

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
NOVEMBER 4, 2013**

APPROVED

SELECTBOARD MEMBERS: Charles Russell, Chair; Lane Morrison, John Owen, Ellie Russell. **ABSENT:** Winslow Ladue.

ADMINISTRATION: Dean Bloch, Selectboard Assistant.

OTHERS: Ed Cafferty, Peter Trono, Nancy Wood, Robert Mack, Stephen Brooks, Margaret Russell, Betsy Tegatz, Jenny Cole, Larry Hamilton, Josh Flore, Chris Preston, Charlotte Citizen; John Hammer, Charlotte News; and others.

ITEMS TAKEN UP:

- **Preliminary budget review: Trails, Planning & Zoning, Board of Listers, Charlotte Park and Wildlife Refuge Oversight Committee, Tree Warden, Cemetery Commission, Constable**
- **Community Safety Committee Charter – action item**
- **Draft Audit Report for year ended June 30, 2013 - action item**
- **CVFRS-MOA – action item**
- **HVAC preventive maintenance contract – action item**
- **Town Planner/Zoning Administrator offer of employment – action item**
- **Vermont Community Development Program Grant Agreement for Green Mountain Habitat for Humanity project on Albert’s Way – action item**

CALL TO ORDER

Mr. Russell, Selectboard Chair, called the meeting to order at 7:00 p.m.

PUBLIC COMMENT

None.

MINUTES: October 28

MOTION by Ms. Russell, seconded by Mr. Owen, to approve the Selectboard minutes of October 28, 2013 as written, with edits.

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

PRELIMINARY BUDGET REVIEW – discussion only

Trails

Margaret Russell, Trails Committee representative, briefly reviewed a budget request for \$6,000 total, which was the same as the last three years. The committee had fund-raised \$7,000 for the Co-housing trail section, and the permitting process for the State Park Road trail was moving along, explained Ms. Russell.

Planning & Zoning

Deferred.

Board of Listers

Betsy Tegatz, Lister, reviewed a draft budget that included \$15,895 for the Lister Chair for a 22 hour/week/50 weeks salary, a potential increase to NEMRC if a reappraisal was done, and an increase of \$5,600 for increased hours of the Lister salary at 10 hours/week/50 weeks.

Mr. Russell suggested re-labeling the \$15,895 salary line item heading as the "Lister Chair". The way \$15,000 state funding for the reappraisal revenue line item was presented in the budget was a question for Batchelder Associates, said Mr. Russell.

Charlotte Park and Wildlife Refuge Oversight Committee

Jenny Cole reviewed a proposed draft budget that included an increase of \$1,000 for signage, benches and bridge maintenance.

There was discussion regarding mowing, work crews, trail maintenance that included \$4,000 for several large brush hogging and clearing projects, volunteer hours, and a new design for bog bridges at a cost of \$80/8' section.

Mr. Hammer suggested contacting the Charlotte/Shelburne Rotary Club for additional volunteers.

Ms. Cole reported that a level 1 and 2 chain saw safety educational course would be offered in April for volunteers.

Tree Warden

Larry Hamilton, Charlotte Tree Warden, presented a proposed draft budget for \$1,000 for mileage, right-of-way inspection and maintenance of planted trees.

Ms. Cole asked if a certified tree health inspector could also look at hazardous trees in the Charlotte Park. Mr. Hamilton said that he inspected hazardous trees via a systematic road drive. A certified tree health expert could be hired, said Mr. Hamilton.

Cemetery Commission

Stephen Brooks, Cemetery Commission representative, handed out a written draft FY2014-2015 budget of \$8,000 for Selectboard review.

There was discussion regarding an unexpected overage of \$1,000 in the FY2013-2014 budget to be paid back by private cemetery funds kept at the Town. Mr. Brooks explained that the Town Treasurer would pay the \$1,000 back with an adjusting entry to the General fund. Mr. Russell suggested establishing a reserve fund to solve last year's budget overage. It was fine to use private funds to pay back the \$1,000, said Mr. Russell. Mr. Owen asked what was creating a \$9,000 budget and what would that leverage. The budget should state specifics regarding any increases for a particular project, said Mr. Owen.

Mr. Owen suggested that the commission offer cemetery tours to demonstrate work provided and done. Those interested in Charlotte history may be interested in volunteering at the cemeteries, said Mr. Owen.

Ms. Cole asked if herbicides were used at the Bradley Cemetery. The approach for herbicide use should be intermittent, said Ms. Cole. Mr. Brooks explained that a garden variety of Round Up was used to push back the understory at the east burial ground. The ground was rough and couldn't be mowed or weed whacked. There was a wonderful bed of green moss coming now, said Mr. Brooks.

Mr. Brooks asked to meet with the Selectboard regarding a land donation.

Constable

Josh Flore, Charlotte Constable, reviewed a proposed budget of \$2,600. The current pay structure was working well, said Mr. Flore.

Mr. Flore requested permission to rent three light towers during Halloween on Greenbush Road and at the street crossing near the Library on Ferry Road. Greenbush Road could be shut to through traffic for a two hour period for the safety of children. He would forward the cost of the three lights from Essex Rental. A constable line item should be created for the expense, suggested Mr. Flore.

**COMMUNITY SAFETY COMMITTEE CHARTER – action item
MOTION by Mr. Owen, seconded by Mr. Morrison, to adopt the proposed
Community Safety Committee Charter as written.**

DISCUSSION:

Mr. Morrison asked if there was a realization that the work would be done by the end of the year.

Mr. Cafferty explained that the committee needed a time frame for any action the Selectboard would take so that the committee could present recommendations at the March Town Meeting. Mr. Russell replied that the Selectboard would like a committee report by the end of December, or January.

Mr. Cafferty suggested that the committee meet in December with the Selectboard to present draft recommendations and begin a discussion. The committee has a draft survey to be sent out to the Town, and has compiled an analysis of five years of data in Charlotte. The committee would like feedback from the Selectboard in December, said Mr. Cafferty.

There was discussion regarding a potential to contract with the Shelburne Police Department for primary law enforcement service, which was currently provided by the state police.

Mr. Hammer asked when the survey would be sent out. Mr. Cafferty explained that there were 10 questions that would provide data and the pulse of the community. It was not a scientific questionnaire, said Mr. Cafferty.

Mr. Cafferty said that the committee would have a report for the December 16th Selectboard meeting.

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

DRAFT AUDIT REPORT FOR YEAR ENDED JUNE 30, 2013

Mr. Russell reported that a draft audit report was not ready at this time. Questions to ask the auditor were:

- Identify the Constable line item in the budget.
- Explanation of the fund balance.
- Restate how the tax rate was lowered to return funds back to the taxpayers by re-order of sentences that "...have anticipated that the fund balance would decrease by \$380,000, but because...we had only a decrease by \$268,000..."

CVFRS-MOA – action item

There was discussion regarding proposed CVFRS-MOA changes as follows:

- Page 3, Section 5, paragraph 2, remove the word "routinely"; and strike the wording "...provided to the CVFRS Board".

Town Attorney Comments, Exhibits I and II:

- It was noted that the Exhibits I, Lease document, and II, Vehicle Inventory, were referenced on page 4 of the MOA. The exhibit documents were not ready yet and will be created by the Town Attorney within the next month.
- Page 1 added the word "variety" in the 4th "Whereas".
- Page 2, last paragraph, regarding a 10 percent deficit cap did not indicate what happened beyond a 10 percent cap.
- Correct typos, page 2, remove the 2nd "the", and Section 4, last sentence, remove the words "there to".

Following lengthy discussion regarding a question related to the 10 percent cap for a surplus or deficit, Ms. Wood suggested leaving the surplus paragraph alone, and inserting "CVFRS would make all reasonable efforts to stay within the budget, and the Selectboard will be informed as soon as it is perceived that there may be a deficit that might require additional funding" in the deficit paragraph.

Mr. Mack, Mr. Trono and Mr. Flore questioned why the Selectboard would approve the draft MOA without finalized Exhibits I and II attached.

Mr. Mack asked why the Fire and Rescue departments were not subject to a procurement policy similar to the Town departments. Mr. Morrison replied that CVFRS was a private corporation, which was the purpose of having the MOA.

Mr. Trono asked what the advantage was to continue with a private corporation versus a municipally run service. Mr. Russell stated that the motion at Town Meeting to do so failed, and suggested giving the MOA a chance to work.

HVAC PREVENTIVE MAINTENANCE CONTRACT – action item

Mr. Bloch briefly reviewed bids received by Patterson Fuels, New England Air Systems, Alliance Mechanical and Climate Systems.

Following discussion, the Selectboard asked staff to ask if Climate Systems was certified to service System 2000, and clarify if the bids included maintenance of the heating system one time per year and the cooling system twice a year.

TOWN PLANNER/ZONING ADMINISTRATOR – action item

Mr. Russell suggested discussion of the Town Planner/Zoning Administrator position in Executive Session.

**VERMONT COMMUNITY DEVELOPMENT PROGRAM GRANT
AGREEMENT FOR GREEN MOUNTAIN HABITAT FOR HUMANITY
PROJECT ON ALBERT’S WAY – action item**

MOTION by Mr. Owen, seconded by Ms. Russell, to approve a Vermont Community Development Program Grant agreement for Green Mountain Habitat for Humanity project on Albert’s Way as presented.

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

COMMITTEE UPDATES

Ms. Russell reported on a Library Trustee meeting.

SELECTBOARD UPDATES

Mr. Russell suggested further discussion regarding Selectboard meeting dates for either November 18th, or 25th.

Mr. Russell reported that the Town Treasurer was concerned regarding payroll/pay date warrant signing issues. The warrants required three Selectboard signature before the payroll file was e-mailed to the bank, said Mr. Russell.

MOTION by Mr. Morrison, seconded by Mr. Owen, to approve that three Selectboard members had up to Tuesday, 3:00 p.m., to sign payroll warrants before the file was sent to the bank.

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

Ms. Russell suggested that all Town employees should be informed of the date that payroll checks would be issued.

APPROVE WARRANTS TO PAY BILLS

The Selectboard members signed warrants.

EXECUTIVE SESSION

MOTION by Mr. Owen, seconded by Mr. Morrison, to enter Executive Session for the purpose of discussing a Town Planner/Zoning Administrator offer of employment where premature knowledge would place the Town at a disadvantage, and to invite the Selectboard Assistant to attend.

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

The Selectboard entered Executive Session at 9:44 p.m.

MOTION by Ms. Russell, seconded by Mr. Owen, to adjourn Executive Session and reconvene the regular meeting.

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

The Selectboard adjourned Executive Session at 9:53 p.m.

Mr. Russell reported that no action was taken in Executive Session.

MOTION by Ms. Russell, seconded by Mr. Owen, to offer Jeannine M. McCrumb to the at will position as Town Planner/Zoning Administrator/Sewage Control Officer/Deputy Health Officer for an annual salary of \$47,840 for 40 hours/week as per a Town of Charlotte offer of employment letter, dated 11/04/2013.

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

ADJOURNMENT

MOTION by Mr. Owen, seconded by Ms. Russell, to adjourn the meeting.

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

The meeting was adjourned at 9:55 p.m.

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