

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
DECEMBER 1, 2014**

**APPROVED**

**SELECTBOARD MEMBERS:** Lane Morrison, Chair; Charles Russell, Ellie Russell, Matthew Krasnow, Fritz Tegatz.

**ADMINISTRATION:** Dean Bloch, Town Administrator.

**OTHERS:** Mary Mead, Moe Harvey, Betsi Oliver, Robert Mack, Peter Trono, Valarie Cyr, James Hayes, Claudia Mucklow, Steven Brooks, Bill Fraser-Harris, John Snow, Chris Davis, Jon Davis, Pam Dawson, Peter Carreiro, Carrie Spear, Jenny Cole, John Hammer, Charlotte News; Robin Reid, Charlotte Citizen; and others.

**ITEMS TAKEN UP:**

- **5:00 PM Wage classification plan and policy. Discussion only**
- **7:05 PM UVM Cycling Road Race on April 11, 2015. Action under consideration: approve organizational plan**
- **7:15 PM Budget review. Discussion only**
- **7:15 PM Cemetery Commission**
- **7:25 PM CVFRS**
- **8:30 PM Appointment of a 2<sup>nd</sup> Constable. Discussion only**

**CALL TO ORDER**

Mr. Morrison called the meeting to order at 5:00 p.m.

**WAGE CLASSIFICATION PLAN AND POLICY - Discussion only**

The Selectboard discussed a proposed wage classification plan and policy.

The meeting was recessed at 6:48 p.m. and reconvened at 7:00 p.m.

**ADJUSTMENTS TO AGENDA**

Deferred to December 8, 2014: Appointment of a 2<sup>nd</sup> Constable.

Added: Approval of the minutes from November 24, 2014.

**PUBLIC COMMENT**

Ms. Mead asked if the Selectboard had a re-imbusement policy that clarified what was to be paid, or not when a Town employee submitted receipts for expenses. Mr. Morrison replied that the current policy would be reviewed.

**UVM CYCLING ROAD RACE ON APRIL 11, 2015. Action under consideration: approve organizational plan**

Ms. Cyr, UVM Cycling Club representative, reviewed a request to use Mt Philo Road, Hinesburg Road and Spear Street in Charlotte for an April 11, 2015 club sponsored inter-collegiate road race. This would be the second year the race has been held and there were

no problems last year. A lead car would control traffic, and police officers would patrol the intersections for safety. There would be 250 participants. The first wave of riders would start at 8:00 a.m. and the last wave would be sent off at 3:00 p.m. The race crew would clean up the course post race, said Ms. Cyr.

Mr. Russell read a requirement for a state permit regarding a cycling ‘more than two-abreast’ rule, which also needed a signed letter from the Town.

Mr. Morrison summarized that the Club would need to contact the State Police for officers to patrol the road intersections and a state permit regarding a cycling ‘more than two-abreast’ rule, and contact Charlotte Fire and Rescue.

Mr. Fraser-Harris, Charlotte Recreation representative, asked Ms. Cyr to make sure that the races did not conflict with Sunday religious services. There were no conflicts with other events in Charlotte regarding a ride date of April 11<sup>th</sup>, said Mr. Fraser-Harris.

Ms. Oliver, Mt Philo Road resident, asked if the road race would cause issues with people who lived on the named roads. Would the participants be riding multiple laps on the roads, asked Ms. Oliver. Ms. Cyr explained that groups of riders would be sent in waves during the day. There shouldn’t be obstructions with driveways except for a few minutes as a group rode by. There would be two waves and four groups per wave. There would be breaks in between the waves. The riders were required to stay in one traffic lane. Crossing over the yellow lines would disqualify that rider, clarified Ms. Cyr.

Mr. Fraser- Harris asked if the riders paid an entry fee. Ms. Cyr replied that there was a fee that was used for the club’s fundraising budget.

**MOTION by Ms. Russell, seconded by Mr. Krasnow, to approve the request by the UVM Cycling Club for a road race to be held April 11, 2015, pending the following conditions:**

- **Submission of a traffic control plan.**
- **The UVM Club shall contact the Charlotte Fire and Rescue.**
- **Acquire a state permit regarding a “two abreast” riding rule.**
- **Authorize the Charlotte Selectboard Chair to sign letter on behalf of the Town of Charlotte related to a “two abreast” state permit.**

**DISCUSSION”**

**Mr. Mack asked if the Town would be held harmless, or if the club had an insurance certificate. Ms. Cyr replied that the club would submit a Certificate of Insurance copy by January, 2015.**

**VOTE: 5 ayes; motion carried.**

**BUDGET REVIEW. Discussion only**

- **Cemetery Commission**

Mr. Brooks, Cemetery Commission representative, reviewed a proposed FY2015/2016 budget that was level funded at \$9,000.

Mr. Brooks displayed four photographs of tombstones under repair, and explained an on-going tombstone repair program.

Mr. Morrison noted that the current budget expenditures totaled \$8,000 to date, and asked if the Cemetery Commission would be able to cover expenses to the end of year. Mr. Brooks replied that there would be funds in the private account by spring.

Mr. Mack suggested that the private account should be listed in the FY2015/2016 budget.

Ms. Russell asked for more specificity on what was to be achieved with those expenditures, and suggested that the separate categories should have line items to track spending. Mr. Brooks said that would require creating a set of line items.

Ms. Cole asked how the cemetery mowing was handled. Mr. Brooks explained that in the past Chris Fortin was contracted to mow for a cost of \$300 per mowing, which was a fabulous price. At the years' end the cost of mowing totaled \$6,000. Now mowing occurs on an 'as needed' basis for a cost savings. Either Jeffrey Spear or Steve Mack mowed the cemeteries, said Mr. Brooks.

The Selectboard thanked Mr. Brooks for his budget presentation.

- **CVFRS**

Mr. Morrison reported that Selectboard members had met with District 3, District 4, and Stowe and Essex rescue representatives regarding rescue operations. Every town handled rescue differently. Charlotte's contribution for rescue service was much higher. For example, Essex provided 2 percent of the Essex rescue budget versus 80 percent of Charlotte Rescue's budget. Each Town department has been asked to present a level-funded budget for FY2015/2016. Was it possible to provide less service, or provide service differently at a lower cost, asked Mr. Morrison.

Mr. Snow, CVFRS Corporate Board President, pointed out that the CVFRS budget was a Town decision, not a Rescue decision. The Selectboard should encourage the Town to revisit what level of service the Town wanted. A budget could be implemented to deliver whatever service the Town asks for. The CVFRS budget could be presented as a separate warned article at Town Meeting, said Mr. Snow.

There was lengthy discussion regarding options to reduce the Capital Project projections, which were growing by 5-7 percent per year (Mr. Davis said that the Capital projections were place holders and a planning tool); assessing the cost for paramedic, or EMT service; services provided by surrounding towns, such as Hinesburg, which was a First Response service that contracted with St Michael's college for ambulance service; loss of revenue due to a reduced number of ambulance transports and lack of volunteers (Mr. Snow explained that it took up to a year to train a volunteer); identifying potential cost savings in the Capital Project list, such as extending the life cycle of current vehicles; a question on how a CVFRS 'surplus' would be treated (Mr. Snow explained that any

surplus would be used as a reserve against future deficits); and Special Funds related to a consolidated budget.

Mr. (Chris) Davis summarized that the Selectboard was asking for a menu of options:

- Short term - a level funded budget and Capital budget; explore funding alternatives such as bonding by Fire and Rescue, or seeking grants for equipment.
- Long term – consider alternative services, such as a First Responder concept.

Mr. Snow said that the CVFRS membership would need to review and vote on proposed budget cuts. The Corporate Board was authorized to present proposed budgets to the Selectboard. There were three items driving the expense side:

- Cost of insurance that included worker's compensation and general insurance.
- Personal protection equipment driven by requirements; old gear was currently on a replacement schedule.
- Benefit increases for health, retirement, dental, etc – a restructuring of the EMS roles was on-going, and the benefits structure was undergoing a review.

In response to a question regarding Special Funds, Mr. Snow said that he would contact the Barrows Fund Trustee regarding use of the fund to offset Operating budget shortfalls. Again, the CVFRS membership would have to vote on the fund's use, said Mr. Snow.

Mr. Mack asked if the CVFRS outside audit was completed. Mr. Snow replied that the audit should be done by the end of the week.

Mr. Morrison asked staff to put a January, 2015 CVFRS budget discussion on the Selectboard agenda. The discussion should include a level funded budget and a menu of 'good, better and best' rescue services for Town Meeting discussions.

The Selectboard thanked Mr. Snow, Mr. (Jon) Davis, Mr. (Chris) Davis and Ms. Dawson for their presentation.

#### **APPOINTMENT OF A 2<sup>ND</sup> CONSTABLE. Discussion only**

Deferred until the next Selectboard meeting, December 8, 2014..

#### **MINUTES: November 24, 2014**

**MOTION by Mr. Russell, seconded by Mr. Krasnow, to approve the Selectboard minutes of November 24, 2014, as written, with edits and corrections:**

- Globally correct the name "Catherine Hughes";
- Page 3, line 107 – add "and Town Hall" following "Library"; line 108 – delete " and Town Hall"; line 110 – add "...to be available at the Charlotte Food Shelf" after "kits"; line 114 – change to read "...an LED lighting assessment study..." and end the sentence after "rink";
- Page 4, line 152 – change to read "...\$4,595; 500 full reports for \$1,400; or 1,700...budgets for a total cost of \$2,800."
- Page 6, line 247 – change the sentence to read "...the Essex Rescue services and District 3." Line 271 – change to read "...Sharron continued to work

**and covered for Mary. Next sentence delete the word “didn’t” and change to read “...and finished her job on October 10<sup>th</sup>”; Line 275 – replace the word “invoice” with “quote”.**

**VOTE: 5 ayes; motion carried.**

#### **SELECTBOARD UPDATES**

Mr. Morrison reported that Town representatives met with Dan Manz, Essex Rescue. Mr. Tegatz suggested ways to restructure rescue services that could include through area hospitals, or a partnership with St Michael’s Rescue.

Mr. Tegatz asked staff if a sewer study grant was successful. Mr. Bloch replied no. West Charlotte Village was not a designated village center, said Mr. Bloch.

Ms. Russell asked staff to add a reimbursement policy for travel expenses on the Selectboard agenda.

Ms. Russell reported that she sent a request for clarification of the CVFRS surplus calculation to Mr. Snow.

#### **APPROVE WARRANTS TO PAY BILLS**

The Selectboard signed warrants to pay bills.

#### **ADJOURNMENT**

**MOTION by Mr. Russell, seconded by Ms. Russell, to adjourn the meeting.**

**VOTE: 5 ayes; motion carried.**

The meeting was adjourned at 9:43 p.m.

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