

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
JANUARY 7, 2013**

APPROVED

SELECTBOARD MEMBERS: Charles Russell, Chair; John Owen, Winslow Ladue, Ed Stone. (Absent: Dennis Delaney.)

ADMINISTRATION: Dean Bloch, Selectboard Clerk.

OTHERS: John Snow, Dick St George, David McNally, Mary Mead, Ed Sulva, Mike Cook, David Stewart, Robert Mack, Chris Davis, Meg Modley, Heather Manning, Josh Flores, Ellie Russell, Bonnie Christie, Hugh Lewis Jr, Tom Mansfield, Roeluf Boumans, Bill Kallock, Jordan Blucher, Stephen Brooks, Jenny Cole, Joanna Cummings, Vince Crockenberg, Carol Casey, Charlotte Citizen; John Hammer, Charlotte News; and others.

CALL TO ORDER

Mr. Russell, Chair, called the meeting to order at 6:00 p.m.

CVFRS - CAPITAL BUDGET – discussion only

Mr. McNally, Mr. Sulva, and Mr. Davis, CVFRS representatives, reviewed a proposed draft Capital Reserve Fund projection budget. The proposed budget showed a \$40,000 deficit, said Mr. McNally.

There was discussion regarding an expense of \$16,476 to rebuild the A1 ambulance engine and on-going issues with the Ford Company regarding the warranty. Mr. Davis reported that they may need to take Ford to court. A representative had told him that they had examined all the ambulance documents and the vehicle had had problems from the start. Ford was saying that the diesel engine issues were caused by a foreign body in the engine, and the engine wasn't covered by the warranty since the engine failure happened after the extended warranty period. However, it was the Ford mechanics that had the engine compartment open, explained Mr. Davis. Mr. Owen suggested contacting the Town Attorney for an opinion.

Proposed Capital Reserve Fund budget line items were discussed as follows:

- A \$40,000 place holder for tools the department intended to purchase for the heavy duty rescue vehicle.
- Equipment replacement for out of date defibrillators for a cost of \$25,000-35,000. Technological advances related to software compatibility between hospital and ambulance equipment needed to be met.
- \$40,500 unspent in FY2012 was still unspent.
- The 1998 heavy rescue truck was worth about \$20,000 when sold could go back into the budget to offset expenses.
- Add: an equipment sale line item was needed in the Expense side for offsetting Income.

Mr. Ladue asked if \$20,000 posted for FY2013-2014 would cover the need for new defibrillators. Mr. Davis replied that the \$40,000 could be reduced to make \$20,000 work for the defibrillators. One plan was to get the most value for every truck put up for sale and put the sale money back in the budget to offset expenses, said Mr. Davis.

Mr. St George explained that the department was stripping usable equipment off of the 1998 truck, such as light bars, etc.

Mr. Russell asked if the 2006 ambulance would be replaced in FY 2014.

Ms. Mead asked for clarification of Special Funds. Mr. Davis replied that if the department needed something then they could take funds from the Special Funds. For example, the Tower fund covered radios and tower issues. The Barrows fund was restricted for building maintenance. The Fire Department Special Fund can't offset Rescue expenses, said Mr. Davis.

Mr. Stone asked when a new ambulance was bought would the South Burlington ambulance be sold. When it sold would the money go into the Rescue account, or Town account. The ambulance was purchased for \$6,500 from Rescue Special Funds. Would the \$6,500 be used to offset expenses, asked Mr. Stone. Mr. Stewart said that there has been on-going discussion regarding the use of funds to update equipment. Mr. Ladue said that it would be good to present sale receipts of equipment to voters in the budget. Ms. Mead said that a \$10,000 hose reel sale in the last budget year went to the Town General fund. Mr. Stone suggested that when the truck sold the \$6,500 should go back in the General fund.

Mr. Stewart said that he would agree to keep the sale of the 1998 truck to offset the deficit. Mr. Snow explained that the budget was complex, and we shouldn't try to solve issues on the fly. Sale of equipment should go to the Town if the equipment was titled to Town. The department could spend income from sale of the 1998 truck for capital improvements, said Mr. Snow.

Mr. McNally said they will come back to present an update of the proposed Capital budget to address the negative net.

Mr. Sulva suggested changing the \$40,000 equipment line item to \$10,000, change \$20,000 to \$30,000 in FY2013-2014 for defibrillators for a positive \$28,000 budget.

Mr. McNally said that a revised capital budget would be e-mailed to the Selectboard for review.

Mr. Stone asked if there could be more detail for Special funds, such as where it was spent for the Town Report. Ms. Mead explained that in the past how John Davis reported the use of Special funds that included details of income, items bought, and remaining amounts.

Mr. Sulva said that he would forward a detailed report to the Selectboard for review.

Mr. Russell said that a 5 year CVFRS audit was just completed. Should an audit be done every year, asked Mr. Russell. Mr. Ladue suggested having an audit done the same as the Town does.

Mr. Snow said that the Corporate Board has committed to moving toward a unitary budget. The Town's fiduciary duty doesn't extend to a private corporation, stated Mr. Snow. Mr. Ladue explained that a budget was easier to understand using expenditure centers for cost accounting, which was a good compromise.

Mr. Davis said he would return with suggestions to amend the projections.

Mr. Russell said that \$180,000 would be put into the town budget.

CVFRS – ORGANIZATIONAL ISSUES – discussion only

Mr. Bloch noted that previous discussions have been held regarding organizational issues. Mr. McNally said that a Corporate Board meeting was held just before the holidays. The Board was trying to chart out a fiscal time frame based on information results of the audit.

Mr. Snow said he was not aware of organizational issues. The Board has job descriptions and would recruit members for an Advisory Board. Regarding a time table the Corporate Board was now fully populated, with the exception of a Selectboard representative. An Advisory Board would be populated by the end of the fourth quarter. Regarding a Selectboard designee, feeling was that a Selectboard member might be conflicted if they served on the Corporate Board. The intent of the Corporate Board articles was to invite the Selectboard to appoint a representative, or a former Selectboard member. There needs to be a clear channel of communication, said Mr. Snow.

ADJUSTMENTS TO AGENDA

None.

PUBLIC COMMENTS

Mr. Mack, resident, asked when a final review of the budgets would be done and a tax rate set.

Mr. Hammer noted that the Town did not have a Chittenden Solid Waste District Board representative, and offered to volunteer as that representative.

Ms. Christie, resident, expressed concern that the Town lacked pedestrian accommodations. Pedestrian/bike accommodations, known as "Complete Streets," along roads should be included in the Highway budget as projects were planned. She would volunteer to facilitate the discussion, said Ms. Christie. Mr. Ladue said that the most

important areas in Town have been identified. Discussions could include widening roads or shoulders, such as going up the hill, or going to the school, said Mr. Ladue.

Mr. Bloch suggested inviting a state representative to discuss the Complete Streets program. Ms. Christie said that if Town staff was fine with having Brian Davis, CCRPC, come and talk about Complete Streets then she would contact him.

MINUTES

MOTION by Mr. Owen, seconded by Mr. Stone, to approve the Selectboard minutes of 12/17/2012, as written.

VOTE: 4 ayes, 1 absent (Mr. Delaney); motion carried.

REQUEST TO VERMONT AGENCY OF NATURAL RESOURCES FOR DELEGATED AUTHORITY TO ADMINISTER THE VERMONT ENVIRONMENTAL PROTECTION RULES FOR WASTEWATER DISPOSAL OF LESS THAN 6,500 GPD (IN ACCORDANCE WITH SUBCHAPTER 6 SECTION 1-601 OF VEPR REF, 10 VSA §1976) – action item

Mr. Russell said that Mr. Mansfield was the Town sewage officer for the last 5.5 years.

Mr. Mansfield said that the program has been going well with no issues or problems.

MOTION by Mr. Ladue, seconded by Mr. Owen, to seek a five-year renewal of the delegated authority, Tom Mansfield, to the Vermont Agency of Natural Resources to Administer the Vermont Environmental Protection rules for Wastewater Disposal of less than 6,500 gpd (in accordance with Subchapter 6, Section 1-601 of VEPR, ref 10 VSA §1976), and to authorize the Charlotte Selectboard Chair to sign all documents associated with the appointment on behalf of the Town of Charlotte.

DISCUSSION:

Mr. Bloch noted that the contract with Spencer Harris including terms and conditions needed to be included. Mr. Mansfield said that the terms and conditions were the same as last year.

VOTE: 4 ayes, 1 absent (Mr. Delaney); motion carried.

INTERVIEWS:

- **Roeluf Boumans for Conservation Commission term ending April, 2016**

MOTION by Mr. Stone, seconded by Mr. Ladue, to appoint Roeluf Boumans to the Conservation Commission for a term ending April, 2016.

VOTE: 4 ayes, 1 absent (Mr. Delaney); motion carried.

- **Bill Kallock for an Energy Committee for term ending in April, 2014**

MOTION by Mr. Stone, seconded by Mr. Ladue, to appoint Bill Kallock to the Energy Committee for a term ending in April, 2014.

VOTE: 4 ayes, 1 absent (Mr. Delaney); motion carried.

- **Jordan Blucher for Trails Committee term ending April, 2014**

MOTION by Mr. Stone, seconded by Mr. Ladue, to appoint Jordan Blucher to the Trails Committee for a term ending April, 2014.

VOTE: 4 ayes, 1 absent (Mr. Delaney); motion carried.

- **Stephen Brooks for Housing Trust Committee (term ending...)**

Following a brief interview regarding a Charlotte Housing Trust Committee position Mr. Russell recused himself and left the meeting.

Mr. Owen, Acting Chair, continued to interview the candidate and noted that if Mr. Brooks decided that it was not a good fit then the Selectboard could ask him to resign.

MOTION by Mr. Stone, seconded by Mr. Ladue, to appoint Stephen Brooks to the Housing Trust Committee for a term ending April 2014.

VOTE: 4 ayes, 1 absent (Mr. Delaney); motion carried.

Mr. Russell rejoined the Selectboard.

PBM ACQUISITION INC., D/B/A POINT BAY MARINA – APPLICATION FOR RENEWAL OF 2ND CLASS LIQUOR LICENSE – action item (as Liquor Control Board)

MOTION by Mr. Stone, seconded by Mr. Ladue, to recess as the Charlotte Selectboard and convene as the Charlotte Liquor Control Board.

VOTE: 4 ayes, 1 absent (Mr. Delaney); motion carried.

MOTION by Mr. Ladue, seconded by Mr. Stone, to approve an application by PBM Acquisition Inc, d/b/a Point Bay Marina, for a Second Class Liquor License.

VOTE: 4 ayes, 1 absent (Mr. Delaney); motion carried.

The Liquor Control Board members signed the documents.

MOTION by Mr. Ladue, seconded by Mr. Stone, to adjourn as the Charlotte Liquor Control Board and reconvene as the Charlotte Selectboard.

VOTE: 4 ayes, 1 absent (Mr. Delaney); motion carried.

JOHN HAMMER – UPDATE OF AD-HOC COMMITTEE’S INVESTIGATION INTO INCREASING PARTICIPATION IN TOWN MEETING DAY – discussion only

Mr. Hammer reviewed a written Ad Hoc Committee report related to investigating ways to increase participation in Town Meetings. A proposed Town Meeting educational information sheet was submitted for Selectboard review. Copies of the flyer could be bound in the Town Report, placed on each seat at Town Meeting and/or mailed to Charlotte residents. A question was would the Town fund production of the flyer, asked Mr. Hammer.

Mr. Hammer suggested language for a possible article for the Town Meeting warning.

Mr. Ladue asked why the committee suggested moving Town Meeting to Tuesday night. Ms. Cummings replied that the School Board met on Monday night. Mr. Hammer said that if Town Meeting was held later on Tuesday then Australian ballots could be counted using machine balloting.

Mr. Hammer said that the Ad Hoc Committee would continue to meet after the 2013 Town Meeting to discuss a household survey of what the impediments were for Town Meeting participation, how to electronically incorporate voting for house-bound voters and address other issues.

Mr. Crockenberg, Ad Hoc Committee member, said he was not wholly convinced that it was important to increase participation.

Ms. Cummings explained that new Vermont residents had not experienced this form of government and needed to be educated. The fact sheet contains wording from the Secretary of State website. As part of the educational process the fact sheet would be posted on the Town website and included on the Front Porch Forum site so that it was available year round, said Ms. Cummings.

Mr. Russell said that the group that wanted to move to Australian ballot should be included in the conversation. Patrice Machavern should be contacted, said Mr. Russell. Mr. Owen said that the group should be made aware that the committee was presenting ideas to the Selectboard.

Mr. Hammer said that the Ad Hoc Committee would do a petition with the proposed article language. That would notify people in Town what the committee was doing. They would like the Selectboard to put an article on the warning, reiterated Mr. Hammer.

The Selectboard thanked the Ad Hoc Committee members for their efforts.

BUDGET REVIEW – discussion only

The Selectboard reviewed a draft FY2013-2014 Town budget and tax calculation, dated 01/07/2013. Expenses were projected to increase by 10 percent. Line items were discussed as follows, but not all were agreed to:

- Revenues, page 1, change the account description “Ag. Lease-Char Park” to read “Agricultural Lease” and add \$500 for the Thompson’s Point lease.
- Expenses, page 1, Clerk Salary, suggested to add \$2,500 for the added hours for Habitat for Humanity grant administration.
- Expenses, page 1, Treasurer line item; move \$5,200 to the CVFRS budget to cover the CVFRS bookkeeping expense, and a portion of the Audit Expense.
- Expenses, page 3, Lister line item: delete the word “Chair” from “Lister Chair Salary”, replace Lister Salary titles with “Lister Salary 1”, “Lister Salary 2” and “Lister Salary 3”.
- Expenses, page 5, Employee Benefits line item: may change by \$1,000+/- due to increased hours at the Library.
- Expenses, page 5, Fire and Rescue: Corporate Expenses, Administration line item: Ms. Mead would research how to present CVFRS bookkeeping – either in the Town budget, or the Fire and Rescue budget.

- Ms. Mead noted that the Fire and Rescue Capital Fund was a Town General Fund line item. She would contact Batchelder Associates on how to present an \$180,000 Capital Fund line item.
- Add a Revenue line item for CVFRS Patient Billing and an Expense line item, page 6, for CVFRS Patient Billing, which should include the Newport expense.
- Expenses, page 6, Rescue Squad, Health Benefits line item: clarify beneficiary coverage and if it was at 100 percent.
- Expense, page 7, Clarify Fire and Rescue Administrative Assistant at \$16,881, line item should be deleted.
- Expense, page 7, Fire Warden, delete from budget.
- Expense, page 7, Highway: remove Trucking line item and Town Garage line item, and remove Materials line item in FY 2013/2014.
- Expense, page 7, Highway: Bridge Repairs line item, add one-third of the cost for Bridge 14, 30 and 31 project this year, one-third from the Reserve Fund, and one-third next year.
- Expenses, page 8, Land Maintenance line item change to read “Land and Trail Maintenance”, consider changing the amount from \$13,500 to \$16,000 for the Town Green project, and footnote to revisit for further discussion.
- Expenses, page 8, School Fields and Gym line item: change from \$9,300 to \$8,300.
- Expenses, page 8, Library: change “Library Assistant #1” to read “Library Assistant – Youth, and “Library Assistant 2” to read “Library Assistant Technologist”.
- Expenses, page 9, Donations: American Red Cross line item change \$1,000 to \$250; and Special Investigations line item \$5,072 to \$3,000.
- Expenses, page 10, Town Hall: Maintenance line item change \$11,000 to \$12,000.
- Expenses, page 12, Senior Center: remove Trash line item.
- Expenses, page 12, Miscellaneous: Animal Control Officer line item, consider changing \$3,000 to \$1,000.
- Expenses, page 13, Repair and Maintenance line item, staff would look at for library money.

John Owen said that he had met with Shelburne Police Chief Jim Warden regarding increased hours of traffic enforcement. A proposed FY 2013-2014 budget of \$25,000 for traffic enforcement was unchanged.

Stephen Brooks volunteered to act as a temporary Animal Control Officer until a new officer was appointed.

Mr. Ladue asked the Charlotte Road Commissioner if the proposed highway ditching projects would comply with the Better Back Roads program. Mr. Lewis replied yes.

Mr. Russell asked Mr. Lewis to return in late April, 2013, to present a paving schedule for discussion. Staff would add a paving schedule discussion to the Selectboard agenda.

Mr. Ladue suggested budgeting one half of the \$50,000 for an ADA compliant Beach playground this year and one-half of the cost next year in the Repairs and Maintenance line item. There was a punch list of other beach projects that needed attention, stated Mr. Ladue.

Mr. Russell asked staff to add a discussion of the approximate \$208,000 surplus for use for the Capital Improvement Fund to the January 14, 2013 agenda.

SELECTBOARD UPDATES

None.

APPROVAL OF BILLS AND WARRANTS

The Selectboard signed bills and warrants.

ADJOURNMENT

MOTION by Mr. Stone, seconded by Mr. Ladue, to adjourn the meeting.

VOTE: 4 ayes, 1 absent (Mr. Delaney); motion carried.

The meeting was adjourned at 9:46 p.m.

Respectfully submitted, Kathlyn Furr, Recording Secretary