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**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
MARCH 24, 2014**

Approved

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

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Jenny Cole, Sue Smith, Nancy Wood, Abby Foulk, Sharron Balaban, Dale Knowles, Vanessa Crowley, Bill Fraser-Harris, Jennifer Chiodo, Joanna Cummings, Keith Bessette, Jim Laberge, Jeff McDonald, Betsi Oliver, Marty Illick, Robert Mack, Ben Pualwan, Robin Reid, Charlotte Citizen; John Hammer, Charlotte News; and others.

Minutes subject to correction by the Charlotte Selectboard. Changes, if any, will be recorded in the minutes of the next meeting of the Board

(NOTE: the published agenda was heard out of order, but appears in order for continuity.)

ITEMS TAKEN UP:

- **5:30 p.m.: Interview of auditing firm for the FY14 municipal audit and financial statements - discussion only**
- **6:30 p.m.: CCS Second Grade Class – presentation on source separation**
- **6:45 p.m.: Abby Foulk, Charlotte’s representative to Chittenden Solid Waste District – discussion only**
- **John and Sue Patnaude – request for refund of zoning permit fee due to withdrawal of application – action item**
- **Mowing contract for Town lands – action item**
- **Brush-hogging contract for Town lands – action item**
- **Library energy audit – action item**
- **Green Mountain Bicycle Club – request to use town roads for time trials on 5/1, 7/10 and 8/21 starting at 6:30 p.m. – action item**
- **Invasive Plants Committee update – action item**
- **FY14 town audit and financial statements – action item**
- **Administrative Assistant – action item**
- **Revision to Planning & Zoning application fees – discussion only**
- **Credit card policy – discussion only**
- **Vermont Tent Company – contract for providing tents, tables and chairs for Town Party for \$2,498 (with discount of \$2,500) – action item**
- **Reappointment: Ben Pualwan to Zoning Board for a 3 year term ending in March 2017 – action item**
- **Staff performance reviews – discussion of process – discussion only**
- **Goals, priorities, workplan and board member assignments update – discussion only**

47 **5:30 p.m.: Interview of auditing firm for the FY14 municipal audit and financial**
48 **statements - discussion only**

49
50 **6:30 p.m.: CCS Second Grade Class – presentation on source separation**

51
52 **6:45 p.m.: Abby Foulk, Charlotte’s representative to Chittenden Solid Waste**
53 **District – discussion only**

54

55 **CALL TO ORDER**

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

57

58 **ADJUSTMENTS TO ADGENDA**

59 The 8:35 p.m. agenda item, Credit Card Policy, was removed from the agenda.

60

61 **PUBLIC COMMENT**

62 Ms. Balaban asked that the Selectboard address a Purchasing Policy at the next meeting,
63 if possible. Mr. Morrison explained that he had drafted an umbrella purchasing policy
64 based on a VLCT policy. Further discussion, or action on the draft was deferred until an
65 internal control section could be researched and added. The auditors would be requested
66 to assist, said Mr. Morrison.

67

68 **MINUTES: 2/24, 2/25, 3/10 and 3/13**

69 **MOTION by Mr. Russell, seconded by Ms. Russell, to approve the 02/24/2014**
70 **Selectboard minutes as written.**

71 **VOTE: 3 ayes, 2 absent (Mr. Owen, Mr. Ladue no longer on the Selectboard);**
72 **motion carried.**

73

74 **MOTION by Mr. Russell, seconded by Ms. Russell, to approve the 02/25/2014**
75 **Selectboard minutes as written.**

76 **VOTE: 3 ayes, 2 absent (Mr. Owen, Mr. Ladue no longer on the Selectboard);**
77 **motion carried.**

78

79 **MOTION by Mr. Russell, seconded by Ms. Russell, to approve the 03/10/2014**
80 **Selectboard minutes as written, with edits:**

- 81 • **Page 2, line 82, change to read “...holidays that may be rescheduled to**
82 **another date of the month.”**
- 83 • **Page 5, line 190, change to read “...serviced their solar panel.”**
- 84 • **Page 6, line 271, change the word “complied” to “compiled”.**
- 85 • **Page 8, line 342, add Matt Krasnow; line 343; change to read “Charles**
86 **Russell and Lane Morrison.”**
- 87 • **Page 9, line 372, change the words “Purchasing Policy” to “Internal**
88 **Control”; line 401, change “Library Trustees” to read “Energy Committee”;**
89 **and change the date to “03/12/2014”.**

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

91

92 **MOTION by Mr. Russell, seconded by Mr. Tegatz, to approve the 03/13/2014**
93 **Selectboard minutes as written.**
94 **VOTE: 5 ayes; motion carried.**

95
96 **JOHN AND SUE PATNAUDE – REQUEST FOR REFUND OF ZONING PERMIT**
97 **FEE DUE TO WITHDRAWAL OF APPLICATION – action item**

98 Mr. Morrison briefly reviewed a request from John and Sue Patnaude for a refund of a
99 \$350 zoning permit application fee. The Patnaude's withdrew their application. A
100 question was if the Town had a refund policy, said Mr. Morrison.

101
102 Mr. Bloch said that the Zoning Administrator had spent 2-3 hours working on preparing a
103 building permit application for the Patnaude's that also included a discussion with the
104 Town Attorney.

105
106 Following further discussion, Mr. Morrison asked staff to estimate what the Town
107 expenses were for the Zoning Administrator and Town Attorney time. The request would
108 be considered at the next Selectboard meeting, said Mr. Morrison.

109
110 **MOWING CONTRACT FOR TOWN LANDS – action item**

111 There was brief discussion regarding three bids received for the mowing contract on
112 Town lands.

113
114 **MOTION by Ms. Russell, seconded by Mr. Tegatz, to approve the mowing contract**
115 **for Town lands to Dale Knowles for the amount of \$14,450 without the Berry Farm,**
116 **or \$20,850 including the Berry Farm.**

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

118
119 **BRUSH-HOGGING CONTRACT FOR TOWN LANDS – action item**

120 **MOTION by Mr. Russell, seconded by Mr. Krasnow, to approve a Brush-hogging**
121 **contract for Town lands to Preston for the amount of \$2,100.**

122 **VOTE: 4 ayes, 1 abstention (Ms. Russell); motion carried.**

123
124 **LIBRARY ENERGY AUDIT – action item**

125 **MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve a Library Energy**
126 **Audit as recommended by the Energy Committee to Zero By Degrees, LLC for 4**
127 **elements as outlined in the bid for an amount not to exceed \$3,970.**

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

129
130 Ms. Chiodo explained that the Energy Committee would start with an audit of the Library
131 roof. Zero By Degrees, LLC and GWR have been asked to work together on the HVAC
132 study portion since there was an overlap, said Ms. Chiodo.

133
134 **GREEN MOUNTAIN BICYCLE CLUB – REQUEST TO USE TOWN ROADS**
135 **FOR TIME TRIALS ON 5/1, 7/10 AND 8/21 STARTING AT 6:30 P.M. – action**
136 **item**

137 Keith Bessette, Green Mountain Bicycle Club representative, explained proposed bicycle
138 time trials to be held three times over the summer. The trials would start at 6:30 p.m. with
139 the route starting 100 meters south of Thompson's Point Road on Greenbush Road,
140 heading south on Greenbush Road to Route 7 and back. Participants would warm up on
141 Thompson's Point Road, said Mr. Bessette.

142

143 Mr. Laberge, Greenbush Road neighbor, expressed concern regarding the number of bike
144 events using the Town roads this year. The time trial participants and the fundraising
145 event participants were safer and more courteous than the competitive bike racers, said
146 Mr. Laberge.

147

148 **MOTION by Mr. Russell, seconded by Ms. Russell, to approve a request by the**
149 **Green Mountain Bicycle Club to use Town roads for time trials on May 1, July 10,**
150 **and August 21, 2014, with starting times at 6:30 p.m. as per the application, with a**
151 **correction of the name "Robert Mack".**

152 **DISCUSSION:**

153 **Mr. Tegatz asked if there was a way to visually color code a map of each of the**
154 **bicycling events. That would show what particular routes were being over-used, said**
155 **Mr. Tegatz. Mr. Fraser-Harris, Recreation Commission member, said that not**
156 **every biking group came before the Recreation Commission. Those groups that do**
157 **need to fill out an application for approval, said Mr. Fraser-Harris.**

158

159 **Mr. Laberge stated that Greenbush Road was over used. One year there had been**
160 **an event every weekend from the middle of June through September. Police officers**
161 **should be posted at stop signs to ticket bikers that blew through the stops, suggested**
162 **Mr. Laberge.**

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

164

165 **INVASIVE PLANTS COMMITTEE UPDATE – action item**

166 Sue Smith, Joanna Cummings, and Marty Illick, Charlotte Vermont Invasive
167 Collaborative (CHIC) proposed members, reviewed a proposal to identify roadside
168 invasive plants in cooperation with the Charlotte Road Commissioner, draft a plan to
169 remove the roadside invasive plants as an early action step, and to offer advise to private
170 property owners regarding the identification and removal of those plants.

171

172 There was discussion regarding a current budget line item of \$1,000 under Town Lands
173 to use for the project; prioritize different invasive species and locations and add the data
174 to the written CHIC report; a Selectboard request for the informal voluntary CHIC
175 members to report results yearly for budgetary purposes; and if the informal members
176 could organize efforts with inter-town groups for the purpose of seeking federal funding.

177

178 Mr. Krasnow volunteered as a Selectboard liaison to the CHIC group.

179

180 The Selectboard thanked Ms. Smith, Ms. Cummings and Ms. Illick for their efforts.

181

182 **FY14 TOWN AUDIT AND FINANCIAL STATEMENTS – action item**

183 **MOTION by Mr. Russell, seconded by Ms. Russell, to hire the audit firm of**
184 **Sullivan, Powers and Company for a three year period with the first year at**
185 **\$13,500, the second year at \$13,800 and the third year at \$14,100, subject to positive**
186 **reports from the firm's references.**

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

188

189 **ADMINISTRATIVE ASSISTANT – action item**

190 **MOTION by Ms. Russell, seconded by Mr. Russell, to approve the position of**
191 **Administrative Assistant at 35 hours per week.**

192 **DISCUSSION:**

193 **Mr. Tegatz spoke in support of a part-time position, which would be more cost**
194 **effective.**

195

196 **Mr. Mack asked who would manage the proposed employee. Mr. Morrison**
197 **explained that the Town Administrator would manage the Planning/Zoning office**
198 **and the Administrative Assistant. The Selectboard has spent a year putting this**
199 **together and it was a job that needed to be filled. A complete written job description**
200 **and duties were available for review, said Mr. Morrison.**

201

202 **Ms. Mead suggested an option to consider when a person was interviewed that they**
203 **could be asked to start as a part time position that could be expanded to 35 to 40**
204 **hours. Mr. Morrison reviewed that the Selectboard has interviewed 10 candidates**
205 **and the candidates were asked if they would work 35-40. They all said yes. However,**
206 **the 35 hours per week offer was the correct choice, said Mr. Morrison.**

207

208 **Mr. Mack said that at the March 10th meeting Mary Mead had offered to help the**
209 **Selectboard. Mr. Morrison said that he discussed Mary's offer today regarding**
210 **what she could assist with. Mary was a knowledgeable resource that the Selectboard**
211 **would take advantage of, said Mr. Morrison.**

212

213 **Ms. Oliver said that the Town had other employees who needed more hours as well.**
214 **Ms. Russell replied that the Selectboard was constantly revisiting employee needs**
215 **and hours.**

216 **VOTE: 4 ayes, 1 nay (Mr. Tegatz); motion carried.**

217

218 **MOTION by Ms. Russell, seconded by Mr. Russell, to offer the Administrative**
219 **Assistant position to Kelly LeBlanc at \$16.85 per hour.**

220 **DISCUSSION:**

221 **Ms. Russell explained a process that included an internal review of salaries to make**
222 **sure the offer was in line. Based on a VLCT report salaries ranged from \$15.42 to**
223 **\$17.00 per hour. Westminster, Vermont had a zoning administrative assistant at**
224 **\$16.85 per hour, said Ms. Russell.**

225 **Ms Russell said that the candidate chosen has 4 years of planning/zoning experience**
226 **in Claremont, NH.**

227

228 **In response to a question, Mr. Morrison said that Ms. LeBlanc's references were**
229 **verified. Ms. LeBlanc lives in Burlington.**

230 **VOTE: 4 ayes, 1 abstention (Mr. Tegatz); motion carried.**

231

232 **REVISION TO PLANNING & ZONING APPLICATION FEES – discussion only**

233 Mr. Tegatz explained that the planning and zoning fees should pay for Town provided
234 planning and zoning services. Charlotte had 1,700 parcels. Large subdivision developers
235 should pay higher permit fees versus the individual lot owner. There needs to be clarity of
236 what the Town spent for planning and zoning staff time. An increase in fees and rates
237 might be necessary, suggested Mr. Tegatz.

238

239 Mr. Morrison suggested that Mr. Tegatz research fees charged by surrounding towns as a
240 comparison. Mr. Tegatz said that he would contact VLCT for assistance and report back
241 to the Selectboard.

242

243 Mr. Russell said that appeal fees and a refund policy should be researched as well.

244

245 **CREDIT CARD POLICY – discussion only**

246 The agenda item, Credit Card policy, was deferred to a future Selectboard agenda.

247

248 **VERMONT TENT COMPANY – CONTRACT FOR PROVIDING TENTS,**
249 **TABLES AND CHAIRS FOR TOWN PARTY FOR \$2,498 (WITH DISCOUNT OF**
250 **\$2,500) – action item**

251 Mr. Bloch briefly reviewed that the Town Party was originally organized by the Library,
252 which was now run by the Selectboard. The Town Party was a good event to implement
253 recycling and waste reduction as presented by the CCS second grade class earlier this
254 evening, suggested Mr. Bloch.

255

256 **MOTION by Mr. Russell, seconded by Ms. Russell, to approve a contract with the**
257 **Vermont Tent Company to provide tents, tables and chairs for the 2014 Town Party**
258 **for an amount not to exceed \$2,498 (with a discount of \$2,500).**

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

260

261 **REAPPOINTMENT: BEN PUALWAN TO ZONING BOARD FOR A 3 YEAR**
262 **TERM ENDING IN MARCH 2017 – action item**

263 **MOTION by Mr. Russell, seconded by Mr. Krasnow, to reappoint Ben Pualwan to**
264 **the Zoning Board of Adjustment for a 3 year term ending in March, 2017.**

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

266

267 The Selectboard thanked Mr. Pualwan for his service to the Town.

268

269 **STAFF PERFORMANCE REVIEWS – DISCUSSION OF PROCESS – discussion**
270 **only**

271 Ms. Russell reviewed 2 proposed written versions of a performance appraisal/evaluation
272 system for consideration.

273

274 *SUGGESTIONS:*

- 275 • Add an ending summation to the evaluation.
- 276 • Performance Evaluation committees should include a member from an
- 277 appropriate committee for input; for example, a ZBA member when the zoning
- 278 office was interviewed.
- 279 • Include the Town Administrator for input regarding the Planning and Zoning
- 280 office.
- 281 • Employees to be interviewed annually in August or September.
- 282 • An interview committee to include Ms. Russell, Mr. Morrison and Mr. Bloch.
- 283 • Include informal continuous interviews during the year to gather feedback from
- 284 employees so that employees know how they were performing, or for
- 285 congratulatory situations.
- 286 • Fit the Planner/Zoning Administrator's 6 month review into the formal annual
- 287 evaluations, to do in May or June.
- 288 • Following formal evaluations the interview committee would present a written
- 289 report within 30 days.

290

291 Mr. Bloch reported that he had talked with Sharron Balaban, the Town Clerk Assistant,
292 and asked her if she might be interested in speaking with the Selectboard.

293

294 The Selectboard spoke in support of a simplified format for employee evaluations.

295

296 **GOALS, PRIORITIES, WORKPLAN AND BOARD MEMBER ASSIGNMENTS**
297 **UPDATE – discussion only**

298 There was review and discussion of a revised workplan and Board member assignments
299 spreadsheet.

300

301 Mr. Krasnow would meet with Shelburne Police Chief, Jim Warden on a weekly basis
302 regarding public safety issues.

303

304 Mr. Tegatz would inspect drainage issues on Ferry Road.

305

306 A waste water treatment study would be added to the next Selectboard meeting agenda
307 related to the Children's Center septic needs and a request to tie into the Town septic
308 system.

309

310 Mr. Tegatz reported that the Town and Library water system upgrades would begin in
311 April. A door installed in the Library attic was a recommended addition to the scope of
312 work. John Beecham said he would manage the water systems for 3 months until a Class
313 III operator could take over, said Mr. Tegatz.

314

315 Mr. Bloch said that Jenny Cole would contact David Marshall regarding the Town Green
316 drainage RFP and a revised plan.

317

318 **COMMITTEE UPDATES**

319 Ms. Russell reported that she attended the CVFRS Corporate Board meeting last week.
320 The Corporate Board suggested that the Selectboard hold a Special Meeting on April 21st
321 for a review of the Fire and Rescue financial reports and a tour of the station. She would
322 confirm the date, said Ms. Russell.

323
324 Ms. Russell reported that to date \$180,401 has been spent on the new ambulance as per
325 Ed Sulva.

326
327 Ms. Russell reported that the minutes of the Library meeting had been disseminated to
328 the Selectboard for review.

329
330 Mr. Krasnow reported that he had a discussion with Ed Cafferty regarding the
331 Community Safety Committee options. Mr. Morrison said that the Selectboard would
332 need to know if the committee members were interested in continuing. A charge would
333 need to be determined at the next Selectboard meeting, said Mr. Morrison.

334
335 Mr. Pualwan reviewed traffic calming and police enforcement options as outlined in the
336 2013 CSC report. The committee had advised the Selectboard on directions to pursue, but
337 not how to deploy those options. Focus should be on problem areas, suggested Mr.
338 Pualwan.

339
340 There was discussion regarding a continued contract with the Shelburne Police
341 Department at the same level of service; reviewing options, which were not
342 recommendations, as noted in the 2013 CSC report; estimated costs for increased police
343 services utilizing Shelburne Police Department and the Vermont State Police; and a
344 funding increase to the Traffic Enforcement line item at the Town Meeting for traffic
345 calming in conjunction with traffic enforcement by the police.

346
347 Mr. Bloch pointed out that the Shelburne Police contract needed to be satisfied. It was not
348 a matter of more funds, it was the available hours of police presence, said Mr. Bloch.

349
350 **SELECTBOARD UPDATES**

351 Mr. Bloch reported that Gloria Warden sent an e-mailed resignation, effective
352 03/15/2014. A letter of congratulations was written, said Mr. Bloch.

353
354 Mr. Bloch reported that a request to change the proposed access through the Varney Farm
355 lot to the Charlotte Park would appear on a future Selectboard agenda.

356
357 **APPROVE WARRANTS TO PAY BILLS**

358 The Selectboard signed warrants.

359
360 **ADJOURNMENT**

361 **MOTION by Mr. Russell, seconded by Mr. Krasnow, to adjourn the meeting.**
362 **VOTE: 5 ayes; motion carried.**

363
364 The meeting was adjourned at 9:40 p.m.

365

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

367