

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
MAY 12, 2015**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Fritz Tegatz, Matthew Krasnow, Carrie Spear, Jacob Spell.

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Peter Trono, Jenny Cole, Mary Mead.

ITEMS TAKEN UP:

- 4:00 PM Purchasing Policy work-session. Discussion only

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 4:06 p.m.

PURCHASING POLICY WORK-SESSION. Discussion only
REVIEW OF THE DRAFT PURCHASING POLICY, “DEAN EDIT, DATED 05/05/2015”

There was lengthy discussion regarding a proposed Preferred Vendor List and potential exemptions that could include the Charlotte Road Commissioner, or Lewis Excavating, CVFRS, the NEMRC provider, the Charlotte Library (it was suggested to add “and/or statute” as it applied to the Library), Champlain Waitsfield Telecom, Green Mountain Power, etc.; and contract insurance requirements for Worker’s Compensation, Certificate of Insurance, ‘hold harmless’ forms, and/or a Waiver of Subrogation clause related to the bid process and RFP’s. Mr. Krasnow crafted language to add to Line 220 as noted below.

- Line 15 – replace “supervisor” with “Department Head(s)”
- Line 16 – change “chair” to read “chairperson”
- Line 36 – delete “within a 1 year period”
- Line 88 – replace “Purchasing Agent” with “c/o Selectboard”
- Line 200, 2nd sentence – rewrite as “No payment will be made until a W-9 form is received.”
- Line 214 – rewrite the sentence starting with “Ensure the Certificate...” with The Certificate of Insurance shall be valid for a period of time the successful bidder performs the work.”
- Line 219 and 220 – replace “Workmen’s Comp” with “Worker’s Compensation”; capitalize “Certificate”; add to the end of Line 220 – “If the insurance requirements of this policy can not be met, the Town insurer will be contacted to determine the appropriate insurance coverage documents.”

NEXT STEPS:

- Staff to send out draft Purchase Policy, dated 05/12/2015, to Department Heads for review by Wednesday, 05/13/2015. Department Heads can e-mail comments

to the Town Administrator if they can not attend the next Selectboard meeting, Monday, May 18, 2015.

- Staff and Mr. Krasnow to collaborate on a formatting styles.
- Next Selectboard meeting May 18th agenda to include a one-half hour slot for a public hearing on the draft Purchasing Policy, dated 05/12/2015, to gather feedback from Department Heads and the public.

OTHER BUSINESS

Next Meetings:

- Monday, 05/18/2015 – Recreation Director job description review and approval.
- Monday, 05/18/2015 – Wastewater Study presentation (David Marshall) – discussion.
- Monday, 05/18/2015 – Police Report (expenditures, total hours, budget balance, actuals, and ticket receipts) discussion.
- Tuesday, 05/19/2015, 5:30 p.m. - Work Session: CPA Management Letter review; Internal Controls; Procedures; Selectboard Calendar
- Monday, 06/08/2015 – Town Charter discussion
- Tuesday, 05/21/2015, 8:30 a.m. – Meet with Kristin Hartley re: Executive Session for the purpose of an Exit Interview.

Proposed Agenda items for future Selectboard meetings:

- Ferry Road Water Drainage Issues (Mr. Tegatz would contact the Road Commissioner regarding potential solutions, such as underground culverts, curbs and/or paved aprons.)
- Appraisal Process.
- Safety Budget Surplus discussion related to traffic calming solutions/ideas; game camera purchase (Mr. Krasnow).
- RFP regarding Town Hall painting projects.

Mr. Krasnow said he would contact the Road Commissioner regarding sweeping gravel off roads and intersections for safety of cars, bicyclists and pedestrians.

Mr. Spell suggested purchasing cameras to monitor CCS grounds and the soccer fields as a donation from the Town.

Mr. Spell expressed concern regarding a Town contract for police services. Was there a better way to acquire police coverage in Charlotte versus contracting for service; what was the Vermont State Police (VSP) service history for Charlotte coverage; and could Charlotte dictate, or negotiate a better deal, asked Mr. Spell. Mr. Krasnow pointed out that the Town had contracted with the Shelburne Police Department in the past. Last year a contract went out to bid with Shelburne and the Vermont State Police responding. The Vermont State Police provided better service at less cost. Charlotte has no ability to dictate to the VSP for regular hours. There was a lot of ‘good will’ built into the Charlotte/VSP contract, explained Mr. Krasnow.

Mr. Krasnow suggested that Mr. Spell contact Lt. Whitcomb at the VSP Williston barracks regarding police service information and practices.

ADJOURNMENT

MOTION by Mr. Tegatz, seconded by Ms. Spear, to adjourn the meeting.

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 5:40 p.m.

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