

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
NOVEMBER 28, 2016**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Fritz Tegatz, Jacob Spell, Matthew Krasnow (arrived at 6:08 p.m.), Carrie Spear (arrived at 8:07 p.m.).

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Peter Trono, Rick Brigham, Mary Mead, Moe Harvey, Jenny Cole, Bill Fraser-Harris, Brian Mechanic, Frank Tenney, Hugh Lewis Jr, Bud Shriner, Robert Mack, Margaret Russell, Martha Woodruff, Laurie Thompson, Andre Gilbert, Beth Merritt, Carl Herzog, Anne Mason, John Hammer, Charlotte News; and others.

ITEMS TAKEN UP:

- 6:00 PM Review of FY16 draft financial statements and audit documents with Rick Brigham of Sullivan, Powers & Co.
- 7:05 PM Thompson's Point lease for Lot 120/121 at 890 Flat Rock Road Terminate lease to Gregory S. Johnson and Jeffrey B. Johnson Approve new lease to Priscilla N. Gilbert and Andre B. Gilbert
- 7:10 PM Budget Review 7:10 PM—Senior Center 7:20 PM—Recreation Commission 7:30 PM—Recreation Program 7:40 PM—Library 8:00 PM—Road Commissioner 8:20 PM—Trails Committee 8:30 PM—Energy Committee
- 8:40 PM Hinsdale Trail Easement
- 8:55 PM Change approved weekly hours for Town Planner from 30 to 35 beginning January 1, 2017; Change approved weekly hours for Zoning Administrator from 25 to 30 beginning January 1, 2017
- 9:10 PM Select company for printing the Town Report

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 6:01 p.m.

REVIEW OF FY16 DRAFT FINANCIAL STATEMENTS AND AUDIT DOCUMENTS WITH RICK BRIGHAM OF SULLIVAN, POWERS & CO.

Rick Brigham, Sullivan, Powers and Company representative, reviewed a draft Town Audit Report that includes a Management Letter that states that no significant material deficiencies were found and outlined Audit recommendations, and an Audit Committee Letter that states that no uncorrected adjustments were found, and no management disagreements were found.

The following points were discussed:

- Create a Fund Balance Reserve line item in the budget for the purpose of building a fund balance up to \$180,000, that makes it clear to the tax payer what the fund is and where the funds come from, and satisfies a Town policy for setting aside 5 percent of the total budget expenditure

- Elected Town Auditors to conduct a Fraud Risk Assessment via meeting with Town departments/employees for discussions and guided by Sullivan, Powers, and Company as needed
- Contact the Vermont League of Cities and Towns for a basic format to create an “Investment Banking Policy” for the Town of Charlotte
- Mr. Morrison to draft a “Document of Internal Controls” that could be done in tandem with, or prior to, a “Fraud Risk Assessment”
- Add details and/or subcategories to the “Budgeting for Unanticipated Expenses” line item to identify each outlay item, and as a vehicle to design a fund balance increase in the budget
- A final Audit Report will be updated by Sullivan, Powers and Company for printing in the Town Report following sign-off on the draft Audit Report by Ms. Mead and Mr. Bloch

Mr. Morrison congratulated Ms. Mead, Town Treasurer, for a well done job, and thanked Mr. Brigham for his presentation and guidance.

MINUTES: November 14, 2016

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of November 14, 2016, as written with edits as follows:

- **Page 2, line 89 – change to read “94-63 floor vote at the March Town Meeting”;**
- **Page 3, line 129 – delete the bulleted item “No commercial usage” and replace with “Draft Town Meeting articles regarding wastewater septic for residential and/or commercial uses”;**
- **Page 4, line 155 – change the name “Mr. Morrison” to read “Mr. Bloch”;**
- **Page 12, line 521 – change the name “Titus” and replace with “Preston”.**

VOTE: 4 ayes, 1 absent (Ms. Spear); motion carried.

ADJUSTMENTS TO THE AGENDA

None.

PUBLIC COMMENT

Brian Mechanic, Mt Philo Road resident, stated that he lives north of One Mile Road. The number of cars using and speeding on Mt Philo Road has increased and is not a new issue. Mt Philo Road has a “dangerous road” designation and there are more traffic problems on this road than Greenbush Road or Spear Street. In winter the road is snow packed and icy. The Town’s speed cart was only on Mt Philo Road for 6 days last year. He has timed the number of cars on Mt Philo at 6:00 a.m. to 7:00 a.m. at 1 car every 10 seconds, and 1 car every 5 seconds from 7:00 a.m. on. What is being done, asked Mr. Mechanic.

Mr. Krasnow explained that the State Police do patrol and pull people over on Mt Philo Road. The speed cart requires road shoulders in order to be placed on road ways. Most recently the Town has agreed to equip the Town Constable’s motorcycle for traffic enforcement, said Mr. Krasnow.

Mr. Morrison pointed out that the Vermont State Police representative is scheduled to appear at the December 12th Selectboard meeting, at 7:05 p.m.

**THOMPSON'S POINT LEASE FOR LOT 120/121 AT 890 FLAT ROCK ROAD:
TERMINATE LEASE TO GREGORY S. JOHNSON AND JEFFREY B.
JOHNSON; APPROVE NEW LEASE TO PRISCILLA N. GILBERT AND
ANDRE B. GILBERT**

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to terminate the Thompson's Point lease to Gregory S. Johnson and Jeffrey B. Johnson for Lot 120/121, located at 890 Flat Rock Road, as outlined in the documents provided; and to authorize the Charlotte Selectboard Chair to sign the termination lease documents on behalf of the Town of Charlotte.

DISCUSSION:

Ms. Mead said that there were two lease documents for the Selectboard Chair to sign, which requires a Notary Public stamp. She is a Notary Public, said Ms. Mead.
VOTE: 4 ayes, 1 absent (Ms. Spear); motion carried.

Mr. Morrison signed the documents and Ms. Mead stamped the documents as required.

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve a new lease to Priscilla N. Gilbert and Andre B. Gilbert for the Thompson's Point Lot 120/121, located at 890 Flat Rock Road; and to authorize the Charlotte Selectboard Chair to sign the lease document on behalf of the Town of Charlotte.

DISCUSSION:

Mr. Gilbert asked when the Thompson's Point lots will be reassessed. Mr. Mead explained that the lease language says that a reappraisal will not happen any sooner than every 5 years. The last Town wide reappraisal did not include Thompson's Point, said Ms. Mead.

Mr. Gilbert said that his home inspector has recommended cutting down a tree that is close to the house for insurance purposes. Ms. Mead said that she has the Charlotte Tree Warden's contact information available.

VOTE: 4 ayes, 1 absent (Ms. Spear); motion carried.

Mr. Morrison signed the document and Ms. Mead stamped the document as required.

BUDGET REVIEW

7:10 PM—Senior Center

Carl Herzog and Beth Merritt, Senior Center representatives, reviewed a proposed FY2017/2018 flat budget.

7:20 PM—Recreation Commission

Bill Fraser-Harris reviewed a proposed FY2017/2018 budget revenues and expenses.

There was discussion regarding the following points:

- Beach pass income and parking fee projections and a Selectboard suggestion to increase the income estimate to \$12,000 versus the proposed \$10,500
- A suggestion to clarify and detail line items included in “Beach Maintenance” to support a \$4,700 request, remove “supplies” from Beach Maintenance, and a suggestion to reduce the line item from \$4,700 to \$2,700
- Add \$1,000 to the Recreation Reserve Fund line item for FY2018
- Remove new tennis court nets and keep \$100 for the Pickle Ball court
- Change the Skating Rink line item to \$800 from \$873
- A suggestion for the Recreation Commission to contact and work with the Energy Committee

7:30 PM—Recreation Program

Nicole Conley, Recreation Director, reviewed a Recreation Program proposed budget that includes salary step increases and addition of 3 Driver’s Education programs.

There was discussion regarding the following:

- Consider coordinating Town and CCS summer children’s recreation programs for efficiencies
- A suggestion to have the Town Attorney research the possibility for asking increased donations, or a fee, for the use of Town roads by non-profit organizations, such as cycling races (Mr. Fraser-Harris will contact Sarah Jarvis, Vermont League of Cities and Towns, for an opinion and Rayne Herzog)

7:40 PM—Library

Margret Woodruff, Charlotte Library Director, and Anne Mason, Library Trustee, reviewed a draft Library budget that included salary step increases, for a 1.33 percent budget increase.

Ms. Mead noted that the Library Assistants salary line item should be \$36,662.60

(NOTE: Ms. Spear arrived at 8:07 p.m.)

8:00 PM—Road Commissioner

Hugh Lewis Jr, Charlotte Road Commissioner, presented a level funded Highway budget.

There was discussion regarding winter road maintenance that uses a 5 percent salt to sand ratio, and a Selectboard suggestion to increase the salt content up to 10 percent for certain sections of roads.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to recommend that the Charlotte Road Commissioner make a determination of the salt-to-sand mix ratio at his discretion.

VOTE: 5 ayes; motion carried.

Ms. Spear asked if Mr. Lewis has discussed removal of dead trees in the Town's road rights-of-way. Mr. Lewis replied yes; there needs to be a discussion regarding Ash tree removal as well.

8:20 PM—Trails Committee

Margret Russell and Laurie Thompson, Charlotte Trails Committee members, reviewed a proposed Trails Operating budget that included a \$500 increase from last year. Trail signage and a few benches would be purchased and installed, explained Ms. Russell.

There was discussion regarding the need for trail signage to address the Town policy regarding dogs and leash ordinances; kiosk signs; permanent signs on the Burns property loop; and writing grant applications for funding projects.

8:30 PM—Energy Committee

Rebecca Foster, Energy Committee representative, reviewed a proposed budget that included a \$500 decrease in requests.

Mr. Tegatz reviewed that any project cost over \$1,000 had to follow the Town's Purchasing Policy. Ms. Foster explained that the committee sends out an RFP Scope of Work when an energy audit is requested. For example, the Library recently asked the Energy Committee to write a proposal for an audit when the Library is prepared to do an extension, said Ms. Foster.

There was further discussion regarding the Town Purchasing Policy and processes; past energy audits completed for the Town Hall, Senior Center, and Library; future energy audits for CVFRS and a proposed Library extension; and a Selectboard request that future project funding should include more detail, such as the square footage size of the project.

SUGGESTIONS/TASKS:

- Copies of past RFP's, bid packages and audit project details will be e-mailed to the Town Administrator
- Ms. Foster will asked entities that have utilized the Energy Committee resources for feedback to forward to the Selectboard
- Provide a list of priority projects and sizes

HINSDALE TRAIL EASEMENT

Mr. Morrison reviewed that the Selectboard discussed a Hinsdale/Preston land conservation agreement that also included a trail easement at the November 14, 2016 Selectboard meeting. A motion was approved to grant Executory Interest related to the conservation project. A motion to approve the trail easement was deferred in order to gather more information, said Mr. Morrison.

Mr. Bloch said that he had contacted Clark Hinsdale III, the Preston's and the Trails Committee. The conservation project is not dependent on the easement and will move forward. The Trails Committee is interested in the trail easement, explained Mr. Bloch.

There was lengthy discussion regarding the trail easement that the Trails Committee had worked on with the land owners for the last 6-9 months; a Selectboard member's concerns as follows: abutting neighbors did not support in the proposed location of an existing hedgerow, the existing hedgerow is an animal corridor, trail user's dogs that would not mix well with the farmer's livestock, and that it was a trail that would take years to complete, or connect to any other trail; current progress on a Town-link trail from Mt Philo to the Town Beach; and a long term Trails Committee goal to link the proposed Hinsdale/Preston trail easement off the other side of Mt Philo to One Mile Road to Guinea Road to the Nichol's Farm and to the East Charlotte Village.

Ms. Thompson said that there were a few more trail easement segments to get in order to make that long term goal a reality. There is already an easement on the Nichol's Farm, and a new subdivision on the side of Mt Philo where an easement will be requested, said Ms. Thompson.

Mr. Krasnow suggested moving forward with the Hinsdale/Preston conservation project and go back to the Preston's later regarding an easement. Ms. Russell said that she would ask the Selectboard to hold a public discussion at the next Selectboard meeting to gather feedback from the easement supporters as well as the non-supporters.

Mr. Mack said that the proposed easement location fragments an agricultural property and he was not in favor of that. If the easement followed the property perimeter along the road that was no problem, suggested Mr. Mack.

Ms. Thompson said that the Trails Committee will attend the December 1st Planning Commission meeting regarding the Krasnow proposed subdivision abutting Mt Philo State Park. A trail easement will be requested at that hearing, said Ms. Thompson.

Ms. Spear pointed out that Dylan Preston was not supportive of the trail easement. There is a road to walk on instead, said Ms. Spear.

Mr. Hammer suggested an alternate route easement along Guinea Road and One Mile Road versus through an agricultural field.

SUGGESTIONS/ACTIONS:

- Move a Wastewater article discussion from the December 12th Selectboard meeting agenda to the December 19th agenda
- Add a public discussion regarding the Hinsdale/Preston trail easement to the December 12th Selectboard agenda at 6:00 p.m.
- Consider a two step process: to accept the land conservation project, and an easement as a floating easement or an 'offer of dedication'

CHANGE APPROVED WEEKLY HOURS FOR TOWN PLANNER FROM 30 TO 35 BEGINNING JANUARY 1, 2017; CHANGE APPROVED WEEKLY HOURS

FOR ZONING ADMINISTRATOR FROM 25 TO 30 BEGINNING JANUARY 1, 2017

Mr. Morrison noted that Mr. Tegatz had asked to 'lay aside' a motion regarding a proposed change of hours for the Town Planner and Zoning Administrator at the November 14, 2016 Selectboard meeting in order to have questions answered.

Mr. Bloch said that a motion laid aside is an actionable item.

Mr. Morrison read the motion as follows:

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve a change in the weekly hours for the Town Planner from 30 hours per week to 35 hours per week beginning January 1, 2017, and to approve a change in the weekly hours for the Zoning Administrator from 25 hours per week to 28 hours per week beginning January 1, 2017.

DISCUSSION:

Mr. Tegatz reported that he talked with the Town Planner and Zoning Administrator regarding their hours and job tasks. Increasing hours is an appropriate action. Once the Town Plan is done they will have other work to do, said Mr. Tegatz.

Ms. Spear suggested closing the Planning/Zoning office window for 1-2 hours daily. Mr. Tegatz stated that having open-ended access to the Planning/Zoning office is a luxury and costs the Town money to maintain. If tax payers want to pay to have it open that is OK. Other towns have posted hours when help is available, noted Mr. Tegatz.

Mr. Morrison suggested experimenting with reduced hours at the end of the day. However, when the window is closed it becomes a burden on Mary and Christina, said Mr. Morrison. Mr. Tegatz said that if the window is closed then Mary could tell people to wait until it is open and here are the hours.

There was further discussion regarding the original three positions proposed and not staffed, and using the unstaffed Administrative Assistant hours to extend the Town Planner and Zoning Administrator work hours.

Mr. Spell asked if the Town has received complaints. Mr. Morrison replied no. Mr. Krasnow said it is on the productivity side of the staff time.

Mr. Tenney, Zoning Board of Adjustment Chair (ZBA), explained that Daryl's hours included staffing Zoning and Planning Commission meetings. Lately there have been ZBA and Planning Commission meetings on the same week that have been long meetings. That is a problem in scheduling work hours. Daryl has taken mornings off as an offset to the late evening hours worked. Last Thursday Dean was the only person in the office, said Mr. Tenney.

VOTE: 3 ayes, 2 nays (Ms. Spear, Mr. Spell); motion carried.

SELECT COMPANY FOR PRINTING THE TOWN REPORT

MOTION by Mr. Tegatz, seconded by Mr. Spell, to approve Repro as the printer of the Town Report for the bid of \$4,180 as presented.

VOTE: 5 ayes; motion carried.

SELECTBOARD UPDATES

Ms. Spear said that the Selectboard members should be informed when an appointed Selectboard liaison could not attend a hearing, such as Mary Mead's wage claim hearing. Other Selectboard members could fill in, said Ms. Spear.

Ms. Spear reported that Moe Harvey has offered to work in the Listers' office on Mondays. Ms. Tegatz should be informed, said Ms. Spear.

Mr. Tegatz asked the Charlotte Road Commissioner if the Highway Department could move the speed cart to other town road locations. He, or Mr. Krasnow, would re-program the cart, said Mr. Tegatz.

Mr. Tegatz reported that the Town Hall roof shingles are brittle and lifting. The roof should be replaced in the next 2-3 years, or a standing seam metal roof as a long term option.

Mr. Tegatz asked for an update on a proposed Town e-mail system change. Mr. Bloch explained that the proposed IT upgrade was in two steps: a fire wall, which was completed, and a change to the e-mail system, which was not done.

Mr. Tegatz asked for an update regarding a "Spiller Pays" ordinance. Mr. Bloch said that the Town Attorney is reviewing the proposal.

APPROVE WARRANTS TO PAY BILLS

The Selectboard reviewed and signed warrants to pay bills.

ADJOURNMENT

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

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 9:58 p.m.

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