

1 **CHARLOTTE SELECTBOARD SPECIAL MEETING**
2 **May 10, 2024**
3 **Via Teleconference**
4

5 **DRAFT**

6 *Draft minutes are subject to correction by the Charlotte Selectboard.*
7

8 **SELECTBOARD MEMBERS:** James Faulkner, Chair; Frank Tenney, Vice Chair; Natalie
9 Kanner.

10 **ADMINISTRATION:** Nathaniel Bareham
11

12 **OTHERS:** Nicole Conley
13

14 **AGENDA ITEMS:**

15 7:00 PM Adjustments to the Agenda

16 7:01 PM Discussion on Personnel – Possible Executive Session per 1 VSA § 313(a)(3)

17 7:45 PM Review, and possible approval, of proposed Audit Scope and Objectives
18 submitted by Sullivan, Powers & Co. P.C.

19 8:00 PM Adjournment
20
21
22

23 **Adjustments to the agenda**

24 None.
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26

27 **Discussion on Personnel – Possible Executive Session per 1 VSA § 313(a)(3)**

28 James Faulkner asked Nathaniel Bareham to give a description of the draft advertisement for the
29 Recreation Director position. Nathaniel Bareham said that this advertisement for the Recreation
30 Director position is an update to the 2017 advertisement. Adjustments were made to update the
31 description from having an hourly rate to a salary. Additional information was also provided on
32 the Recreation Director’s roles and responsibilities.
33

34 James Faulkner said that the first issue to determine is the advertised starting salary. Discussion
35 was had regarding the advertised starting salary for the Recreation Director position. James
36 Faulkner said that a salary range of \$43,500 to \$48,500 for 30 (thirty) hours per week would be
37 acceptable. Natalie Kanner and Frank Tenney agreed.
38

39 James Faulkner said that the next issue to determine is the deadline for applicants to submit their
40 cover letter and resume. Three weeks may be enough time for the Town to start receiving
41 applications.
42

43 Nathaniel Bareham stated that three weeks would mean applications would be submitted by May
44 31st, 2024. The first Selectboard meeting in June is scheduled for June 10th, 2024. Frank Tenney
45 asked whether this would leave enough time for the Selectboard to create a subcommittee for
46 hiring the Recreation Director. James Faulkner said this issue would be addressed next. Frank

47 Tenney said that May 31st would leave enough time for the Selectboard to interview applicants.
48 James Faulkner and Natalie Kanner agreed.

49
50 James Faulkner said that the next issue to determine the desired starting date for the new
51 Recreation Director.

52 Discussion was had regarding the advertised deadline for applicants to submit their cover letter
53 and resume. James Faulkner said July 15th would be an acceptable date. Nathaniel Bareham
54 stated that the 2017 advertisement did not list a starting date.

55
56 Frank Tenney stated that July 15th may work for certain candidates, but not all. The
57 advertisement could say a recommended start date. James Faulkner stated that for all hiring he
58 has done, the start date has been adjusted.

59
60 James Faulkner stated that July 15th can be the initial starting date, and can be adjusted as
61 needed. Natalie Kanner and Frank Tenney agreed.

62
63 **MOTION by James Faulkner, seconded by Natalie Kanner, to approve the job**
64 **advertisement for the Recreation Director and to post the job advertisement with the**
65 **Charlotte News, Front Porch Forum, and in any other location at the Town Administrator**
66 **deems necessary.**

67
68 Frank Tenney stated that the Citizen is the newspaper of record for the Town as a friendly
69 amendment.

70
71 **AMENDMENT by Frank Tenney accepted by James Faulkner and Natalie Kanner.**
72 **VOTE: 3 ayes, 0 nays; Motion Carried.**

73
74 Discussion was had regarding what Selectboard members will be delegated authority to
75 schedule, and interview, applicants for the Recreation Director position. James Faulkner stated
76 that a member of the Recreation Commission should be included in the interviewing process.

77
78 **MOTION by James Faulkner, seconded by Frank Tenney, to appoint Natalie Kanner and**
79 **James Faulkner to interview candidates for the Recreation Director position, in**
80 **conjunction with a member of the recreation commission, and to report back to the**
81 **Selectboard with a final recommendation. VOTE: 3 ayes, 0 nays; Motion Carried.**

82
83 Discussion was had regarding the job description for the Recreation Director.

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86
87 **Review, and possible approval, of proposed Audit Scope and Objectives submitted by**
88 **Sullivan, Powers & Co. P.C.**

89
90 James Faulkner stated that the Selectboard should approve the letter soon. Nathaniel Bareham
91 said that this letter had historically been reviewed and approved by the Selectboard in early
92 April. Due to unforeseen circumstances, this letter was not able to be presented to the

93 Selectboard until now. The Town Clerk/Treasurer had been consulted and did not have any
94 concerns.

95

96 Frank Tenney stated that he had no concerns about Sullivan and Powers conducting the Town's
97 annual audit. James Faulkner stated that this letter is the same as last year.

98

99 **MOTION by James Faulkner, seconded by Frank Tenney, to approve the letter of**
100 **engagement dated April 29th, 2024 as presented. VOTE: 3 ayes, 0 nays; Motion Carried.**

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103

104 **Adjournment**

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106 **MOTION by Frank Tenney, seconded by James Faulkner, to adjourn. VOTE: 3 ayes, 0**
107 **nays; Motion Carried.**

108

109 This meeting adjourned at approximately 8:02 pm.

110

111 Minutes respectfully submitted by Nathaniel Bareham, Town Administrator.