

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
APRIL 22, 2013**

APPROVED

SELECTBOARD MEMBERS: Charles Russell, Chair; Ellie Russell, Winslow Ladue, Heather Manning. Absent: John Owen.

OTHERS: Peter Trono, John Snow, Ed Sulva, David McNally, Carrie Spear, Bonnie Christie, Stephen Brooks, Mary Mead, Robert Mack, Sue Smith, Jenny Cole, Martha Edwards, Bill Fraser-Harris, Seth Zimmerman, Kevin Bessett, Hugh Lewis Jr, Vince Crockenberg, Marty Illick, Abigail Foulk, Michael Kent, Donna Stearns, Dominique Pecor, Sage Pecor, Carol Casey, Charlotte Citizen; and others.

CALL TO ORDER

Mr. Russell, Selectboard Chair, called the meeting to order at 6:00 p.m.

DISCUSSION WITH CHARLOTTE VOLUNTEER FIRE AND RESCUE SERVICES, INC (CVFRS)

Review of draft Memorandum of Agreement with CVFRS – Executive Session possible, discussion only

Mr. Russell briefly reviewed a draft Memorandum of Agreement (MOA) between the Town and CVFRS. The draft was crafted by Mr. Russell, Ms. Russell and the Town Attorney. At this point it has not been discussed by the Selectboard, which could be done in private or public. When brought before the Selectboard it becomes an open meeting document. The Town Attorney added language for open meetings. Fire and Rescue is a private company and is not subject to open meeting rules, explained Mr. Russell.

Ms. Manning, Mr. Ladue and Ms. Russell noted that they were fine with the draft with the exception of some minor items. Ms. Russell said that Fire and Rescue needed to review it first and a next step should be a meeting with the Fire and Rescue Committee.

Ms. Manning asked for clarification of a \$50,000 purchase item. Mr. Russell replied that clause was voted on from the floor at a previous Town Meeting.

Ms. Manning suggested a review of the CVFRS budget three-fourths through the year to know where they were at.

Mr. Russell stated that the draft MOA was an agreement, not a contract. It was meant to be a “living document” that could change as it became necessary. For example, the Town owns the building, and some of the equipment. This might require a lease agreement, said Mr. Russell.

Mr. Brooks asked if the Corporate Board was operating under the old bylaws, or new. He had requested a copy of the new executed bylaws, but has never received them, said Mr.

Brooks. Mr. McNally explained that they were operating on a document that has not been executed. It should be completed and signed by April 30th. He didn't expect any drastic changes, said Mr. McNally.

Discussion on the draft MOA:

- Section 3 - was composed of enabling languages, not enforcement.
- Section 4 - required CVFRS discussion to clarify the Corporate Board and membership.
- Section 5 - ownership of building and equipment needs discussion on the older ambulance; title of automobile (should the Town have title); implement an inventory system to track capital equipment as per audit recommendations; how to identify and track add-ons purchased via Special Funds.
- Section 7 - requires further work regarding insurance policies on calendar year.

Suggestions:

Section 5 - the draft document should be in agreement of "usual and regular practices"; Fire and Rescue to review CVFRS bylaws to mesh with the draft MOA regarding Town titled vehicles.

Mr. Russell said that in the deed restrictions the land would revert to the original owner if it was no longer in use by Fire and Rescue may not be enforceable anymore.

Ms. Manning asked that Fire and Rescue review the draft MOA and return at the May 22nd Selectboard with feedback. Mr. Snow said the committee would meet and review the draft. Ms. Russell said she would meet with the Corporate Board and report back.

Review of year-to-day budget – discussion only

Mr. Sulva reported a \$5,000 deficit that could increase once the Town Treasurer and assistant invoices were paid. Some Fire Department initiatives could be cut, such as fire hydrants. There were not many places to cut the Operating budget, or some payroll could come from Special Funds, or underages/overages, suggested Mr. Sulva.

Mr. Brooks asked if CVFRS would consider alternatives, such as fund raising as suggested by Mr. Sulva versus budget cuts as suggested in a draft by Ms. Manning.

Mr. Russell asked for a discussion regarding \$38,000 left in the account last year, and overages addressed in the draft MOA, Section 1, paragraph 2.

Ms. Russell suggested that as CVFRS built a budget it should be a 'unified' budget that included Special Funds. Mr. Snow said that there should be a clear delineation in the MOA agreement what was public funding and what was private funding, what the Town was willing to pay for service and what it was not. It might get tricky. We need strongly agreed principals what was the Town balance sheet and what was the private balance sheet, and qualitatively what the Town paid for and what was outside that. How Special Funds were 'protected' was not a job for the Town. In addition, there was a question

related to capital equipment paid by private funds and installed on publically funded equipment. If that installed equipment was removed then what's the asset, said Mr. Snow.

Mr. Russell reiterated that CVFRS was showing a \$5,000 deficit, had \$38,000 in the bank, and Special Funds. A question was if underages/overages could be carried over year-to-year, said Mr. Russell. Mr. Sulva said Fire and Rescue was not coming to the Town for more money. There has been no discussion at this point, said Mr. Sulva.

Mr. Mack asked for the status of patient billing invoices sent out for prior year's service. Mr. Sulva replied that Aging Receivables were shown as uncollectable and no revenue would be received. Mr. Ladue pointed out that he heard that bills for receivables six months out would be sent out.

Mr. Russell suggested that they meet again by June 10th or 24th for further budget discussions.

Mr. Snow reported an oversight at the 2013 Town Meeting. CVFRS and the Town forgot to ask for a vote to approve a new ambulance purchase. Approval for the purchase would require a special town meeting ASAP. The plan was to buy a new ambulance and sell the used South Burlington ambulance, explained Mr. Snow.

Ms. Mead asked for clarification of the ambulance purchase schedule for FY 2013-2014. Mr. Snow clarified for purchase in the first half of 2013.

Mr. Brooks suggested that the Fire and Rescue present adopted bylaws by June so the Town could vote on the ambulance purchase.

Mr. Russell suggested that Fire and Rescue come before the Selectboard on May 13th to discuss warning a special Town Meeting.

Consultation about appointment of Community Advisory Board – discussion only

Mr. McNally reported that five individuals have been identified that satisfy the criteria for an Advisory Board that included Ruth Uphold, Ann Owen, Rick Lunt, Peter Carrero and David Nichols. Mr. Snow said that the slate would be proposed to the Corporate Board on April 30th.

Ms. Spear asked if Ann Owen would have a conflict of interest being the wife of a Selectboard member. Are there any younger people on the Board, asked Ms. Spear. Mr. Snow said that Ann Owen had raised that question. The committee was comfortable with her selection, stated Mr. Snow. Mr. McNally said that the committee was not opposed to younger members. They did their best to pick a reasonable slate for the one-year terms. They were executing the bylaws and it was a learning experience, said Mr. McNally.

Ms. Spear suggested changing the 'Special Funds' title.

ADJUSTMENTS TO AGENDA

Add:

- Approval of a liquor license for Roland's Place as the Charlotte Liquor Control Board.
- Work Plan update under Selectboard Updates.

PUBLIC COMMENT

Ms. Smith asked the Selectboard to approve and sign a Charlotte Arbor Day declaration on behalf of the Charlotte Tree Warden.

MOTION by Mr. Ladue, seconded by Ms. Russell, to approve Friday, May 3, 2013, as Charlotte Arbor Day, and for the declaration to be signed by the Charlotte Selectboard Chair.

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

Mr. Brooks reported on junk on the side of roads. Ms. Manning suggested waiting until Green Up Day for removal.

Ms. Russell noted that there was junk on the Hinsdale property that should be cleaned up. Ms. Manning said that she would contact the property owner as per the Health Officer policy.

Ms. Spear asked for an update on the vehicle speed issue in the East Village. Mr. Bloch said that Regional Planning will conduct a speed and traffic count study at the four-way intersection starting May 29th that would last for one week. The Selectboard would discuss it on a future Selectboard agenda, said Mr. Bloch.

MINTUES: March 25, March 27, April 8

MOTION by Mr. Ladue, seconded by Ms. Russell, to approve the minutes of March 25, 2013 as written, with corrections/additions.

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

MOTION by Ms. Russell, seconded by Ms. Manning, to approve the minutes of March 27, 2013 as written, with corrections/additions.

VOTE: 3 ayes, 1 absent (Mr. Owen), 1 abstention (Mr. Ladue); motion carried.

MOTION by Mr. Ladue, seconded by Ms. Manning, to approve the minutes of April 8, 2013, as written, with corrections/additions.

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

GREEN MOUNTAIN BICYCLE CLUB – REQUEST TO USE TOWN ROAD FOR TIME TRIALS ON 5/2, 7/18, & 8/22 – action item

Mr. Bessett, Green Mountain Bicycle Club President, explained a request to hold time trials on Greenbush Road.

MOTION by Mr. Ladue, seconded by Ms. Russell, to approve a request by the Green Mountain Bicycle Club to use Town roads for time trials on May 2, June 18, and August 22, 2013, as presented.

DISCUSSION:

Mr. Fraser-Harris reported that the Recreation Committee had discussed Mr. LeBerge's concerns with Mr. Bessett. It was a good idea to monitor events. There were no issues with GMBC recently, said Mr. Fraser-Harris.

Mr. Ladue asked if Mr. Bessett would consider starting the events at the south end of Greenbush Road near Quaker Street and having two turns. Mr. Bessett replied that they have used the proposed course over 25 years and have always parked on the dirt road where there was less traffic. Ms. Russell noted that East Thompson's Point Road had very little traffic.

Mr. LeBerge expressed concern regarding the number of cars that parked in the area, the participants relieved themselves in his woods and if a car came down the knoll on Greenbush it would run into four cyclists riding abreast. They've been using the road for the last 26 years and he is tired of it. There were other towns and roads they could use and it was time to move on, said Mr. LeBerge.

Ms. Manning asked if the bikers warm up went beyond East Thompson's Point intersection, which was a dangerous spot. Mr. Bessett replied yes. He understood the concerns and would instruct the participants not to go that way. The GMBC used nine courses spread over three counties. People love the flat Charlotte course, said Mr. Bessett.

Mr. Brooks asked if the Town received a monetary donation every year. Mr. Bloch replied no. The club was a non-profit, said Mr. Bloch.

Mr. Russell suggested that if the course length was shortened it could start closer to Ferrisburgh.

AMENDMENT to the motion by Mr. Ladue, seconded by Ms. Russell, to keep the bikers single lane, no warming up on the hill at East Thompson's Point Road and to stay away from the intersection.

DISCUSSION:

Ms. Manning said she reviewed a list of events using Greenbush Road. She was inclined to approve the motion as amended to ride single file, stay away from the intersection and to stay south of East Thompson's Point Road.

Mr. Russell suggested that the riders start their warm up 400' further south. Mr. Bessett replied he could do that using a telephone pole as a marker as a starting point and 75 yards north of a curb cut into a field.

Mr. Ladue said that if it didn't work out Mr. Bessett should look at changing the course. Mr. Bessett replied he would consider changing the course if it didn't work out.

In response to questions, Mr. Bessett said that there were 30-35 riders on average. People parked on the dirt road and didn't block traffic. The event would last less than two hours starting around 6:30 p.m. to 8:30 p.m., said Mr. Bessett. Mr. LeBerge said that cars started showing up around 5-5:30 p.m.

Ms. Manning noted that the Selectboard and the Recreation Committee has heard Mr. LeBerge's concerns. It was in the Recreation's plan to start prohibiting some of the events, or to space them out, reported Ms. Manning.

Mr. Russell suggested approving only the May 2nd event and wait until Bill Fraser-Harris and Jim LeBerge could go and monitor the event with Mr. Bessett. Mr. Fraser-Harris agreed with approving the May 2nd event and he would go and monitor the event. The parking issue was a new take on it, said Mr. Fraser-Harris.

Mr. Russell suggested that parking on East Thompson's Road start at a 'X' distance from the intersection. Mr. LaBerge said he was fine with that.

AMENDMENT to the AMENDED motion by Mr. Ladue, seconded by Ms. Russell, to approve the May 2, 2013 event with restrictions that parking would be off the blacktop on East Thompson's Point Road, and no warming up north of the intersection on Greenbush Road.

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

WHISKEY BAY (THOMPSON'S POINT) – IMPLEMENTATION OF ACCESS AND PARKING PLAN – action item

MOTION by Mr. Ladue, seconded by Ms. Russell, to approve a proposed Whiskey Bay implementation of access and parking plan.

DISCUSSION:

Mr. Fraser-Harris explained that the proposal was communicated with the Thompson's Point Association and residents.

Mr. Ladue asked for costs. Mr. Fraser-Harris said that one sign was budgeted in the Recreation budget. Proposal was to facilitate and maintain a Whiskey Bay access. The Conservation Commission reviewed the road erosion issue and concluded road access should be closed to cars/vehicles. The Association agreed to limit parking to the south side. A sign would be installed on the south side of road for parking at the Whiskey Bay Natural area, with hours from dawn to dusk, said Mr. Fraser-Harris.

Ms. Smith expressed concern that residents were losing a privilege to be on the lake at night. Mr. Fraser-Harris said no privileges would be taken away. They were trying to limit the 2:00 a.m. noise and partying, explained Mr. Fraser-Harris.

Ms. Illick reviewed a history of winter ice fishing at Whiskey Bay and suggested that someone should write it up for information outreach. Mr. Fraser-Harris replied that efforts to do so has been on-going. It was hard to find ice fisherman for input.

Mr. Fraser-Harris said that access to the area would be limited by rocks. There were no gates. There would still be kayaking, swimming, and walking. The rocks could be removed if it became necessary at some point, said Mr. Fraser-Harris.

Mr. Ladue suggested contacting Robert Mack for ice fishing information.

VOTE: 3 ayes, 1 absent (Mr. Owen), 1 abstention (Ms. Manning); motion carried.

TOWN GREEN AND MONUMENT COMMITTEE:

- **Spring planting – schedule and update – discussion only**
- **Request to use proceeds from t-shirt sales (from 250th Anniversary) for the monument garden project (i.e. place proceeds into fund) – action item**

Ms. Cole and Ms. Smith, Town Green Committee members, explained that a proposal to add insulation to the foundation slab, and a 250th Anniversary Celebration Committee recommendation to use the profit of \$2,500 from t-shirt sales for the Monument Garden. However, there is a new discussion to use some of the funds to print a calendar for next year as fund raiser. Any money left in the fund could be set aside for the Monument Garden project.

Mr. Russell asked for clarification of the t-shirt profit use. Ms. Cole said there was \$4,739 left in the committee budget. Mr. Ladue said he thought the funds had to be used before the end of the FY. Ms. Cole said that the t-shirt profit was added to the fund. Of the original \$5,000 budgeted, \$4,739 was spent and \$700 remained. The \$4,128 in T-shirt sales was added back to the budget. The committee would like to use \$2,000 of the profits to put toward the calendar project. The 250th Anniversary fund was a one year appropriation, said Ms. Cole.

Mr. Ladue asked if there was another project the \$5,000 would be used for. Ms. Cole said there was an Advisory motion at 2013 Town Meeting to use some of the profits to move the monuments. Mr. Ladue asked if the funds would revert to the Town. Ms. Cole said the only expense would be for printing a calendar. The 250th Committee made a recommendation to use the funds for moving the monument, reiterated Ms. Cole. Mr. Russell said they would need to figure how to carry over the funds to next year. Ms. Cole noted that they had one donation for the project and Mary Mead set it aside.

MOTION by Ms. Manning, seconded by Ms. Russell, to approve a request to use the profit from the t-shirt sales for the monument garden project.

DISCUSSION:

Ms. Cole said the money would be placed in a fund to use when needed for the monument project.

Ms. Manning said she didn't have enough information. Was there anything they needed the money for now, asked Ms. Manning.

Mr. Russell suggested tabling the motion until the correct language was drafted.

Ms. Manning said she would draft a motion.

The motion was tabled.

Ms. Smith reported that the burning bushes would be taken out by Dale, new plants have been ordered, and a decision regarding the foundation insulation was needed.

Ms. Cole reviewed a \$6,192 quote to dig 2' down around the foundation had been revised lower by \$1,000. Dick St George was asked for input and he questioned the need for exterior insulation. He suggested spray foam, said Ms. Cole.

Mr. Ladue and Ms. Manning asked for an apples to apples comparison. Mr. Russell suggested looking at foam insulation and exploring options further.

SETH ZIMMERMAN – REQUEST TO HOLD FLAG RETIREMENT CEREMONY ON TOWN PROPERTY (TOWN GREEN) – action item
MOTION by Ms. Manning, seconded by Mr. Ladue, to approve a request by Seth Zimmerman to hold a flag retirement ceremony on Town property (Town Green) as presented.

DISCUSSION:

Mr. Zimmerman explained a proposal to retire a flag on Memorial Day by the Veterans and Boy Scouts. Ms. Manning asked if the Memorial Day flags put out by the Grange could be added to the retirement ceremony. Mr. Zimmerman said yes.

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

INTERVIEW FOR TWO VACANCIES ON THE PLANNING COMMISSION – action item

The Selectboard interviewed Donna Stearns and Marty Illick for vacancies on the Planning Commission.

INTERVIEW FOR TOWN REP AND ALTERNATE REP TO THE CHITTENDEN SOLID WASTE DISTRICT – action item

The Selectboard interviewed Abigail Foulk and Michael Kent for Chittenden Solid Waste District Town representative and Alternate Representative positions.

DOMINIQUE AND TREY PECOR – REQUEST FOR REFUND OF APPLICATION FEE FOR SUBDIVISION AMENDMENT FOR \$450 – action item

Ms. Pecor reviewed that she had retracted an ACT 250 permit application since the homeowner's association has protective covenants. She had asked the Planning Commission for an application continuance so that the covenants could be amended when they expire in two years. She paid an application fee of \$450 and when the application goes back before the Planning Commission it would be \$450 in fees again, said Ms. Pecor.

Mr. Bloch reviewed Town policies related to refunds of application fees. Ms. Pecor suggested that she could donate a portion of the refund to the Town. Mr. Ladue suggested the tree fund.

MOTION by Ms. Manning, seconded by Mr. Ladue, to approve a request by Dominique and Trey Pecor for a refund of an application fee, less expenses, for a Subdivision amendment for \$399.60.

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

SANEL VALJEVAC – REQUEST FOR LICENSE AGREEMENT TO LOCATE UTILITY LINES UNDER DORSET STREET – action item

MOTION by Mr. Ladue, seconded by Ms. Russell, to approve a request by Sanel Valjevac for a License Agreement to locate utility lines under Dorset Street.

DISCUSSION:

Mr. Valjevac explained that he needed to bring underground utilities to his building lot on Dorset Street as per a site map by Lawrence Minor, Vergennes, VT, via boring under the road and using a steel sleeve.

Mr. Lewis said he preferred boring under the road versus trenching. As long as the boring was 3' down from the bottom of the existing swale there shouldn't be any issues. The utility line would be going from the existing pole to the proposed house, noted Mr. Lewis.

Mr. Ladue asked what the life span of a steel sleeve was.

AMENDMENT to the motion by Mr. Ladue, seconded by Ms. Russell, conditioned upon that the applicant would bore under the road and that the Town of Charlotte was not responsible and would be held harmless for any damage to the steel sleeve during routine maintenance of Town ditches/swales, and pending review of the language by the Town Attorney, and to authorize the Charlotte Selectboard Chair to sign the License Agreement document on behalf of the Town of Charlotte.

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

PAYROLL WARRANTS – action item

Ms. Manning explained concerns that payroll should be handed out on a consistent day.

Mr. Ladue asked if Ms. Manning was opposed to an every other week payroll versus every week. Ms. Manning replied that was a matter to discuss with Town employees. Ms. Mead stated that two weeks worth of bills was more work and more costly.

Mr. Russell reviewed that if the payroll was handed out on a Wednesday instead of Monday that gave two days for the Selectboard to review payroll warrants, sign off on them, and to approve them at a Selectboard meeting. If so, then no action was needed other than to inform Town employees that payday was on Wednesday, not Monday, said Mr. Russell.

Ms. Manning asked for clarification of having three Selectboard signatures on warrants during the 48 hours, and if checks could still be released on Monday. Mr. Russell replied the 48 hours would give all Selectboard members a chance to review the warrants. It was better to review warrants during a meeting versus day time so that there were 30 pairs of eyes looking at them to catch mistakes. It allows everyone to read payroll before it goes out, clarified Mr. Russell.

Ms. Manning suggested keeping warrants out for Board review, but release payment. Mr. Russell reiterated that he didn't think delaying for two days was a burden. Ms. Manning stated that the onus was on the person reviewing the warrants and signing off on them. Mr. Bloch reviewed state statute language related to Selectboard actions as a Board. Ms. Russell pointed out that the Town policy didn't mesh with state statutes.

Ms. Mead said that she does the bills on Mondays regardless of holidays, or not. How does she keep track of the Selectboard's two days. A Selectboard member signed off on each invoice and could pull any warrant to highlight a question. The process didn't need to be cumbersome, said Ms. Mead. Mr. Russell suggested that Ms. Mead could send an e-mail to the Selectboard that warrants were done on Mondays that were holidays and had until Tuesday to review them. Ms. Mead pointed out it was the Selectboard's job to look at and sign off on warrants.

Mr. Russell said the point was does the Selectboard care what state statute said. Mr. Ladue, Ms. Russell replied yes.

There was further discussion on how to accommodate state statute, release checks once three Selectboard signatures were obtained, and if current Town policy should be changed to hold warrants until Wednesday.

Mr. Russell spoke in favor of holding warrants for three signatures for a Wednesday payroll.

Ms. Manning said that better communication was needed between Board members. She had reviewed the Selectboard handbook and it did not jive with state statute. Three signatures were needed, payday was Wednesday and to have Monday and Tuesday to sign warrants was key, said Ms. Manning. Mr. Russell said that the Town Attorney said it has to be done at a Selectboard meeting, or we could delegate someone to do it, suggested Mr. Russell.

Mr. Ladue said if one person was delegated; i.e., Mr. Russell, to sign warrants for one year and if he was out of town we'd know that in advance and could refresh the delegation. There has to be three people at a meeting, said Mr. Ladue. Mr. Russell replied that we need a policy that works. We could take out the '48 hours' and add 'payrolls on Wednesday', suggested Mr. Russell.

MOTION by Ms. Manning , seconded by Ms. Russell, to approve a long term policy for approving warrants modified by removing the time of "48 hours" from the

second bullet, and that the Town Treasurer could pay invoice when three Selectboard members signed off on the warrants starting May 8, 2013.

DISCUSSION:

Mr. Ladue suggested to be legal we could have three Selectboard members review warrants as long as a delegate signed them.

There was further discussion regarding a purpose of flagging a warrant as a means for the person signing the bill to review it for mistakes or questions; what would be meaningful, and that signatures would be meaningless since only a delegate signature was legal.

Ms. Manning expressed concern that one signature was dangerous and that state statute was flawed. Mr. Ladue said he appreciated Ms. Manning's observations and that was why he wanted three people to review warrants.

VOTE: 3 ayes, 1 nay (Mr. Ladue), 1 absent (Mr. Owen); motion carried.

AMENDMENT TO THE MOTOR VEHICLE AND TRAFFIC REGULATION ORDINANCE TO CREATE A MAXIMUM SPEED LIMIT OF 45 MPH ON HINESBURG ROAD BETWEEN SPEAR STREET AND THE HINESBURG TOWN LINE – action item

Mr. Bloch reviewed that the Town Attorney drafted the amendment to the ordinance.

MOTION by Mr. Ladue, seconded by Ms. Manning, to approve a proposed amendment to the Motor Vehicle and Traffic Regulation Ordinance to create a maximum speed limit of 45 mph on Hinesburg Road between Spear Street and the Hinesburg town line.

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

ROLAND'S PLACE – APPLICATION TO RENEW FIRST CLASS RESTAURANT LICENSE TO SELL MALT AND VINOUS BEVERAGES – action item

MOTION by Ms. Manning, seconded by Mr. Ladue, to recess as the Charlotte Selectboard and to convene as the Charlotte Liquor Control Board.

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

MOTION by Mr. Ladue, seconded by Ms. Manning, to approve a request by Roland's Place at the Old Lantern, to renew a First Class Restaurant License to sell malt and vinous beverages as presented.

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

MOTION by Mr. Ladue, seconded by Ms. Manning, to adjourn as the Charlotte Liquor Control Board and to reconvene as the Charlotte Selectboard.

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

SELECTBOARD UPDATES

Ms. Manning reported an update on Staffing Review related to Planning and Zoning job descriptions and workload. Ms. Russell would outline duties.

Ms. Manning reported that she, Mr. Russell and Mr. Bloch had met regarding a budget process.

Mr. Crockenberg said he agreed with the draft process with an exception to Point 5, which needed clarification. Ms. Manning said that the current budget process was about expenses. The focus should include revenue streams, said Ms. Manning.

In response to a question, Ms. Manning said that revenues that could reduce Town appropriations, such as grants, fund raising, etc, should be explored. Mr. Crockenberg expressed concern that requiring private funding to provide public functions shouldn't be suggested. For example, the library has already done some grants, but he would not want the library appropriation cut. Reword Point 5 so that it didn't suggest that a Town department would be subject to a reduced budget, said Mr. Crockenberg. Ms. Russell suggested deleting the first two sentences. Ms. Manning said that was fine, and to add "...to also focus on other revenues..."

Mr. Ladue asked if Mr. Crockenberg understood a request for a list of assets in capital budgeting. Mr. Crockenberg replied yes. Dick St George noted that the Library roof was shot and it was put into the budget. Regarding grants, Margaret does a wonderful job, stated Mr. Crockenberg.

Suggestions:

- Add revenue headers
- Change to read "...to include revenue projections."
- On the questionnaire ask 'what was driving budget this year'.

Ms. Manning reported on the status of the Quinlan Bridge project that included approval of a 'means and methods' for the shoring of the bridge. Photographs of the project would be posted on the Town website. Mr. Ladue said that when the side boards were removed the 32' long 8"X8" beams were split on the entire length of the beams. Replacement beams were ordered from the northwest, said Mr. Ladue.

Mr. Ladue reported on the Bridge #31 project related to an engineering study quote for \$9,666. An ANR project review sheet of permits would assist tracking what permits were needed, or not, and would allow staff to attach the sheet to the plan for a permit application. He would help as much as possible as long as it didn't cause a conflict of interest. He asked the Selectboard members to review the proposed engineering quote for submitting an amendment to the engineering work, which could be approved at a Special Meeting, suggested Mr. Ladue.

Mr. Ladue said he would defer an update on the Thompson's Point Wastewater System to a future meeting.

Ms. Russell asked the Selectboard members to review the revised Work Plan and make any corrections.

Ms. Russell reported on an update to the Burns Property MOA. Mr. Ladue suggested having Town Planning/Zoning assist in drawing lines for proposed development of the property on the map, to be reviewed in a public process with Kate Lampton, and then send it to Gil Livingston.

Staff would e-mail a PDF of the map to Mr. Ladue.

Mr. Russell would review and draft a list of what need to address related to following rules/policies. Add to the Work Plan as "Following Rules."

APPROVE WARRANTS TO PAY BILLS

The Selectboard members signed warrants.

ADJOURNMENT

MOTION by Ms. Manning, seconded by Mr. Lladue, to adjourn the meeting.

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

The meeting was adjourned at 10:30 p.m.

Minutes respectfully submitted, Kathlyn Furr, Recording Secretary.