

Town Administrator's Report January 6th, 2025 Special Selectboard Meeting

Approval of Consent Agenda:

- a. Updated Agreement with CCRPC for Planning Support Services
 1. This is an amended agreement between the Town of Charlotte and the Chittenden Regional Planning Commission for planning support services.
 2. Last year, the Town requested CCRPC provide 36hrs of support in various planning activities. In the absence of a Town Planner, CCRPC will be providing an additional 14hrs of support to the Planning Commission to continue the villages planning project.
 3. There is an anticipated \$3,000 in expenses which will be covered out of the budgeted Town Planner's salary.
- b. Approval of Minutes for December 16th, 2024
 1. Minutes of the last regular Selectboard meeting.
- c. Outlined below is a proposed process for reviewing and approving this consent agenda:
 1. The Selectboard Chair asks if any member wishes to remove an items from the consent agenda for further discussion.
 2. Should a member wishes to discuss an item, it is removed from the consent agenda and placed on the regular agenda for separate consideration.
 3. Once all items that require discussion are removed, the Selectboard Chair motions to approve the consent agenda.
 4. **A possible motion would be:** "I move to approve the consent agenda for January 6th, 2025 as (presented/amended)."

Committee Article Requests & Presentations:

- a. Copies of the presentations are included in your meeting packet.

Selectboard Budget Review with the Town Treasurer & Town Administrator:

- a. Copies of the preliminary budget, donation requests, and proposed improvement repair fund allocations are included in your meeting packet.

Discussion, and possible action, on the Town Planner job description and vacancy

- a. This is an opportunity for the Selectboard to review, discuss, and amend the draft job description and advertisement for the Town Planner position. I have included an updated job description and notice of vacancy for the Selectboard to review.
- b. I am recommending the Selectboard form a hiring subcommittee for the purpose of reviewing/approving/posting an updated job description for the Town Planner position,

scheduling and interviewing candidates, and recommending candidates to the Selectboard for final review/approval.

- a. **A possible motion to create a hiring subcommittee would be:** “I move to create a Town Planner hiring subcommittee for the purpose of approving and posting a job description and notice of vacancy for the Town Planner vacancy, to interview potential candidates, and to make a final recommendation of candidates to the Selectboard for final approval. I further move that this subcommittee be comprised of two members of the Charlotte Selectboard, one member of the Charlotte Planning Commission, and the Town Administrator.
- b. **A possible motion to appoint members to the subcommittee would be:** “I move to appoint _____ & _____, to the Town Planner hiring subcommittee. I further move that the Selectboard request the Planning Commission appoint a member to this subcommittee.”

Evaluation of a Public Officer – Possible executive session per 1 V.S.A. § 313(a)(3)

- a. **A possible motion would be:** “I move to enter into executive session for the evaluation of a public officer pursuant to 1 V.S.A. § 313(a)(3). I further invite Nate Bareham into this session.”