

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
OCTOBER 30, 2017**

APPROVED

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

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Beth Merritt, Susan Ohanion.

AGENDA ITEMS:

- 4:30 PM Score the Senior Center Director position via the Palmer & Associates Job Evaluation Manual

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 4:30 p.m.

SCORE THE SENIOR CENTER DIRECTOR POSITION VIA THE PALMER & ASSOCIATES JOB EVALUATION MANUAL

Mr. Morrison reviewed that the current Senior Center Activities Director position score is a grade 12. The proposed Senior Center Director job description will be reviewed utilizing the Palmer Analysis Evaluation, said Mr. Morrison.

PALMER ANALYSIS QUESTIONS EVALUATION:

- Qualifications: currently scored 80 points; stay at 80 points
- Orientation: currently scored 15 points; stay at 15 points
- Complexity: currently scored 70 points; change to 80 points
- Judgment: currently scored 25 points; stay at 25 points
- Supervision Received: currently scored 45 points; change to 50 points
- Contact Frequency: currently scored 20 points; stay at 20 points
- Contact Nature: currently scored 30 points; stay at 30 points
- Supervision Exercised: currently scored 15 points; change to 20 points
- Financial and Material Accountability: currently scored 15 points; stay at 15 points
- Informational Accountability: currently scored 15 points; stay at 15 points
- Health and Safety: currently at 20 points; stay at 20 points
- Physical Effort: Currently at 10 points; stay at 10 points
- Physical Working Conditions: currently scored 0; stay at 0
- Demands on Personal Time: currently scored 0; stay at 0

Total score change: currently 360 points; change to 380 points.

Grade increase from 12 to 13, for a 5 percent increase.

Changes to draft Senior Center Director Job Description:

- Add “familiar with AED and compression only CPR” under Other versus Job Description

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve the changes to the Palmer Analysis evaluation as noted below, for a total score of 380, and a category Grade of 13 for the proposed Senior Center Director:

- **Qualifications: currently scored 80 points; stay at 80 points**
- **Orientation: currently scored 15 points; stay at 15 points**
- **Complexity: currently scored 70 points; change to 80 points**
- **Judgment: currently scored 25 points; stay at 25 points**
- **Supervision Received: currently scored 45 points; change to 50 points**
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- **Informational Accountability: currently scored 15 points; stay at 15 points**
- **Health and Safety: currently at 20 points; stay at 20 points**
- **Physical Effort: Currently at 10 points; stay at 10 points**
- **Physical Working Conditions: currently scored 0; stay at 0**
- **Demands on Personal Time: currently scored 0; stay at 0**

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

Senior Center Volunteer Coordinator job description changes:

- Add: “is supervised by the Senior Center Director”

OTHER BUSINESS

Mr. Bloch explained that Christina Booher, Assistant Town Clerk, has submitted a proposal to provide a cleaning service for the Town Hall at the same price of the current cleaning service.

Mr. Tegatz asked if a current employee could also provide a service under a separate contract. A question is would this push the employee’s working hours to 50 hours or over per week. He is concerned that the labor laws might be violated, said Mr. Tegatz.

The Selectboard asked staff to research the state labor laws regarding town employees also vrending as an independent contractor.

CUB SCOUT PACK 607 VISIT

Cub Scouts Alden Looft, Will Kallock and Kaiser Nesbitt introduced themselves, and asked the Charlotte Selectboard questions related to the running of the Town. The Cub Scouts are working on their Arrow Light badge requirements.

The Selectboard thanked the scouts for visiting the Town Hall.

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 5:43 p.m.

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