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**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
JUNE 23, 2014**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Charles Russell, Ellie Russell, Fritz Tegatz, Matthew Krasnow (arrived 7:02 p.m.).

ADMINISTRATION: None.

OTHERS: Bill Fraser-Harris, Ed Cafferty, Sal DeFrancesca, Jeannine McCrumb, Jeff McDonald, Nancy Wood, Gerald Bouchard, John Limanek, Stephanie Hasse, Mike Priest, Glenn Deruchie, Sue Smith, Jenny Cole, Stephen Brooks, Susan Crockenberg, Charlotte News; and others.

ITEMS TAKEN UP:

- **Juvenile Diabetes research Foundation – request to use Lake Field and town roads for the Ride to Cure Diabetes on July 26th – action item**
- **Eastern Tandem Rally – request to use Town Beach and town roads for recreational ride on July 20th – action item**
- **Charlotte Recreation Commission – request to use Town Beach for Town Beach Party on August 3rd – action item**
- **Planning Commission – update on Town Plan re-write – action item**
- **Police Service contract – action item**
- **Co-housing Trail – action item**
- **Library roof – Request for Proposals – action item**
- **Change town financial statements from modified accrual basis to cash basis – action item**
- **Town Green drainage improvement project – action item**
- **Set approved hours and salaries/wages for all employees for FY15 – action item**
- **Review budget status for approaching year-end – discussion only**

CALL TO ORDER

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

ADJUSTMENTS TO AGENDA

The 8:15 p.m. agenda item, Jim Donovan, Charlotte's representative to the Chittenden County regional Planning Commission, was removed.

PUBLIC COMMENT

None.

MINUTES: June 4, June 5, June 9, June 12, and June 16, 2014

46 **MOTION by Mr. Russell, seconded by Ms. Russell, to approve the Selectboard**
47 **minutes of 06/04/2014 as written, with the following additions/corrections:**

- 48 • **Page 1, change the time for called to order from 2:00 p.m. to 4:00 p.m.; last**
49 **bullet item, add the word “the” between the words “What are” and**
50 **“controls”.**
51 • **Page 3, change the time of adjournment to 5:34 p.m.**

52 **VOTE: 4 ayes, 1 abstention (Mr. Krasnow); motion carried.**
53

54 **MOTION by Mr. Russell, seconded by Mr. Tegatz, to approve the Selectboard**
55 **minutes of 06/09/2014 as written, with corrections/additions:**

- 56 • **Page 3, line 114, change to read “...for road paving projects for the year.”**
57 • **Page 4, line 146, delete the word “business”; line 155, change the word**
58 **“Condition” to read “Conditional”.**
59 • **Page 7, line 300, insert the word “amended” between the words “...approved**
60 **the...” and “..MOA”.**

61 **VOTE: 5 ayes; motion carried.**
62

63 **JUVENILE DIABETES RESEARCH FOUNDATION – REQUEST TO USE**
64 **LAKE FIELD AND TOWN ROADS FOR THE RIDE TO CURE DIABETES ON**
65 **JULY 26TH – action item**

66 Glenn Derachie, Ride Coordinator, reviewed a Juvenile Diabetes Research Foundation
67 fund raising bike ride scheduled for July 26, 2014. He had spoken with the CVFRS and
68 will have an ambulance on the course.
69

70 Mr. Fraser-Harris, Recreation Commission representative, explained that the commission
71 had not reviewed the application, which has occurred several years now. The application
72 was sent directly to the Selectboard for approval since it was a fund raising event. The
73 commission uses Front Porch Forum to alert the public of these events. He would like to
74 have a conversation with Mr. Derachie following the Selectboard meeting, said Mr.
75 Fraser-Harris.
76

77 **MOTION by Ms. Russell, seconded by Mr. Tegatz, to approve an application for**
78 **Juvenile Diabetes Research Foundation request to use Lake Field and Town roads**
79 **for the Ride to Cure Diabetes on July 26, 2014.**

80 **VOTE: 5 ayes; motion carried.**
81

82 **EASTERN TANDEM RALLY – REQUEST TO USE TOWN BEACH AND TOWN**
83 **ROADS FOR RECREATIONAL RIDE ON JULY 20TH – action item**

84 Sal DeFrancesca, Eastern Tandem Rally representative, explained that the ride was a
85 three day event from July 18th-20th. A northern part of the Town Beach parking lot
86 would be used for a rest stop, said Mr. DeFrancesca.
87

88 Mr. Fraser-Harris said the tandem rally was a new event. Recreation Commission
89 members met with Mr. DeFrancesca at the Town Beach and identified a section of the
90 parking area for a SAG stop set up. There was a small bridge there and bikers could flow

91 out on the right side of the road. An updated Certificate of Insurance was received, said
92 Mr. Fraser-Harris.

93

94 **MOTION by Mr. Krasnow, seconded by Mr. Russell, to approve an application for**
95 **Eastern Tandem Rally request to use the Town Beach and Town roads for a**
96 **recreational ride on July 20, 2014.**

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

98

99 **CHARLOTTE RECREATION COMMISSION – REQUEST TO USE THE TOWN**
100 **BEACH FOR A TOWN BEACH PARTY ON AUGUST 3rd – action item**

101 Mr. Fraser-Harris briefly reviewed a request to use the Town Beach for a town beach
102 party on August 3, 2014. There was a concern that the town party might interfere with the
103 annual Fire and Rescue pig roast, said Mr. Fraser-Harris. Ms. Russell suggested that Mr.
104 Fraser-Harris check with Chris Davis regarding a change in the pig roast date to
105 September or October.

106

107 **MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve a request by the**
108 **Charlotte Recreation Commission to use the Town Beach for a Town Beach Party**
109 **on August 3, 2014.**

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

111

112 **PLANNING COMMISSION – UPDATE ON TOWN PLAN RE-WRITE – action**
113 **item**

114 Jeannine McCrumb, Town Planner, Jeff McDonald, Planning Commission Chair, and
115 Gerald Bouchard, Planning Commission member, reviewed a written handout regarding
116 Status Discussion Points for the Town Plan update and a draft table of contents. A town
117 history would appear in an appendix. The Planning Commission would hold a series of
118 workshops assisted with a facilitator through the summer, said Mr. McDonald.

119

120 Mr. Tegatz asked if drafts of the Town Plan updates would be available. Ms. McCrumb
121 replied yes. Drafts would be posted on the Town website. “Hot topics” have been
122 identified for the workshops sessions. The Planning Commission would have information
123 at the Town Party on July 12th, noted Ms. McCrumb.

124

125 Items identified for further discussion included the following:

126

- Renewable energy project sites were not in the Town Plan, and scenic road standards were also a weakness and might need a legal opinion.

127

128

- Include language as a basis for enforcement.

129

Ms. McCrumb replied that the topic of energy was one of the “hot topics” and has been
130 combined with transportation as a focus group discussion.

131

- Highlight “areas of high public value”.

132

- Consider a section for Natural Resources guidance under Land Uses.

133

- Appoint a Moderate Housing Committee to review moderate priced housing, smaller lots and density.

134

135

- Continue discussions regarding Town septic use and a planning process (the current Town Plan encourages the use of Town septic.)

136

- 137 • Study how to use the Critical Wildlife Habitat map in an understandable way,
138 which might require more detail for use in a development planning process and
139 how it ties into conservation areas.
140 • Review an Open Space Conservation Plan.

141

142 **MOTION by Ms. Russell, seconded by Mr. Russell, to approve a contract with**
143 **PlaceSense for \$4,560 to facilitate public involvement to be paid out of this years'**
144 **budget to facilitate the Town Plan re-write as a retainer, to be paid from the Town**
145 **Plan/Land Use line item #100-3200-47.00.**

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

147

148 **POLICE SERVICE CONTRACT – action item**

149 Mr. Krasnow reviewed two proposals from the Shelburne Police Department and the
150 Vermont State Police for a one-year contract.

151

152 Mr. Morrison reported that several of the Charlotte Selectboard members had attended a
153 Shelburne Selectboard meeting. There had been some discussion of a partnership
154 between the two towns. The Shelburne Town Manager was to send feedback, said Mr.
155 Morrison.

156

157 Mr. Russell read an e-mail, dated 06/23/2014, from the Shelburne Town Manager that
158 reiterated a standing \$87.00 per hour contract offer.

159

160 There was discussion regarding competitive rates for service for a one-year contract, and
161 pursuing possible long range planning with Shelburne.

162

163 **MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve a one-year Police**
164 **Service contract with the Vermont State Police as provided through the RFP for**
165 **FY2015 for an amount not to exceed \$27,868 for an average of 8.5 hours per week.**

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

167

168 Mr. Krasnow would notify the Shelburne Police Department and the Vermont State
169 Police.

170

171 **CO-HOUSING TRAIL – action item**

172 Margaret Russell, Trails Committee representative, reviewed fund raising efforts to build
173 a pedestrian path from Greenbush Road through the Co-housing project that would
174 connect to a proposed Route 7 underpass. The committee receives a \$5,000 match from
175 the Town each year. The Timber and Stone bid was recommended, said Ms. Russell.

176

177 Mr. Russell asked if a warranty was included in the bid. Ms. Russell said that she would
178 clarify that with Timber and Stone.

179

180 **MOTION by Mr. Krasnow, seconded by Mr. Russell, to recommend that the**
181 **Charlotte Selectboard approve Timber and Stone, LLC, as the contractor for**
182 **construction of Phase 2 of the Co-housing Trail and to approve funding the**

183 **construction from the Trails Reserve Fund and a grant from the Vermont**
184 **Recreation Trails Program for an amount not to exceed \$48,846.27.**

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

186

187 **LIBRARY ROOF – REQUEST FOR PROPOSALS – action item**

188 Mr. Tegatz suggested a change to the bid instructions to include the roof and to fix the
189 insulation.

190

191 **MOTION by Ms. Russell, seconded by Mr. Krasnow, to authorize Fritz Tegatz,**
192 **Charlotte Selectboard member, to complete the Request for Bids for insulation and**
193 **re-roofing of the Charlotte Library, and to send out the bids.**

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

195

196 **CHANGE TOWN FINANCIAL STATEMENTS FROM MODIFIED ACCRUAL**
197 **BASIS TO CASH BASIS – action item**

198 Mr. Morrison reviewed that the CPA auditor, Sullivan Powers, had suggested that the
199 Town consider changing the Town financial statements from a modified accrual basis to
200 a cash basis to make it simpler for the Selectboard to understand the statements.

201

202 Ms. Wood, Town Auditor, said that The Town Treasurer uses a cash basis to record
203 transactions. The auditors modify the statements to an accrual basis for an end-of-year
204 presentation. As a Charlotte resident, she would want to see the books closed accurately,
205 and for the Selectboard to be responsible for the budget as voted on by the town voters.
206 She would personally recommend leaving the decision to change the accounting reports
207 up to the new audit firm of Sullivan Powers, said Ms. Wood.

208

209 Mr. Russell noted that we can't get a report out of the system that made sense. The
210 auditor from Sullivan Powers told him that it was more accurate to use the accrual basis,
211 said Mr. Russell.

212

213 Mr. Limanek briefly reviewed General Accepted Accounting Principles (GAAP) that
214 showed a better picture to understand the accounting reports. You don't always know
215 where you stand with the cash basis of reporting without the supporting documents,
216 which was a problem, said Mr. Limanek.

217

218 **MOTION by Mr. Russell, seconded by Mr. Tegatz, to change the Town financial**
219 **statements from a modified accrual basis to a cash basis.**

220 **VOTE: 2 ayes (Mr. Russell, Mr. Tegatz), 3 nays; motion failed.**

221

222 **TOWN GREEN DRAINAGE IMPROVEMENT PROJECT – action item**

223 Sue Smith and Jenny Cole, Town Green Committee members, reviewed donations by a
224 Town resident that make it possible to continue the Town Green drainage project. The
225 Wetland Permit application, which has been received and logged in by the state, can be
226 amended to include the additional work, said Ms. Cole.

227

228 **MOTION by Mr. Russell, seconded by Mr. Krasnow, to authorize the submission of**
229 **an amendment to the Wetland Permit application as presented.**

230 **DISCUSSION:**

231 **Ms. Smith asked if someone would contact Chris Mack regarding the addition of**
232 **top soil. Ms. Cole said that she thought that Dean Bloch had e-mailed Chris Mack**
233 **regarding the top soil and the cost. She could contact David Marshall regarding the**
234 **amendment to the Wetland Permit application, said Ms. Cole.**

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

236

237 **SET APPROVED HOURS AND SALARIES/WAGES FOR ALL EMPLOYEES**
238 **FOR FY15 - action item**

239 **MOTION by Ms. Russell, seconded by Mr. Tegatz, to approve a salary/wage**
240 **schedule, dated 06/23/2014, for all employees for FY15, and all Town employees will**
241 **be notified in writing regarding a July 1, 2014 pay rate, and to authorize the**
242 **Charlotte Selectboard Chair to sign the document.**

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

244

245 **REVIEW BUDGET STATUS FOR APPROACHING YEAR-END – discussion only**

246 The Selectboard reviewed the budget status for the coming year-end, dated 06/19/2014.

247

248 Mr. Tegatz briefly reviewed bridge grants for fixing the guard rails at the Spear Street
249 Bridge, minor repairs on the Carpenter Road Bridge this season and the Upper Sequin
250 Bridge in July, and the status of a state bridge grant that required legislative approval.

251

252 Mr. Russell said that the reports on transfers to Reserve funds were missing. He needed
253 to understand a \$150,000 transfer, which would be posted by Mary in December, said
254 Mr. Russell.

255

256 Mr. Brooks, Cemetery Commission member, explained that \$192.22 would be transferred
257 from a private account to the Reserve fund to zero out the Reserve fund account.

258

259 **SELECTBOARD UPDATES**

260 Ms. Russell reported on a Library meeting. The Library Committee would look at the use
261 of space.

262

263 Ms. Russell reported on a CVFRS meeting. CVFRS representatives would meet with the
264 District 3 Board and State on July 11th, said Ms. Russell.

265

266 **APPROVE WARRANTS TO PAY BILLS**

267 The Selectboard signed warrants to pay bills.

268

269 **ADJOURNMENT**

270 **MOTION by Mr. Russell, seconded by Mr. Krasnow, to adjourn the meeting.**

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

272

273 The meeting was adjourned at 9:48 p.m.

274
275
276

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