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**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
DECEMBER 19, 2016**

**DRAFT**

*Draft minutes are subject to correction by the Charlotte Selectboard. Changes, if any, will be recorded in the minutes of the next meeting of the Board.*

**SELECTBOARD MEMBERS:** Lane Morrison, Chair; Carrie Spear, Fritz Tegatz, Matthew Krasnow. ABSENT: Jacob Spell.

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

**OTHERS:** Robert Mack, Bill Lockwood, Barbara Russ, Dean Williams, Brian Wright, Ellie Russell, Mary Mead, Moe Harvey, David Miskell, Liam Murphy, David Marshall, Nan Mason, Kate Lampton, Dana Farley, John Hammer, Charlotte News; and others.

**ITEMS TAKEN UP:**

- 6:35 PM Review of survey results regarding solid waste collection; potential for siting a Drop Off Center in Charlotte
- 6:45 PM Thompson's Point lease renewals Renew 20 year lease to Barbara J. Russ and Dean J. Williams, Lot 155 at 280 North Shore Road Renew 20 year lease to Robin Coleburn, Lot 47 at 508 Flat Rock Road
- 7:05 PM Selectboard updates
- 7:10 PM Contract with SJW Docks to operate the Thompson's Point wastewater system for calendar year 2017
- 7:15 PM Contract with Civil Engineering Associates for general engineering services for the Thompson's Point wastewater system for calendar year 2017
- 7:20 PM Contract with Civil Engineering Associates for overseeing the bid process to expand the Thompson's Point wastewater system on Lane's Lane
- 7:25 PM Draft warning for Town Meeting, including articles for the following:  
Use \$156,250 (25%) from the Fire and Rescue Reserve Fund for pumper Use of the Housing Trust Fund for Lane's Lane wastewater extension Allow private use of Town wastewater system in west village Bond \$468,750 (75%) for pumper
- 8:00 PM Salary Administration Policy-amendment for employee grievance process
- 8:20 PM Budget review

**CALL TO ORDER**

Mr. Morrison, Chair, called the meeting to order at 6:34 p.m.

**ADJUSTMENTS TO THE AGENDA**

Mr. Bloch noted that additional Thompson's Point lease renewals have been added for approval.

**MINUTES: December 12, 2016**

47 Approval of the minutes was deferred until the next Selectboard meeting.

48

49 **REVIEW OF SURVEY RESULTS REGARDING SOLID WASTE**  
50 **COLLECTION; POTENTIAL FOR SITING A DROP OFF CENTER IN**  
51 **CHARLOTTE**

52 Mr. Bloch narrated a power point presentation created by Abby Foulk, Charlotte's  
53 Chittenden Solid Waste District representative (CSWD), regarding a CSWD survey  
54 related to possible interest for a new drop-off center In Charlotte.

55

56 Brian Wright, CSWD representative reviewed that CSWD would provide funding, all  
57 permitting and control of a drop-off Center site, and a town would provide a site of at  
58 least 2 acres located far enough off a road to keep traffic under control. The CSWD is  
59 asking if there is interest in hosting a site in Charlotte, said Mr. Wright.

60

61 There was further discussion regarding the Addison County waste district; use of the  
62 ROVER service for hazardous waste and paint wastes; operation time of one day per  
63 week; a potential site within the Charlotte Light Industrial district along Ferry Road; and  
64 the current Hinesburg drop-off center that is open on Saturdays only.

65

66 Mr. Wright clarified that if Charlotte is interested in a drop-off center then CSWD would  
67 conduct a feasibility study.

68

69 Mr. Lockwood, resident, suggested permitting a drop-off center site at the VELCO  
70 transfer station area. It is out of sight and is well off Ferry Road. There would be no  
71 traffic issues. The wetland survey is out of date and would need to be redone in the  
72 spring. The land would be available to the Town at no cost, said Mr. Lockwood.

73

74 Mr. Morrison suggested waiting and seeing what Hinesburg will do once the new  
75 Hinesburg highway department site is completed, and if there is interest in Charlotte. No  
76 action will be taken at this time, said Mr. Morrison.

77

78 The Selectboard members thanked Mr. Wright for his report.

79

80 **THOMPSON'S POINT LEASE RENEWALS RENEW 20 YEAR LEASE TO**  
81 **BARBARA J. RUSS AND DEAN J. WILLIAMS, LOT 155 AT 280 NORTH**  
82 **SHORE ROAD RENEW 20 YEAR LEASE TO ROBIN COLEBURN, LOT 47 AT**  
83 **508 FLAT ROCK ROAD**

84 **MOTION** by Mr. Tegatz, seconded by Mr. Krasnow, to approve the following

85 **Thompson's Point Lease renewals for 20-year leases:**

86

- **Renew 20-year lease Barbara J. Russ and Dean J. Williams, Lot 155 at 280 North Shore Road**

87

- **Renew 20 year lease to Robin Coleburn, Lot 47 at 508 Flat Rock Road**

88

- **Renew 20-year lease to Dee M. Hodges, Trustee, Lot 50 at 2751 Thompson's Point Road**

89

90

- 91       • **Renew 20-year lease to Benjamin H. Kaestner, III, and Josephine T.**  
92       **Kaestner, Trustees of the Kaestner Living Trust dated January 9, 2014, and**  
93       **any amendments there to, Lot 114, at 768 Flat Rock Road**  
94       • **Renew 20-year lease to Dorothy O. and Benjamin R. Naylor, Lot 14, at 2743**  
95       **Thompson's Point Road**  
96       • **Renew 20-year lease to Robert G. Turner Family Trust, Lot 111 at 714 Flat**  
97       **Rock Road**  
98       • **Renew 20-year lease to Thomas Maffitt and Margaret Maffitt, Lot 57 at 332**  
99       **Flat Rock Road**  
100      • **Renew 20-year lease to Peter James and Laura Olsen Osborne as Trustees of**  
101      **the Peter and Laura Osborne Living Trust dated February 2, 2002, Lot 53 at**  
102      **462 Flat Rock Road;**

103 **and to authorize the Charlotte Selectboard Chair to sign the lease documents on**  
104 **behalf of the Town of Charlotte, as presented.**

105 **VOTE: 4 ayes, 1 absent (Mr. Spell); motion carried.**  
106

107 Mr. Morrison would appear at the Town Hall to sign the lease documents on Tuesday,  
108 December 20, 2016.

#### 109 **PUBLIC COMMENT**

110 Ms. Mead suggested that the Selectboard agenda order should put 'usual business' at the  
111 end so that the meat of the meeting, such as warnings and budget discussions, could start  
112 at a time that people could participate. Mr. Bloch agreed that publicly oriented topics  
113 could put on at the start of meetings.  
114

#### 115 **SELECTBOARD UPDATES**

116 Mr. Krasnow reported that the speed cart will be stored at the Town garage for the winter.  
117

118 Mr. Tegatz reported that the Seguin Bridge project is completed.  
119

120 Ms. Spear reported that the Volunteer Recognition party planning is under way with a  
121 January 14, 2017 date at the Senior Center.  
122

#### 123 **CONTRACT WITH SJW DOCKS TO OPERATE THE THOMPSON'S POINT** 124 **WASTEWATER SYSTEM FOR CALENDAR YEAR 2017**

125 Mr. Tegatz suggested creating maintenance manual for when the contract comes up for  
126 renewal again.  
127

128 **MOTION by Mr. Tegatz, seconded by Ms. Spear, to renew a contract with SJW**  
129 **Docks to operate the Thompson's Point Wastewater System for the calendar year**  
130 **2017, and to authorize the Charlotte Selectboard Chair to sign the document on**  
131 **behalf of the Town of Charlotte.**  
132

133 **VOTE: 4 ayes, 1 absent (Mr. Spell); motion carried.**  
134

135 **CONTRACT WITH CIVIL ENGINEERING ASSOCIATES FOR GENERAL**  
136 **ENGINEERING SERVICES FOR THE THOMPSON'S POINT WASTEWATER**  
137 **SYSTEM FOR CALENDAR YEAR 2017**

138 **MOTION** by Mr. Tegatz, seconded by Ms. Spear, to approve a contract with Civil  
139 Engineering Associates for general engineering services for the Thompson's Point  
140 Wastewater System for the calendar year 2017, and to authorize the Charlotte  
141 Selectboard Chair to sign the document on behalf of the Town of Charlotte.

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

143

144 Mr. Tegatz suggested creating maintenance manual for when the contract comes up for  
145 renewal again.

146

147 **CONTRACT WITH CIVIL ENGINEERING ASSOCIATES FOR OVERSEEING**  
148 **THE BID PROCESS TO EXPAND THE THOMPSON'S POINT WASTEWATER**  
149 **SYSTEM ON LANE'S LANE**

150 Mr. Bloch reviewed that Civil Engineering Associates would prepare and review a Scope  
151 of Work for construction of an expansion of the Thompson's Point Wastewater System  
152 on Lane's Land for an estimated cost of \$1,300. They don't do the construction, clarified  
153 Mr. Bloch.

154

155 **MOTION** by Mr. Tegatz, seconded by Mr. Krasnow, to approve a contract with  
156 Civil Engineering Associates for overseeing the bid process to expand the  
157 Thompson's Point Wastewater System on Lane's Lane, and to authorize the  
158 Charlotte Selectboard Chair to sign the document on behalf of the Town of  
159 Charlotte.

160 **DISCUSSION:**

161 **Mr. Bloch reported that the Wastewater Committee had wanted to move ahead on**  
162 **the Scope of Work documents. Would the Town need to wait until after the March**  
163 **Town Meeting vote to put the bid documents together, asked Mr. Bloch. Mr.**  
164 **Marshall said that the documents would be prepared to keep the process in place.**  
165 **Then the project could start after March Town Meeting depending on the vote, said**  
166 **Mr. Marshall.**

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

168

169 Mr. Harvey said that people on Lane's Lane are confused about the need to connect to the  
170 wastewater system. A person who has an on-site septic system thought that the matter  
171 had been dropped, said Mr. Harvey. Mr. Morrison explained that there are two families  
172 living full time on Lane's Lane. The process to hook up and a payment schedule would  
173 kick in as the leases expire as per the terms of the leases. The intent is to get everyone on  
174 Lane's Lane on the town system. The one person with the on-site system would switch to  
175 the Town system in the summer season and use the on-site system in winter, said Mr.  
176 Morrison.

177

178 Ms. Mead asked where the language to connect to the Town system on Lane's Lane is in  
179 the lease. Mr. Bloch replied that the service area document will be amended to include  
180 the language. He would review it with Ms. Mead tomorrow, said Mr. Bloch.

181

182 Ms. Spear asked if the Town has talked with everyone on Lane's Lane. Mr. Bloch said  
183 there have only been a few house holders involved. There needs to be a clear process in  
184 place before involving everyone, said Mr. Bloch. Ms. Spear said that a letter to that effect  
185 should be sent out.

186

187 Mr. Morrison said that the leases would be clarified and a summary letter will be sent out  
188 to notify leaseholders.

189

190 **DRAFT WARNING FOR TOWN MEETING, INCLUDING ARTICLES FOR**  
191 **THE FOLLOWING:**

- 192 • **USE \$156,250 (25%) FROM THE FIRE AND RESCUE RESERVE FUND**  
193 **FOR PUMPER**
- 194 • **USE OF THE HOUSING TRUST FUND FOR LANE'S LANE**  
195 **WASTEWATER EXTENSION**
- 196 • **ALLOW PRIVATE USE OF TOWN WASTEWATER SYSTEM IN WEST**  
197 **VILLAGE**
- 198 • **BOND \$468,750 (75%) FOR PUMPER**

199 Ms. Spear asked if the draft article language has been reviewed by the Town Attorney.

200 Mr. Bloch replied no. A review by the Town Attorney will occur after a final draft  
201 warning is completed. The Selectboard will approve a final draft at the January 23, 2017  
202 meeting for printing in the Town Report.

203

204 *SUGGESTIONS/CHANGES:*

- 205 • Article 1 – no change
- 206 • Article 2 – no change
- 207 • Article 3 – no change
- 208 • Article 4 – no change
- 209 • Article 5 – add a footnote to clarify that Article 5 will be adopted by Australian  
210 ballot at least 20 days following the March Town Meeting as per the Town  
211 Charter
- 212 • Article 6 – no change
- 213 • Article 7 – There was discussion regarding a suggestion to combine articles 7 and  
214 12 to clarify a total purchase price of \$625,000 for a new CAF pumper truck;  
215 reviewing the Town of Charlotte/CVFRS MOA regarding language related to  
216 Capital Reserve Fund expenditures; a suggestion by Moe Harvey to bond the  
217 entire \$625,000 as Article 12, and retain the \$156,250 in the Capital Reserve  
218 Fund; a suggestion to review the projects in the Capital Reserve on a 'wants' or  
219 'needs' basis; and an argument to continue with a hybrid funding model of 25  
220 percent Capital Reserve funding and 75 percent bonding. Ms. Mead noted that  
221 other state fire and rescue departments self-fund equipment and vehicle purchases  
222 via fundraising versus seeking taxpayer funding. Mr. Murphy suggested that the  
223 Selectboard and CVFRS consider hiring a consultant to conduct an independent  
224 study and analysis to look at where we are currently and future projections.

225 **Change: to combine articles 7 and 12 to show a total purchase price of**  
226 **\$625,000 to be voted on by Australian ballot at the March Town Meeting.**

- 227 • Article 8 – Ms. Spear said she would request a CPA letter on behalf of Mr. Mack
- 228 that it is acceptable to ‘borrow’ \$135,000 from the Housing Trust fund to
- 229 construct septic hookups for Lane’s Lane, to be paid back by the lease holders.
- 230 • Article 9 – delete language in the “( )” and change to read: “...all costs at a
- 231 minimum are borne by...”
- 232 • Article 10 – no change
- 233 • Article 11 – no change
- 234 • Article 12 – see discussion regarding Article 7; Mr. Krasnow noted that a 75
- 235 percent bond equals \$468,750
- 236 • Consider adding an article: Mr. Murphy explained a proposal to change the
- 237 zoning for the Old Lantern, and asked to have the Planning Commission hold a
- 238 hearing at the January 5, 2017 meeting, regarding a technical review on the
- 239 proposal, a review by the Town Attorney for a technical review, and the
- 240 Selectboard to hold a hearing in order to add an article to the Town Meeting
- 241 Warning for Town Meeting for either a vote by Australian ballot at the March
- 242 Town Meeting, or later in April. Ms. Mead suggested that the Planning
- 243 Commission and Selectboard hold a joint hearing.
- 244

245 **TASKS:**

- 246 • Mr. Morrison and staff to review the Town of Charlotte/CVFRS MOA regarding
- 247 language related to Capital Reserve Fund expenditures; for example, using
- 248 \$156,250 as a partial payment for the purchase of a new pumper truck
- 249 • Ms. Spear said she would request a CPA letter on behalf of Mr. Mack that it is
- 250 acceptable to ‘borrow’ \$135,000 from the Housing Trust fund to construct septic
- 251 hookups for Lane’s Lane, to be paid back by the lease holders.
- 252 • Staff to check with the Town Attorney if Article 9 should be voted by Australian
- 253 ballot at the March Town Meeting as requested by Robert Mack
- 254 • Increase the Trails Reserve Fund line item to \$40,000; Mr. Krasnow to prepare a
- 255 presentation for the March Town Meeting that explains the increased allocation
- 256

257 **SALARY ADMINISTRATION POLICY-AMENDMENT FOR EMPLOYEE**  
 258 **GRIEVANCE PROCESS**

259 Mr. Morrison briefly reviewed two recommendations that came out of a May discussion  
 260 regarding a Palmer Analysis: to review a Palmer Analysis for the Town Administrator  
 261 job description at the January 9, 2017 Selectboard meeting, and consider changes to a  
 262 draft Grievance Procedure section of the Salary Administration Policy for existing  
 263 employees at the January 9, 2017 meeting, and after the March Town Meeting. Any pay  
 264 changes would take affect July 1, 2017, said Mr. Morrison.

265  
 266 Ms. Mead and Mr. Mack stated that the proposed draft grievance language was  
 267 convoluted and nonsensical. The language should be kept simple, said Mr. Mack. Mr.  
 268 Krasnow explained that the proposal is a compromise of several ideas with an effort to  
 269 bring fairness to the grievance process.

270  
 271 Ms. Mason, Library Board member, said that the Library has two employees whose jobs  
 272 descriptions have changed. Does the Library Board present the revised job descriptions to

273 the Selectboard, asked Ms. Mason. Time is an issue to approve the job descriptions. The  
274 next Library Board meeting is scheduled for January 12, 2017, said Ms. Mason. Mr.  
275 Morrison said that the Selectboard would work with the Library Board on the matter.  
276

277 Ms. Cole asked if a complaint is filed, how soon will the Selectboard act on it, or are  
278 there alternative options to the grievance process, such as to a secondary board. Mr.  
279 Morrison said that all existing employees have been notified of the process. Appeals  
280 come to the Selectboard, said Mr. Morrison.

281

282 Ms. Mead pointed out a flaw in the pay grid that maxed out employees when previous  
283 work experience is combined with current years on the job.  
284

285 **MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve a revised Salary**  
286 **Administration Policy and Grievance Process as presented, dated December 19,**  
287 **2016.**

288 **VOTE: 3 ayes, 1 nay (Ms. Spear), 1 absent (Mr. Spell); motion carried.**  
289

#### 290 **BUDGET REVIEW**

291 Mr. Bloch suggested scheduling a Selectboard meeting on January 3, 2017, at 6:30 p.m.  
292 for the purpose of budget discussions.  
293

294

#### 294 *CHANGES:*

- 295 • Selectboard Advertising – change from \$3,034 to \$1,000
- 296 • Planning and Zoning Mapping – add \$750
- 297 • Employee Benefits, health insurance – change to \$145,000
- 298 • Recreation, Beach Maintenance – change to \$4,076
- 299 • Town Hall, Equipment – keep at \$8,000
- 300 • Town Land, Park Maintenance – total expense \$17,152
- 301 • Town Land, Park Maintenance – grant revenue \$3,202
- 302 • Town Land, School Fields and GYM – add \$700
- 303 • Transfer to Conservation Fund – requires further review and discussion
- 304 • Transfer to Improvement and Repair Fund - requires further review and
- 305 discussion regarding a roof replacement for the Town Hall
- 306 • Unassigned Fund Balance of the General Fund – current balance of \$123,971; Ms.
- 307 Mead does not recommend any additional funds at this time due to Thompson's
- 308 Point revenue  
309

310 Ms. Mead expressed concern regarding proposed additions and changes to the budget.  
311 There has been no discussion regarding the Highway Reserve Fund or Improvement and  
312 Repair Fund, \$40,000 has been added to the Trails Reserve Fund, and the budget is now  
313 \$271,500 over budget, pointed out Ms. Mead.  
314

314

315 Mr. Tegatz noted that the Highway Reserve balance was for the bridge repairs and a zero  
316 balance is now appropriate.  
317

318 Mr. Krasnow said that he would contact the Trails Committee regarding a Trails Reserve  
319 Fund transfer of \$40,000. The Fire and Rescue Capital Reserve Fund is still healthy and  
320 future transfer amounts could be lowered if the new pumper truck is bonded, suggested  
321 Mr. Krasnow.

322

323 **APPROVE WARRANTS TO PAY BILLS**

324 The Selectboard reviewed and signed warrants to pay bills.

325

326 **ADJOURNMENT**

327 **MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to adjourn the meeting.**

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

329

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

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

332

333

334

DRAFT