

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
DECEMBER 8, 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, Steven Brooks, Bill Fraser-Harris, Bonnie Christie, Vince Crockenberg, Margaret Woodruff, Josh Flores, Carrie Spear, Carl Herzog, John Hammer, Charlotte News; Robin Reid, Charlotte Citizen; and others.

**ITEMS TAKEN UP:**

**5:30 PM Wage classification plan and policy. *Discussion only***

**7:00 PM Adjustments to Agenda**

**7:01 PM Public Comment**

**7:05 PM Minutes: November 12, 13 (9 AM), 18, 20, 21, 25 & December 1**

**7:15 PM Maurice Harvey—interview for Community Safety Committee. *Action under consideration: appoint for term ending April, 2015***

**7:25 PM Budget review. *Discussion only***

**7:25 PM Town Clerk**

**7:40 PM Library**

**7:55 PM Senior Center**

**8:10 PM Recreation Commission**

**8:25 PM Community Safety**

**8:40 PM Constable duties (need for additional services). *Discussion only***

**8:55 PM Conveyance by Quit Claim Deed of right, title and interest in “lease” or “school land” to Patricia Day Bidinger, Trustee of the Francis and Patricia Bidinger Trust U/T/A December 28, 1990 for the purpose of conserving the parcel on the southwest corner of the intersection of Bean Road and Hinesburg Road. *Action under consideration: approve and authorize Chair to sign deed***

**9:00 PM Selectboard schedule**

**CALL TO ORDER**

Mr. Morrison called the meeting to order at 5:30 p.m.

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

The Selectboard discussed a proposed wage classification plan and policy.

The meeting was recessed at 6:50 p.m. and reconvened at 7:00 p.m.

**ADJUSTMENTS TO AGENDA**

None.

**PUBLIC COMMENT**

Mr. Mack asked if the Selectboard had reviewed the employee reimbursement policy. Mr. Morrison explained that the policy would be discussed for an update at a future Selectboard meeting.

Mr. Brooks said that he crafted a bat house and an owl nesting box as door prizes for the December 20<sup>th</sup> Volunteer Party. The boxes were valued at \$130 each, said Mr. Brooks. Mr. Morrison thanked Mr. Brooks, and explained that it had been decided that there would be no door prizes this year.

Mr. Morrison publically thanked Fritz and Betsy Tegatz for painting the interior of the Town Hall and Town Clerk's office over the weekend. It was a volunteer effort, noted Mr. Morrison.

**MINUTES: November 12, 13 (9:00 a.m.), 18, 20, 21, 25 and December 1**

**MOTION by Mr. Russell, seconded by Mr. Tegatz, to approve the Selectboard minutes of November 12, 13 (9:00 a.m.), 18, 20, 21, and 25, 2014, as written, with edits:**

- **November 18, page 1, under Paygrade Compensation Program, 4<sup>th</sup> paragraph – change to read “...on the chart...”, 6<sup>th</sup> paragraph - change the word “discuss” to “discussed”.**
- **November 25, page 1, under Paygrade Compensation Program, add a 2<sup>nd</sup> paragraph – “No action was taken.”**

**VOTE: 5 ayes, 0 nays; motion carried.**

**MOTION by Mr. Russell, seconded by Ms. Russell, to approve the Selectboard minutes of December 1, 2014, as written with edits:**

- **Page 2, line 55 and 59 - change to read “...a cycling ‘more than two-abreast...’”;**
- **Page 3, line 105 – add “Ms. Russell asked for more specificity on what was to be achieved with those expenditures and suggested that separate...”; line 111 – correct the name “Steve Mack”; lines 120-122 – change the sentence to read “...Essex town provided 2 percent of Essex Rescue’s budget versus Charlotte town providing 80 percent of the Charlotte Rescue budget.”**
- **Page 5, line 194 – correct the name “Dan Manz”.**

**VOTE: 5 ayes, 0 nays; motion carried.**

**MAURICE HARVEY—INTERVIEW FOR COMMUNITY SAFETY COMMITTEE. *Action item***

The Selectboard interviewed Maurice Harvey as a candidate to the Community Safety Committee.

**MOTION by Mr. Krasnow, seconded by Ms. Russell, to appoint Maurice Harvey to the Community Safety Committee for a term ending April, 2017.**

**VOTE: 5 ayes, 0 nays; motion carried.**

**BUDGET REVIEW. *Discussion only*****Town Clerk**

Mary Mead, Town Clerk, reviewed a proposed FY2015 and FY2016 budgets.

There was discussion regarding Thompson's Point rent revenue; an estimated FY2015 Current Use amount of \$77,252 that was based on information from the current year; estimated recording fee revenue; \$500 placed in the Elections line item in case the Town held a Special Meeting to vote on adopting a new Town Plan; and a suggestion to add funds under the Town Meeting line item in case there were increased costs for a sound system.

Ms. Mead suggested adding a single line item for hunting/fishing and car registration revenue and creating a new line item under the Treasurer's heading for software upgrade purchases for the Clerk's office.

Ms. Mead pointed out that the Delinquent Tax Collector position was a separate position from the Town Clerk/Treasurer's line item. The Selectboard would need to add salary amounts, said Ms. Mead.

The Selectboard thanked Ms. Mead for her presentation.

**Library**

Vince Crockenberg and Margaret Woodruff, Charlotte Library representatives, reviewed library budgets for FY2015 at \$44,425 and FY2016 at \$42,238. There was a reduction of 4.9 percent between FY2015 and FY2016, said Mr. Crockenberg.

There was discussion regarding a proposal to transfer \$1,800 to the Acquisitions line item from the energy line item in FY2016; anticipated energy savings once the roof was repaired; deferred maintenance (Mr. Crockenberg explained that maintenance needs included items such as leaks, rot in the building, broken porch rail spindles, and a porch floor replacement.); computer support included replacing two public use computers in the future (Ms. Woodruff said that computer replacement would occur on a 3-5 year cycle.); a collaboration between libraries that enhanced library collections; and exploring a cable connection versus keeping the current DSL lines. Ms. Woodruff explained that there was an initial cost of \$15,000 to bring cable into the Library. Cable would need to accommodate a split for wireless service for staff and the public. The current service included telephones.

Mr. Morrison pointed out that the Library budget would increase \$5,000 when salaries were added.

The Selectboard thanked Ms. Woodruff and Mr. Crockenberg for their presentation.

**Senior Center**

Carl Herzog, Senior Center representative, reviewed a proposed FY2015/2016 budget. In FY2016 expenses were estimated at \$90,300 and revenues at \$24,000. Increases for the

Activities Director and Volunteer Coordinator were 28 hours per week for 53 weeks and 15 hours per week for 50 weeks respectively. The Senior Center would not pay one-half of the Volunteer Coordinator's salary. Some of the salary could be covered if there was sufficient rental revenue, explained Mr. Herzog.

The Selectboard thanked Mr. Herzog for the presentation.

### **Recreation Commission**

Bill Fraser-Harris, Recreation Commission representative, reviewed level funded budgets for FY2015/2016. A TracFone may need to be provided to the beach attendants. Charlotte Central School has requested that the Recreation Department pay for 25 percent of the cost for an Auto External Defibrillator to be mounted in the gym for emergencies, said Mr. Fraser-Harris.

Mr. Bloch said that \$308 for water quality testing at the beach should be added in.

There was discussion regarding security needs at the beach; funding for maintenance of "hard" assets, such as the beach house; and adding \$1,000 to the Recreation Reserve Fund to provide funds for projects, such as resurfacing the tennis courts.

Mr. Fraser-Harris reviewed additional notes to the proposed budget.

Mr. Morrison asked staff to add discussion of a Town facilities fee schedule to a future Selectboard agenda.

The Selectboard thanked Mr. Fraser-Harris for his presentation.

Ms. Reid expressed concern that Charlotte was becoming a destination for road race events. With the proliferation of events could the Town roadways fall into the Town facilities category, asked Ms. Reid. Mr. Fraser-Harris replied that people could not be stopped from using public roads. The Recreation Commission was asking event sponsors to let the Town know when an event would happen for public safety. If there were individual issues then the commission tried to address those issues, said Mr. Fraser-Harris.

### **Community Safety Committee**

Bonnie Christie and Carrie Spears, Community Safety Committee representatives (CSC), summarized a written report submitted for Selectboard review. The committee had met Thursday, December 4, 2014 and discussed the CSC status, Traffic Enforcement line item spending, and recommendations for FY2015/2016. The committee would talk with the Local Motion Complete Streets Project Manager at a January 13, 2015 meeting. The committee still had two open seats to fill now that Moe Harvey has been appointed, said Ms. Christie.

Mr. Morrison suggested a joint meeting with the Selectboard, CSC and the Local Motion Complete Streets Project Manager.

There was discussion regarding emergency planning that included using the Fire Station as a short term first step emergency station with the Charlotte Central School and/or Senior Center for long term emergency stations; past talks with the school regarding installation of a transfer switch for an emergency generator hook-up; and updating the current Emergency Plan. Mr. Bloch noted that Ed Cafferty was the appointed Emergency Director for the Town.

Mr. Flores pointed out that the Selectboard was tasking the CSC with recommendations when the first CSC researched and created a report with recommendations. Mr. Krasnow said that many of the CSC report recommendations have been put in place. A question was how to move forward, asked Mr. Krasnow.

Ms. Christie stated that the Complete Streets initiative required by the state have not been addressed by the Town. Mr. Morrison replied that the CSC could identify what to address and the costs.

Ms. Christie said that the CSC would propose a Town Meeting article to roll the remaining \$30,000 Traffic Enforcement line item over into a CSC budget. Mr. Morrison stated that the CSC had no budget and the Traffic Enforcement funding was to be a one time resource.

The Selectboard thanked Ms. Christie and Ms. Spears for the CSC presentation.

**CONSTABLE DUTIES (NEED FOR ADDITIONAL SERVICES). *Discussion only***

Mr. Krasnow explained that Ed Cafferty had presented the idea of a second constable position. The position currently was unfilled. The pros/cons and costs to benefits follows:

- Any scheduling difficulties could be offset if there were two constables.
- It was a benefit to have someone looking out for the community like Cowboy Lewis did in the past.
- Budget-wise, the cost was \$2,000-2,750 per person for salary and some equipment.

Mr. Russell noted that the constable and second constable were two year terms.

Mr. Flores said that the Town has the ability to dictate what the constable powers were. If the candidate was a certified police officer then there could be broader powers. He had asked for \$300 for equipment in the past and when that did not happen he paid for it himself. It was not clear what direction the Town wanted to go regarding police coverage. A second constable was not necessary except for certain situations. For example, a 'special' deputy could assist him during Town Meeting, Town Party, biking events, or Halloween, said Mr. Flores.

There was further discussion regarding what the constable duties were and limits to coverage within Charlotte's Town borders; what Mr. Flores was not comfortable providing, such as call outs for burglaries, which would properly be covered by the State

Police or Shelburne Police; issues identified as the cost and maintenance of a “constable” vehicle, dispatching, traffic enforcement, and liability; and a question if the Selectboard should establish polices and procedures for training/certification of the constable(s).

Mr. Krasnow said that the Town contracted for police services with the Vermont State Police at a cost not to exceed \$28,000 currently.

Ms. Christie read VLCT handbook related to police enforcement and hires in a town. A temporary appointment for an identified need could be done verses hiring a second town employee, suggested Ms. Christie.

Ms. Russell, Mr. Morrison, Mr. Tegatz and Mr. Russell spoke in opposition of a second constable since the Town contracted for coverage via the Vermont State Police.

The Selectboard thanked Mr. Flores for his input.

**CONVEYANCE BY QUIT CLAIM DEED OF RIGHT, TITLE AND INTEREST IN “LEASE” OR “SCHOOL LAND” TO PATRICIA DAY BIDINGER, TRUSTEE OF THE FRANCIS AND PATRICIA BIDINGER TRUST U/T/A DECEMBER 28, 1990 FOR THE PURPOSE OF CONSERVING THE PARCEL ON THE SOUTHWEST CORNER OF THE INTERSECTION OF BEAN ROAD AND HINESBURG ROAD. *Action under consideration: approve and authorize Chair to sign deed***

**MOTION by Mr. Russell, seconded by Ms. Russell, to approve a conveyance by Quit Claim Deed of right, title and interest in “lease” or “school land” to Patricia Day Bidinger, Trustee of the Francis and Patricia Bidinger Trust U/T/A December 28, 1990, for the purpose of conserving the parcel in the southwest corner of the intersection of Bean Road and Hinesburg road, and to authorize the Charlotte Selectboard Chair to sign the deed document on behalf of the Town of Charlotte. VOTE: 5 ayes, 0 nays; motion carried.**

#### **SELECTBOARD SCHEDULE**

The following meeting dates were reviewed:

- Thursday, December 11, 2014, 9:30 a.m., Wage Classification discussion
- Monday, December 15, 2014, 6:30 p.m. regular Selectboard meeting, Audit and budget discussions
- Thursday, December 18, 2014, Wage Classification discussion
- January 5, 2015, tbd

#### **SELECTBOARD UPDATES: printing of Town Report**

Mr. Krasnow reviewed a \$4,600 cost for printing book format, black/white Town Reports.

Mr. Krasnow reported that Trooper Daley had e-mailed a State Police activity update for October.

Ms. Russell reported that John Snow had sent a copy of a job description for a full-time Rescue Director for Selectboard review. Ms. Russell handed out copies of a memo she drafted in response. Mr. Morrison and Ms. Russell would meet with Mr. Snow for further discussion of the proposed hire and a surplus calculation.

Ms. Russell reported that the next CVFRS Corporate Board meeting was scheduled for December 16, 2014.

Mr. Morrison expressed concern regarding the Wage Classification process and suggested a straight across-the-board 1 ½ percent increase for all Town employees. Ms. Russell, Mr. Krasnow, Mr. Russell and Mr. Tegatz spoke in favor of continued employee conversations to gather input, and to revisit a 'median' salary grid.

Ms. Reid said that she has observed some distrust and a level of disrespect from the Selectboard toward elected officials regarding salary increases. Mr. Krasnow replied that it was more a matter of judgment for an 'office' versus an elected person. Also, an elected official was treated differently under state statutes versus a staff person, said Mr. Krasnow. Mr. Flores said that the Shelburne Police Department just underwent a difficult and long process that took 8 months to set steps and ranges for positions within the department. The process ended up as a fair and equitable arrangement. The 'person' was not factored in – it was the position and experience that were taken into account, explained Mr. Flores.

Mr. Russell handed out copies of a spreadsheet analysis of budgets by department covering 20 years for Selectboard review. The CVFRS Reserve Fund should be reviewed for a future discussion, suggested Mr. Russell.

#### **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 10:09 p.m.

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