

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
JUNE 2, 2014**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Charles Russell, Ellie Russell, Fritz Tegatz, Matthew Krasnow.

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Walter Gates, Vince Crockenberg, Mary Mead, Jenny Cole, Sue Smith, Bonnie Christie, Cheryl Sloan, Margaret Woodruff, Tim Hunt, John Hammer, Charlotte News; and others.

ITEMS TAKEN UP:

- **Unpaid Leave Time – action item**
- **Personnel Policies – action item**
- **Application by Carol Conard for a Wastewater System and Potable Water Supply Permit for 260 North Shore Road 9Thompson’s Point) – action item**
- **Varney Farm – agreement to amend easement and right-of-way for a driveway, parking area and trail – action item**

CALL TO ORDER

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

UNPAID LEAVE TIME – action item

Mr. Morrison explained a process for reviewing and evaluating Personnel Policies, time sheets, and holiday and vacation time spreadsheets.

Mr. Russell reviewed a research memo regarding holiday and vacation time related to understanding carry over of hours and pay due.

Mr. Morrison reported that the NEMREC system has been updated to prevent errors and inconsistencies.

Mr. Tegatz suggested that a simple to understand clause should be added to the policy on how to fill out time sheets correctly. Mr. Russell suggested that a new employee receive a copy of the policy and a document that they would sign indicating that the new employee understood the process.

Ms. Mead stated that there were a range of Town employees that worked different hours and different jobs. When an employee fills out a time sheet that is to be reviewed by a supervisor that comes across her desk with errors – was she to chase down that employee. There have already been incorrect time sheets coming in, said Ms. Mead. Ms. Russell said that the policy included a clause that errors on time sheets would be corrected in the

47 next pay period. It will take training for supervisors and employees to fill out the time
48 sheets correctly, said Ms. Russell.

49

50 Mr. Crockenberg, Library Treasurer, asked for training so that he was sure he understood
51 the process.

52

53 Following discussion regarding accumulated holiday and vacation time, Ms. Mead noted
54 that the holiday time was tracked by the calendar year.

55

56 **MOTION by Mr. Russell, seconded by Ms. Russell, to approve the payment of**
57 **unpaid leave time as follows:**

58

• Sharron Balaban: pay four hours of unpaid holiday time for a total of \$37
and add 6 hours to accrued vacation time in NEMRC;

59

60 • Mary Recchia: pay 330 hours of unpaid holiday time for a total of \$5,667,
61 add 83 hours to accrued vacation time in NEMRC, and pay 100 hours of
62 unpaid vacation time for a total of \$2,614;

61

63 • Cheryl Sloan: pay 38.4 hours of unpaid holiday time for a total of \$543 and
64 pay 23.6 hours of unpaid vacation time for a total of \$351;

65

66 • Margaret Woodruff: pay 146 hours of unpaid holiday time for a total of
\$1,879, and pay for 89.9 hours of unpaid vacation time for a total of \$1,934;

67

68 **For a total amount of \$13,025 to be paid from Selectboard Unanticipated Expenses**

69

70 **Ms. Mead said that the hourly pay rates needed to be spelled out.**

71

72 **AMENDMENT by Mr. Russell, seconded by Ms. Russell, that the total amounts**

73

74 **were to be paid as a lump sum bonus.**

75

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

77

78 **PERSONNEL POLICIES – action item**

79

80 Mr. Morrison briefly reviewed amendments to the Personnel Policies related to new time
81 cards and time card policies for holiday and leave benefits.

82

83 Mr. Crockenberg asked that he and Margaret Woodruff have training to make sure they
84 understood the policies once the new time card policy became effective. Ms. Russell
85 replied that she would send a copy of the new time sheet policy to Ms. Woodruff.

86

87 Mr. Krasnow pointed out that the employee was still burdened with filling out the time
88 sheets correctly. Was there a way to program the NEMREC system to automatically put
89 in for holidays, asked Mr. Krasnow. Ms. Mead said that a programmer charged \$125 per
90 hour. Staff was at a good position to post time in the system, and employees should be
91 able to fill out the time sheets, said Ms. Mead.

92

93 Following discussion changes were made:

94

- Section 5.3.2, regarding holiday pay was changed from "...holiday pay will
always be paid on the date of the holiday..." to "...holidays will be paid in the
pay period that the holiday occurs."

95

- 93 • Page 22, delete the words “in need” from the sentence “...transfer their
94 accumulated sick hours to another employee...” and replace with “in need of
95 extra sick time.”
96

97 **MOTION by Ms. Russell, seconded by Mr. Russell, to approve the Town of**
98 **Charlotte Personnel Policies amendments, dated 06/02/2014, regarding holiday and**
99 **leave benefits with corrections, and pending review by the Town Attorney;**

- 100 • **Section 5.3.2, regarding holiday pay was changed from “...holiday pay will**
101 **always be paid on the date of the holiday...” to “...holidays will be paid in**
102 **the pay period that the holiday occurs.”**
103 • **Page 22, delete the words “in need” from the sentence “...transfer their**
104 **accumulated sick hours to another employee...” and replace with “in need of**
105 **extra sick time.”**

106 **VOTE: 5 ayes; motion carried.**
107

108 Ms. Russell reviewed time card policy changes.
109

110 Following discussion there were suggestions:

- 111 • #4, remove “...so that you will receive pay for that holiday.”
112 • #5, delete the “enter pay rate” on the time card.
113

114 **MOTION by Ms. Russell, seconded by Mr. Tegatz, to approve the Town of**
115 **Charlotte Time Sheet Policy and Procedure, dated 06/02/2014, as modified:**

- 116 • #4, remove “...so that you will receive pay for that holiday.”
117 • #5, delete the “enter pay rate” on the time card.

118 **VOTE: 5 ayes; motion carried.**
119

120 **APPLICATION BY CAROL CONARD FOR A WASTEWATER SYSTEM AND**
121 **POTABLE WATER SUPPLY PERMIT FOR 260 NORTH SHORE ROAD**
122 **(THOMPSON’S POINT) – action item**

123 Mr. Bloch reviewed a request by Carol Conard for proposed changes to an existing
124 accessory structure. The Selectboard members were required to sign the application, said
125 Mr. Bloch.
126

127 Mr. Tegatz suggested that the Town’s Land Use Regulations would need to be updated to
128 accommodate future requests in the Thompson’s Point district.
129

130 **MOTION by Mr. Russell, seconded by Mr. Krasnow, to approve an application by**
131 **Carol Conard for a Wastewater System and Potable Water Supply Permit for a**
132 **property located at 260 North Shore Road, Thompson’s Point, and to authorize the**
133 **Charlotte Selectboard Chair to sign the application on behalf of the Town of**
134 **Charlotte.**

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

136 **VARNEY FARM – AGREEMENT TO AMEND EASEMENT AND RIGHT-OF-**
137 **WAY FOR A DRIVEWAY, PARKING AREA AND TRAIL – action item**

138 Tim Hunt, potential owner of the Varney Farm lot, reviewed that a proposed Town trail
139 easement currently came off Route 7 on the south side of the property and looped around
140 an existing shed and proposed changes as follows:

- 141 • In the northeast corner of a revised site map a building envelope was shown as a
142 blue box and a parking area as a red box.
- 143 • He spoke with the Vermont Land Trust regarding restrictive land uses and was
144 working with the Vermont Land Trust for a workable farmstead complex.
- 145 • He was suggesting that the Town trail easement could locate along the northern
146 boundary going westward toward the ridge. The Town view easement was a no-
147 build zone. If the parking area could not be located as shown in red, then the
148 Town still has an easement on the southeast side of the property near the shed.
- 149 • He was suggesting that there could be one curb cut that serviced the Town
150 vehicle/path easement and access to his house. His house would be moved where
151 the existing shed was located.

152

153 Mr. Russell read language from the easement agreement that easements "...can't
154 materially affect the barn stead complex." The easement agreement included language for
155 a loop road for horse trailers and a parking lot. Those clauses did not have the same
156 language, said Mr. Russell.

157

158 Mr. Russell expressed concern that moving the Town path along the northern boundary
159 could impact a neighbor and agricultural fields with the possibility of ending up in
160 Environmental Court. Mr. Hunt pointed out that the path would bisect corn fields that he
161 owned.

162

163 Mr. Tegatz suggested that if the parking lot was located in the northeast corner of the lot
164 as shown in red, then the park access could go behind the barn and curve southward
165 around the pond.

166

167 Ms. Cole, Park Oversight Committee member, suggested that the easement and right-of-
168 way would be relocated with the same rights and language in the current agreement. It
169 was difficult to say what would be needed in the future, said Ms. Cole.

170

171 Mr. Russell asked Mr. Hunt if he was agreeable to a path that was 100' north from the
172 back of the barn, and then straight south to access the park property. Mr. Hunt said that
173 he would not agree to a plan that allowed people to walk 50' from his house. He was
174 flexible on a lot of items. At this point he has a \$20,000 financial commitment to
175 accommodate the Town and Vermont Land Trust, said Mr. Hunt. Mr. Tegatz suggested a
176 solution that used a parking area as shown in red, with a path that followed along the
177 yellow lines due west behind the barn and then south.

178

179 Mr. Russell asked if Mr. Hunt was suggesting that the Town have a floating easement.

180

181 There was further discussion regarding a path location further north where the degree of
182 slope was easier; or 100' north and parallel to the Vermont Land Trust building envelope.

183

184 **MOTION by Mr. Tegatz, seconded by Mr. Russell, to approve amendments to the**
185 **Varney Farm easement and right-of-way agreement for a driveway, parking area**
186 **and trail, as dated 06/02/2014, and to authorize the Charlotte Selectboard Chair to**
187 **sign the agreement on behalf of the Town of Charlotte.**

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

189

190 **ADJOURNMENT**

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

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

193

194 The meeting was adjourned at 8:50 p.m.

195

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

197