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**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
JUNE 10, 2013**

APPROVED

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

OTHERS: Ed Sulva, David McNally, Robert Mack, Carrie Spear, Ed Cafferty, Bonnie Christie, Moe Harvey, Mary Mead, Jenny Cole, Susan Smith, Patrice Machavern, Tom Moreau, Hugh Lewis Jr, Marty Illick, Larry Hamilton, Bob Hyams, Bill Fraser-Harris, Peter Carriera, Martha Edwards, Martha Woodruff, Abigail Foulk, Claudia Mucklaw, John Hammer, Charlotte News; Sherri Duff, Charlotte Citizen; and others.

CALL TO ORDER

Mr. Russell, Selectboard Chair, called the meeting to order at 6:30 p.m.

**CVFRS – GENERAL UPDATE ON CLOSE TO YEAR-END FIANCIAL STATUS
– discussion only**

Mr. Sulva and Mr. McNally reviewed FY2012-13 CVFRS budget projections versus actuals for and an estimated FY2013-14 budget.

There was discussion regarding EMT payroll year-to-date, gross revenue budgeted for \$90,000 versus actuals of \$77,242 year-to-date, a total Fire and Rescue operating budget of \$479,871, of which 87 percent was spent to date, a final payroll amount of \$264,000, and paid EMT and per diem staff numbers.

Mr. Russell said that as per the Town Treasurer records there would be two more payrolls to the year end. Mr. Sulva said that there would be three more payrolls. The departments did not perceive any budget overages, said Mr. Sulva.

Mr. Sulva explained that volunteers would take the pressure off paid staff. Currently there were two new volunteers, said Mr. Sulva.

Mr. Mack asked if there was a new rate of pay starting July 1st for the next fiscal year. Mr. Sulva replied no. The per diem staff tended to stay more than a year, and EMT volunteers would help to keep costs down, said Mr. Sulva. Mr. McNally clarified that they were not anticipating pay increases for paid people. Volunteers were given preference in shifts and that helped to even out things. They were managing human resources as best as possible, said Mr. McNally.

Mr. Mack asked what the pay raises were for last year. Mr. Sulva replied that he didn't know.

46 Ms. Spear asked how the public could find out how to join the Fire or Rescue
47 departments. Mr. Sulva said that any Wednesday night any one could just show up and
48 stay as long as they wanted to see what they did. Any one interested in joining should
49 contact him, said Mr. Sulva.

50

51 Mr. McNally said that the department was drafting a list of needs, such as IT, auxiliary,
52 etc. Volunteers were needed for those positions as well, said Mr. McNally.

53

54 The Selectboard thanked Mr. Sulva and Mr. McNally for their report.

55

56 **ADJUSTMENTS TO AGENDA**

57 Add under Selectboard Updates:

- 58 • Town Party – discussion
- 59 • Bridge update - discussion

60

61 **PUBLIC COMMENT**

62 Mr. Harvey asked if the landscaping in front of the Town Hall was completed, or if the
63 beds that were full of weeds would be taken care of. Ms. Cole explained that the work
64 was on-going. Dale knew that mulch was needed for the beds, said Ms. Cole.

65

66 **MINUTES**

67 **MOTION by Mr. Ladue, seconded by Mr. Owen, to approve the Selectboard**
68 **minutes of May 28, 2013 as written, with corrections/additions.**

69 **VOTE: 4 ayes, 1 absent (Ms. Manning by resignation); motion carried.**

70

71 **BRUSH-HOGGING OF TOWN LAND AND TRAILS – action item**

72 **MOTION by Ms. Russell, seconded by Mr. Owen, to approve the bid by Preston for**
73 **brush hogging Town land and trails for an amount not to exceed \$2,050.**

74 **VOTE: 4 ayes, 1 absent (Ms. Manning by resignation); motion carried.**

75

76 Ms. Smith handed out an informational sheet regarding Wild Parsnip. She asked the
77 Selectboard to have Preston time the cutting of Wild Parsnip no later than the bloom
78 stage before it went to seed.

79

80 **CHITTENDEN SOLID WASTE DISTRICT'S FY1 BUDGET – action item**

81 Mr. Moreau, Chittenden Solid Waste District Executive Director, reviewed a proposed
82 CSWD FY 2014 budget. Expenses were down by 2.7 percent, and revenues were also
83 down, explained Mr. Moreau.

84

85 Mr. Ladue asked for an update on disposal sites. Mr. Moreau said that the CSWD owned
86 a Williston property that could be used to site a landfill. The CSWD Board could go
87 forward with that, or it could be a 'waste to energy' facility. It was unknown what was
88 happening at the Moretown landfill. The Coventry landfill had capacity. Jeff Myers was
89 building a construction disposal facility and Casella was hauling trash to a New York
90 landfill, said Mr. Moreau.

91

92 Mr. Ladue asked for a review of CSWD savings. Mr. Moreau explained that the district
93 had good recycling years three and two years ago that resulted in surpluses. That was not
94 the case this year, said Mr. Moreau.

95

96 Mr. Bloch asked for an update on mobile drop off center proposals. Mr. Moreau replied
97 that he would be meeting with Hinesburg representatives regarding a drop off center. The
98 district did not include MO-DOC in the budget, said Mr. Moreau. Mr. Ladue asked if the
99 MODOC would be designed this year. Mr. Moreau replied yes.

100

101 **MOTION by Ms. Russell, seconded by Mr. Ladue, to approve a proposed**
102 **Chittenden Solid Waste District FY 2014 budget as presented.**

103 **VOTE: 4 ayes, 1 absent (Ms. Manning by resignation); motion carried.**

104

105 **LARRY HAMILTON –PRE BUDGET DISCUSSION FOR TREE WARDEN –**
106 **discussion only**

107 Mr. Hamilton handed out copies of a proposed FY2014-15 Charlotte Tree Warden budget
108 of \$1,000, and briefly reviewed duties of a tree warden that included public
109 communication, Thompson's Point activities related to trees and weather events, road
110 right-of-way inspections, and tree maintenance.

111

112 There was discussion regarding tree maintenance involving pruning to encourage a strong
113 tree platform and hiring professionals that provided their own insurance.

114

115 Mr. Cafferty said that the Vergennes Job Center offered a job corps tree trimming service
116 that was an educational program.

117

118 Ms. Smith asked what the Town's responsibility would be when/if the emerald tree borer
119 was discovered in Charlotte. Mr. Hamilton explained that any tree with a tree borer
120 would need to be cut down and hauled to a disposal area for chipping. Town funds would
121 be used. Private land owners were required to cut down infected trees, said Mr. Hamilton.

122

123 The Selectboard thanked Mr. Hamilton for his presentation.

124

125 **INVASIVE PLANT MANAGEMENT ON TOWN-OWNED PARCELS – action**
126 **item**

127 **MOTION by Mr. Owen, seconded by Ms. Russell, to authorize the Chittenden**
128 **County Forester to map and provide recommendations regarding non-native**
129 **invasive plant management of municipal properties.**

130 **DISCUSSION:**

131 **Mr. Mack expressed concern that the cost of the project could increase over time.**

132 **Mr. Hyams explained that the forester would make an assessment of percentage of**
133 **invasive species within Town owned lands. It was up to the Town to decide what to**
134 **do with that information, said Mr. Hyams.**

135 **VOTE: 4 ayes, 1 absent (Ms. Manning by resignation); motion carried.**

136

137 **MOTION** by Ms. Russell, seconded by Mr. Ladue, to authorize the Charlotte
138 **Selectboard Chair** to sign the Invasive Plant Management document on behalf of the
139 **Town of Charlotte.**

140 **VOTE: 4 ayes, 1 absent (Ms. Manning by resignation); motion carried.**

141

142 **BILL FRASER-HARRIS – SUNDAY FUN DAY – action item**

143 **MOTION** by Ms. Russell, seconded by Mr. Ladue, to approve use of the Town
144 **Beach on July 21, 2013 for a town beach party.**

145 **DISCUSSION:**

146 **Mr. Fraser-Harris explained that the fun day event would be to thank all the town**
147 **community for their support. It would be a free family-style pot luck/grill with live**
148 **music, games, water activities, etc. He was seeking Selectboard support, ideas or**
149 **suggestions for the event. The party would run on Sunday from 4:00 p.m. to 7:00**
150 **p.m., or 3:00 p.m. to 6:00 p.m. Jessie Bradley offered the use of a large tent. The**
151 **Recreation Committee and volunteers would put on the event, said Mr. Fraser-**
152 **Harris.**

153

154 **Mr. Owen asked if it was a Town sponsored event. If so, then it could be covered by**
155 **Town insurance, suggested Mr. Owen.**

156

157 **Mr. Fraser-Harris said that the event would be funded with community donations,**
158 **and he would work with Town staff and community volunteers, and community**
159 **spirit. Trash could be a “carry-in carry-out” for clean up. There would be an**
160 **August rain date, said Mr. Fraser-Harris.**

161

162 **Ms. Machavern asked how parking would be handled if there was a successful**
163 **turnout. Mr. Fraser-Harris replied that parking could be expanded to the upper**
164 **parking area if necessary.**

165 **VOTE: 4 ayes, 1 absent (Ms. Manning by resignation); motion carried.**

166

167 **CONTRACT FOR POLICE SERVICES WITH TOWN OF SHELBURNE – action**
168 **item**

169 **MOTION** by Mr. Owen, seconded by Ms. Russell, to approve a draft contract for
170 **police services with the Town of Shelburne, and to authorize the Charlotte**
171 **Selectboard Chair** to sign the contract document on behalf of the Town of Charlotte.

172 **DISCUSSION:**

173 **Mr. Owen reported that Shelburne had reviewed the contract with no changes.**

174

175 **Ms. Machavern expressed concern that the draft as written would exceed the**
176 **\$25,000 budgeted. Paying \$50 per hour for a 9.6 hour per week service would equate**
177 **to a full time service at a \$436,000 per year cost. Why was the Town getting charged**
178 **a premium plus mileage, asked Ms. Machavern. Mr. Owen explained that the fees**
179 **covered all of Shelburne Police expenses for their overhead. The 9.6 hours per week**
180 **coverage was just an average and varied. Charlotte asked for more coverage during**
181 **the summer and less in the winter, for example. The mileage varied and the**

182 overhead was a fixed cost. The total amount for police service was a “not to exceed”
183 amount of \$25,000, said Mr. Owen.

184

185 Mr. Cafferty said that the actual costs to provide the service included the outfitted
186 police vehicle, dispatch and officer’s equipment. Police service costs were high. The
187 Selectboard was looking closer at the costs/service. If Charlotte’s contracted
188 coverage was used up before the year end the state police would continue to provide
189 coverage, pointed out Mr. Cafferty.

190

191 Mr. Russell asked Mr. Owen to clarify the question of a mileage fee with Shelburne.

192

193 Mr. Ladue said he thought that the \$25,000 budget included the mileage.

194

195 The motion was withdrawn in order to provide time for Mr. Owen to clarify the
196 mileage question.

197

198 **COMMUNITY SAFETY COMMITTEE – action item**

199 Mr. Russell briefly reviewed a draft Community Safety Committee Purpose Statement.

200

201 **MOTION by Mr. Ladue, seconded by Ms. Russell, to approve a draft Community**
202 **Safety Committee Purpose Statement, dated June 10, 2013, as amended:**

203 • **Bullet #2, line 1, delete the word “police”; line 2 replace the word “including”**
204 **with “such as”, and replace the word “and” with “or”.**

205 • **Move Bullet #4 before Bullet #3.**

206 **VOTE: 4 ayes, 1 absent (Ms. Manning by resignation); motion carried.**

207

208 **MOTION by Mr. Ladue, seconded by Ms. Russell, to approve creation of a 6 month**
209 **temporary Community Safety Committee as presented, and to proceed with an**
210 **advertisement for 5-7 participants.**

211 **VOTE: 4 ayes, 1 absent (Ms. Manning by resignation); motion carried.**

212

213 **PAY STRUCTURE FOR FIRST CONSTABLE – action item**

214 Mr. Russell reported that the proposed pay structure was reviewed with the constable.

215 Mr. Flore was comfortable with the proposal, said Mr. Russell.

216

217 Mr. Bloch asked if a vehicle fee should be added. Mr. Russell said that currently the
218 constable was paid \$50 per hour for a three hour minimum.

219

220 Mr. Owen pointed out that a process for submitting invoices to the Town Treasurer was
221 omitted and should be included.

222

223 Action was tabled until the vehicle fee was clarified.

224

225 **ANIMAL CONTROL HOUSING AGREEMENT – action item**

226 Mr. Bloch reviewed that a one-month May 31 to June 30, 2013 contract with Comfort
227 Hill Kennel had been approved at the May 28, 2013 Selectboard meeting. Questions were

228 should the contract be renewed for one year, or approved on a calendar year January to
229 December, or fiscal year July 1-June 30. There was a question if the Town owed the
230 kennel for a 6 month period when there was no contract. Comfort Hill Kennel has been
231 good to work with, said Mr. Bloch.

232

233 Mr. Ladue spoke in support of a fiscal year contract.

234

235 **MOTION by Mr. Ladue, seconded by Ms. Russell, to approve a payment of \$600 for**
236 **a one year Animal Control Housing contract with Comfort Hill Kennel starting July**
237 **1, 2013 through June 30, 2014.**

238 **VOTE: 4 ayes, 1 absent (Ms. Manning by resignation); motion carried.**

239

240 **MOTION by Ms. Russell, seconded by Mr. Ladue, to pay Comfort Hill Kennel \$300**
241 **for the period of January 1 to June 30, 2013, and for this motion to supersede a**
242 **motion made at the May 28, 2013 Selectboard meeting.**

243 **VOTE: 4 ayes, 1 absent (Ms. Manning by resignation); motion carried.**

244

245 **PERSONNEL POLICIES – REVISE POLICIES FOR HOLIDAY, VACATION**
246 **AND SICK TIME – discussion only**

247 Ms. Russell reviewed proposed updates to current Town policies for holiday, vacation
248 and sick time based on approved hours for full time and part time employees. The
249 policies applied to the Library staff as well and she would explain the updates to the
250 Library staff, said Ms. Russell.

251

252 The Selectboard reviewed the draft policy and suggested additional changes as follows:

253

- 254 • Add the Town Treasurer to the list of employees.
- 255 • Page 6, Leave pay: add the calculation that "... full time hours at 40 hours per
256 week would receive 8 hours of pay...".
- 257 • Page 17, Section 5.3.2(b): add a statement that "...employees working more than
258 20 hours and less than 40 hours would get paid for holidays..."
- 259 • Page 18, Vacation time: delete when an employee could take vacation, and add an
260 explanation on how vacation time would accrue.
- 261 • Sick pay at 96 hours per year, change to read "...fewer than 40 hours..."

261

262 **BRIDGE #31 (DORSET STREET) - action item**

263 Mr. Bloch reviewed that Stantec engineers reported that temporary easements from 2-3
264 property owners for construction at the bridge were needed. An endangered species
265 called a Stone Cat was discovered. Stantec would also research/determine if an Army
266 Corps of Engineers permit was needed for a stream alteration permit, said Mr. Bloch.

267

268 Mr. Ladue asked if the Town, or Stantec needed to contact the property owners for any
269 temporary construction easements. If it was a Town responsibility then we would need
270 information regarding usual and customary fees and draft language for the easements,
271 said Mr. Ladue.

272

273 **MOTION by Mr. Ladue, seconded by Ms. Russell, that the Charlotte Selectboard**
274 **authorizes Town Staff to pursue contacting neighboring landowners of Bridge #31**
275 **and the consultant for temporary construction easements, and if needed to consult**
276 **with the Town Attorney regarding draft easement language.**

277 **VOTE: 4 ayes, 1 absent (Ms. Manning by resignation); motion carried.**
278

279 **SELECTBOARD LIAISONS, GOALS AND PRIORITIES – discussion only**

280 **Selectboard Liaison Assignments**

281 Following a brief discussion regarding replacements for Ms. Manning as a Selectboard
282 liaison on Town committees, the Selectboard delayed action until a new Selectboard
283 member was appointed.
284

285 **Goals/Work Plan**

286 **ACTIONS/SUGGESTIONS:**

- 287 • Delete Heather Manning from assigned goals.
- 288 • Charles Russell to take over review and refine budgeting process.
- 289 • John Owen to take over speed limits in high traffic zones.
- 290 • John Owen to research the original charge of the Affordable Housing Committee
291 and report back to the Selectboard at the next Selectboard meeting.
- 292 • Affordable Housing Committee – either advertise for members, or consider
293 dissolving the committee, the Selectboard to administer grants, add to the next
294 Selectboard meeting agenda for further discussion.
- 295 • John Owen to provide Affordable Housing brochures for the Town Party table.
- 296 • Dean Bloch to work on liability/hold harmless language for outside entity
297 contracts related to working in Town right-of-way/Town properties.
- 298 • Added: Winslow Ladue to review Dog Ordinance.
- 299 • Dean Bloch to contact the State of Vermont regarding vote tabulator(s) machines.
- 300 • Charles Russell to review Internal Controls policies for review at the next
301 Selectboard meeting.
- 302 • Charles Russell to follow up on Town Signs.
- 303 • Charles Russell to review and update rules and practices related Town polices.
- 304 • The Energy Committee to evaluate tar sands resolution – was it a priority.
- 305 • Delete Conflict of Interest policy – item was completed.
306

307 Mr. Russell asked the Charlotte Road Commissioner to prepare a highway pre-budget
308 plan for road paving for a future Selectboard meeting.
309

310 Ms. Cole asked that Mr. Lewis look at adding gravel shoulders in the paving program.
311

312 Mr. Lewis briefly reviewed issues with adding material along pavement edges. Sand built
313 up in ditches and road shoulders in the winter to a point that the shoulder was higher than
314 the roadway. In another matter, Mr. Lewis reported that the ditch along Ferry Road was
315 too deep and should be filled in.
316

317 Ms. Russell said she would make the proposed changes/additions to the Selectboard goals
318 and priorities.

319

320 **DETERMINE WHO WILL WRITE NEXT ARTICLE IN CHARLOTTE NEWS**

321 Mr. Owen would write the next Charlotte news article.

322

323 **COMMITTEE UPDATES – discussion only**

324 Mr. Owen reported that Saturday, July 27th was designated as “Selectboard Saturday” for
325 Frogbit removal at Town Farm Bay.

326

327 Mr. Owen reported that the Senior Center was discussing a possible purchase of the
328 LeBeouf property across the road for a parking lot. Mr. Ladue suggested that the Senior
329 Center look north of the center versus across the road. Ms. Russell said that extra parking
330 was used behind the Town Hall and Fire Station, which worked out well.

331

332 Mr. Ladue reported that he had met with the Charlotte Park and Wildlife Refuge
333 Committee for a review of path maintenance at the Park, and a tour of the Route 7
334 overlook view shed for additional tree cutting. The Selectboard was invited to do another
335 site visit of the overlook areas. There was also a review of renewing park land leases that
336 involved third parties, said Mr. Ladue.

337

338 Mr. Ladue said he had met with Charlie Prout, Horsford Nursery, regarding trees that
339 blocked views to the south on the west side of Route 7. Mr. Prout was willing to remove
340 the trees if a utility pole could be moved, said Mr. Ladue.

341

342 Ms. Russell said she had met with Kate Lampton and Winslow Ladue regarding the
343 existing Burns property MOA. They would review the existing agreement related to
344 items that needed to be addressed and completed, and would return to the Selectboard
345 with suggestions, said Ms. Russell.

346

347 Mr. Bloch reported that concrete issues were discovered at the Quinlan Covered Bridge.
348 An early October completion date was targeted, said Mr. Bloch.

349

350 **SELECTBOARD UPDATES**

351 **Town Party – discussion**

352 Following a brief discussion regarding a Selectboard table at the 2013 Town Party, the
353 Selectboard members were in favor of sharing a table with the Charlotte Planning
354 Commission and to have the Planning Commission man the table.

355

356 **APPROVE WARRANTS TO PAY BILLS**

357 The Selectboard members signed warrants.

358

359 **ADJOURNMENT**

360 **MOTION by Ms. Russell, seconded by Mr. Owen, to adjourn the meeting.**

361 **VOTE: 4 ayes, 1 absent (Ms. Manning by resignation); motion carried.**

362

363 The meeting was adjourned at 9:50 p.m.

364

365 Minutes respectfully submitted, Kathlyn Furr, Recording Secretary.

366