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**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
FEBRUARY 24, 2014**

APPROVED

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

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Peter Trono, Nancy Wood, Dale Knowles, Bonnie Christie, Fritz Tegatz, John Hammer, Charlotte News; Heather McKim, Charlotte Citizen; and others.

ITEMS TAKEN UP:

- **FY14 town audit – action item**
- **Water treatment systems for the Town Hall and Library - action item**
- **Change order to the Professional Services Agreement with Stantec Consulting Services, Inc. for engineering of repairs to Bridges 14 and 30, and for an alignment and widening study for the westerly approach to Bridge 30 – action item**
- **Request for Bids for Mowing and Land Maintenance, and Brush-hogging – action item**
- **Committee to interview applicants for Administrative Assistant – action item**
- **Ripple in Still Water, LLC – application to renew Second Class Liquor License – action item**
- **Spear’s Corner Store, Incorporated – application to renew Second Class Liquor License and Tobacco License – action item**
- **Animal Control Intake Agreement with the Humane Society of Chittenden County for calendar year 2014 – action item**
- **Authorize the expense for mailing the FY13 Audit Management Letter to town residents – action item**
- **Prepare for Town Meeting – discussion only**

CALL TO ORDER

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

ADJUSTMENTS TO AGENDA

Add: Town Hall Audio/Video Update; Varney Farm Update; and CVFRS/Senior Center dumpster invoice.

PUBLIC COMMENTS

None.

MINUTES: February 10, 2014

46 **MOTION by Ms. Russell, seconded by Mr. Morrison, to approve the January 27,**
47 **2014 Selectboard minutes as written, with edits as follows:**

- 48 • **Page 2, line 64; insert the words “not to exceed” between “...total of” and**
49 **“\$2,000”.**
- 50 • **Page 7, line 299; replace the word “total” with “approximately”.**

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

52

53 **FY14 TOWN AUDIT – action item**

54 **MOTION by Mr. Morrison, seconded by Mr. Owen, to interview the three lowest**
55 **bids for an FY14 Town Audit: Pace and Hawley, Sullivan, Powers and Company,**
56 **and Telling Associates.**

57 **DISCUSSION:**

58 **Ms. Russell asked if the firms were asked for a range of three years. Mr. Russell**
59 **replied yes.**

60

61 **Mr. Russell suggested drafting a template of questions for the firms to review.**

62

63 **Ms. Wood, Town Auditor, noted that the last time had 6 firms.**

64

65 **There was discussion regarding the last audit that included both the Town and Fire**
66 **and Rescue; a question if Fire and Rescue would like to coordinate this time.**

67

68 **Ms. Wood said that the Town Auditors would be available to assist the Selectboard**
69 **regarding a draft of questions as well as for the interviews.**

70

71 **Mr. Trono suggested contact the firms after March 15th when the firms would not**
72 **be as busy. Mr. Russell suggested formulating a list of questions at the March 10TH**
73 **Selectboard meeting.**

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

75

76 **WATER TREATMENT SYSTEMS FOR THE TOWN HALL AND LIBRARY -**
77 **action item**

78 **Mr. Russell reviewed two bids from Vermont Well and Pump and Vermont Water, Inc.**
79 **for water treatment systems at the Town Hall and Library.**

80

81 **Mr. Tegatz noted that the differences in the bids were for a UV treatment or a filtration**
82 **system. Mr. Ladue said that the two disinfectant systems were different.**

83

84 **Mr. Morrison asked if there should be three bids versus two.**

85

86 **Following discussion, Mr. Morrison said that David Marshall, Civil Engineering, Inc.**
87 **designed the system. Both firms and David Marshall should be asked to come in at the**
88 **same time and look at what was really required, suggested Mr. Morrison.**

89

90 **CHANGE ORDER TO THE PROFESSIONAL SERVICES AGREEMENT WITH**
91 **STANTEC CONSULTING SERVICES, INC. FOR ENGINEERING OF REPAIRS**

92 **TO BRIDGES 14 AND 30, AND FOR AN ALIGNMENT AND WIDENING**
93 **STUDY FOR THE WESTERLY APPROACH TO BRIDGE 30 – action item**

94 Mr. Ladue reviewed a draft bridge construction and cost estimate spreadsheet for bridges
95 14, 27, 28, 29, 30 and 31.

96

97 Mr. Owen asked if Bridge 28 would need to be closed during repair. Mr. Ladue replied
98 that he was not sure. The engineer highly recommended that the bridge be treated with a
99 fire retardant and for insects.

100

101 Mr. Russell asked if the Town budget could be amended, specifically the Highway fund
102 transfer of \$150,000 and Bridge Reconstruction line item, at Town Meeting. The
103 Highway reserve fund could be reduced to \$54,000, suggested Mr. Russell.

104

105 Mr. Russell and Mr. Ladue would meet at a future time to calculate changes to the Town
106 budget and tax rate.

107

108 **MOTION by Mr. Ladue, seconded by Mr. Owen, to approve proposed change order**
109 **to the Professional Services Agreement with Stantec Consulting Services, Inc, for**
110 **engineering of repairs to Bridges 14 and 30, and for an alignment and widening**
111 **study for the westerly approach to Bridge 30 for an amount up to \$36,989 as**
112 **presented.**

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

114

115 **REQUEST FOR BIDS FOR MOWING AND LAND MAINTENANCE, AND**
116 **BRUSH-HOGGING – action item**

117 Following a brief discussion, changes were suggested:

- 118 • Add to Section 2, page 2, in Fall Cleaning, to trim cedar trees 1.5' away from the
119 siding of the buildings located at Town Green, Town Hall and Library.
120 • Add mowing around the Thorp Barn.
121 • Change the wording for cleaning equipment to “blow clean” versus “brush”.

122

123 **MOTION by Mr. Morrison, seconded by Mr. Ladue, to approve a revised Request**
124 **for Bids for Mowing and Land Maintenance for distribution.**

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

126

127 **MOTION by Mr. Ladue, seconded by Ms. Russell, to approve a revised Request for**
128 **Bids for Brush hogging for distribution.**

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

130

131 **COMMITTEE TO INTERVIEW APPLICANTS FOR ADMINISTRATIVE**
132 **ASSISTANT – action item**

133 Ms. Russell reviewed that a list of committee members included Charles Russell, Ellis
134 Russell, Jeff McDonald, Ben Pualwan, Jeannine McCrumb and Dean Bloch.

135 **MOTION by Mr. Ladue, seconded by Ms. Russell, to appoint an Interview**
136 **Committee to interview Administrative Assistant applicants and to make**
137 **recommendations to the Selectboard.**

138 **DISCUSSION:**

139 **Mr. Trono suggested adding Mary Mead to the committee. Mr. Ladue noted that**
140 **there were already six committee members.**

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

142

143 **RIPPLE IN STILL WATER, LLC – APPLICATION TO RENEW SECOND**
144 **CLASS LIQUOR LICENSE; SPEAR’S CORNER STORE, INCORPORATED –**
145 **APPLICATION TO RENEW SECOND CLASS LIQUOR LICENSE AND**
146 **TOBACCO LICENSE; – action item**

147 **MOTION by Mr. Ladue, seconded by Mr. Owen, to adjourn as the Charlotte**
148 **Selectboard and convene as the Charlotte Liquor Control Board.**

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

150

151 **MOTION by Mr. Ladue, seconded by Mr. Owen, to approve the following**
152 **applications:**

- 153 • **Ripple in Still Water, LLC – application to renew Second Class Liquor**
154 **License;**
155 • **Spear’s Corner Store, Incorporated – application to renew Second Class**
156 **Liquor License and Tobacco License.**

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

158

159 **MOTION by Ms. Russell, seconded by Mr. Ladue, to adjourn as the Charlotte**
160 **Liquor Control Board and reconvene as the Charlotte Selectboard.**

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

162

163 **The Selectboard members signed the documents.**

164

165 **ANIMAL CONTROL INTAKE AGREEMENT WITH THE HUMANE SOCIETY**
166 **OF CHITTENDEN COUNTY FOR CALENDAR YEAR 2014 – action item**

167 **MOTION by Mr. Owen, seconded by Mr. Morrison, to approve an Animal Control**
168 **Intake Agreement with the Humane Society of Chittenden County for the calendar**
169 **year 2014, with the following correction:**

- 170 • **Correct the agreement to read “Town of Charlotte” from “Town of Bolton”.**
171 **And to authorize the Charlotte Selectboard Chair to sign the agreement on behalf of**
172 **the Town of Charlotte.**

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

174

175 **AUTHORIZE THE EXPENSE FOR MAILING THE FY13 AUDIT**
176 **MANAGEMENT LETTER TO TOWN RESIDENTS – action item**

177 **MOTION by Mr. Morrison, seconded by Mr. Owen, to authorize the expense for**
178 **mailing the FY13 Audit Management Letter to Town residents that request a copy;**
179 **to file a copy of the FY13 Audit Management Letter in the Elected Auditor’s on-line**
180 **folder; to post a copy on the home page of the Charlotte Town webpage; provide**
181 **hard copies at the 2014 Town Meeting, and to post a link from the Town webpage**
182 **posting with Front Porch Forum; and to publish a copy in the Charlotte News and**
183 **Charlotte Citizen newspapers.**

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

185

186 **PREPARE FOR TOWN MEETING – discussion only**

187 *Task Assignments:*

- 188 • Mr. Russell would update a tax rate comparison spreadsheet for Town Meeting.
- 189 Mr. Ladue suggested adding a sentence that Charlotte had the lowest tax rate in
- 190 Chittenden County.
- 191 • Mr. Russell would ask Mr. Bloch to have audio equipment available.
- 192 • Mr. Ladue would prepare a bridge update and requests.
- 193 • Ben Pualwan would narrate a Community Safety Committee report presentation.
- 194 • Mr. Morrison suggested hiring a consultant to research Town Officers jobs and
- 195 salaries for similar sized towns/populations, or ranges, which should include a
- 196 Clerk/Treasurer, Assistant Clerk, Administrative Assistant, and bookkeeper; pay
- 197 grades and/or steps of pay grades for years of service.
- 198

199 Other tasks for the Selectboard to consider included a Purchase Policy and make a
200 decision regarding a Library request for a credit card.

201

202 **COMMITTEE UPDATES**

203 Ms. Russell reviewed a revised proposal regarding the Varney Farm lot that would move
204 the existing to the north of the barn and a parking lot near Route 7. Mr. Ladue said that
205 Mr. Hunt was seeking a balance between a need for privacy and the view shed and Town
206 easements. Mr. Hunt had proposed two curb cuts; one of which would be a private access
207 to the house, said Mr. Ladue. Mr. Russell asked if the Town easement was signed off on.
208 Ms. Russell replied that she was not sure.

209

210 Ms. Russell reported that the CVFRS Corporate Board quarterly meeting was scheduled
211 on April 28. CVFRS would make a presentation regarding the ambulance at Town
212 Meeting.

213

214 Mr. Ladue reported that he had met with the Charlotte Park and Wildlife Refuge
215 Committee regarding Tim Hunt's application. The committee encouraged Mr. Hunt to
216 locate the house as proposed and discussed the proposed access. Mr. Hunt offered to
217 steward the park access, said Mr. Ladue.

218

219 Mr. Ladue reported on an Energy Committee meeting regarding an RFP for a Library
220 heating system analysis and roof replacement, and a Town Green Committee meeting
221 regarding a foundation base for the monument.

222

223 **SELECTBOARD UPDATES**

224 None.

225

226 **APPROVE WARRANTS TO PAY BILLS**

227 The Selectboard signed warrants to pay bills.

228

229 **ADJOURNMENT**

230 **MOTION by Mr. Ladue, seconded by Mr. Owen, to adjourn the meeting.**

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

232

233 The meeting was adjourned at 8:55 p.m.

234

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

236

237