

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
DECEMBER 9, 2013**

APPROVED

SELECTBOARD MEMBERS: Charles Russell, Chair; Lane Morrison, John Owen, Ellie Russell, Winslow Ladue.

ADMINISTRATION: Dean Bloch, Selectboard Assistant.

OTHERS: Ed Cafferty, Moe Harvey, Mary Mead, Sharron Balaban, Chris Davis, Dave McNally, Jason Bushey, Jensa Bushey, Clark Hinsdale III, Nancy Wood, Margaret Woodruff, Bonnie Christie, Vince Crockenberg, Carl Herzog, Betsi Oliver, Wally Gates, John Hammer, Charlotte News; Heather McKim, Charlotte Citizen; and others.

(NOTE: the agenda was heard out of order, but appears in the published order for continuity.)

3:30 p.m. SITE VISIT: 648 Bingham Brook Road for Highway Access Permit application submitted by Jason and Jensa Bushey

4:00 p.m. SITE VISIT: 2001 Hinesburg Road for Highway Access Permit application submitted by Clark W. Hinsdale III

5:45 p.m. Employees' health insurance – action item

MOTION by Mr. Owen, seconded by Ms. Russell, to directly enroll the Town Employees in the preferred BC/BS health insurance plan and to contribute the same amount as per high deductible Silver reference plan as approved previously at the 09/30/2013 Selectboard meeting.

VOTE: 5 ayes; motion carried.

ITEMS TAKEN UP:

- **CVFRS – capital budget - discussion only**
- **Jason and Jensa Bushey, 648 Bingham Brook Road – application for a Highway Access Permit to change an existing agricultural access to a driveway serving two lots – action item**
- **Clark W. Hinsdale, III, 2001 Hinesburg Road - application for a Highway Access Permit to create a new driveway to serve an existing undeveloped parcel – action item**
- **Minutes November 25**
- **Appoint Jeannine McCrumb as Administrative Officer (Zoning Administrator) for a three year term beginning on December 16; Deputy Health Officer beginning on December 16 – action items**
- **Budget review: Town Clerk, Library, Senior Center, Charlotte Little League, Selectboard – discussion only**

- **Town Administrator – action item**

CALL TO ORDER

Mr. Russell, Chair, called the meeting to order at 5:50 p.m.

ADJUSTMENTS TO AGENDA

None.

PUBLIC COMMENT

None.

CVFRS – capital budget - discussion only

Chris Davis reviewed a proposed CVFRS Capital budget, A and B versions, dated 12/09/2013, as follows:

- Delete the \$20,542 amount under FY2019/2021.
- Under Expenditures, delete \$80,000 note and \$48,000 note line items.
- Move the replacement of the 1980 pumper truck and the 1993 tanker with one truck in the FY2017/2018 year, or
- Move out the 2013 Ambulance to FY 2020/2021 in order to rebuild funds between the pumper and tanker replacement purchase and the ambulance replacement.
- Removed the East Charlotte proposed substation from the budget.

Mr. Davis said that he would bring the ambulance replacement in FY2020/2021 question to the CVFRS membership. He would bring a revised capital budget spreadsheet to the Selectboard 12/16/2013 meeting, said Mr. Davis.

Ms. Mead said that the Town contribution should be presented as a straight dollar amount since it was a known number. The Grand List was an ‘unknown’, said Ms. Mead. Mr. Davis agreed that a dollar amount of \$182,631 for FY2014/2015 should be used.

JASON AND JENSA BUSHEY, 648 BINGHAM BROOK ROAD – APPLICATION FOR A HIGHWAY ACCESS PERMIT TO CHANGE AN EXISTING AGRICULTURAL ACCESS TO A DRIVEWAY SERVING TWO LOTS – action item

MOTION by Mr. Ladue, seconded by Mr. Owen, to approve a request by Jason and Jensa Bushey for a Highway Access Permit 13-11 to change an existing agricultural access to a driveway serving two lots, located at 648 Bingham Brook Road, with a 15” x 30’ culvert to replace an old culvert as per the Charlotte Road Commissioner’s recommendations, and with a condition that bushes on either side of the driveway be cut back to improve sight distances.

VOTE: 5 ayes; motion carried.

CLARK W. HINSDALE, III, 2001 HINESBURG ROAD - APPLICATION FOR A HIGHWAY ACCESS PERMIT TO CREATE A NEW DRIVEWAY TO SERVE AN EXISTING UNDEVELOPED PARCEL – action item

MOTION by Mr. Owen, seconded by Mr. Ladue, to approve a request by Clark W. Hinsdale, III, for a Highway Access Permit 13-12 to create a new driveway to serve an existing undeveloped parcel, located at 2001 Hinesburg Road.

DISCUSSION:

Mr. Russell noted that the sight distance to the east was 400' and 500' to the west.

Mr. Ladue read the Charlotte Road Commissioner's recommendations into the record and said that no culvert was necessary.

VOTE: 5 ayes; motion carried.

MINUTES – November 25

MOTION by Mr. Ladue, seconded by Ms. Russell, to approve the Selectboard minutes of November 25, 2013, with additions/corrections as follows:

- **Page 12, Public Comment, 2nd sentence, add the word “meeting” between “Selectboard” and “handout”.**
- **Page 3, last paragraph, last sentence, change to read “...ditch would need to go...”**
- **Page 7, 4th paragraph, 1st line, insert the word “that” between the words “asked” and “Town”, and change the word “as” to read “be”**
- **Page 8, Committee Updates, 2nd paragraph, 2nd sentence, change the word “Monday” to read “monthly”; Selectboard Updates, 1st sentence, change to read “..requested an upgrade to the computer back up system...”, and add to the sentence end “...for Town e-mails.”**

APPOINT JEANNINE MCCRUMB AS ADMINISTRATIVE OFFICER (ZONING ADMINISTRATOR) FOR A THREE YEAR TERM BEGINNING ON DECEMBER 16; DEPUTY HEALTH OFFICER BEGINNING ON DECEMBER 16 – action items

MOTION by Mr. Owen, seconded by Mr. Ladue, to appoint Jeannine McCrumb as the Charlotte Administrative Officer (Zoning Administrator) for a three year term beginning on December 16, 2013, and as the Charlotte Deputy Health Officer beginning on December 16, 2013.

VOTE: 5 ayes; motion carried.

BUDGET REVIEW - discussion only

- **Town Clerk**

Ms. Mead reviewed a proposed Town Clerk budget that included an increased salary for the Town Clerk and Assistant Town Clerk for hours worked above and beyond the clerk/treasurer duties. We are doing multiple jobs for the Town, stated Ms. Mead.

- **Library**

Ms. Woodruff, Ms. Christie and Mr. Crockenberg reviewed a written draft FY2014/2015 budget of \$161,443, a 9 percent increase, and a strategic plan related to increased hours for the Director, Youth Librarian and a new local history position.

There was discussion regarding a scope of library programs, demonstrated needs for programs, and repairs to the library roof. Mr. Ladue expressed concern that the library may be evolving and moving into what the school provides related to programs, such as the “maker” creative space program the library was proposing.

Ms. Mead pointed out the Youth Librarian salary included a cost of living increase. The other library positions do not include that increase and should, said Ms. Mead.

- **Senior Center**

Mr. Herzog, Mr. Gates, and Ms. Oliver reviewed a proposed Senior Center budget of \$58,250 that included a line item of \$900 for trash disposal and \$10,500 for a new part time Volunteer Coordinator position. The Senior Center anticipated that the center could offset the position with \$5,000 of increased revenue, said Mr. Gates.

There was discussion regarding potential to charge different participant fees for programs for Charlotte citizens versus out of town participants. Mr. Gates explained that many out of town people volunteered, or make sizable donations to the center.

Mr. Ladue asked what the “Friends” of the Senior Center contributed. Mr. Gates replied that the Friends spend \$10,000 on things not in the budget in the past, such as a reserve fund for the parking lot, repairs to the roof, etc.

Mr. Ladue suggested creating a Capital Improvement budget for larger costs.

- **Charlotte Little League**

Mr. Boffa reviewed an e-mail proposed budget request of \$10,000, dated 12/04/2013.

- **Selectboard**

There was discussion of a proposed FY2014/2015 town budget, updated at 4:35 p.m. on 12/06/2013. Changes included the following:

- Page 3; increase the minute taker line item to \$3,600.
- Delete Administrative Assistant and re-title as Town Administrator.
- Change Unanticipated Expenses from \$2,000 to \$10,000.
- Place \$6,000 in the Volunteer Recognition line item.
- Selectboard – seminar line item, change to \$300.
- Page 4, Constable, defer until the 12/16/2013 Community Safety Committee report.
- Page 7, Mr. Ladue reviewed bridge repair and estimated costs. He would update the spreadsheet and report back to the Selectboard.
- Town Lands – Landfill Monitor line item, change to \$3,400.
- Land Maintenance, staff would update.
- Ball Park Maintenance line item, delete.
- Park Maintenance, staff to update.
- Thompson’s Point trash, staff to present recommendations at the 12/16/2013 Selectboard meeting.

Mr. Russell noted that the goal was to have a 2 percent town budget increase.

Tasks:

- Identify if disability benefits would be offered as short term, or long term.
- Sick/vacation leave research – how to efficiently provide past sick and vacation leave time; either to go back 15 years, or to upload an ‘amount’ of estimated time/value.
- Sound and projector systems – Mr. Morrison was seeking quotes from Advance Music.
- Town Report printing and mailing costs – consider reduced size, or the number of reports printed.
- Staff to update the draft town budget for the 12/16/2013 Selectboard meeting.

Mr. Hammer said that a Town Meeting Committee would present an update of recommendations at the 12/16/2013 Selectboard meeting. Issues included two town meetings with a cost of \$2,300 per town meeting and mailings, reviewed Mr. Hammer.

TOWN ADMINISTRATOR – action item

(NOTE: the Selectboard entered Executive Session following the Clark W. Hinsdale III, HAP13-12 application agenda item. The motion regarding Executive Session appears under the Town Administrator agenda item for continuity. The Selectboard Assistant was not invited to attend.)

MOTION by Mr. Ladue, seconded by Ms. Russell, to enter Executive Session for the purpose of discussing the Town Administrator offer of employment letter where premature knowledge would place the Town at a disadvantage.

VOTE: 5 ayes; motion carried.

The Selectboard entered Executive Session at 6:45 p.m.

MOTION by Ms. Russell, seconded by Mr. Ladue, to adjourn Executive Session and reconvene the regular meeting.

VOTE: 5 ayes; motion carried.

Executive Session was adjourned at 7:00 p.m. and the regular meeting was reconvened.

Mr. Russell stated that no action was taken in Executive Session.

Mr. Bloch departed the meeting at 8:50 p.m.

MOTION by Ms. Russell, seconded by Mr. Owen, to approve an offer of employment, dated 12/10/2013, to promote Dean Bloch to the position of Town Administrator as described in the letter of employment with a salary of \$59,000 per year, effective as of 12/16/2013.

VOTE: 5 ayes, motion carried.

Mr. Bloch returned to the meeting at 8:52 p.m.

COMMITTEE UPDATES

None.

SELECTBOARD UPDATES

Ms. Russell reported that the Fire and Rescue representatives met with the Town Attorney, Mr. Russell and herself regarding the MOA and proposed language changes to the Vehicle and CVFRS building leases, which would be presented at the 12/16/2013 Selectboard meeting. Mr. Russell said that the Selectboard could approve the draft MOA at the 12/16 meeting and the CVFRS membership at their meeting.

Mr. Morrison reported that he discussed a screen and projector system with Advance Music. The Town has a laptop to use with the system. If the Selectboard was satisfied with the projector bid, then the project could move forward. A sound system couldn't be done until January. For a savings the system would need to be compatible with the school's sound system, said Mr. Morrison.

Ms. Balaban asked for an update on the Town Hall painting and water system projects. Mr. Bloch explained that interior work would be done following installation of a sound system. Bids would be requested. There was a question to try a water system treatment at the Town Hall versus the Town Hall and Library. There were potential impacts to the budget, said Mr. Bloch. Mr. Russell suggested adding a water maintenance line item in the budget.

Mr. Bloch reported that John Baggs said he could install blinds at the Town Hall for \$100.

APPROVE WARRANTS TO PAY BILLS

The Selectboard signed warrants to pay bills.

ADJOURNMENT

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

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 9:04 p.m.

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