

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
FEBRUARY 22, 2016**

APPROVED

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

OTHERS: Robert Mack, Jenny Cole, Valarie Graham, Lynn Jaunich, Stephen Brooks, John Hammer, Charlotte News; and others.

ITEMS TAKEN UP:

- Engagement of Stitzel, Page, & Fletcher, PC, to act as legal counsel to assist the delinquent tax collector with tax sales
- Mowing of Town Parcels-Request for Bids
- Burns Property- Notice of Agricultural lease Opportunity
- Schedule Selectboard meetings on March 7, March 14 & March 28
- Prepare for Informational Hearing on February 29 and Town Meeting on March 1

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 7:00 p.m.

ADJUSTMENTS TO THE AGENDA

None.

PUBLIC COMMENT

Mr. Morrison reported that Jerry Schwarz will moderate the 7:00 p.m. School Board meeting on Monday, 02/29/2016. Mr. Schwarz stated that he would not moderate the Selectboard informational hearing at 6:00 p.m. the same evening. The Selectboard informational hearing would need to conclude by 6:45 p.m., said Mr. Morrison.

MINUTES: January 19, January 25, January 28, February 2, 2016

MOTION by Mr. Krasnow, seconded by Ms. Spear, to approve the Charlotte Selectboard minutes of 01/19/2016, as written, with corrections/additions:

- Page 3, lines 117-118 – change to read “...total budget of \$3,013,563...anticipated sum of \$1,618,786...”.

VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Spell); motion carried.

MOTION by Mr. Krasnow, seconded by Ms. Spear, to approve the Charlotte Selectboard minutes of 01/25/2016, as written.

VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Spell); motion carried.

MOTION by Ms. Spear, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of 01/28/2016, as written.

VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Spell); motion carried.

MOTION by Ms. Spear, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of 02/02/2016, as written.

VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Spell); motion carried.

MOTION by Mr. Krasnow, seconded by Ms. Spear, to approve the Charlotte Selectboard minutes of 02/16/2016, as written, with corrections/additions:

- **Page 1, heading – correct the spelling of “ABSENT”;**
- **Page 2, line 66 – change to read “...one-tenth percent...”;**
- **Globally correct the Header date as “02/16/2016”.**

VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Spell); motion carried.

ENGAGEMENT OF STITZEL, PAGE, & FLETCHER, PC, TO ACT AS LEGAL COUNSEL TO ASSIST THE DELINQUENT TAX COLLECTOR WITH TAX SALES

MOTION by Ms. Spear, seconded by Mr. Krasnow, approval for the Town Clerk/Town Treasurer to engage Stitzel, Page and Fletcher, PC, to act as legal counsel to assist the Delinquent Tax Collector with tax sales.

VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Spell); motion carried.

The three attending Selectboard members signed the document.

MOWING OF TOWN PARCELS-REQUEST FOR BIDS

(NOTE: Mr. Brooks arrived during the 7:35 p.m. discussion regarding preparation for the Town Charter Informational Hearing, and asked to make a language change to the Mowing RFP, Section 6, subheading East Burial Grounds. See lines 161-166, motion to amend the amended motion below.)

MOTION by Mr. Krasnow, seconded by Ms. Spear, to approve a Request For Bids - Mowing and Land Maintenance of Town Parcels, dated 02/22/2016.

DISCUSSION:

Mr. Morrison briefly reviewed changes to the mowing Request for Bids from the 02/16/2016 Selectboard meeting. Stephen Brooks, Cemetery Commission Chair, and the Town Administrator drafted Section 6, Cemeteries.

Following further discussion, corrections/additions to the draft document were suggested.

AMENDMENT by Mr. Krasnow, seconded by Ms. Spear, to amend the Request For Bids – Mowing and Land Maintenance as follows:

- 1. Town Beach, Weed whacking, 2nd paragraph, last sentence - "For 2016 season, no new mulch will be added."**
- 2. Section 2, Town Green, Spring Clean-up, last sentence - change to read "For 2016 season, no new mulch will be added."**
- 3. Section 3, The Parking Area, 3rd sentence - "For 2016 season, no new mulch will be added."**

DISCUSSION:

Mr. Mack asked if the bids were for a unit price, or by the hour. Mr. Krasnow replied that the work would be done module by module.

Mr. Krasnow asked if the first sentence under Section 6, Cemeteries meant that the Cemetery Commission would be a part of the bidding process. Mr. Morrison explained that the Town's intent was to get the lowest bid for the work. The Cemetery Commission would select the bid for the cemetery work, said Mr. Morrison.

There was brief discussion regarding mowing at the Thorp Barn. Following debate on language, Ms. Cole agreed to retain the wording as presented.

VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Spell); motion carried.

BURNS PROPERTY- NOTICE OF AGRICULTURAL LEASE OPPORTUNITY

Mr. Morrison reviewed a proposed Burns Property agricultural lease bid document.

Mr. Krasnow reported that the Town Administrator and he had met to create a flexible document. The intent was to encourage farmers and young farmers to lease Town lands for agricultural uses versus paying to have the lands brush hogged, explained Mr. Krasnow.

Mr. Mack suggested that the proposed fertilization clause should be based on soil sample results. Mr. Krasnow said that the Selectboard wanted to retain the option not to fertilize for whatever reason. An average bid price for brush hogging at \$50.00 per acre was reviewed, said Mr. Krasnow.

Mr. Morrison questioned the section regarding applying for or receiving federal or state subsidies. The bidder could answer 'no' for the first year and in the second year the answer could be yes. A question was how to cover all situations, said Mr. Morrison.

MOTION by Mr. Krasnow, seconded by Ms. Spear, to approve a Town of Charlotte Notice of Five Year Lease Bidding Opportunity to hay the Burns Property Meadow, dated 02/22/2016.

DISCUSSION:

Ms. Cole noted that farm machinery around or near the waste water disposal system mounds could damage the edges of the mounds. Should the mound system be excluded from the agricultural lease, asked Ms. Cole.

AMENDMENT by Mr. Krasnow, seconded by Ms. Spear, that "Farm equipment will not disrupt the delineated waste water disposal system mounds, or swale. These areas are excluded from the agricultural lease."

VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Spell); motion carried.

SCHEDULE SELECTBOARD MEETINGS ON MARCH 7, MARCH 14 & MARCH 28

Selectboard meetings:

- February 29, 2016 - Town Charter Informational Hearing

- March 1, 2016 – Town Meeting
- March 7, 2016 – Charlotte Selectboard Election of Officers, Selectboard Committee liaisons, Selectboard committee assignments
- March 14, 2016 – regular Selectboard meeting
- March 28, 2016 - regular Selectboard meeting

PREPARE FOR INFORMATIONAL HEARING ON FEBRUARY 29 AND TOWN MEETING ON MARCH 1

Mr. Morrison reviewed that the Selectboard would hold a Town Charter Informational Hearing, Monday, February 29th, 6:00 p.m.-6:45 p.m. prior to the School Board meeting at 7:00 p.m. He would contact Jerry Schwarz, moderator, regarding the hearing. The charter committee members were invited to help explain or answer questions, said Mr. Morrison.

Ms. Jaunich asked why a moderator was needed for an informational hearing.

Mr. Hammer clarified that a Town Charter belonged to the Town and the ‘Town’ was the Selectboard. The charter committee would be there in support of the Selectboard as citizens, said Mr. Hammer.

Mr. Brooks asked to address a proposed change to the 7:20 p.m. agenda topic, mowing Request For Bids, and suggested a language addition to the proposed Section 6, subheading East Burial Grounds, 1st sentence that “...entire driveway, parking area, and burial ground in its entirety between the road ditch and the west property line.”

MOTION by Mr. Krasnow, seconded by Ms. Spear, to amend the approved amended motion regarding the Mowing of Town Parcels – Request For Bids, Section 6, Cemeteries, East Burying Ground, 1st sentence - change to read "...entire driveway, parking area, and burial ground in its entirety between the road ditch and the west property line.

VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Spell); motion carried.

Mr. Brooks asked to have a discussion of work at the cemeteries added to the first Selectboard meeting agenda following the Town Meeting.

Mr. Morrison reviewed a proposed power point presentation regarding the 2016 Town Meeting Warned articles and Town budget of \$3,013,563.

Mr. Mack pointed out questions regarding the re-organization of a Zoning Administrator at 25 hours per week and a Town Planner at 30 hours per week and job descriptions. People contact the Zoning Administrator more for zoning permitting issues than they do for the Town Planner. A Town Planning consultant could be hired for Town Plan updates, stated Mr. Mack.

Mr. Morrison would prepare notes to address potential questions regarding the Town budget line items and have a total CVFRS operating budget number on hand for the Town Meeting.

APPROVE WARRANTS TO PAY BILLS

The Selectboard signed warrants to pay bills.

ADJOURNMENT

MOTION by Mr. Krasnow, seconded by Ms. Spear, to adjourn the meeting.

VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Spell); motion carried.

The meeting was adjourned at 8:24 p.m.

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