

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
APRIL 20, 2015**

APPROVED

Draft minutes are subject to correction by the Charlotte Selectboard. Changes, if any, will be recorded in the minutes of the next meeting of the Board.

SELECTBOARD MEMBERS: Lane Morrison, Chair; Fritz Tegatz, Carrie Spear, Matthew Krasnow (via telecommunication at 7:05 p.m.), Jacob Spell (via telecommunication at 7:05 p.m.).

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Robin Pierce, Peter Trono, Christina Booher, Martha Perkins, Charles Russell, Kathy Gutting, Bill Fraser-Harris, Ellie Russell, Janet Morrison, Jenny Cole, Michael Russell, Chris Fortin, Rebecca Fortin, Jordon Blocher, John Hammer, Charlotte News; Robin Reid, Charlotte Citizen; and others.

ITEMS TAKEN UP:

- 6:30 PM Interview candidates for board appointments. Discussion only
Kathy Gutting (Chittenden Unit for Special Investigations)—6:30 PM
Robin Pierce (Design Review Committee)—6:40 PM
Robin Reid (Community Safety Committee)—6:50 PM
- 7:00 PM Charlotte Arbor Day Declaration – Action under consideration: approve
- 7:05 PM Financial/Internal Controls
Purchasing Policy – review edits – Discussion only
Next steps – review Management Letter – Discussion only
- 8:00 PM Legislative Charter – review draft – discussion only
- 8:30 PM Fee Schedule for Private Events at the Town Beach – Action under consideration: approve
- 8:40 PM Appeal by DeStigter and Hotaling of Fortin Conditional Use Permit (ZBA-14-09) – Action under consideration: authorize Town Attorney to enter an appearance
- 8:45 PM Town Link Trail, Co-housing section – Action under consideration: approve Change Order of \$1,465 to improve drainage by adding two culverts, ditching, adding material and seeding

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 6:30 p.m.

INTERVIEW CANDIDATES FOR BOARD APPOINTMENTS. *Discussion only*

Kathy Gutting (Chittenden Unit for Special Investigations)

The Selectboard members reviewed the candidate's qualifications.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to appoint Kathy Gutting as Charlotte's representative to the Chittenden Unit for Special Investigations, filling the remainder of a one year term.

VOTE: 3 ayes, 2 absent (Mr. Krasnow, Mr. Spell); motion carried.

Robin Pierce (Design Review Committee)

The Selectboard members reviewed the candidate's qualifications.

Robin Reid (Community Safety Committee)

The Selectboard members reviewed the candidate's qualifications.

SELECTBOARD UPDATES

Mr. Tegatz reported that a draft Carpenter Road bridge design contract was ready for review. Once the contract was approved then it could be sent out for bids, said Mr. Tegatz. Mr. Bloch said that VTrans was not able to fund the bridge application this year. The contract could be sent out in January/February with a contingency that bids would be approved if the funding was available, suggested Mr. Bloch.

PUBLIC COMMENT

Ms. Perkins, resident, read a written e-mail, dated 04/20/2015, sent to Mr. Morrison and Mr. Bloch regarding suggestions to clean and spiff up public areas around Town, such as painting and neatening up the Quonset hut next to the school, defining Ferry Road edges in the West Village, identifying alternative parking for the Old Brick Store employees and cleaning up the Town Garage, said Ms. Perkins. Mr. Morrison suggested that would be a conversation for a future agenda item.

CHARLOTTE ARBOR DAY DECLARATION – Action under consideration: approve MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve and designate a Charlotte Arbor Day Declaration as May 1, 2015.

VOTE: 3 ayes, 2 absent (Mr. Krasnow, Mr. Spell); motion carried.

FINANCIAL/INTERNAL CONTROLS – Discussion only

Purchasing Policy – review edits

Mr. Morrison reviewed that a draft Purchasing Policy was edited/revised by Jacob Spell from an April 6, 2015 work session and inputs were received from the Town Auditors over the weekend.

DRAFT REVIEW/SUGGESTIONS:

- Purpose: no changes
- Line 7, Definitions: note what the definitions were as the draft was revised.
- Section 1, lines 9-13: options to consider: add the Community Safety Committee, Road Commissioner to the list; line 9: add "...includes, but not limited to...", or create an Appendix A with a list committees and employees and the extent of their authority.
- Line 17: change to "...the Selectboard may designate a purchasing agent for purchases..."
- Lines 14-16: combine into lines 9-13
- Section 2, for purchases under \$5,000 add language that "...to be within a (committee's) budget in order to spend..." Staff to word smith language. Purchases of \$5,000 or greater "...requires Selectboard approval..."
- Section 3: consider language that "...a formal bid process is approved by the Selectboard..."
- Line 28-32: remove
- Section 4: should be consistent with other sections
- Line 45: strike
- Line 51: retain
- Line 63: add "if applicable"
- Lines 67-69, 4A(h): include language related to hourly rates and cost of materials

TASKS:

- Staff to combine the 04/06/2015 revised draft and the Town Auditor draft together for review at the next Selectboard work session.
- Next Selectboard Work Session scheduled for Tuesday, April 28, 2015 at 4:00 p.m.

Next steps – review Auditor's Management Letter

No discussion.

LEGISLATIVE CHARTER – REVIEW DRAFT – Discussion only

Mr. Morrison reported that a sample charter and a draft Charlotte Charter were received from the Town Attorney for review.

Mr. Hammer, Ad hoc Committee representative, reviewed comments by committee members Lynn Jaunich and Patrice Machavern as follows:

- Paragraph 3 applied to Paragraph 3A, which let the vote open to only the budget. It was limiting and may exclude votes on items not in the budget, such as conservation funding, or affordable housing funding. The language should include items that were tax funded.
- Line 3, adoption of the annual budget, it was suggested to add: "...and budget related articles, referred to as budget...".

PROPOSED CHANGES:

- 3 (a): insert the word "amount" between "budget" and "for".
- 3 (b): replace "fifteen (15)" with "twenty (20)".

- Paragraph 6, effective date: consider "...as soon as practical..." or "...effective on passage..."

TASKS:

- VLCT review of revised draft Charter and public hearing notices
- Secretary of State-Office of Elections review
- Have Town Attorney review Paragraph 6 language regarding effective date
- Continue contact with Michael Yantachka
- Identify Town vote dates to adopt the charter (August, September)

FEE SCHEDULE FOR PRIVATE EVENTS AT THE TOWN BEACH – Action under consideration: approve

There was discussion regarding a proposed fee schedule for private events at the Town Beach that was based on a fee schedule used by the Town of Shelburne.

Mr. Krasnow suggested adding a damage clause for groups of 400 people or more, a fee of \$150 for 50-100 attendees, and a fee of \$800 to \$1000 for over 100 attendees.

SUGGESTIONS:

- "Events over 100 would be reviewed upon the discretion of the Town."
- Non-profit organizations would be charged \$25 for up to 99 attendees, and \$3 per car for Charlotte residents, or \$6 per car for non-Charlotte residents."
- 2nd paragraph: add "...or non-profit" and strike 'non-profit' on the corporate line.
- For 'corporate' change to "...use by for-profit corporation..."
- Change bulleted items to read: strike the word "between" in the words "15 and 25" and "26 and 50."

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve proposed fee schedules for private events at the Charlotte Town Beach as recommended by the Charlotte Recreation Commission and as amended.

VOTE: 5 ayes; motion carried.

APPEAL BY DESTIGTER AND HOTALING OF FORTIN CONDITIONAL USE PERMIT (ZBA-14-09) – Action under consideration: authorize Town Attorney to enter an appearance

MOTION by Mr. Tegatz, seconded by Mr. Spell, to authorize the Town Attorney to enter an appearance on behalf of the Town of Charlotte regarding an appeal by DeStigter and Hotaling of the Fortin Conditional Use permit (ZBA-14-09).

VOTE: 5 ayes; motion carried.

TOWN LINK TRAIL, CO-HOUSING SECTION – Action under consideration: approve Change Order of \$1,465 to improve drainage by adding two culverts, ditching, adding material and seeding

Mr. Bloch reviewed a change order to install two culverts on the Town Link Trail of the Co-housing section for a cost of the material by Josh Ryan, contractor.

MOTION by Mr. Krasnow, seconded by Ms. Spear, to approve a Change Order of \$1,465 to improve drainage on the Town Link Trail, Co-housing section, by adding two culverts, ditching and adding material and seeding as per an estimate provided.

VOTE: 5 ayes; motion carried.

OTHER BUSINESS

- Staff to warn a Selectboard meeting for Friday, April 23, 2015, at 11:30 a.m. for the purpose of convening the Charlotte Liquor Control Board.
- Next regular Selectboard meeting on Monday, April 27, 2015

ADJOURNMENT

MOTION by Mr. Tegatz, seconded by Ms. Spear, to adjourn the meeting.

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 9:00 p.m.

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

