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**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
MAY 28, 2013**

APPROVED

SELECTBOARD MEMBERS: Charles Russell, Chair; Ellie Russell, John Owen, Winslow Ladue.

OTHERS: Peter Trono, Bonnie Christie, Ed Cafferty, Nancy Wood, George Aube, Chris Boffa, Moe Harvey, Mary Mead, Vince Crockenberg, Robert Mack, John Hammer, Charlotte News; Chris Preston, Charlotte Citizen; and others.

6:00 p.m. SITE VISIT: Dorset Street (approximately 1/3 mile south of Carpenter Road) – for a Highway Permit Application submitted by George and Claire Aube

CALL TO ORDER

Mr. Russell, Selectboard Chair, called the meeting to order at 7:02 p.m., and announced the resignation of Heather Manning. The Selectboard members would miss Ms. Manning's intellect and enthusiasm.

MEETING PROTOCOL AND CONDUCT

Mr. Russell reviewed 1 V.S.A. §312 governing Selectboard meetings and public comment protocol.

ADJUSTMENTS TO AGENDA

Add under Selectboard Updates:

- Burns Property MOA committee – discussion
- Comfort Hill Kennel contract renewal

PUBLIC COMMENT

Mr. Hammer, Town Meeting Solutions Committee member, reported that the committee minutes of meetings were now posted on the committee's website and Front Porch Forum. A Town wide survey would provide an opportunity for public comment. In 1-2 weeks the committee would formulate options and would ask for a public discussion from the floor of the June 25th Special Town Meeting, said Mr. Hammer.

Mr. Ladue suggested linking the committee's website to the Town website.

GEORGE AND CLAIRE AUBE – REQUEST FOR HIGHWAY ACCESS PERMIT FOR A DRIVEWAY ON THE WEST SIDE OF DORSET STREET (APPROXIMATELY 1/3 MILE SOUTH OF CARPENTER ROAD) – action item

Mr. Bloch reviewed that a site visit was conducted at 6:00 p.m. this date. The Charlotte Road Commissioner had reported that no culvert was necessary and there were 500' sight distances in both directions, said Mr. Bloch.

47 Ms. Russell said that during the site visit there had been discussion regarding two mature
48 trees at the proposed driveway entrance. It was difficult to tell if the trees would interfere
49 with the sight distances, said Ms. Russell.

50

51 Mr. Aube said he would like to save the trees. There were some brush and trees near the
52 maple tree that would be cleared out. That should help the sight lines, said Mr. Aube.

53

54 Mr. Russell suggested consulting the Charlotte Tree Warden regarding the trees.

55

56 Mr. Aube asked what the process was regarding trees related to sight distance
57 determinations. The Road Commissioner determined that there were 500' sight distances
58 both ways already, noted Mr. Aube.

59

60 Mr. Ladue suggested that Mr. Aube clear out the brush and then the Town could make a
61 finding before approving a Highway Access Permit.

62

63 Mr. Aube said that if he had to cut the trees in order to have approval he would be willing
64 to cut the trees.

65

66 **MOTION by Ms. Russell, seconded by Mr. Ladue, to approve a request by George**
67 **and Claire Aube for a Highway Access Permit for a driveway on the west side of**
68 **Dorset Street, approximately one-third mile south of Carpenter Road, conditioned**
69 **upon adequate sight distances as determined by the Charlotte Road Commissioner,**
70 **or if sight distances were blocked by two trees described the two trees would be cut**
71 **down.**

72 **VOTE: 4 ayes, 1 absent (Ms. Manning by resignation); motion carried.**

73

74 **CHRIS BOFFA, CHARLOTTE LITTLE LEAGUE – PRE-BUDGET**

75 **DISCUSSION – discussion only**

76 Mr. Boffa, Charlotte Little League representative, reviewed a July 1st budget schedule
77 that was in line with the start of the little league season. The contractor cost for four field
78 fertilizations was \$6,200-6,400, of which the Town paid for two applications and the
79 Little League paid for two at \$1,664 each, explained Mr. Boffa.

80

81 Mr. Russell reviewed a line item budget of \$6,800, of which \$8,459 was spent to date. He
82 would like an accounting of the overage detail and what amount of the budget was Town
83 funded, said Mr. Russell.

84

85 Mr. Boffa explained that the revenue sources were the same each year. There were
86 outfield sign sponsorships, donations and concession sales. An example of donated
87 services would be the \$2,000 worth of infield clay from SD Ireland. The league had fixed
88 costs of \$15,000 year to year, said Mr. Boffa.

89

90 Mr. Russell asked Mr. Boffa to come back in the fall with the Little League books for
91 further budgetary discussions.

92

93 Ms. Wood asked for an update on a Town Meeting discussion two years ago related to
94 parking spaces at the Little League fields for trail access. Mr. Boffa clarified that the
95 discussion was related to fertilizing the playing fields. The parking space request for trail
96 access discussion didn't get re-visited, said Mr. Boffa.

97
98 Mr. Russell noted that the Town has access to the trails at the Co-housing project. Mr.
99 Bloch said that multiple access points were desirable.

100

101 **REPLACEMENT OF 16 WINDOWS AT TOWN HALL AND TRIM AND SIDING**
102 **REPAIRS:**

103 **Select contractor and bid proposal**

104 Mr. Russell reported that Mr. St George had withdrawn his bid. The remaining two bids
105 were drafted in a spreadsheet format for an 'apples-to-apples' comparison, said Mr.
106 Russell.

107

108 **MOTION by Ms. Russell, seconded by Mr. Owen, to award the replacement of 16**
109 **windows at the Town Hall and trim and siding repairs to Denton Construction**
110 **based on the low bid.**

111 **VOTE: 4 ayes, 1 absent (Ms. Manning by resignation); motion carried.**

112

113 **Approve paying for the selected bid from the Repairs and Improvement Fund**
114 **MOTION by Mr. Owen, seconded by Mr. Ladue, to pay for the selected bid for an**
115 **amount not to exceed \$23,940 from the Repairs and Improvement Fund.**

116 **DISCUSSION:**

117 Mr. Russell said that if extra work was discovered funding would come out of the
118 Repairs and Improvement Fund. Ms. Mead suggested that the bid as approved
119 would come from the Repairs and Improvement fund. If there was extra work
120 discovered then the Selectboard could make a motion to pay that from the same
121 fund. It was like approving a change order, explained Ms. Mead.

122

123 Mr. Ladue suggested authorizing a Selectboard member to be available to approve
124 what was a reasonable repair for extra work that was outside the scope of work.

125

126 Ms. Wood said that the Town Auditors had discussed a policy/procedure to
127 authorize someone to review invoices before the invoices went to Mary Mead. It
128 should be someone who could track the project performance and expenses to
129 recognize when the project was reaching a point where there was a problem. Then it
130 could be brought to the Selectboard for approval at a Selectboard meeting,
131 explained Ms. Wood.

132

133 Mr. Russell noted that Mr. Bloch was at the Town Hall most days and was a logical
134 choice.

135 **VOTE: 4 ayes, 1 absent (Ms. Manning by resignation); motion carried.**

136

137 **CHARLOTTE LIBRARY – APPROVAL OF INVOICES/WARRANTS TO PAY**
138 **EXPENSES – discussion only**

139 Mr. Russell reviewed e-mail comments received from the Library Trustees regarding
140 approval of Library invoices and warrants.

141

142 Ms. Christie and Mr. Crockenberg, Charlotte Library Trustees, explained that a 1994
143 Town Meeting article vote had established funding a library building and that the Town
144 would financially support it. It was a municipal library versus a private or incorporated
145 library, said Ms. Christie.

146

147 Ms. Russell read state statute and case law regarding municipal libraries, which are
148 independent.

149

150 Mr. Bloch briefly reviewed definitions of orders, invoices and warrants.

151

152 Mr. Crockenberg briefly explained an approved policy by the Trustees for reviewing and
153 signing invoices and warrants by the Librarian. Once the warrant was signed the
154 Librarian would take it to Mary Mead for payment, said Mr. Crockenberg.

155

156 Mr. Ladue asked to see a complete library budget, including revenues. Mr. Crockenberg
157 said that Margaret and he prepare a budget spreadsheet every month for the Trustees and
158 would send a copy to the Town. Ms. Russell asked Mr. Crockenberg to send the
159 spreadsheet to her and she would report to the Selectboard as the Library liaison.

160

161 Mr. Russell pointed out that the Library budget was currently enfolded in the Selectboard
162 budget. Ms. Christie clarified that the Selectboard has control of the budget until it was
163 approved at Town Meeting, then the Library controlled their line item.

164

165 Ms. Mead asked how the process would work with payroll. Did that mean the Library
166 takes the payroll over, asked Ms. Mead. Ms. Christie replied no, the process would still
167 be the same. Mr. Crockenberg explained that he signed the Library time sheets and they
168 were given to Mary Mead to pay. Regarding the budget, once it was approved by the
169 Town voters, then the Library Trustees had the ability to move the funds around, as long
170 as it was not overspent, said Mr. Crockenberg.

171

172 Mr. Russell said that the Selectboard did not have the authority to sign Library warrants
173 by law. The Library Trustees had that authority, said Mr. Russell. Ms. Christie said that
174 she had a conversation with Jim Barlow, state's attorney. Nothing changes except the
175 Selectboard authority to sign Library warrants, said Ms. Christie.

176

177 Ms. Mead said that the Town budget included a payroll line item. Did that mean that half
178 way through the year the Library Trustees could give 'so-and-so' a six percent raise,
179 asked Ms. Mead. Ms. Christie read the Vermont League of Cities and Towns opinion
180 regarding state statute for library approval of warrants.

181

182 Mr. Harvey asked what caused someone to look up a law regarding libraries since the
183 process has worked well for the last 13 years. Mr. Russell stated that there were no
184 changes. It was the Library Trustees that would sign the warrants. The Library Trustees

185 were liable to stay within their budget. If not, then the Town could replace the trustee
186 members, explained Mr. Russell.

187

188 Mr. Mack asked why the Library Trustees wanted to get into the management of bills
189 when it was the legislative body that oversaw the budget. Mr. Crockenberg replied that
190 there never has been a problem. Margaret and he signed the invoices/warrants and gave
191 them to Mary Mead who paid them. The Trustees were only clarifying legal authority of
192 how the Library spent public money and how it got resolved if there was a conflict,
193 explained Mr. Crockenberg.

194

195 Ms. Wood said she agreed that the Library Trustees had full authority on how to spend its
196 money. There was a double review system in place on how warrants were signed, went to
197 Mary Mead for payment, and to the Selectboard for review. The Town Auditors audit the
198 Library books. The Trustees were only doing what the Town Auditor's have
199 recommended, said Ms. Wood.

200

201 Mr. Ladue noted that the library has spent \$132,816 on an approved \$131,205 budget.
202 Does the Library receive more funds over what the Town provides, asked Mr. Ladue. Mr.
203 Crockenberg replied that the Library applies for grants, and has income from the
204 "Friends" of the Library to pay/purchase something on behalf of the Library. Ms. Mead
205 said she tracked the grant funds, but not the "Friends" funds. The Senior Center "Friends"
206 money was included in the Town Report narrative each year for transparency. She would
207 urge the Selectboard not to change the process, which was a simple process, said Ms.
208 Mead.

209

210 Ms. Christie said that the "Friends" income was separate from the Library budget. They
211 never knew what the "Friends" would do. Mr. Crockenberg said that in the event there
212 was any conflict between the Library and the Selectboard, the Library would 'win' as per
213 state law.

214

215 **BOARD OF AUDITORS RECOMMENDATIONS REGARDING THE**
216 **MEMORANDUM OF AGREEMENT WITH CHARLOTTE VOLUNTEER FIRE**
217 **AND RESCUE SERVICES, INC – discussion only**

218 Ms. Wood said that the Town Auditor's developed recommendations based on the
219 outside audit at the May 20, 2013 Town Auditor meeting. A copy was sent to Fire and
220 Rescue for review. There was no issue of fraud, but there were a number of bookkeeping
221 issues. The CVFRS agreed to all the recommendations except for gross patient billing,
222 said Ms. Wood.

223

224 Ms. Wood reviewed the following recommendations:

- 225 • To include a process for approving a legal agreement with a deadline of August 1,
226 2013. Fire and Rescue has anticipated transferring bookkeeping from the Town
227 back to a hired bookkeeper by July 1, 2013. The Town and Fire and Rescue
228 should go into a new agreement with a clear understanding of financial reporting
229 needed by the Town.

- 230 • To have the Selectboard input in development of a bookkeeping job description
231 and qualifications.
- 232 • Item #5, patient billing: Mary Mead developed a process to double check what
233 Newport has sent to the Town and the 8 percent charge. The recommendation was
234 to continue that process if the bookkeeping moved to Fire and Rescue.
- 235 • Need an explicit agreement that the Town receives 100 percent minus the 8
236 percent of patient billing revenue. Language should be in the MOA.
- 237 • In terms of financial statements, the Selectboard should expect to receive monthly
238 consolidated reports to include Special Funds, Balance Sheet, an “actuals budget”
239 to compare with estimated income/expense budget items, and a bank
240 reconciliation report.
- 241 • Page 2, budget format, included a sample of an excel spread sheet, or Quickbooks
242 reports.
- 243 • Other reports that should be provided for the Selectboard included patient billing
244 and basic call reports.
- 245 • An Inventory of Equipment with a depreciation schedule.
- 246 • Annual audits should continue as per the current practice with the same timing.

247

248 Mr. Mack asked if the Selectboard was receiving Fire and Rescue minutes of meetings.

249 Ms. Russell replied yes, but not very promptly.

250

251 **CONTRACT FOR POLICE SERVICES WITH TOWN OF SHELBURNE –**

252 **REVIEW DRAFT CONTRACT – discussion only**

253 Mr. Owen reviewed a draft contract that was based on the last year’s contract. Changes
254 incorporated included the number of hours to be varied and to target service to the
255 greatest needs. Language was added to include looking out for burglaries/break-ins. The
256 budget of \$25,000 was the same for 9.6 hours per week average. He would meet with Jim
257 Warden, Shelburne Police Chief, weekly. The Shelburne Police dispatch has included
258 blocking out time for Charlotte into their schedule, said Mr. Owen.

259

260 **SUGGESTIONS:**

- 261 • Under “Communication”, 2nd line, change to read “...or Town Manager.”
262 • Add the wording “...currently John Owen and currently Jim Warden.”

263

264 Mr. Owen said he would make the suggested changes to the draft and take it to
265 Shelburne. He would inform the Police Chief and Town Manager that the Charlotte
266 Selectboard supported the draft contract, said Mr. Owen.

267

268 **COMMITTEE TO EXAMINE COMMUNITY SAFETY ISSUES (e.g. SPEEDING,**
269 **BURGLARIES, ETC.) – action item**

270 Mr. Owen briefly reviewed a proposed committee description. Josh Flore has drafted a
271 town-wide survey to gather data and ideas/feedback, said Mr. Owen.

272

273 Mr. Cafferty said that questions were who would chair the committee and how many
274 committee members. Mr. Ladue suggested advertising for a total of 5 to 7 committee
275 members.

276

277 There was discussion regarding exploration of other solutions/mechanisms, such as
278 neighborhood watches, speed carts, or speed bumps to address speeding versus a police
279 focus; conducting an analysis of the issues, solutions, and utilizing multiple approaches
280 that would include costs and effectiveness; and to invite outside speakers to address the
281 Selectboard and community.

282

283 *SUGGESTIONS to the draft Community Safety Committee charge:*

- 284 • Add: explore a community watch.
- 285 • Draft a Problem Statement.
- 286 • Add a third bullet item for Other Options.

287

288 Mr. Russell asked staff to add discussion of a Community Safety Committee to the June
289 10, 2013 Selectboard meeting.

290

291 **TOWN HALL – CLEANING SPECIFICATIONS – discussion only**

292 Mr. Bloch reported that staff would contact the current cleaning vendor to discuss
293 cleaning specifications for the Town buildings. A scope of work has not gone out to bid
294 at this time, said Mr. Bloch.

295

296 **COMMITTEE UPDATES – discussion only**

297 **Library Board**

298 Ms. Russell reviewed that the Library Trustees would invite the Selectboard to visit the
299 Library. The Trustees have discussed a warrant/invoice approval process; circulation
300 increases, volunteers, and potential for sending out an RFP for a cleaning contract and
301 heating fuel, said Ms. Russell.

302

303 **CVFRS Board**

304 Ms. Russell reported on a CVFRS Corporate Board meeting that discussed a budget
305 update, audit recommendations update, progress on drafting an equipment inventory, a
306 chart for tracking rescue calls, a draft Patient Billing policy, and progress on the draft
307 MOA between the Town and Fire and Rescue. The Advisory Committee was meeting on
308 May 28, 2013, said Ms. Russell.

309

310 Mr. Russell reported that he had met with Mark McDermott and John Snow regarding the
311 draft MOA, leased vehicles and building/land. The next meeting was scheduled for June
312 16, 2013. Feedback from the full Fire and Rescue membership was needed. John Snow
313 indicated that an August 30th date was more realistic than July 1st to complete the MOA,
314 said Mr. Russell.

315

316 Mr. Ladue suggested that if Fire and Rescue wanted to take over the bookkeeping by July
317 1st, then a double bookkeeping system (at Fire and Rescue and the Town) could be used
318 for a time.

319

320 Ms. Russell would ask Fire and Rescue for a schedule of when the documents would be
321 ready and a list of recommendations addressed and put in place. Ed Sulva and Patrice

322 Machavern have said that everything was in order with the exception of inventory and the
323 MOA, reported Ms. Russell.

324

325 **MINUTES**

326 **MOTION by Mr. Ladue, seconded by Mr. Owen, to approve the Selectboard**
327 **minutes of May 13, 2013 as written, with corrections/additions.**

328 **VOTE: 4 ayes, 1 absent (Ms. Manning by resignation); motion carried.**

329

330 **MOTION by Ms. Russell, seconded by Mr. Owen, to approve the Selectboard**
331 **minutes of May 16, 2013 as written, with corrections/additions.**

332 **VOTE: 4 ayes, 1 absent (Ms. Manning by resignation); motion carried.**

333

334 **SELECTBOARD UPDATES**

335 Mr. Ladue asked staff to draft a Selectboard calendar that would track contract start/end
336 dates, routine Selectboard items, etc.

337

338 Mr. Bloch reported on the Quinlan Covered Bridge project that was delayed by high
339 water last week. The completion target date was around August 22nd, said Mr. Bloch. Mr.
340 Russell asked Mr. Bloch to take Ms. Manning's place as the Town liaison with the bridge
341 crew.

342

343 Mr. Ladue reported that he spoke with Frost Water Treatment and Vermont Well and
344 Pump regarding bids for a Town Hall water treatment system(s). The vendor needs to
345 come to the building to visit the site to properly bid on the system, said Mr. Ladue.

346

347 Mr. Owen noted that a CD story project supported by the 250th Anniversary Committee
348 would be presented to the public in June. A schedule of story presentations was posted at
349 the Town Hall, said Mr. Owen.

350

351 Ms. Russell said she would continue to work with Kate Lampton on a Burns property
352 MOA. Mr. Ladue reiterated that he was interested in the site map and use of the land.

353

354 **MOTION by Mr. Ladue, seconded by Mr. Owen, to approve a contract with**
355 **Comfort Hill Kennel for one month running from May 29 to June 30, 2013, at the**
356 **rate of \$50, and to authorize the Charlotte Selectboard Chair to sign the contract**
357 **document on behalf of the Town of Charlotte.**

358 **VOTE: 4 ayes, 1 absent (Ms. Manning by resignation); motion carried.**

359

360 Mr. Bloch read a procedure to replace a Selectboard member. A vacancy must be posted
361 within 10 days of a resignation, said Mr. Bloch.

362

363 **APPROVE WARRANTS TO PAY BILLS**

364 The Selectboard members signed warrants.

365

366 **ADJOURNMENT**

367 **MOTION by Mr. Ladue, seconded by Ms. Russell, to adjourn the meeting.**

368 **VOTE: 4 ayes, 1 absent (Ms. Manning by resignation); motion carried.**

369

370 The meeting was adjourned at 9:50 p.m.

371

372 Minutes respectfully submitted, Kathlyn Furr, Recording Secretary.