

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
MARCH 25 2013**

APPROVED

SELECTBOARD MEMBERS: Charles Russell, Chair; John Owen, Winslow Ladue, Ellie Russell, Heather Manning (arrived 6:30 p.m.).

OTHERS: Sue Smith, Carrie Spear, Ed Cafferty, Martha Edwards, Jenny Cole, Fritz Tegatz, Bryan Davis, Jessie Bradley, Bonnie Christie, Hugh Lewis Jr, Nancy Wood, Patrice Machavern, Peter Trono, Donald Therrien, Lynn Fox, Spin Richardson, John Rosenthal, Ed Sulva, Claudia Mucklow, Toney Blake, Steve Hackoff, Dale Knowles, Gary Badore, Ann Owen, Carol Casey, Charlotte Citizen; John Hammer, Charlotte News; and others.

CALL TO ORDER

Mr. Russell, Selectboard Chair, called the meeting to order at 6:03 p.m.

ADJUSTMENTS TO AGENDA

None.

PUBLIC COMMENT

Ms. Smith, Ms. Cole, and Ms. Bradley, Town Green Committee members, reviewed a Town Green landscaping project; estimated costs of \$3,000 for plants/trees and installation, removal of invasive species for \$1,000, and additional foam insulation around the building foundation for \$6,000. The committee was requesting funding from the Town to purchase the plants and for a go-ahead to do the project, said Ms. Smith.

Mr. Ladue asked for specifics related to a gravel apron around the Town Hall building, plant removal, and pipe drainage to the road ditch. Ms. Cole explained that location of the underground drain pipes had been priced out.

Mr. Owen pointed out that this was the Public Comment agenda time slot, and that further discussion should happen at the end of the meeting, or at a future meeting. Mr. Russell suggested holding a Special Selectboard meeting Wednesday, March 27th at 4:00 p.m.

Ms. Spear, resident, said that there were traffic speeding issues in East Charlotte and asked the Selectboard to consider remedies at the Spear Street/Hinesburg Road four-way intersection. On another matter Ms. Spear asked for an update on the covered bridge project related to keeping the project schedule on target. She would like the Town to e-mail updates to her, said Ms. Spear. Mr. Russell noted that there were weekly updates posted to the Town website. Mr. Owen would discuss the covered bridge issues with the Charlotte Road Commissioner.

SELECTBOARD WORK-PLAN - action item

Ms. Russell reviewed that she had tabulated Selectboard Goals score sheet. The Board should concentrate on any item scored at '19' or above, suggested Ms. Russell.

SUGGESTIONS and ACTION ITEMS:

- A written policy/procedure was needed for Town internal controls.
- Adding Televised Meetings TO increase Selectboard communication with the public.
- Fire and Rescue MOA – discuss under Selectboard Updates. Mr. Russell and Ms. Russell to clarify content, and the Town Attorney and Fire and Rescue should review. Goal to have a final draft by July 1, 2013.
- Bridges – Mr. Ladue would update next steps regarding the engineer's report and feedback on the grant application.
- Police – Mr. Owen to coordinate with Mr. Flore and Mr. Cafferty regarding development of a Public Service concept and identify potential expenses.
- Burns Property MOA – Ms. Russell would contact Ms. Lampton concerning the status of the MOA with the Vermont Land Trust and Preservation Trust.
- Alternate CVFRS solutions regarding services that are less expensive – such as shared services, cross-training, other services, etc. Ms. Russell would provide copies of a 2007 Shelburne/Charlotte study to Selectboard members. Ms. Russell would report an update next month.
- Budgeting process – gather public input, move up the start of the budget review process to early fall (September) versus November, look at ways for efficient budgeting of funds, and request information from Town committees/commissions in the summer. Ms. Manning would work with Town staff for input. Mr. Russell, Mr. Owen and Mr. Ladue to give Ms. Manning an outline of past practices. Put on future agenda next month.
- Staff support related to Town business – look at staff work responsibilities, consider a Town Manager, or Town Administrator position versus a half-time Selectboard Assistant; may require re-writing Staff job descriptions. Ms. Manning and Ms. Russell to explore.
- Communication with Committees/Commissions – Selectboard representatives on committees/commissions should attend committee/commission meetings, or review minutes and report back to the Selectboard in a timely manner. If issues are identified committee/commission members should come in to Selectboard meetings. Add to Selectboard agendas on a quarterly basis as 'Committee/Commission Updates'.
- Burns property wastewater allocation – Mr. Ladue working on next steps.
- Affordable Housing Committee – revisit deadline for grant requests end of September, explore advertising in summer. Dissolve the Trust Fund Committee and create a new committee to administer grants, with the Selectboard to review the grant process. Mr. Owen would like to review the process and add a discussion for the next Selectboard meeting.
- Town Hall repairs – Mr. Owen would follow up on new windows, new budget estimate. Mr. Russell would go through the physical plant window by window with Dick St George.

- Personnel policies – Ms. Russell would review current policies. Mr. Russell, Ms. Russell and Ms. Mead to work on Direct Deposit.
- Speed Limits – Mr. Owen and Ms. Manning would work on a speed study regarding the East Village area.
- Drainage at the Town Hall – discuss at the Wednesday, March 27, 2013 Selectboard meeting, 4:00 p.m.
- Improve Communication with Public – Mr. Russell would write a “Board’s Corner” commentary for an April newspaper insert. Ms. Manning would create an outline and deadline schedule. Suggested that John Hammer and/or Carol Casey interview Board members.

Look at remaining list of items on Work Plan, Town staff to update list for Board and post on website.

MINUTES: February 25, March 12, March 18

MOTION by Mr. Ladue, seconded by Mr. Owen, to approve the Selectboard minutes of 02/25/2013 as written, with corrections.

VOTE; 3 ayes, 2 abstentions (Ms. Russell, Ms. Manning); motion carried.

MOTION by Ms. Manning, seconded by Mr. Owen, to approve the Selectboard minutes of 03/12/2013 as written, with corrections.

VOTE: 5 ayes; motion carried.

MOTION by Mr. Owen, seconded by Mr. Ladue, to approve the Selectboard minutes of 03/18/2013 as written, with corrections.

VOTE: 5 ayes; motion carried.

MOWING AND MAINTENANCE BIDS FOR TOWN-MAINTAINED PROPERTY – action item

(NOTE: Mr. Russell temporarily left the meeting for personal reasons at 7:25 p.m. and returned at 7:42 p.m.)

There was discussion regarding the Ferry Road trail that needed to be re-seeded, but was not a part of the proposed mowing and maintenance contract; Town Hall grounds maintenance work should be coordinated with the Town Green Committee, spring cleanup (page 2 of the bid contract) should include the Charlotte Museum grounds; and to specify that fertilizer (page 3) should be a dry fertilizer.

Mr. Knowles asked for a copy of the National Lawn Care soil test results.

MOTION by Mr. Owen, seconded by Ms. Russell, to award a Mowing and Maintenance contract, dated March 15, 2013, for Town maintained property to Dale Knowles.

VOTE: 4 ayes, 1 absent (Mr. Russell); motion carried.

BRYAN DAVIS, SENIOR TRANSPORTATION PLANNER, CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION – discussion on incorporating consideration of pedestrian uses with Town highway work (i.e. “Complete Streets” statute) – discussion only

Bryan Davis, Senior Transportation Planner, Chittenden County Regional Planning Commission (CCRPC), narrated a power point presentation related to incorporating “Complete Streets” into road work projects. The concept was a seven step process as a guide for Vermont communities, said Mr. Davis.

Mr. Davis explained that exemptions included unpaved roads and when costs would exceed use. Resources were available via the CCRPC website, said Mr. Davis.

Ms. Owen, resident, asked if resurfacing would trip Complete Streets consideration for a project. A concern was that there must be 14’ from the center line to any obstacle, said Ms. Owen. Mr. Lewis, Charlotte Road Commissioner, said that resurfacing, shimming, or leveling overlay projects were also exemptions. Mr. Davis said that when a town was resurfacing they were encouraged to include wider shoulders, but that was not always possible, said Mr. Davis.

Mr. Davis said that exemptions were one of those gray areas that a town must document and keep on file why something was done the way it was. If road signs were replaced that wouldn’t trigger ACT 34. Repaving would trigger ACT 34, clarified Mr. Davis.

SPEED LIMITS - PUBLIC REQUESTS TO REDUCE SPEED LIMIT FROM STATUTORY STANDARD OF 35 MPH ON SOME GRAVEL ROADS – discussion only

Mr. Blake, resident, explained he was unaware of state statute requirements regarding unposted roads. His home straddles the Shelburne/Charlotte town lines. In his area summer traffic increased due to the town beaches, a horse farm, a working apple orchard, bikers, and pedestrians. Use of the road was high. He has discussed the 35 mph posted speed limit with his neighbors and they were asking the Town to either remove the speed sign, or post it at 25 mph. It was a safety issue. Vehicles now go 10 to 15 mph over the posted limit, stated Mr. Blake.

Mr. Ladue reviewed options that included a traffic study in order to change the speed limit, review of the current ordinance, or some other solution.

Ms. Russell asked why the road was posted. Mr. Ladue explained that there were a number of complaints that people were speeding.

Ms. Wood said that she recalled that gravel/dirt roads were posted at 35 mph so that traffic violations would be enforceable. Signs could be removed from low traveled roads, suggested Ms. Woods.

Mr. Russell noted that a down side to removing the signs would leave those roads unenforceable.

Mr. Cafferty, resident and law enforcement officer, spoke in support of posted roads. Writing speeding tickets would cost violators money and that was a deterrent. If there were no speed limits he could write a ticket for reckless driving only. He has noticed that people were driving faster ever since Guinea Road was posted, said Mr. Cafferty.

Mr. Lewis said he was not in favor of posting dirt roads. He notified the Town that road signs cost \$60 each and \$30 to install. He agreed that people couldn't drive 35 mph on Orchard Road. Holmes Road was a short one-eighth of a mile. It was more work for the Highway Department to put the signs up. Signs were not the answer. Enforcement was the answer. Police needed to ticket more to enforce the 25 mph limit in the Village. He seldom sees police officers on the roads, said Mr. Lewis.

Mr. Ladue suggested developing a list of roads to either take signs down, or do a traffic study. Mr. Bloch pointed out that the Town ordinance would need to be amended.

Mr. Russell asked Town staff to add a discussion only regarding the ordinance for the next Selectboard meeting.

Ms. Manning suggested placing a speed cart on Orchard Road.

Mr. Bloch suggested removing the speed signs temporarily and do a traffic study.

SPEED LIMIT STUDY BY CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION FOR HINESBURG ROAD ½ MILE EAST OF SPEAR STREET – discussion only

Mr. Bloch explained that a turn off of Bean Road onto Hinesburg Road was difficult due to poor sight distances. Reducing the speed in that area might be a solution, suggested Mr. Bloch.

Mr. Russell said that there was a suggestion to lower all speeds limits to 35 mph for a short distance coming into the four-way intersection in the East Village from the current 50 mph.

Ms. Machavern, resident, suggested addressing the speed limits all along Hinesburg Road, and at the Charlotte Central School area. Mr. Bloch pointed out that it might be a timing issue to address the speeds while school was in session. Mr. Owen suggested installing specific signs just at the intersection. Mr. Ladue asked if the 25 mph sign by the school was advisory, or not.

Mr. Ladue suggested a 45 mph zone from the Hinesburg town line to Spear Street as a good first step.

Mr. Russell suggested continuing discussion at the next Selectboard meeting.

WAIVING OF PENALTY FOR LATE FILERS OF HOMESTEAD DECLARATION – action item

MOTION by Mr. Owen, seconded by Ms. Russell, to approve waiving penalty for late filers of the Homestead Declaration for Charlotte residents as of April 1, 2013, for the tax year FY2013-2014 on the 2012 Vermont Income Tax forms.

VOTE: 5 ayes; motion carried.

ANIMAL CONTROL OFFICER – action item

Ms. Russell reviewed pay structures and rates of Animal Control Officers from surrounding towns that included Hinesburg at \$1,800 per year, Shelburne at \$3,524 per year plus mileage, Monkton at \$524 plus \$15 per hour, and Ferrisburgh at \$600 per year.

Mr. Owen said that Charlotte had about 2 calls per week on average for \$3,000 per year. Mr. Russell suggested a flat “hassle factor” rate of \$1,000 per year plus a call rate of \$15 per hour plus mileage. A second person might be needed as a backup, said Mr. Russell.

Ms. Manning asked why change the \$3,000 per year rate, which was approved at Town Meeting. Has a past officer been asked for invoices, or a work record, asked Ms. Manning.

Mr. Trono suggested charging the dog owner which could help to cover costs.

There was further discussion regarding the number of calls, concerns that a per hour rate would exceed the budgeted amount, and the need for data.

Ms. Russell noted that Hinesburg used a form to document calls.

Mr. Russell suggested trying something short term, such as \$25 per call.

MOTION by Mr. Ladue, seconded by Ms. Russell, to approve an Animal Control Officer pay structure and rate of \$25 per call, defined as actually going out, with a not to exceed cap of \$3,000 per year.

VOTE: 5 ayes; motion carried.

GENERAL RECORD SCHEDULE – review potential schedule for retention and discarding of land-use permit records – discussion only

Mr. Russell reported that he met with Town staff regarding retention and discarding of Town records. Mr. Bloch reviewed three goals that included creating a policy to meet the legal requirement, to keep records in a ‘search-ability’ format, and to control the size of storage both physically and digitally.

Mr. Ladue suggested including parcel numbers in the data base for land records.

Mr. Russell reviewed permits of historical interest had been discussed, including giving the records to the landowner.

The Selectboard would continue discussion at a future meeting.

REAPPOINTMENTS:

- **Seth Zimmerman – Recreation Commission for a three-year term ending in March, 2016**
- **Avery Hall – to the Thompson’s Point Design Review Committee for a three-year term ending in March, 2016**
- **David Pill – Energy Committee for a two-year term ending in March, 2015**

MOTION by Mr. Ladue, seconded by Mr. Owen, to appoint the following:

- **Seth Zimmerman to the Recreation Commission for a three-year term ending in March, 2016;**
- **Avery Hall to the Thompson’s Point Design Review Committee for a three-year term ending in March, 2016;**
- **David Pill to the Energy Committee for a two-year term ending in March, 2015.**

VOTE: 5 ayes; motion carried.

BOARD OF AUDITORS – discussion only

Ms. Wood, Mr. Trono, and Mr. Mack, Board of Auditors, reported that the Board has met two times and discussed renewal of a contract auditor, and a recommendation to rehire Batchelder Associates for FY2014. There was a question of responsiveness with this firm, said Ms. Wood.

Mr. Ladue suggested putting out an RFP. He believed in staying with a firm for a limited amount of time, said Mr. Ladue. Mr. Bloch said the limit was usually three years. Ms. Wood said that 5-6 years made sense if the Town was satisfied with the audit firm. Mr. Bloch said that there was a timing factor to draft an RFP, do interviews, and then hire a firm. See how the field work goes, suggested Mr. Bloch.

Mr. Sulva noted that the Town policy stated that every 7 years an RFP has to go out.

There was discussion regarding the advantages and disadvantages of using the same auditor over a period of time.

Ms. Wood said that how the Town approves warrants and pays for invoices before a check was cut was a second topic of discussion. This included the Fire and Rescue, said Ms. Wood.

Mr. Russell explained the process for reviewing bills and warrants. Missing in larger expenditures was a pre-approval process before it went to the Town Treasurer, said Mr. Russell. Ms. Russell asked if it would be more sensible to approve a bill/invoice before a check was cut. Ms. Machavern pointed out the use of a Purchase Order, or PO, should be considered. Martha Edwards utilizes PO’s at the school to great effect, said Ms. Machavern.

Ms. Wood said that a PO was one way to keep track of larger expenditures, such as the heavy rescue truck purchase, for example. The Town auditors could offer help to the Fire and Rescue regarding financial reporting and how those details are presented. A question was how the Selectboard would like to proceed with implementing a PO system. It could be a simple policy that every committee comes in quarterly to report, said Ms. Wood.

Mr. Owen said he would like the Town Auditors to make recommendations.

Mr. Sulva explained that the Fire and Rescue submits a bill that Chris Davis signed off on with supporting documentation. Mary Mead and Gloria Warden review it and then Mary cuts a check that the Selectboard approves, said Mr. Sulva.

Ms. Christie pointed out that the Library Board received an itemized report of the budget every month. That way, the Trustees knew to a penny what was spent with percentages, said Ms. Christie.

Ms. Machavern asked for an update on the Town audit recommendation regarding payroll direct deposit. Mr. Russell said that Ellie Russell would talk to Mary Mead regarding a personnel policy. The current policy required changes in order to implement direct deposit, said Mr. Russell.

SELECTBOARD UPDATES

Mr. Ladue reported on communications with Stantec regarding compromised load capacity of the Dorset Street bridge. The bridge was posted for 3 tons, which would be an issue for the Highway Department and Fire and Rescue. Follow up conversations included an additional \$3,400 for a study on the bridge. The Bridge #31 scoping report would include courses of action. The bent may be repairable, which was discussed as well. A choice was to go forward with an analysis study of the bridge carrying capacity, said Mr. Ladue.

Mr. Lewis said that when the state inspected Bridge #31 they said the bent could be replaced, or removed. They didn't say they would have to lower the weight limit. He didn't support posting the bridge, said Mr. Lewis.

Following further discussion it was decided to have Town staff review the report when it was available in April.

Ms. Manning said she completed an analysis of the Selectboard meeting schedule, and handed out copies for Selectboard review.

Ms. Russell reported that a Fire and Rescue Corporate Board meeting overview was sent to the Selectboard.

Mr. Russell said that the draft MOA talking points needed further discussion. There were items spelled out in the Auditor's recommendations to consider. There could be general language that "...Fire and Rescue would be audited with recommendations...", for

example. There should be approval of an agreed upon level of service, Town appropriation, and purchase and ownership of capital equipment must follow an agreed upon process. Capital equipment could be defined by using a dollar amount. Ownership could be spelled out as "...ownership of equipment used by a private entity", suggested Mr. Russell.

Mr. Ladue asked what method of oversight and control could be used for Fire and Rescue level of service, funding sources, development, appropriations, revenue, which falls under accounting. Ms. Wood replied that timing of audit corresponds with the Town audit.

Mr. Russell suggested adding hiring a CPA for audit services to the Selectboard Work Plan. Timing of a Fire and Rescue audit should be compatible with the Town audit and Fire and Rescue should follow audit recommendations unless the Town agrees otherwise, said Mr. Russell.

Ms. Russell said that John Snow, Mark McDermott, and Ed have been selected to work with two Selectboard members on the draft MOA. Mr. Russell suggested having Joe McLean review the draft to make sure everything has been covered.

Mr. Mack asked if the cost of MOA would be shared.

Ms. Russell noted that John Snow indicated that Ms. Russell would have a conflict of interest in acting as a Selectboard/Fire and Rescue go-between. Mr. Owen, Mr. Ladue, and Ms. Manning asked Ms. Russell to act as the go-between.

Ms. Manning asked if the two listers could sign up for a VLCT property valuation and review seminar for a cost of \$300 for two days. Mr. Russell suggested using the reappraisal fund in the Lister's Budget to cover the cost.

Ms. Manning said that April 7th was the deadline for first "Board's Corner" commentary.

Ms. Manning reviewed VLCT workshop classes she attended that included Town Managers, Risk Management and Healthcare, and Conflict of Interest.

Ms. Russell said she would follow through with Patrice Machavern regarding Fire and Rescue policy/procedures progress.

Mr. Russell asked Town staff to put Fire and Rescue policy/procedures on the Selectboard agenda.

APPROVE WARRANTS TO PAY BILLS

The Selectboard members signed warrants.

ADJOURNMENT

MOTION by Mr. Ladue, seconded by Mr. Owen, to adjourn the meeting.

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 10:15 p.m.

Minutes respectfully submitted, Kathlyn Furr, Recording Secretary.