Zoning Administrator could be better, and their interest in staying could be stronger, if the position is 40 hours/week. It was noted current applicants, which will be interviewed this week, can be asked if they would prefer 40 hours/week.

A concern was raised that Certificates of Occupancy should be required for all Zoning Permits, to verify that what gets constructed is consistent with what was authorized by the permit.

There was discussion about the need for the Zoning Administrator to have some computer skills. It was also noted it's important for the Zoning Administrator to have decision-making skills, and that there should be a balance of both skill-sets.

Ms. Spear left the meeting.

No action was taken.

#### **ADJOURNMENT**

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

**VOTE: 3 ayes; motion carried.**

The meeting was adjourned at 8:15 p.m.

Minutes respectfully submitted, Dean Bloch