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**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
MAY 19, 2014**

Approved

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

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Mary Mead, Jenny Cole, Sue Smith, Bonnie Christie, Robin Pierce, Gary Farnsworth, Jeannine McCrumb, Betsy Rich, Jan Schwarz, Betsy Cabrera, Marty Illick, Ed Cafferty, Jennifer Chiodo, John Hammer, Charlotte News; and others.

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

ITEMS TAKEN UP:

- **Kelly Brush Century Ride – request to use town roads for fund-raising bicycle ride on September 6, 2014 – action item**
- **Jan Schwarz – interview for Recreation Commission (vacant seat) – action item**
- **Betsy Rich and William Powers – request to drill well on Thompson’s Point Lot 149 at 160 North Shore Road – action item**
- **Charlotte Invasive Collaborative – request for indemnification and authorization to remove Japanese Knotweed from the town garage parcel, 182 Root Road, to include applications of herbicide – action item**
- **Town Green drainage project – action item**
- **Ed Cafferty – interview for volunteer position of Local Emergency Management Director – action item**
- **Police Services – Scope of Services – action item**
- **Energy Committee and Library Board – request to revise approved contract with GWR Engineering, LLC to add up to \$400 to approved contract of \$5,650 to analyze the Library’s HVAC and Domestic Hot Water systems, create a building model for energy analysis, and create a net zero road map – action item**
- **Personnel Policies and Payroll issues: Proposed amendment to the Personnel Policies to address leave time – Discussion only; Approve set-up of NEMRC payroll module to track employees’ leave time – action item; Approve memo to employees regarding NEMRC set-up and (recent and proposed) amendment to Personnel Policies – action item; Approve payment of unpaid leave time – action item**
- **CCRPC Planning Advisory Committee – action item**

5:30 p.m.: Ferry Road and Route 7 Intersection Pedestrian Safety Study – discussion only

47 **CALL TO ORDER**

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

49

50 **ADJUSTMENTS TO AGENDA**

51 Add: Selectboard Updates - Ferry Road drainage update – discussion only

52

53 **PUBLIC COMMENT**

54 None.

55

56 **MINUTES: March 31, April 24, May 2, May 6, May 12, May 15, 2014**57 **MOTION by Ms. Russell, seconded by Mr. Russell, to approve the Selectboard**58 **minutes of 03/31/2014 as written.**59 **VOTE: 5 ayes; motion carried.**

60

61 **MOTION by Mr. Russell, seconded by Mr. Tegatz, to approve the Selectboard**62 **minutes of 04/24/2014 as written.**63 **VOTE: 4 ayes, 1 abstention (Mr. Krasnow); motion carried.**

64

65 **MOTION by Mr. Russell, seconded by Mr. Tegatz, to approve the Selectboard**66 **minutes of 05/02/2014 as written.**67 **VOTE: 4 ayes, 1 abstention (Ms. Russell); motion carried.**

68

69 **MOTION by Mr. Russell, seconded by Ms. Russell, to approve the Selectboard**70 **minutes of 05/06/2014 as written.**71 **VOTE: 4 ayes, 1 abstention (Mr. Krasnow); motion carried.**

72

73 **MOTION by Ms. Russell, seconded by Mr. Krasnow, to approve the Selectboard**74 **minutes of 05/12/2014 as written, with edits:**75

- **Page 7, line 288: delete the last sentence.**

76 **Page 7, line 309: delete the words "...west side of the..." and replace with "...the**77 **Co-housing Trail section to Route 7." Delete "...to the Co-housing Trail."**78 **VOTE: 5 ayes; motion carried.**

79

80 **MOTION by Mr. Russell, seconded by Ms. Russell, to approve the Selectboard**81 **minutes of 05/15/2014 as written.**82 **VOTE: 5 ayes; motion carried.**

83

84 **KELLY BRUSH CENTURY RIDE – REQUEST TO USE TOWN ROADS FOR**85 **FUND-RAISING BICYCLE RIDE ON SEPTEMBER 6, 2014 – action item**86 Betsy Cabrera, Kelly Brush representative, explained that this was the event's 9th year.

87 Bill Fraser-Harris, Charlotte Recreation Commission member, sent an e-mail, dated

88 05/19/2014, in support of the event, said Ms. Cabrera.

89

90 **MOTION by Mr. Russell, seconded by Ms. Russell, to approve a request to use**91 **Town Roads for the Kelly Brush Century Ride for a fund-raising bicycle ride on**92 **September 6, 2014.**

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

94

95 **JAN SCHWARZ – INTERVIEW FOR RECREATION COMMISSION (VACANT**
96 **SEAT) – action item**

97 The Selectboard interviewed Jan Schwarz for a vacant seat on the Recreation
98 Commission.

99

100 **MOTION by Ms. Russell, seconded by Mr. Krasnow, to appoint Jan Schwarz to the**
101 **Recreation Commission for a term ending in April, 2017.**

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

103

104 **BETSY RICH AND WILLIAM POWERS – REQUEST TO DRILL WELL ON**
105 **THOMPSON’S POINT LOT 149 AT 160 NORTH SHORE ROAD – action item**

106 Mr. Bloch reviewed that the Thompson’s Point/North Shore Road Lot 149 camp had
107 been on lake water. Ms. Rich had contracted with Vermont Well and Pump Company to
108 have a well drilled on Town owned land located in a small area where the wastewater
109 system was located, which was a sensitive area. The applicant should have contacted
110 Steve Williams for a form and received Selectboard approval in advance as required.
111 Spencer Harris investigated the issue and found that camp owners were drilling wells on
112 Town owned land without permits. Spencer recommended a moratorium on drilled wells
113 for the Thompson’s Point camps, said Mr. Bloch.

114

115 Ms. Rich explained that she had the form from Mr. Williams. The well was drilled. She
116 has contacted the state regarding a state wastewater water supply permit, said Ms. Rich.

117

118 Mr. Bloch said that the Town needed to have extensive communications with the public
119 and well drillers on the permit process. Staff would provide recommendations at the next
120 Selectboard meeting, said Mr. Bloch.

121

122 **MOTION by Mr. Russell, seconded by Tegatz, to approve a request by Betsy Rich**
123 **and William Powers to drill a well on Thompson’s Point Lot 149 at 160 North Shore**
124 **Road, with a condition that the well passes the State wastewater water permit**
125 **requirements.**

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

127

128 **CHARLOTTE INVASIVE COLLABORATIVE – REQUEST FOR**
129 **INDEMNIFICATION AND AUTHORIZATION TO REMOVE JAPANESE**
130 **KNOTWEED FROM THE TOWN GARAGE PARCEL, 182 ROOT ROAD, TO**
131 **INCLUDE APPLICATIONS OF HERBICIDE – action item**

132 Sue Smith and Marty Illick, Charlotte Invasive Collaborative representatives, reviewed a
133 proposal that required that the Selectboard sign off on a request for indemnification and
134 authorization to spray herbicide on invasive plants on Town owned land.

135

136 There was discussion regarding differences in indemnifying or insuring, a person to apply
137 the herbicide; a suggestion for changes to the contract language to delete the words
138 “...employees, contractors and...” from the 3rd line, 3rd paragraph, and delete

139 “apprentices” from the last paragraph; and a Town staff suggestion to have an
140 experienced, certified person apply the herbicide.

141

142 The Selectboard members spoke in favor of contracting with Bob Hyams to spray
143 invasive plants on Town property versus the proposed agreement.

144

145 **TOWN GREEN DRAINAGE PROJECT – action item**

146 Mr. Bloch reviewed that David Marshall had analyzed the Town Green drainage bids and
147 a recommendation to award the contract to Chris Mack for a total of \$9,930.

148

149 **MOTION by Mr. Russell, seconded by Mr. Tegatz, to award the contract for the**
150 **Town Green Drainage project to Chris Mack for an amount not to exceed \$9,930.**

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

152

153 **ED CAFFERTY – INTERVIEW FOR VOLUNTEER POSITION OF LOCAL**
154 **EMERGENCY MANAGEMENT DIRECTOR – action item**

155 **MOTION by Mr. Russell, seconded by Ms. Russell, to appoint Ed Cafferty as the**
156 **Charlotte volunteer representative as the Local Emergency Management Director**
157 **until April 1, 2015.**

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

159

160 **POLICE SERVICES – SCOPE OF SERVICES – action item**

161 Mr. Krasnow reviewed a Scope of Services for Police Services that reflected what
162 services the Town needed. The Hinesburg Police Department, Shelburne Police
163 Department and the Vermont State Police have expressed interest in bidding, said Mr.
164 Krasnow.

165

166 Mr. Morrison said that the Town Administrator would draft a cover letter for the Scope of
167 Services RFP.

168

169 **MOTION by Mr. Krasnow, seconded by Mr. Russell, to approve distribution of a**
170 **Scope of Services for Police Service, with the following edits:**

171

- 1st sentence, replace the word “forge” with “ensure”;

172

- #2, delete an “s”;

173

- 2nd paragraph, add commas between the words “of” and “and”, and
174 following the words “assignments to”.

174

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

176

177 **ENERGY COMMITTEE AND LIBRARY BOARD – REQUEST TO REVISE**
178 **APPROVED CONTRACT WITH GWR ENGINEERING, LLC TO ADD UP TO**
179 **\$400 TO APPROVED CONTRACT OF \$5,650 TO ANALYZE THE LIBRARY’S**
180 **HVAC AND DOMESTIC HOT WATER SYSTEMS, CREATE A BUILDING**
181 **MODEL FOR ENERGY ANALYSIS, AND CREATE A NET ZERO ROAD MAP –**
182 **action item**

183 **MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve a request by the**
184 **Energy Committee and Library Board to revise the approved contract with GWR**

185 **Engineering, LLC, to add up to \$400 to the approved contract of an amount not to**
186 **exceed \$5,650 to analyze the Library's HVAC and Domestic Hot Water systems,**
187 **create a building model for energy analysis, and create a net zero road map.**

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

189

190 Mr. Tegatz would contact Bill Root and inform him that he had the 'go ahead'.

191

192 **PERSONNEL POLICIES AND PAYROLL ISSUES:**

- 193 • **Proposed amendment to the Personnel Policies to address leave time –**
194 **discussion only**
- 195 • **Approve set-up of NEMRC payroll module to track employees' leave time –**
196 **action item;**
- 197 • **Approve memo to employees regarding NEMRC set-up and (recent and**
198 **proposed) amendment to Personnel Policies – action item;**
- 199 • **Approve payment of unpaid leave time – action item**

200 **Proposed amendment to the Personnel Policies to address leave time**

201 Ms. Russell briefly reviewed proposed amendments to the Personnel Policies, which
202 were outlined in a letter to all employees.

203

204 There was discussion regarding amendments to Personnel Policies, page 18, Section
205 5.3.2, Leaves of Absence, and Holidays; proposed changes that affected how hourly or
206 salaried employees could change holidays; page 19, Section 5.3.3, Compensation, that a
207 salaried person would be paid for the same hours per week at the same salary rate, and
208 page 20, Section 5.3.4. Ms. Russell explained that as long as an employee filled out their
209 pay sheets for time worked that employee would be paid the proper amount. There were
210 controls in place: pay sheets would be reviewed by a supervisor and by the Town
211 Clerk/Treasurer, said Ms. Russell.

212

213 Mr. Morrison said that the letter would be released to employees. The Selectboard would
214 meet with Town employees on Wednesday, May 21, and Thursday, May 22, to receive
215 feedback from employees.

216

217 **Approve set-up of NEMRC payroll module to track employees' leave time**

218 Mr. Russell reviewed that two Excel analysis of Leave Time for 2014 had been
219 completed. One analysis was based on actual timesheet data versus what had been
220 entered into the NEMRC system, said Mr. Russell.

221

222 Ms. Mead spoke in support of erring on the side of the employee regarding hours worked
223 as entered in the NEMRC system. For example, Mary Recchia has not taken vacation
224 time for many years and should be given the 8.33 hours, said Ms. Mead.

225

226 **MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve set-up of NEMRC**
227 **payroll module to track employee's leave time as per the NEMRC computer**
228 **baseline as entered by the Town Treasurer.**

229 **VOTE: 3 ayes, 2 nays (Mr. Russell, Ms. Russell); motion carried.**

230

231 Action on a Time Sheet Policy regarding holidays was deferred.

232

233 **CCRPC PLANNING ADVISORY COMMITTEE – action item**

234 **MOTION by Mr. Russell, seconded by Mr. Krasnow, to appoint Jeannine**

235 **McCrum, Town Planner/Zoning Administrator, as the Charlotte CCRPC**

236 **Planning Advisory Committee representative for a two-year term ending June 30,**
237 **2016.**

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

239

240 **SELECTBOARD UPDATES**

241 Mr. Tegatz reported that he and the Charlotte Road Commission had conducted a site
242 visit at the Bruce residence on Ferry Road regarding a drainage issue. A volunteer, Carter
243 Harvey, used a metal detector to identify a consistent row of possible culverts. A picket
244 fence built along the roadway appeared to be in line with the culverts. The roadway might
245 have been ditched at one time and has filled in. Also, a concrete septic tank without lids
246 was discovered in the Town right-of-way. The next step was to determine where the
247 drainage goes and to address Ms. Bruce's letter, said Mr. Tegatz.

248

249 **APPROVE WARRANTS TO PAY BILLS**

250 The Selectboard signed warrants to pay bills.

251

252 **ADJOURNMENT**

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

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

255

256 The meeting was adjourned at 9:05 p.m.

257

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

259

260

261