

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
Monday, June 24, 2013**

APPROVED

Selectboard Members: Charles Russell, Chair; Ellie Russell, John Owen, Winslow Ladue
Others: Nancy Wood, Bonnie Christie, Ed Cafferty, Lane Morrison, Vince Crockenberg, John Hammer, Jack Milne, Dan Albrecht, Tom Walsh, Hugh Lewis, Jr., Patrice Machavern, Jenny Cole, Peter Trono, Sheri Duf, Moe Harvey, Sue Smith, Carl Herzog, Robert Mack, Mary Mead

5:00 PM **Site visit:** One Mile Road (approximately 350 feet east of Mount Philo Road) for Highway Access Permit application submitted by Thomas Walsh

6:30 PM **Call to order:** Chairman Russell called the meeting to order at 6:30 PM

6:30 PM **Review of applications to fill Selectboard vacancy.**
Charles Russell moved, seconded by John Owen to go executive session.
4 – in favor, 1 – vacancy
The Board returned from executive session and reported they will schedule five applicants for interview on July 2, 2013.

6:50 PM **Adjustments to agenda** - no adjustments

6:51 PM **Public Comment**
Dan Albrecht from Chittenden County Regional Planning Commission (CCRPC) is requesting the town to approve the draft copy of a Request for Qualification (RFQ) for Consultant services to provide the Town with ideas and cost estimates for the development and construction of wayfinding and directional signage for the Town's planned network of paths. There is a sign grant available for the project, no matching funds are required from the Town.
Motion by Winslow Ladue to approve the draft copy of the RFQ as presented, second by John Owen. Vote: 4 – in favor, 1-vacancy

Vince Crockenberg reported from the Town Meeting Solutions Committee that their results will be published in the Charlotte News. They are continuing to explore ways to reformat a way to vote the town's budget.

6:55 PM **Thomas Walsh—request for Highway Access Permit** for an agricultural access on One Mile Road.
The Board had a site visit for this permit at 5:00 p.m. at One Mile Road approximately 350 feet east of Mount Philo Road.
The recommendation of the Road Commissioner was for a 30 foot culvert. The land owner, Mr. Walsh requested to have a 20 foot culvert to discourage any other activity at this location and because it is only to be used for agriculture. After discussion the Board voted to approve HAP-13-06 with the culvert size of 15 inches by 20 feet.
Motion by Ellie Russell, seconded by Winslow Ladue the permit was approved.
(Vote: 3-in favor, 1-no (E. Russell), 1-vacancy)

- 7:10 PM **Paving bids.**
The following bids were opened by the Selectboard;
1. ST Paving, Waterbury
\$66.33/ton mixed new and some recycled
\$71.33 virgin asphalt
Approximate number of tons 3,226
 2. Pike
\$63.74/ton partially recycled
Approximate number of tons 2716
 3. D&F
\$67/ton virgin asphalt
Approximate number of tons 2520
- After discussion motion was made by Winslow Ladue, seconded by John Owen to award the bid to Pike at \$63.74/ton. Vote: 4-in favor, 1-vacancy**
- 7:20 PM **Treasurer – Review of end-of-year finances with the Town Treasurer.**
Mary Mead submitted a status report for Town and F&R budgets for FY2012/2013. The Treasurer expects the revenues to be fairly close to what was estimated and the expenses to be under budget. Mary Mead recommended F&R use the \$38,000 carryover to pay the remaining bills instead of the \$24,000 left in this year's appropriation.
- 7:40 PM **Library—pre-budget discussion.**
Vince Crockenberg and Bonnie Christie discussed the budget and don't anticipate any large increases in the regular budget. They presented a long term maintenance budget that includes replacing the roof not later than the fall of 2014. In the years between 2015 and 2020 they may need to replace the furnace, carpet, porch, water heater and water treatment. These will be addressed in the Capital Budget. There was a brief discussion of the possibility of Sunday hours.
- 8:00 PM **Senior Center—pre-budget discussion.**
Carl Herzog and Sukie Condict discussed the budget the next year's would be about the same except for adding a part-time staff person as a volunteer coordinator. Use of the center was discussed with estimates that it is used approximately with people from 1/3 Charlotte, 1/3 Shelburne and 1/3 other towns.
- 8:20 PM **Conservation Commission—pre-budget discussion; mid-year update.**
Rescheduled to a later date.
- 8:20 PM **Charlotte Park & Wildlife Refuge Committee—pre-budget discussion.**
Jenny Cole and Sue Smith anticipate the next budget will be the same as this year. There needs to be some bridge repair and maintenance and in the future will again consider the Varney access.
- 8:30 PM **Contract for Police Services with Town of Shelburne.**
The Selectboard answered questions for the mileage charge. After brief discussion **Ellie Russell made a motion, seconded by Winslow Ladue to approve and**

sign the contract for Police Services with the Town of Shelburne.

Vote: 4-in favor, 1-vacancy

8:35 PM

Personnel policies—revise policies for holiday, vacation and sick time.

The purpose of the revisions are to make it clear how benefits are calculated for employees for paid time off. Ellie Russell will send out a memo to the employees with a copy of the revised policy.

Motion was made to approve the revised Personnel policy pending review by town counsel, seconded by John Owen.

Vote: 4-in favor, 1-vacancy

8:45 PM

Bridge #31 (Dorset Street).

Action under consideration is to approve submission of applications for all permits needed to repair the pier—likely to be: Stream Alteration Permit (State), Endangered Species Permit (State) and US Army Corp-reporting only (federal)

Motion to submit all necessary applications needed for the repairs was made by Winslow Ladue, seconded by John Owen.

Vote: 4-in favor, 1-vacancy

8:50 PM

Pay structure for First Constable.

For special events and traffic control, but not speed enforcement, the rate to be set at \$30/hour (three hour minimum) and the vehicle fee set at the current IRS rate.

If an event is sponsored by an outside organization, the Town will bill the organization at the rate of:

\$30/hour (three hour minimum), vehicle fee at current IRS rate, FICA and other payroll taxes as appropriate, and liability insurance cost.

For unplanned situations that require the Constable to go to a site the Town will pay the Constable \$17/hour (three hour minimum)

Motion was made by Winslow Ladue and seconded by John Owen to approve the pay structure for the Constable and the vehicle fee to be the current IRS rate.

Vote: 4 – in favor, 1-vacancy

8:53 PM

Charlotte Housing Trust Fund. Action under consideration: dissolve Committee

After a brief discussion a motion was made by Ellie Russell and seconded by John Owen to dissolve the committee and have the Selectboard take over the administrative function.

Vote: 4-in favor, 1-vacancy

8:55 PM

Appointment to the Technical Advisory Committee of the Chittenden County Regional Planning Commission. Action under consideration: appoint Dean Bloch for a two-year term ending June 30, 2015

Motion was made by Winslow Ladue, seconded by John Owen to appoint Dean Bloch to the commission for a two year term ending June 30, 2015.

Vote: 4-in favor, 1-vacancy

8:58 PM

Town Party.

Selectboard will be sharing a table with the Planning Commission. Some ideas

are: the opportunity to ask for volunteers for the Safety Committee, print outs of the speed surveys on various roads, a map that shows the speed limits, affordable housing brochure, the Selectboard work plan, the 250th tee shirts, and Patrice Machavern said she would help put together a Doyle type survey.

9:05 PM

Committee updates.

F&R-Ellie Russell reported working on the MOU changes with CVFRS representatives. Mark McDermott is making changes that will be ready this week and that will then be submitted to the Selectboard. Work is continuing on budget and financial reports and properties for main, leased land and vehicles.

Library-Ellie Russell reported that the Library was doing well

Park-Winslow Ladue-reported the request for some lease changes with the current lease holder Clark W. Hinsdale III

1. Change name of lessee to Clark W. Hinsdale III and Nordic Holsteins
2. a. end of year three extend to seven years
b. end of year three extend to five years
(for financing reasons)

Other factors, he has paid his bills and he is a good steward of the land.

Public Safety Committee-John Owen reported that there were five interested people. A deadline was needed to end committee.

9:12 PM

Selectboard updates

Health Insurance-Ellie Russell reported she and Dean Bloch went to an information meeting on the proposed health insurance changes and will continue with updates as they become available.

Budget-Charles Russell. Will continue to work with Mary Mead and Nancy Wood and Batchelder for adjustments to budget line items for surplus, and tax revenue.

Interviews-The Selectboard will interview candidates for the vacant seat on the Board on Tuesday July 2, 2013.

9:20 PM

Approve warrants to pay bills

9:25 PM

Adjournment

Minutes taken by Gloria Warden