

**CHARLOTTE SELECTBOARD SPECIAL MEETING**  
**May 10, 2024**  
**Via Teleconference**

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

**ADMINISTRATION:** Nathaniel Bareham

**OTHERS:** Nicole Conley

**AGENDA ITEMS:**

7:00 PM Adjustments to the Agenda  
7:01 PM Discussion on Personnel – Possible Executive Session per 1 VSA § 313(a)(3)  
7:45 PM Review, and possible approval, of proposed Audit Scope and Objectives submitted by Sullivan, Powers & Co. P.C.  
8:00 PM Adjournment

**Adjustments to the agenda**

None.

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

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

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

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

Nathaniel Bareham stated that three weeks would mean applications would be submitted by May 31<sup>st</sup>, 2024. The first Selectboard meeting in June is scheduled for June 10<sup>th</sup>, 2024. Frank Tenney asked whether this would leave enough time for the Selectboard to create a subcommittee for hiring the Recreation Director. James Faulkner said this issue would be addressed next. Frank Tenney said that May 31<sup>st</sup> would leave enough time for the Selectboard to interview applicants. James Faulkner and Natalie Kanner agreed.

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

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

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

James Faulkner stated that July 15<sup>th</sup> can be the initial starting date, and can be adjusted as needed. Natalie Kanner and Frank Tenney agreed.

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

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

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

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

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

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

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

James Faulkner stated that the Selectboard should approve the letter soon. Nathaniel Bareham said that this letter had historically been reviewed and approved by the Selectboard in early April. Due to unforeseen circumstances, this letter was not able to be presented to the Selectboard until now. The Town Clerk/Treasurer had been consulted and did not have any concerns.

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

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

### **Adjournment**

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

This meeting adjourned at approximately 8:02 pm.

Minutes respectfully submitted by Nathaniel Bareham, Town Administrator.