

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
MAY 18, 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, Bob Lafont, Robin Reid, Peter Trono, Hugh Lewis Jr., Margaret Woodruff, Charles Russell, John Hammer, Moe Harvey, John Snow, David Raymond, Christina Booher, Jill Lowery, Chris Davis, Meg Belin, Ellie Russell, Mary Mead and others.

ITEMS TAKEN UP:

- 6:00 PM- Site visit- David Raymond, Mount Philo Road, just south of Upper Old Town Trail.
- 7:00 PM- David Raymond request for Highway Access Permit to move agricultural access. Action under consideration: approve
- 7:15 PM- Paving bids. Action under consideration: approve bid
- 7:30 PM- CVFRS quarterly meeting. Discussion only
- 8:00 PM- Purchasing Policy. Discussion only
- 8:30 PM- Meg Berlin- interview for appointment to the Charlotte Conservation Commission. Action under consideration: appoint for term ending April 30, 2019
- 8:40 PM- Public safety purchases. Actions under consideration: approve for one or more purchases
- 8:50 PM Town Beach Party- July 11th, 5PM- 8PM. Action under consideration: approve
- 8:55 PM Recreation Coordinator Job Description. Action under consideration: approve revision
- 9:00 PM Library- Insulation of westerly wall. Action under consideration: approve change order with Ellis Inc. to insulate the westerly wall for \$3,925 if needed.
- Selectboard updates. Discussion only

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 7:05 p.m.

ADJUSTMENT TO AGENDA

None.

PUBLIC COMMENTS:

None.

DAVID RAYMOND- REQUEST FOR A HIGHWAY ACCESS PERMIT TO CHANGE AN AGRICULTURAL ACCESS ON MOUNT PHILO ROAD.

Mr. Raymond explained that he would like to relocate his agricultural access 20ft to the north of the existing location and install a new culvert. The new location would allow him easier access to his meadows.

Mr. Hugh Lewis Jr. noted that Mr. Raymond will have to install an 18" culvert and clean out the ditches to insure that water will drain properly. 1ft of crushed stone covering should be applied over the culvert.

MOTION by Mr. Tegatz, Seconded by Mr. Spell, to approve David Raymond's request for a Highway Access Permit on Mount Philo Road, with the conditions that an 18" X 30' culvert is installed, and the ditches are cleared. The Road Commissioner should be notified prior to the start of construction and upon completion.

VOTE: 5 ayes; motion carried.

PAVING BIDS. ACTION UNDER CONSIDERATION: APPROVE BID

Mr. Morrison opened and read the three bids.

SD Ireland- 5, 300 tons at \$62.86 per ton.

D&F Inc. Middlebury- 5, 224 tons at \$66.00 per ton.

Pike Industries- 7, 318 tons at \$62.90 per ton.

Mr. Hugh Lewis Jr. indicated that SD Ireland had won the paving contract for the previous year and it had been the first time they worked in Charlotte. Pike Industries had a long history of paving in Charlotte. Mr. Lewis stated that both companies had done quality work in Charlotte.

There is some discussion regarding each company's technique for applying asphalt.

Mr. Tegatz points out that there is a need for uniform bid requests and detailed specs.

MOTION by Mr. Tegatz, seconded by Mrs. Spear, to approve the low bidder, SD Ireland, as the paving contractor for fiscal year 2016, at the price of \$62.86 per ton.

VOTE: 3 Ayes; 2 abstentions (Mr. Krasnow & Mr. Spell)

CVFRS QUARTERLY MEETING

Mr. Snow explained that the volume of billable activities had increased, closing the gap between last year's billable activities and this year's deficit. While the total number of billable activities is down from last year, billing collections are comparable, most likely because people are better insured.

Mr. Snow explained that there has been an increase in fire calls, which are not a billable activity, but do generate expense.

Mr. Snow clarified that CVFRS can bill for ambulance rides, hazmat situations, and are looking into patient billing for when EMTs provide care without transport.

Mrs. Spear asked Mr. Snow if CVFRS charges for false alarms.

Mr. Snow said that they do not currently charge for false alarms but he is aware that other towns, such as South Burlington, do charge.

Mr. Harvey asks if CVFRS could provide a breakdown of the number of in town calls versus out of town calls.

Mr. Snow said the information is available but that he did not have it readily available.

Mr. Morrison asked that CVFRS provide the breakdown of service calls for the next meeting.

There is a lengthy discussion as the Selectboard reviews the CVFRS budget, focusing on items that are over budget, and budget items not being utilized.

Mr. Snow explained that major purchases in fiscal year 2015 included maintenance of equipment, such as air packs, and new software packages for both emergency tracking, and accounting purposes.

Mrs. Mead asked for financial information regarding the surplus.

Mr. Russell, pointed to the surplus data in the financial packet. Mr. Snow clarified that the surplus is kept as a separate balance but is not in a separate bank account. There is more discussion about the purpose of the surplus. Mr. Snow explained that the surplus will only be spent in the event there is a deficit in the budget at the end of the fiscal year.

Mr. Snow explained that he anticipates that the rescue payroll will exceed the budget, as there is a lack in rescue employees, so they have to pay out overtime to keep coverage. It is noted that though it hasn't happened yet, there could be gaps in rescue coverage.

Mr. Spell pointed out that the mutual aid agreement requires that CVFRS notify the Selectboard if gaps in coverage are anticipated.

MEG BERLIN- INTERVIEW FOR APPOINTMENT TO THE CONSERVATION COMMISSION.

Ms. Berlin explained that she had been invited to apply for the Conservation Commission vacancy by Bob Hyams. She has been a Charlotte resident for eighteen years. Ms. Berlin noted that she is a professional photographer who is passionate about nature. She intends to help the Conservation Commission with their iNaturalist efforts to inventory Charlotte's plant and animal species.

MOTION by Mr. Krasnow, seconded by Mrs. Spear, to appoint Meg Berlin to the Charlotte Conservation Commission for a term ending April 30, 2019.

VOTE: 5 ayes; motioned carried.

PURCHASING POLICY- PUBLIC COMMENT

There was lengthy discussion regarding proposed revisions to the draft Purchasing Policy. Mr. Charles Russell and Ms. Ellie Russell suggested several edits.

Mr. Morrison asked whether the Selectboard has the right to enter into multi-year contracts. Mr. Krasnow suggests posing the question to VLCT.

Mrs. Woodruff asked whether she would still be permitted to sign off on small employee purchases, such as conferences expenses, under the new Purchasing Policy. Mr. Morrison explained that as a department head, she would still have the authority to authorize purchases.

Mr. Morrison announced that the Selectboard would meet with the Board of Auditors on May 19, 2015, at 5:30pm for the purposes of discussing a work plan for moving forward on town polices and internal controls. The meeting would be for the purpose of discussion only. The work plan generated would be discussed at the regular scheduled Selectboard meeting on June 8, 2015.

PUBLIC SAFETY PURCHASES: ROAD SAFETY MEASURES, VANDALISM PROTECTION AND DETERRENCE, TRAFFIC CALMING SPEED CART IMPROVEMENTS, OTHER RECOMMENDATIONS FROM BOARD MEMBERS AND/ OR PUBLIC.

Mr. Krasnow briefly reviewed the public safety budget. Mr. Krasnow asked the Selectboard to authorize him to purchase two locks and two chains to be used for securing the newly purchased speed cart. Mr. Krasnow also said he would like to purchase two game cameras. One game camera would be used to monitor the Charlotte Beach, which had been vandalized several times last year. The second game camera would be used to monitor the speed cart.

Mr. Krasnow also recommended allocating public safety money to remove dead trees at close to road ways, street sweeping, and additional road striping.

Mr. Tegatz suggested allotting money towards a traffic study to evaluate the effectiveness of road striping.

MOTION by Mr. Tegatz, seconded by Mrs. Spear, to delegate Mr. Krasnow as the purchasing agent for the Public Safety Committee, so that he may purchase two locks, two chains, and two game cameras.

VOTE: 5 ayes; motion carried.

TOWN BEACH PARTY- July 11, 2015, 5:00PM-8:00PM.

Mr. Bloch explained that the Recreation Commission would like to have the Town Beach Party on the same day as the Town Party. The Town Party would take place during the day and the Town Beach Party would take place later in the evening.

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve the Town Beach Party for July 11, 2015, 5:00 PM – 8:00PM.

VOTE: 5 ayes; motion carried.

RECREATION COORDINATOR JOB DESCRIPTION.

The Selectboard reviewed revisions proposed by the Charlotte Recreation Commission to the Recreation Coordinator job description.

MOTION by Mr. Tegatz, seconded by Mr. Morrison, to approve the updated job description of the Recreation Coordinator, dated May 18, 2015.

VOTE: 5 ayes; motion carried.

LIBRARY- INSULATION OF WESTERLY WALL. Action under consideration: approve change order with Ellis Inc. to insulate easterly wall for \$3,925 if need.

Mr. Tegatz explains that he would like pre-authorization to approve a change order for installation of insulation to the westerly wall of the library, if it is discovered that insulation is needed when the roof is being replaced.

MOTION by Mr. Krasnow, Seconded by Mr. Morrison to authorize Mr. Tegatz to approve a change order not to exceed \$3,925, to insulate the westerly wall of the library, at the time when the library roof if being replaced, if Mr. Tegatz determines it will save the town money.

VOTE: 5 ayes; motion carried.

SELECTBOARD UPDATES.

Mr. Morrison announced that the Selectboard will meet with the Board of Auditors on May 19, 2015 at 5:30 p.m., to discuss a policy and internal controls work plan.

ADJOURNMENT**MOTION by Mr. Krasnow, seconded by Mr. Spell, to adjourn the meeting.**

VOTE: 5 ayes; motion carried.

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

Minutes respectfully submitted, Britney Tenney, Planning and Zoning Assistant.