

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
NOVEMBER 23, 2015**

APPROVED

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

OTHERS: Mary Mead, Christina Booher, Charles Russell, Jenny Cole, Rick Brigham, Carl Herzog, Beth Merritt, Margaret Woodruff, Nan Mason, Larry Hamilton, Chris Sheehan, David Pill, Bill Fraser-Harris, Nicole Conley, Hugh Lewis Jr, Carol Clay, Emily Ferris, and others.

ITEMS TAKEN UP:

- 6:00 PM Review of draft financial statements and audit documents with Rick Brigham of Sullivan, Powers & Co.
- 7:10 PM Budget Review:
 - Senior Center—7:10 PM
 - Library—7:25 PM
 - Tree Warden—7:40 PM
 - Energy Committee—7:45 PM
 - Recreation Commission—8:00 PM
 - Recreation Program—8:15 PM
 - Road Commissioner—8:30 PM
 - Lewis Creek Association—8:45 PM
 - Charlotte Invasive Collaborative—8:55 PM

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 6:00 p.m.

**REVIEW OF DRAFT FINANCIAL STATEMENTS AND AUDIT DOCUMENTS
WITH RICK BRIGHAM OF
SULLIVAN, POWERS & CO.**

Rick Brigham, Sullivan, Powers and Company, reviewed a draft audit report, dated 06/30/2015, and a final draft Management letter, dated 11/23/2015.

ADJUSTMENTS TO AGENDA

None.

PUBLIC COMMENT

None.

MINUTES: November 17

Approval of the Charlotte Selectboard minutes of 11/17/2015 was deferred to the next meeting of the Board.

BUDGET REVIEW:**SENIOR CENTER**

Carl Herzog, Senior Center representative, reviewed a proposed Senior Center FY2015/2016 budget that reduced revenues by \$1,000 and increased expenses by \$1,000.

Following discussion, the Selectboard asked Mr. Herzog to conduct a market check regarding custodial services versus putting the custodian on the Preferred Vendor list, and to look at the Volunteer Coordinator's pay schedule to cover 50 weeks versus 52 weeks.

Mr. Bloch asked the Senior Center to charge amounts to the proper account line items rather than to miscellaneous line items in order to properly track expenses as per the auditor.

LIBRARY

Nan Mason and Margaret Woodruff, Charlotte Library representatives, reviewed a 2.5 percent increase in the proposed FY2017 budget that included salary step increases with no cost of living increase for \$178,863.84.

Following a brief discussion regarding custodial services, a suggestion was made to combine custodial services for the Library and Town Hall for an efficiency of hourly rates.

Mr. Morrison said to use a budget figure of \$176,016.22 and salaries would be discussed at a future time.

TREE WARDEN

Larry Hamilton, Charlotte Tree Warden, requested an increase of \$200 for mileage.

ENERGY COMMITTEE

Chris Sheehan and David Pill, Energy Committee members, presented a proposed FY2017 of \$4,500, which was a 9 percent decrease from last year.

RECREATION COMMISSION/RECREATION PROGRAM

Bill Fraser-Harris, Recreation Commission member, and Nicole Conley, Recreation Coordinator, reviewed potential expenses for the FY2017 budget cycle that included tennis court repairs and increasing the Recreation Coordinator's hours from 22 hours to 30 hours. That would roll the beach coordinator's hours into the Recreation Coordinator's hours. A total FY2017 budget was proposed for \$90,332, said Mr. Fraser-Harris.

Mr. Krasnow suggested that Nicole should calculate mileage as a new line item.

ROAD COMMISSIONER

Hugh Lewis Jr, Charlotte Road Commissioner, reviewed a level funded budget for FY2017.

Mr. Morrison asked if the Route 7 reconstruction project would impact Charlotte roads. Mr. Lewis replied no, however, it would help the few Route 7 intersections.

Ms. Mead suggested taking \$4,000 from the miscellaneous line item and putting it in "road signs". She would delete any zeroed line items to clean up the Highway budget, said Ms Mead. Mr. Lewis said that he would review line items for adjustments, such as 'ditching'.

LEWIS CREEK ASSOCIATION

Marty Illick, Lewis Creek Association representative, reviewed a proposed request for a \$600 unrestricted contribution to the Lewis Creek Association (LCA).

CHARLOTTE INVASIVE COLLABORATIVE

Regarding a Conservation Commission suggestion to roll LCA funding for invasive plant management into the Conservation Commission budget, Ms Illick said that the Conservation Commission was a cohesive unit and could manage the program if that was easier for the Town.

SELECTBOARD UPDATES:

Mr. Morrison reported that a Selectboard meeting has been warned for 4:00 p.m. on Tuesday, November 24, 2015, regarding a Risk Management Plan for storage of rail propane tank cars at sidings, such as at the former Charlotte passenger rail siding, and a draft letter in response by Fire Chief Chris Davis.

Mr. Morrison reported that an e-mail has been sent out regarding employee pay rates to be discussed at a Selectboard meeting scheduled for Monday, November 30, 2015 at 7:00 p.m.

Mr. Morrison reported that he had started a 'Selectboard Report' and handed out a list of topics of items tackled by the Selectboard during the year, and asked the Selectboard members to review and comment. Mr. Tegatz said he would contribute a section related to the Fire Department and bridges.

Mr. Tegatz said he would forward CVFRS inventories via electronic files.

APPROVE WARRANTS TO PAY BILLS

The Selectboard signed warrants to pay bills.

ADJOURNMENT

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

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

The meeting was adjourned at 9:17 p.m.

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