

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
JULY 13, 2015**

APPROVED

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

ADMINISTRATION: Dean Bloch.

OTHERS: Janet Morrison, Laurie Thompson, Stephen Brooks, Moe Harvey, Mary Mead, Mel Huff, Mary Van Vleck, Tim Parent, Jenny Cole, Matt Keller, Charlotte Citizen; Ellie Russell, Charlotte News, and others.

ITEMS TAKEN UP:

- 7:10 PM Trails Committee—grant application to the VTrans Bicycle and Pedestrian Program for funding to “scope” a connection between Mount Philo State Park and the Town Link Trail (Melissa & Trevor Mack Section) and between Common Way and the West Charlotte Village. *Action under consideration: authorize grant application to be submitted to VTrans and 10% (\$7,000) matching funds*
- 7:20 PM Interview Mary Van Vleck for appointment to a vacancy on the Conservation Commission. *Action under consideration: appoint for term ending April 30, 2018*
- 7:30 PM Interview Moe Harvey for appointment to vacant position of Trustee of Public Fund. *Action under consideration: appoint until the next election*
- 7:40 PM Select contractor for deck replacement and associated repairs to Bridge 30 (Carpenter Road). *Action under consideration: approve contractor and bid*
- 8:00 PM Financial Policies: Preferred Vendor List. *Action under consideration: approve* Review additional proposed financial policies. *Discussion only*
- 8:30 PM Employee reviews—discussion of process. *Discussion only*

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 7:01 p.m.

ADJUSTMENTS TO AGENDA

None.

PUBLIC COMMENT

Mr. Brooks reported that the eastern most light bollard in the Town Hall parking lot was damaged and needed repair.

Mr. Brooks said that a past Selectboard member, Winslow Ladue, had worked on improving the Route 7 Overlook and ‘keyhole’ view corridor. What was the new Selectboard’s protocol to move the projects forward, asked Mr. Brooks.

Mr. Brooks stated that the Ferry Road rail road crossing needs fixing. Mr. Morrison replied that the Board will follow up with VTrans on the situation and report back.

Mr. Brooks said that the Thompson's Point camp owners have posted signage restricting public access at some of the five access areas to the lake. A new camp owner at Deere Point has put up a new fence and survey stakes. Would the Selectboard discuss the issue to open more access points for Charlotter's at Thompson's Point asked Mr. Brooks.

Ms. Mead said that there were stacks of window screens and three old desks in the back meeting room. If the screens don't fit the new windows they should be thrown out, or given away free, said Ms. Mead. Mr. Tegatz suggested that Ms. Mead could dispose of the screens and desks as she sees fit.

Ms. Mead said that Town committees were piling stuff in the Town Hall and the stuff should be removed.

MINUTES: June 22, 2015

MOTION by Mr. Tegatz, seconded by Mr. Spell, to approve the Charlotte Selectboard minutes of June 22, 2015, as written, with corrections/edits:

- **Page 3, lines 110-111 – change the sentence to read “Are the new owners allowed to create one big field and change the drainage plan, asked...”**
- **Page 4, line 174 – add “FOR MOVING FORWARD ON THIS ISSUE”**
- **Page 5, line 182 – move “A proposal...” to line 183 as a new bullet item.**
- **Page 8, line 324 – change the sentence to read “A state law...”.**

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

TRAILS COMMITTEE—GRANT APPLICATION TO THE VTRANS BICYCLE AND PEDESTRIAN PROGRAM FOR FUNDING TO “SCOPE” A CONNECTION BETWEEN MOUNT PHILO STATE PARK AND THE TOWN LINK TRAIL (MELISSA & TREVOR MACK SECTION) AND BETWEEN COMMON WAY AND THE WEST CHARLOTTE VILLAGE. *Action under consideration: authorize grant application to be submitted to VTrans and 10% (\$7,000) matching funds*

Ms. Thompson, Trails Committee member, reviewed a proposal to submit a \$70,000 VTrans grant application for scoping two sections of an Alternate Transportation Mode pedestrian and bicycle path. Selectboard support was requested via a signed Letter of Recommendation. The federal funding grant requires a 10 percent local match of \$7,000. The application due date will be July 17th. The grant would cover the costs of an engineer, permitting analysis, design, and looks at issues, such as hazmat, parking, safety, etc., said Ms. Thompson.

Mr. Bloch said that the local match would come from the Trails Reserve fund. There was a fund balance of \$5,000 and an additional \$5,000 allocation would be transferred into the fund.

Mr. Morrison asked if the Town had rights-of-way for the Co-housing and the Melissa/Trevor Mack sections in place. Ms. Thompson said that an engineer would determine the best location for the paths. There were some easements in place and more easements may need to be acquired, said Ms. Thompson.

Ms. Mead asked how the funds would be released. Ms. Thompson explained that it was a reimbursement grant.

There was discussion regarding a bid process, which required accepting the lowest bid as per federal requirements; an RFP modeled upon VTrans specifications and the previous Co-housing trail specifications; on-going fundraising efforts by the Trails Committee; and twice a year trail maintenance projects undertaken by the Trails Committee.

Mr. Tegatz suggested looking into ADA specifications as may be required for federal funding.

Mr. Spell asked if there were any indirect costs associated with federal grants; for example, does the state retain a portion of the funding for 'administrative' costs. Ms. Thompson replied that she would check on that.

MOTION by Mr. Spell, seconded by Mr. Tegatz, to approve a proposed grant application to the VTrans Bicycle and Pedestrian Program for funding to "scope" a connection between Mount Philo State Park and the Town Link Trail (Melissa & Trevor Mack Section) and between Common Way and the West Charlotte Village, and to authorize the local 10% (\$7,000) matching funds as presented.

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

INTERVIEW MARY VAN VLECK FOR APPOINTMENT TO A VACANCY ON THE CONSERVATION COMMISSION. *Action under consideration: appoint for term ending April 30, 2018*

The Selectboard reviewed the candidate's qualifications.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to appoint Mary Van Vleck to a vacancy on the Conservation Commission for a term ending April 30, 2018.

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

INTERVIEW MOE HARVEY FOR APPOINTMENT TO VACANT POSITION OF TRUSTEE OF PUBLIC FUND. *Action under consideration: appoint until the next election*

The Selectboard reviewed the candidate's qualifications.

MOTION by Ms. Spear, seconded by Mr. Spell, to appoint Moe Harvey to a vacant position of Trustee of Public Funds until the next election.

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

SELECT CONTRACTOR FOR DECK REPLACEMENT AND ASSOCIATED REPAIRS TO BRIDGE 30 (CARPENTER ROAD). *Action under consideration: approve contractor and bid*

Mr. Tegatz reviewed three bids received for a public works bridge deck repair of the Bridge #30.

Mr. Bloch said that the grant funding totaled \$175,000. The lowest bid was for \$277,128. The shortfall would be paid out of the Highway Capital Reserve fund.

Mr. Brooks asked if the bridge deck would be constructed to accept a 'covered bridge' superstructure as discussed with a previous Selectboard. Mr. Tegatz replied no. The project was a bridge deck repair, not creation of a new bridge, explained Mr. Tegatz.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve selection of a contractor, Parent Construction, Inc., for deck replacement and associated repairs to Bridge 30 (Carpenter Road), and to accept a bid of \$277,128.

DISCUSSION:

Mr. Parent, Parent Construction Inc. representative, explained that the bid was a 90 percent \$256,000 guaranteed lump amount for the deck repair and there were unit prices for paving, etc. The contract allowed a completion date up to October 2016. Currently there was a problem finding three new load bearings, which could delay a project start this year. Stantec Engineering would be contact regarding possible assistance in getting the materials, or alternate materials. The bridge would be closed during the repair. The project would take 70 days, and if the materials were available the repair would be completed by the end of October 2015, said Mr. Parent.

Ms. Spear asked to have advance notice of the project start and completion dates posted. Mr. Parent said yes.

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

FINANCIAL POLICIES

Preferred Vendor List. *Action under consideration: approve*

Mr. Morrison reviewed that Ms. Mead and Mr. Bloch have drafted a Preferred Vendor List for attachment to the approved Financial Policy. There may be a few firms to add to the list, such as for Thompson's Point Wastewater system, said Mr. Morrison.

Mr. Spell stated that he understood that a vendor's list would be kept in a binder in the Town Hall office as a reference guide versus as an amendment to the Financial Policy.

There was discussion regarding language in the Financial Policy, Section 5, Major Purchases, related to a Preferred Vendor's List; a suggestion to delete the reference in the policy; and concerns that if a 'preferred' company provided good service then the price would not be shopped, such as for software. Mr. Tegatz noted that in certain circumstances, such as for grants, a preferred vendor list was required.

Mr. Morrison explained that Section 5 of the Financial Policy allowed for exceptions. The list was not an amendment to the policy. Vendor's could be added or deleted from the list as needed, clarified Mr. Morrison.

Following further discussion, Mr. Morrison suggested delaying action on the Preferred Vendors List until the next Selectboard meeting.

Review additional proposed financial policies. *Discussion only*

Mr. Morrison reviewed that drafts of the following policies would be sent to the CPA firm for review: a Fund Balance Policy, an Accounting, Auditing and Financial Reporting Policy and a Policy on Misuse of Public Trust and Fraud.

Ms. Cole, Town Auditor member, said that the Town Auditors would like to review the drafts as well. Mr. Morrison said that the Town Auditors would have two weeks to review the three drafts.

EMPLOYEE REVIEWS—DISCUSSION OF PROCESS. *Discussion only*

Mr. Morrison noted that there were two Employee Review templates to consider; a shorter 2012 Employee evaluation form, or a longer 2002 version. Employee reviews would be conducted in August, said Mr. Morrison.

Ms. Russell, a former Selectboard member, explained the two forms were used and worked well. It was a terrific communication tool. An “HR” committee composed of two Selectboard members and the department chair would interview the employee of that department. To have the entire Selectboard conducting an interview was intimidating for an employee, said Ms. Russell.

Ms. Spear asked staff to provide job descriptions.

Mr. Spell asked staff to provide employee resumes in a Selectboard packet.

The Selectboard members spoke in favor of using the shorter 2012 form; evaluating new hires within 6 months of the hire date; assigning a Selectboard liaison to a new hire as a contact person; and using employee evaluations as a way to communicate with and get to know employees.

Mr. Morrison and Ms. Spear would collaborate on a structure for employee reviews, Selectboard liaison assignments, and a process as a recommendation at the next Selectboard meeting.

Mr. Spell suggested that any interested Selectboard member should be allowed to sit in on an employee review, which could be conducted in a warned Executive Session.

SELECTBOARD UPDATES

Mr. Bloch noted that the Thompson’s Point leaseholders had met last fall and identified issues and concerns; for example, a third refuse barrel was requested for dog waste collection at the beaches. A cost was \$25/barrel/month. Steve Williams suggested a flat fee of \$500 for those leaseholders doing winter construction projects to cover the costs of snow plowing, etc. Both the Thompson’s Point Wastewater Committee and the leaseholder community were in favor of the fee. The Fire Department has requested to use the Whiskey Bay boat launch access. The leaseholders want more information from the Fire Department, said Mr. Bloch.

Mr. Morrison would contact the Fire Department regarding the leaseholders request for more information. Staff should get a third barrel as requested, said Mr. Morrison.

Ms. Spear asked staff to provide a list of the five Thompson's Point lake access points.

Mr. Morrison reported that a Planning Commission member has asked the Selectboard to consider increasing the permitted Town septic capacity from the current 4,000 gpd to 6,000 gpd.

Mr. Tegatz noted that the 4,000 gallons could be incrementally changed to 6,000 gallons, but not the allocation. The allocation needed to be addressed. A question was what to do with the waste water. The waste water report should be reviewed and questions answered, said Mr. Tegatz.

Following further discussion, Mr. Spell, Mr. Tegatz would work with the Planning Commission on a process, long term goals and priorities related to the Town septic.

Mr. Tegatz reported that the Town didn't have an ordinance related to public rights-of-way uses regarding drainage issues. He would work with staff on a draft ordinance to present to the Selectboard, said Mr. Tegatz.

Ms. Spear asked staff to consider adding a Fiber Optic discussion to the agenda for consideration this winter. A Waitsfield Champlain Telecom representative should be invited to present to the Selectboard, suggested Ms. Spear.

Ms. Spear asked if the chain saw course was covered by insurance. Mr. Bloch explained that the training firm provided insurance coverage.

Ms. Spear asked where tools purchased by the Park Oversight Committee were stored. Ms. Cole replied that the tools were stored on her property. The tools were kept separate and were marked, said Ms. Cole.

Ms. Spear asked for an update on alcohol provided at private parties on Town property. Mr. Bloch explained that a private party could serve alcohol via a caterer that was licensed and insured.

Ms. Spear asked for an update on appointing a CCRPC TAC member. Mr. Bloch reported that Jim Donovan and Mary Illick said that most of the TAC appointments were town employees.

Mr. Morrison asked staff to add appointment of the Town Administrator as the Charlotte TAC member to the next Selectboard agenda.

Ms. Spear asked staff to invite former Selectboard members to discuss a Town history with the new Board.

Ms. Spear and Mr. Spell asked for a review of the current CVFRS MOA agreement. Mr. Tegatz reported that the Corporate Board was exploring ways to calculate a Surplus

amount that would integrate with the Quickbooks program. Mr. Morrison said that the Town Treasurer and the CVFRS Treasurer were working on a calculation and may forward a recommendation soon.

Ms. Spear reported that the Recreation Commission's Beach Party was a success.

Mr. Tegatz reported that he was corresponding with Ms. Bruce and her engineer consultant regarding on-going drainage issues.

Mr. Tegatz reported that the Library roof repair project was nearing completion.

Mr. Morrison briefly reviewed a curtain drain installation at the Town Green and that the monument would be moved to the Green.

APPROVE WARRANTS TO PAY BILLS

The Selectboard signed warrants to pay bills.

ADJOURNMENT

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

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

The meeting was adjourned at 9:11 p.m.

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