

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
DECEMBER 14, 2015**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Carrie Spear, Fritz Tegatz, Matthew Krasnow, Jacob Spell (arrived 7:00 p.m.).

ADMINISTRATION: Dean Bloch.

OTHERS: Emilie Krasnow, Hugh Lewis Jr, Vince Crockenberg, Moe Harvey, Mary Mead, Jenny Cole, Claudia Mucklow, Tom O'Brian, Betsy Tegatz, John Snow, Charles Russell, Greg Smith, Chris Davis, Rob Mullin, Christina Booher, Dick St George, Robert Mack, John Hammer, Charlotte News, and others.

ITEMS TAKEN UP:

- 6:45 PM Management's Discussion and Analysis for year ended June 30, 2015—to be included in FY15 audit report
- 7:10 PM Charlotte News-request for donation for FY16 & FY17
- 7:20 PM Board of Listers—grand list errors and omissions
- 7:25 PM Budget Review.
 - Town Clerk/Treasurer—7:25 PM
 - Community Safety Committee—7:45 PM
 - CVFRS—8:00 PM
 - Selectboard—8:30 PM
 - Employee pay—8:45 PM

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 6:45 p.m.

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR YEAR ENDED JUNE 30, 2015—TO BE INCLUDED IN FY15 AUDIT REPORT

Mr. Bloch reviewed a Sullivan and Powers management analysis and summary for all Town funds, and operating and wastewater funds.

Mr. Tegatz asked if the bridge fund was considered a reserve fund. Mr. Bloch replied yes; it was a part of the non-major governmental funds. If the fund became larger then it would be a major fund, explained Mr. Bloch.

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve the Town of Charlotte Management Discussion Analysis for the year ended June 30, 2015, with the following edits:

- **Page 8, 2nd paragraph under Economic Factors... 2nd line: correct a typo "a" to read "an";**
- **Page 8, last paragraph, change the word "should" to "may" and add "or Town Clerk/Treasurer" after "Town Administrator".**

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

ADJUSTMENTS TO THE AGENDA

None.

PUBLIC COMMENT

Mr. Lewis, Charlotte Road Commissioner, reported that a person had purchased two old CCTA buses and parked them on his mother's Lake Road property. One bus was parked out into the Town right-of-way, which would interfere with snow plows, and the other bus was leaking diesel fuel. The bus owner was out of the country and non-responsive to telephone calls. The bus must be removed before snow falls, said Mr. Lewis.

Ms. Booher reported that the Town Clerk has e-mailed the owner and had cc'd the Road Commissioner.

Mr. Morrison asked staff to pursue a process for towing the buses with the Town Attorney and report back to the Selectboard.

MINUTES: November 17, November 23, November 24, November 30

MOTION Mr. Tegatz, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of 11/17/2015 as written.

VOTE: 5 ayes; motion carried.

MOTION Ms. Spear, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of 11/23/2015 as written, with edits:

- **Page 3, line 131: delete "check lists".**

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

MOTION Mr. Tegatz, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of 11/24/2015 as written, with edits:

- **Page 2, line 87: replace "rail siding storage" with "EPA".**

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

MOTION Mr. Krasnow, seconded by Mr. Tegatz, to approve the Charlotte Selectboard minutes of 11/30/2015 as written, with edits:

- **Page 1, line 26: replace the word "parity" with "growth, minimum and maximum".**

VOTE: 5 ayes; motion carried.

CHARLOTTE NEWS-REQUEST FOR DONATION FOR FY16 & FY17

Vince Crockenberg, Tom O'Brian and John Hammer, Charlotte News Board members, requested a \$500 donation in support of the community newspaper.

MOTION by Mr. Krasnow, seconded by Ms. Spear, to provide a donation in the amount of \$500 to the Charlotte News for the year ending 12/31/2015.

DISCUSSION:

Mr. Spell suggested that the Selectboard consider donations to all media services in a consistent budgetary manner. He didn't want to favor one news media over another. The Town voted to give a \$200 donation to Front Porch Forum, for example. He would like a donation of \$1,000, suggested Mr. Spell.

Mr. Krasnow said that he could see the logic of paying each the same amount. However, Front Porch Forum was a for-profit site and didn't publish Town news, such as the Senior Center, library or Town governmental news. The Charlotte News provides a service to the Town. A \$500 donation to the nonprofit was reasonable, said Mr. Krasnow.

Mr. Morrison pointed out that the Charlotte News is the home town paper, and suggested to proceed with the motion and consider donations to the Charlotte Citizen, etc., in the next fiscal year budget.

VOTE: 4 ayes, 1 nay (Mr. Spell); motion carried.

BOARD OF LISTERS—GRAND LIST ERRORS AND OMISSIONS

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the FY15/16 Grand List Errors and Omissions list, dated 12/08/2015, as presented.

VOTE: 5 ayes; motion carried.

BUDGET REVIEW.

TOWN CLERK/TREASURER—7:25 PM

Ms. Mead reviewed an FY2015, 2016 and 2017 Comparative Budget, and General Fund report.

Proposed Changes:

- The Selectboard usually adds \$15,000 revenue to offset assessor's contract fee.
- Page 4, Audit, line item 100-3110-41.00 – amount to be provided by the Selectboard.
- Page 8, Annual Requests - a new request from the Lund Family for \$2,000 was received.
- Page 8, Annual Requests – add Charlotte News for \$500 in FY16/17.
- Page 9, Town Hall, line item Town Hall Maintenance 100-8000-10.00 - round up to \$10,000 for “unknowns”; and line item 100-8000-46.00, Fuel Oil, budget FY2017: change \$4,000 to \$3,500; line item Town Hall Equipment 100-8000-35.00 – Staff to report IT systems information to the Selectboard for discussion.
- Page 9, Ms Mead to research if Applied Logic Geology was included in Town Maintenance.
- Page 10, Miscellaneous, line item Traffic Enforcement – change to \$30,000 to match the State Police contract obligation.

Ms. Cole, Charlotte Park Oversight Committee member, asked if the people working on Town land would be covered by a Town Workmen's Compensation plan, or would the committee need to hire only people with their own Workmen's Compensation plans. Ms.

Mead explained that the Town budget included \$50,000 for a Workmen's Compensation plan that would be used to cover those people.

Ms. Spear asked for clarification regarding a \$300 electric bill. Mr. Russell explained that the Burns property Town well serviced the Wegman lot and the Old Lantern Inn. Wegman maintains the well as needed and the Town pays the electricity, said Mr. Russell. Mr. Bloch suggested that the well be given to the Wegman's and Old Lantern since the Town doesn't use it.

The Selectboard thanked Ms. Mead for an excellent budget report.

COMMUNITY SAFETY COMMITTEE—7:45 PM

Greg Smith, Community Safety Committee Chair, reviewed a request for \$8,500 to purchase two fixed speed carts at \$3,970 each, and \$500 to cover the cost for signage at the Charlotte Central School. The school arts program students would be engaged to design traffic safety signage that would be posted on the road at the school, said Mr. Smith.

Mr. Bloch pointed out that the Community Safety Committee (CSC) did not have a budget. The funding could come out of Traffic Enforcement.

There was discussion regarding emergency evacuation shelters, currently designated at the Charlotte Senior Center; a need for an emergency generator at the Charlotte Central School; proposed CSC projects that included seeking specific crime data from the State Police (mapping, hot line calls and analysis), and rail safety issues.

Mr. Tegatz suggested that the CSC members coordinate with Chittenden County emergency management office(s) regarding emergency shelters.

Mr. Harvey asked the Selectboard to add CSC on the 2016 Town Meeting agenda for a presentation.

CVFRS—8:00 PM

Charles Russell, John Snow, Chris Davis and Rob Mullin, CVFRS representatives, reviewed a proposed FY17 budget, Operating, and Capital Improvement programs that have been approved by the CVFRS membership.

Mr. Snow explained that two material changes included a reduction in insurance and benefits, which would be offset by per diem payroll expenses for a level funded budget. Special Funds were mostly used for capital projects, or minor operating expenses, such as converting all lighting to LED lighting, said Mr. Snow.

Mr. Spell expressed interest in attending a CVFRS membership meeting.

There was discussion regarding Town funding for the Capital Reserve Fund, which has been reduced to \$100,000; CVFRS concerns that unless properly funded capital projects

future needs would be purchased through bonding versus Town funds; a calculation that if the Capital Project list was level funded at \$180,000 for FY15/16 and FY16/17 there would still be a deficit of \$155,000 in FY17/18; time projections and replacement costs for the 1980 pumper truck and the 2004 Seagrave pumper truck; and a CVFRS Purchasing Policy that requires competitive bidding processes for large purchases, such as a new pumper truck.

Mr. Krasnow tasked Mr. Russell with creating a cost comparison between what it would cost the Town to fund a Capital purchase versus bonding and interest payments.

Mr. Russell said that the bond on the 2004 Seagrave truck was paid out of the Reserve Fund, and it should be separated out.

Mr. Spell asked if the CVFRS bank statement copies had been sent to the Town Treasurer's office yet. Mr. Snow replied no; the statements were not a part of the financial reporting to the Town.

SELECTBOARD—8:30 PM

Mr. Bloch reviewed a proposed Selectboard budget based on recent history.

CHANGES:

- Town Party shouldn't be an expense to the Town.
- Bridge reconstruction – next project is the Spear Street Bridge for \$20,000.
- Cemetery – level fund at \$9,000, with the expectation of a detailed request by the Cemetery Commission of a proposed \$11,550 budget.
- Invasive Species Management line item – delete (it is in the Conservation Commission budget).
- Income – State Highway – use the actual of \$195,317.

There was discussion regarding budgets for the various Town committees/commissions, and if funds were expended as proposed for scopes of work, or other expenses. Mr. Hammer suggested holding an educational seminar for every Town committee and commission on budgeting processes.

EMPLOYEE PAY—8:45 PM

Mr. Morrison briefly reviewed that Vermont League of Cities and Towns, the Town Attorney, Sullivan and Powers, and the state HR office all recommended Frank Sadowski as the best HR consultant. No other names were forwarded, said Mr. Morrison.

There was discussion regarding a market analysis using the Palmer analysis in determining job descriptions and pay ranges; Mary Mead's job history over 21 years of service; a current pay cap at 15 years of employment with an offer of an extra week of vacation in lieu of a salary raise; and pay scales for a town treasurer position.

Mr. Morrison read state statute language related to town clerks/treasurers. There was no statute mandates regarding work hours for municipal town treasurers. The Selectboard

has no jurisdiction over the position. It was a unique position paid fairly, stated Mr. Morrison.

Mr. Krasnow asked if a clerk/treasurer decided to work 20 hours a week would an assistant clerk pick up the work load. Mr. Morrison noted that an assistant was hired by the clerk/treasurer. The Selectboard sets the pay and accepted the recommendation of hours from the clerk/treasurer, clarified Mr. Morrison.

Mr. Tegatz reported that he received a suggestion to give a one-time 2 percent bump for a 20-year employee as an incentive plus a COL.

There was further discussion regarding the cost of fringe benefits, and what Ms. Mead was requesting for a salary. Mr. Morrison said that she wanted \$72,000 for 35-40 hours per week.

MOTION by Mr. Spell, to add an exception clause to the Salary Administration Policy to adjust the Town Clerk/Town Treasurer salary to \$72,000 for the next fiscal year. The Motion died due to lack of a second.

There was further discussion regarding the current pay grid and proposed fixes.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to change the percentage for Table 1, Section 3, of the salary list to reflect a 2.5 percent plus COL in the first 1-5 years, 2.25 percent for years 6-10 plus COL, and 2.0 percent for years 10-15 plus COL, and to enact the change retroactively to July 1, 2015, and to add a Group 4 for 20-21 year employees that would receive a 2 percent plus COL retroactively to January 1, 2015.

DISCUSSION:

Ms. Booher noted that she has worked for the Town for one year at Step 8 on the grid. Would she move up a step with this motion, asked Ms. Booher. Mr. Morrison replied that the grid would reflect the motion. Ms. Booher was at Step 5 with her prior experience, Ms. Mead would have a \$1,200 increase as per the 2 percent bump. Any employee with 20 years would receive the 2 percent bump, said Mr. Morrison

VOTE: 3 ayes, 2 nays (Ms. Spear, Mr. Spell); motion carried.

SELECTBOARD UPDATES:

- **Hearing for amendments to Town Plan & Land Use Regulations (December 15)**

Mr. Morrison noted that the Town Plan – Land Use Regulations First Hearing, would be held on December 15, 2015, at 7:00 p.m.

Mr. Tegatz reviewed two minor questions on the amendments, and expressed concern that Certificate of Occupancy enforcement would morph into a Town building inspector, which he did not want, and that changing setbacks from 50' to 25' under Bylaw 3,

Commercial/Industrial section, might encourage solar farms and how the new setbacks might impact adjoining neighbors.

Mr. Spell expressed interest in attending the Rail EPA meeting on December 22, 2015, and expressed concern regarding the tone of a letter from the Vermont Railway attorney. The Town should be cautious and do due diligence in written responses regarding the Vermont Railway business, stated Mr. Spell.

In response to a question on relying on the Town Attorney, Mr. Morrison suggested that the Town could consult with the Town Attorney, who was up to date regarding rail issues. He didn't think the Town Attorney was required at the EPA meeting, said Mr. Morrison.

Mr. Hammer reviewed concerns as outlined by a citizens group regarding a western rail corridor plan. A rail line can't go from southern states and up to Montreal currently. There was an old inadequate rail tunnel in Burlington to Essex Junction that wouldn't accommodate rail speeds, or those type of products to pass through, explained Mr. Hammer.

Mr. Morrison clarified that the greater global issues cited by the citizen's rail group doesn't pertain to the Selectboard's endorsement of the Chris Davis letter to the EPA safety plan.

Mr. Krasnow volunteered to assist Ms. Booher in calculating a 2015 payroll for next week.

APPROVE WARRANTS TO PAY BILLS

The Selectboard signed warrants to pay bills.

ADJOURNMENT

MOTION by Mr. Spell, seconded by Mr. Krasnow, to adjourn the meeting.

VOTE: 5 ayes; motion carried.

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

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