

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
MEETING CONDUCTED AT TOWN HALL AND VIA TELECONFERENCE  
JULY 30, 2020**

**APPROVED**

**SELECTBOARD MEMBERS:** Chair Matthew Krasnow, Vice Chair Frank Tenney, Carrie Spear, James Faulkner, Louise McCarren

**ADMINISTRATION:** Dean Bloch, Town Administrator

**OTHERS:** Mary Mead, Christina Booher

**AGENDA ITEMS:**

4:00 PM Set municipal tax rate for FY21

4:15 PM Approve pay-rate and hours/week for Assistant Town Clerk/Treasurer

4:30 PM Personnel policy review

4:40 PM Personnel issue (executive session likely)

**CALL TO ORDER**

**Selectboard Chair Matt Krasnow called the meeting to order at 4 p.m.**

**Set municipal tax rate for FY21**

Mary Mead presented her FY21 Tax Rate Calculation Surplus Explanation. A five percent reserve, which is the Town's norm, is accepted municipal practice, Matt Krasnow said. In a year like this the Town can actually give back, Mary said. The school district must get paid first, Mary said, and they get paid regardless if the Town has successfully collected all of the property taxes.

**MOTION by Louise McCarren, seconded by James Faulkner, to approve the municipal tax rate for FY21 as set out in the Town Clerk's report. VOTE: 5 ayes; all in favor; motion carried.**

**Approve pay-rate and hours/week for Assistant Town Clerk/Treasurer**

Mary Mead's recommendations were reviewed. Matt Krasnow said a draft analysis is necessary from Dean Bloch to change the position's pay grade. Gallagher Flynn offered guidance on a pay rate adjustment, but as for changing job scoring or paygrade, that requires the necessary steps. And all positions are still currently under the Palmer Method and the Town cannot suspend that for one hire. The equity of the hiring process in Town is at stake and the current system has not been suspended, Matt said. So, this new hire would be at step five with the market adjustment, Frank said. Frank clarified when Christina gives her letter of resignation, the new hire would then begin full-time. Christina said there needs to be time to train this new person. James Faulkner said it would be good to have Christina train the new hire for about four weeks. Christina said she will be employed full-time through the end of August. September she will be part-time to tie up any loose ends.

**MOTION by Louise McCarren, seconded by James Faulkner, to approve the pay-rate and hours/week for the new Assistant Town Clerk/Treasurer at grade ten, step five, with market adjustment, at \$22 an hour for a forty hour week starting Aug. 3. VOTE: 5 ayes; all in favor; motion carried.**

Christina's pay rate was not on the agenda to be discussed and should be, James said. Christina pled her case. Matt said this should be taken up at a later date. Whether that pay rate would be retroactive effective to the date of hire of the new hire was discussed. Louise said she supports raising the pay grade for Christina. Carrie said it should be done sooner rather than later. Matt said the Selectboard is being asked to be unfair to all other Town employees. The simplest mechanism would be to make a motion that the pay grade for the Assistant Clerk Treasurer position be adjusted within the framework of the existing policy, Matt said. The fiduciary responsibility is to stay within the guidelines of what is budgeted and getting mired in the minutia of the micromanaging of this is less important, Matt said. Through the end of October, 40 hours a week is budgeted for the full-time clerk, and 20 hours for the part-time clerk. Having two full-time clerks for August and September is comparable, James said. Benefits were not included in this budgeted factor for two full-time clerks, Matt said.

**MOTION by Matt Krasnow, seconded by Carrie Spear, to approve a pay raise for the position of the existing Assistant Town Clerk position to be made in accordance within the framework of the existing policy to begin Monday, Aug. 3. VOTE: 5 ayes; all in favor; motion carried.**

**AUXILARY MOTION by Matt Krasnow, seconded by James Faulkner, to allow for the existing Assistant Town Clerk position to be adjusted to a new pay rate of \$25.02 an hour for Christina Booher starting Monday, Aug. 3. VOTE: 5 ayes; all in favor; motion carried.**

#### **Personnel policy review**

The Selectboard asked legal council to research language for workplace safety to consider for the personnel policy. No action was taken.

#### **Personnel issue (executive session likely)**

**MOTION by Louise McCarren, seconded by Matt Krasnow, to enter into Executive Session. VOTE: 5 ayes; all in favor; motion carried.**

**MOTION by James, seconded by Matt, to exit Executive Session and reconvene as Selectboard. VOTE: 5 ayes; all in favor; motion carried.**

#### **Adjournment**

**MOTION by James, seconded by Matt, to adjourn. VOTE: 5 ayes; all in favor; motion carried.**

The meeting was adjourned at 5:30 p.m.

Minutes respectfully submitted, Lynn Monty, Recording Secretary.