

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
MAY 9, 2016**

APPROVED

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

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Sue Smith, Janet Morrison, Jenny Cole, Jessie Bradley, Mark McDermott, Dale Knowles, Christian Pinillos, Robin Reid, Claudia Mucklow, Mary Mead, Moe Harvey Larry Hamilton, Robert Mack, Christina Booher, John Hammer, Charlotte News; and others.

ITEMS TAKEN UP:

6:15 PM Site visit — Town Hall landscaping

6:30 PM Mark McDermott, CCS Board Chair — Act 46

7:10 PM VT Cares' Champ Ride Fundraiser - 6/11/16

7:15 PM Burns Property Agricultural Lease

7:25 PM Brush-hogging bid

7:35 PM Charlotte Park and Wildlife Management Plan — approve update of Sections A., B. & C.

7:45 PM Request by VELCO to apply herbicides in the Charlotte Park & Wildlife Refuge

7:50 PM Town Hall landscaping

8:00 PM Salary Administration Policy — update

8:15 PM Lane's Lane — adding lots 201—208 to the municipal wastewater service area

8:30 PM Kessler settlement agreement

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 6:30 p.m.

MARK MCDERMOTT, CCS BOARD CHAIR — ACT 46

Mark McDermott, Charlotte Central School Board Chair, presented an overview of ACT 46 legislation related to school district consolidation, and a summary of a 16 member ACT 46 Study Committee report. There were three options as follows:

- Consolidate school governance on an accelerated time line to maximize benefits – which is the committee's recommendation
- Wait one year and consolidate for some benefits
- Do nothing – then the state would decide and receive no benefits

Mr. McDermott said that a district wide vote is scheduled for June 7th, and noted that information was available on-line at ACT46.CSSU.org

ADJUSTMENTS TO THE AGENDA

None.

PUBLIC COMMENT

None.

MINUTES: April 25; April 11—review for possible correction

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of 04/25/2016 as written, with the following edits:

- **Page 1, line 13 – correct the spelling of the name “Dean Bloch”;**
- **Page 2, line 74 – change to read “...for a port-o-let and up to \$130 for an ADA port-o-let...”;**
- **Page 3, line 103 – replace the word “due” with “to avoid any appearance of...”.**

VOTE: 4 ayes, 1 abstention (Mr. Spell); motion carried.

MOTION by Ms. Spear, seconded by Mr. Krasnow, to add the quoted Mary Mead letter excerpts to the Government Operations Committee to the Charlotte Selectboard minutes of 04/11/2016, page 6.

VOTE: 5 ayes; motion carried.

VT CARES’ CHAMP RIDE FUNDRAISER - 6/11/16

MOTION by Mr. Spell, seconded by Ms. Spear, to approve the VT Cares’ Champ Ride Fundraiser on June 22, 2016.

DISCUSSION:

Christian Pinilos, VT Cares’ representative, explained that the June 11th ride would have 75-100 participants. Set up will be on Friday, June 10th and removal on June 12th. There will be vans following riders, and stops in Ferrisburgh. The cost was \$35 per rider, or riders could fundraise. All funds go directly to prevention programs, said Mr. Pinilos.

Ms. Reid asked if this was the first time the ride was in Charlotte. Mr. Pinilos replied no. The event has come through Charlotte for the last 5 years.

VOTE: 5 ayes; motion carried.

Mr. Tegatz asked if Fire and Rescue were notified. Mr. Pinilos replied yes. Letters were sent to Fire and Rescue stations at the end of February regarding the ride.

There was brief discussion regarding procedures to notify CVFRS of events. Mr. Spell suggested sending information via an e-mail stream. Mr. Pinilos said the Chief or Assistant Chief’s are contacted to make sure that stations would be staffed on the ride day.

BURNS PROPERTY AGRICULTURAL LEASE

Mr. Bloch reviewed three bids received for an agricultural lease of the Burns property. One of the bids included a proposal for brush hogging all the Town parcels, and one bid had a combined proposal. The lowest brush hogging bid was for \$2,235 by Dale

Knowles. A combined lease-brush hogging bid by Chris Fortin was the lowest when it was calculated out, said Mr. Bloch.

BRUSH-HOGGING BID

Mr. Tegatz asked if it was appropriate for the Town to award a 5 year agricultural lease and a 1 year mowing contract.

There was discussion regarding total mow-able acres at the Burns property (15 acres at \$25 per acre); a question if the Fortin bid was for 1 year or a 5 year bid; and a request by the Selectboard for staff to clarify if Chris Fortin was bidding on haying the Burns property for 5 years and how much Fortin wanted for brush hogging the other parcels for 1 year, with no bartering.

CHARLOTTE PARK AND WILDLIFE MANAGEMENT PLAN — APPROVE UPDATE OF SECTIONS A., B. & C.

Jessie Bradley, Charlotte Park and Wildlife Refuge committee member, reviewed minor changes to a proposed draft Park Management Plan, Sections A, B and C.

MOTION by Mr. Krasnow, seconded by Mr. Spell, to approve a proposed draft Charlotte Park and Wildlife Refuge Management Plan, Sections A, B and C.

VOTE: 5 ayes; motion carried.

REQUEST BY VELCO TO APPLY HERBICIDES IN THE CHARLOTTE PARK & WILDLIFE REFUGE

Jenny Cole, Charlotte Park and Wildlife Refuge committee member, reviewed a request by VELCO to spray herbicides to control vegetation in the VELCO easement in the Park. An agreement required Selectboard approval, said Ms. Cole.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve a request by VELCO to apply herbicides in the Charlotte Park and Wildlife Refuge, and to authorize the Charlotte Selectboard Chair to sign the agreement document on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

TOWN HALL LANDSCAPING

Jessie Bradley reviewed a proposal for additional landscaping at the Town Hall green using remaining funds in a Scenic Preservation fund of \$1,159. It was her opinion that a stone drip edge on the north side of the Town Hall fell under building maintenance and was not necessarily an appropriate use of the funds, said Ms. Bradley.

There was further discussion regarding the appropriate use of the Scenic Preservation fund to maintain the Overlook view; that the Overlook maintenance had been enfolded into the Park Management Plan; a clarification by Mary Mead that the Scenic Preservation fund was not created to purchase the Overlook – it was a family donation to create a barrier around the Greenbush/Ferry roads monument and a fundraiser for landscaping at the Town Hall; a question if the flag pole would be replaced, or not, as a

Selectboard decision; and a request to use the \$1,159 to implement a landscaping plan at the Town Hall green.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve utilization of the Scenic Preservation fund amount of \$1,159 to implement a landscaping plan as presented by a committee formerly known as the Town Hall Green Committee.

DISCUSSION:

Ms. Spear asked for an update of the Park budget related to the Overlook Maintenance line item.

Mr. Krasnow asked what would happen to a fund that was zeroed out. Ms. Mead explained that it could be closed out, although she doesn't normally do that. People might donate money again, said Ms. Mead.

VOTE: 5 ayes; motion carried.

SALARY ADMINISTRATION POLICY — UPDATE

Mr. Morrison briefly reviewed a Salary Administration Policy and Palmer Analysis work session at the March 28, 2016, Selectboard meeting, a review of an update of the Town Clerk/Treasurer's tasks as outlined by Ms. Mead that added 115 points to the Palmer Analysis grid that translated as a \$13,000 pay increase, voter approval of the Town budgets at the 2014 and 2015 Town Meetings, a 2014 analysis of all Town employees and a pay structure created in 2015, and a motion to raise the Town Clerk/Treasurer's pay by \$12,000 that was not seconded. The Town Clerk/Treasurer was given a 2 percent increase for 20 years of service. However, what was needed was a job description related to qualifications, education, experience versus 'tasks', said Mr. Morrison.

Mr. Morrison said that a change of 115 points for one category causes an inequity with other employees.

There was lengthy discussion regarding changes to personnel or jobs and at what date those changes would take effect; Ms. Mead's complaint that the Selectboard refused to recognize what her job differences were versus what job structures other towns utilized; and a need to complete a Palmer Analysis for the Town Clerk/Treasurer position in order to re-evaluate the job(s) and what effects that would have on all categories.

Mr. Morrison summarized the following:

1. Continue an evaluation of the Town Clerk/Treasurer category and points
2. Compare how any changes to the Town Clerk/Treasurer related to all other employees – and that no one would lose pay
3. Create language in the SAP to tie into evaluation changes

Following further discussion, the Selectboard agreed to schedule a single agenda item, SAP/Palmer Analysis, for Thursday, May 26, 2016 at 3:00 p.m., and staff to contact Frank Sadowski; a vertical re-evaluation of all positions at a future time; and Mr. Krasnow to create SAP language by June 13, 2016, regarding employee requests for job re-evaluations.

LANE'S LANE — ADDING LOTS 201—208 TO THE MUNICIPAL WASTEWATER SERVICE AREA

Mr. Bloch briefly reviewed a proposed expansion to connect Lots 201 – 208 on Lane's Lane to the Thomson's Point Wastewater system that involved amending the ordinance and the state Indirect Discharge Permit.

Mr. Bloch noted that two leases were coming up for renewal and two lots were for sale. The state had concerns regarding drilled wells and pump station separation distances. There were three individual drilled wells on Lane's Lane, reported Mr. Bloch.

In response to questions, Mr. Bloch said that two buyers were told that there was a \$10,000 hook up fee. The lease documents needed to be amended to reflect that language, said Mr. Bloch.

Ms. Mead pointed out that the buyers wanted a closing by May 23rd. Mr. Bloch said that the Town Attorney said that the turnaround language would be ready by May 10th. A discussion was needed regarding seasonal camps versus year-round camps and hook up to the wastewater system, said Mr. Bloch. Ms. Mead asked the Selectboard to forward lease language amendments to her office.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to proceed with an amended state Indirect Discharge Permit to add Lane's Lane to the Thompson's Point Wastewater system.

VOTE: 5 ayes; motion carried.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve Town Attorney revisions to the Lane's Lane leases to add language required for wastewater hookups to the Thompson's Point Wastewater System, and to authorize the Charlotte Selectboard Chair to sign the amended documents on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

KESSLER SETTLEMENT AGREEMENT

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve an amended Kessler Settlement Agreement, and to authorize the Charlotte Selectboard Chair to sign the document on behalf of the Town of Charlotte.

DISCUSSION:

Mr. Mack stated that he didn't understand why the Selectboard would approve spot zoning. No matter what the Zoning Administrator tells you this isn't allowed in the regulations at this time. 'Verbal' agreements don't get you far in court, said Mr.

Mack

VOTE: 4 ayes, 1 nay (Mr. Spell); motion carried.

SELECTBOARD UPDATES

Mr. Spell reported on two challenges between neighbors related to a Home Occupation – Contractor’s Yard complaint. The Selectboard should direct the Zoning Administrator to enforce the Town regulations, said Mr. Spell.

Mr. Spell reported on an update on a meeting in Middlebury regarding the TDI-New England issue, proposed RFQ language, and a taxable basis for a cable line. Charlotte will make a donation, said Mr. Spell.

Mr. Bloch reported on Ferry Road safety issues at the railroad track location. The issue would be on a future Selectboard agenda, said Mr. Bloch.

Mr. Krasnow reported that he would be meeting with Vermont State Police Lt. Scott regarding a traffic enforcement contract with Charlotte.

Mr. Tegatz reported on an update of Senior Center addition contract, which has been signed.

Mr. Tegatz reported that the CVFRS has posted a ‘calendar’ on the CVFRS website with meeting dates.

Mr. Krasnow asked for the status of coordinating Selectboard e-mails and meeting schedules on the cloud. Mr. Bloch replied that Troy was getting quotes.

Mr. Morrison reported that he would attend a Thompson’s Point Association meeting on Thursday, May 12th.

Ms. Spear reported that a citizen asked why there were ‘catch and release’ fishing signs at the Lewis Creek covered bridge location, and asked staff to check it out.

Ms. Spear reported that a pot luck Town Party was scheduled for July 16th at the Town Beach.

APPROVE WARRANTS TO PAY BILLS

The Selectboard signed warrants to pay bills.

ADJOURNMENT

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

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 9:45 p.m.

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