

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
OCTOBER 27, 2014**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Charles Russell, Ellie Russell, Matthew Krasnow, Fritz Tegatz (arrived 6:30 p.m.).

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Bonnie Christie, Mary Mead, John Snow, David Mullin, Charlie Baker, Michele Boomhower, Meghan Metzler, Elizabeth Meyer, Dorothy Hill, Robert Mack, Sue Smith, Jenny Cole, Stephen Brooks, John Hammer, Charlotte News; Robin Reid, Charlotte Citizen; and others.

ITEMS TAKEN UP:

6:05 PM Vermont State Police—biannual public report and update on contracted policing services.

Discussion only

6:35 PM CVFRS—quarterly financial update. Discussion only

7:05 PM Chittenden County Regional Planning Commission—review of FY15 & FY16 Workplans & public participation plan. Discussion only

7:25 PM Child Care Resources (Meghan Metzler, Board Member, Elizabeth Meyer, Executive

Director) — request for social service appropriation. Discussion only

7:35 PM Charlotte Housing Trust Policy—allow grant to be used for purchase of property, as well as construction. Action under consideration: approve clarification of policy

7:45 PM Dorothy Hill—interview for vacancy on the Charlotte Park and Wildlife Refuge Oversight Committee. Action under consideration: approve appointment

7:55 PM Budget review: Charlotte Park & Wildlife Refuge Oversight Committee. Discussion only

8:25 PM Local Emergency Operations Plan. Action under consideration: approve

8:35 PM Minutes: October 20, October 21

8:40 PM Hinsdale settlement. Action under consideration: approve

CALL TO ORDER

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

ADJUSTMENTS TO AGENDA

None.

PUBLIC COMMENT

Mr. Hammer asked if a semi-annual State Police report would be available.

Ms. Christie asked for clarification of a Local Emergency Operations Plan. Mr. Bloch explained that the plan was required by the state and contained contact information of various parties for emergency situations. The plan was not related to policy issues, said Mr. Bloch.

VERMONT STATE POLICE-BIANNUAL PUBLIC REPORT AND UPDATE ON CONTRACTED POLICING SERVICES. Discussion only

Mr. Krasnow said that Trooper Matthew Daley, a Charlotte resident, was the new Charlotte State Police liaison.

Mr. Krasnow reviewed an e-mail from Trooper Daley that detailed monthly activity related to speeding tickets and warnings handed out, fines year-to-date of \$8,210, hours of overtime for August and September, and enforcement data for Greenbush Road, Ferry Road, Mt Philo Road, and Spear Street.

Mr. Krasnow would confirm that Trooper Daley would attend the Charlotte Selectboard meeting on Thursday, November 13, 2014. Mr. Bloch would schedule a time on an upcoming Selectboard agenda.

CVFRS—QUARTERLY FINANCIAL UPDATE. Discussion only

Mr. Snow, CVFRS Corporate Board President, reviewed an approved CVFRS quarterly report. The numbers were regarded as preliminary. The auditors should be completing the audit process within the next 30 days, said Mr. Snow.

Mr. Morrison noted the end of the fiscal year was June 30th, and asked if the audit has been finalized. Mr. Snow said that the adjustments were received from the auditors and the numbers would be re-cast. It was expected that any adjustments would not be material changes, said Mr. Snow.

Mr. Russell asked what the magnitude of the adjustments was. Mr. Snow replied that it was expected to be less than 5 percent. Most of the adjustments involved Special Funds versus operating funds. The current period was overstated in expenses. Some expense numbers would be charged toward the prior period, said Mr. Snow.

Mr. Snow reviewed the following items:

- Page 1 and 2, Operating budget reflects actual expenses of the operating account from Town money. Twenty five percent of the budget has been spent in the first quarter and looks to be tracking reasonably well and on budget.
- Call volumes were lower for FY15 versus FY14. The number of transports was a leading indicator that patient billing will run under budget for the next quarter.
- Page 1, Miscellaneous Income, the \$15,000 was presumed to be Barrows income, but included miscellaneous sales income.
- Building maintenance expenses included plumbing work in the laundry area, repairs to the roof, and building maintenance supplies. There has been a history of underfunding the building maintenance line item and it would be front loaded for future building maintenance.

- Page 1, under expenses, apparatus maintenance was a major category running high. For example, tires for Engine 1 at \$1,800, maintenance of the older tanker and Engine 2. New software allows the service to track vehicle maintenance vehicle by vehicle.
- Page 2, Fire and Rescue NFPA/ISO testing was the cost of the software system.

Mr. Krasnow asked what the number of intercept calls from other agencies were. Mr. Snow explained the differences between intercept calls and mutual aid calls. He would ask Patrice to provide an analysis of the detailed intercept calls.

In response to a question regarding calls to Ferrisburgh, Mr. Snow said he would have the information e-mailed to the Town.

Mr. Russell asked if Rescue went out with the fire calls, and if so, did the 14 calls in FY2014 include a 100 percent response with fire calls. Mr. Snow explained that it was standard practice for Rescue to go out with the fire calls. An ambulance may not go out 100 percent of the time. It means either it was a transport, or as stand by, said Mr. Snow.

Mr. Russell suggested reporting rescue standby for fire calls separate from transport.

Mr. Russell explained that the CVFRS septic tank fed into the Town system. The pumping system required maintenance and a new filter put on, said Mr. Russell.

There was discussion regarding the fuel per gallon consumption use (Mr. Snow said that he would see if the vehicle maintenance software could track gallons used and gallons per call); Fire payroll, which was lower than the 25 percent expended for the FY; EMT payroll taxes, which would be added to the budget; and Special Funds, which were typically under spent in the early quarters and used to cover contingencies later in the year.

In response to questions, Mr. Snow said that payroll was carried as a net versus gross number and was captured as an actual cost to CVFRS. The first quarter was a short period with 6 pay periods versus the usual 7 pay periods. Workmen's Compensation was properly calculated, said Mr. Snow.

Ms. Christie asked for clarification of \$25,000 budgeted for membership incentives. Mr. Snow replied that incentives were given to Fire and Rescue volunteers based on their level of participation in key activities. For example, Fire volunteers that participated in additional training that enhanced skills, said Mr. Snow.

The Selectboard thanked Mr. Snow for his presentation.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION—REVIEW OF FY15 & FY16 WORKPLANS & PUBLIC PARTICIPATION PLAN. Discussion only

Charlie Baker, Chittenden County Regional Planning Commission (CCRPC) Executive Director, and Michele Boomhower, CCRPC Assistant Director, reviewed a written CCRPC FY 2014 Annual report.

Mr. Baker reviewed the following items:

- Charlotte had three active projects on the work plan.
- The ECOS Plan would be updated by January 2015, which would allow the Town to update their plan.
- Charlotte would be asked for FY2016 projects for inclusion in the work program before Thanksgiving.
- A questionnaire would be sent to the Charlotte Selectboard Chair and the Town Administrator regarding shared or regional services.
- CCRPC was working on a position regarding new state permitting requirements related to the Lake Champlain clean up, existing paved and unpaved roads stormwater management regulations, and a 'settlement area permit' for village/urban areas paved percentages.
- ANR was coming out with new river corridor maps 'sometime in the next couple of months'. The maps would be useful in identifying river corridor protections.

Ms. Boomhower said that she would provide information regarding an American Cancer Society Road to Recovery program to the Town.

Mr. Russell asked for information on the agricultural side of the state stormwater management regulations. Mr. Baker said that he would e-mail that information to the Town.

Mr. Baker said that a Selectboard representative and the Town Administrator would be invited to attend a Legislative Breakfast, December 18, 2014. Discussions would center on legislative and municipal concerns and issues outside of transportation issues.

There was discussion regarding sharing costs or regionalization of emergency services, such as water rescue, in District 3. Mr. Morrison asked if CCRPC had funds to help pay for a study regarding shared paramedic rescue services, for example. The Town has considered hiring an expert from Connecticut. Currently the Selectboard was feeling our way on our own, said Mr. Morrison.

Mr. Mack asked if CCRPC management funds could be used to hire an expert from Connecticut. Mr. Baker replied yes.

The Selectboard thanked Mr. Baker and Ms. Boomhower for their presentation.

CHILD CARE RESOURCES (MEGHAN METZLER, BOARD MEMBER, ELIZABETH MEYER, EXECUTIVE DIRECTOR) — REQUEST FOR SOCIAL SERVICE APPROPRIATION. Discussion only

Elizabeth Meyer, Child Care Resources (CCR) Executive Director, and Meghan Metzler, CCR Board member and Charlotte resident, reviewed issues related with affordable child care. Ms. Metzler said that the CCR was requesting funding from the Town of \$500–750.

There was discussion regarding community resources supported by CCR that were utilized by Charlotte residents. Ms. Metzler said that eleven Charlotte families used CCR last year. CCR also sponsors a federal meals program and provides consultation and coaching programs related to child care in Chittenden County, said Ms. Metzler.

Mr. Morrison asked if the request was for this fiscal year. Ms. Meyer replied that the request was for FY2015.

Ms. Reid asked if the Town donation would allow CCR to leverage more funds. Ms. Meyer reviewed funding sources that included federal, state, business and individual funds. Funds raised from towns and businesses showed support for a valuable service, said Ms. Meyer.

Mr. Morrison asked staff to note that an amount should be added into the Town budget to support CCR.

CHARLOTTE HOUSING TRUST POLICY—ALLOW GRANT TO BE USED FOR PURCHASE OF PROPERTY, AS WELL AS CONSTRUCTION. Action item

David Mullin, Green Mountain Habitat for Humanity representative, briefly reviewed that a \$1 million dollar Albert's Way project should come in under budget. Charlotte's Affordable Housing Trust has approved three grants of \$10,000 for construction costs. A federal re-imbursement grant of \$280,000 was awarded. If the Affordable Housing Trust funds were used for construction then that would reduce the federal grant by \$30,000 and Habitat for Humanity would then only receive \$250,000. He was asking the Town to agree "on paper" that the Affordable Housing Trust funds were used for land purchase so that the entire \$280,000 federal grant could be received, said Mr. Mullin.

Ms. Russell pointed out that the Affordable Housing Trust policy, pages 3 and 4, was clear that the funds were for construction costs and that paid invoices were required. A change in the 2011 policy would be needed. The first and second installments of \$10,000 each have been paid out and the remaining third installment would be reimbursed after the CO was issued, said Ms. Russell.

Mr. Morrison asked if the request was specifically for the Albert's Way project. Mr. Mullin replied yes. Three of the five homes have been completed and occupied in the Albert's Way affordable housing project. The Trust has paid out \$20,000 of the \$30,000. Habitat for Humanity already owns the land, said Mr. Mullin.

Ms. Reid explained that she was involved in the formation of the Affordable Housing Trust. The intent of the Trust was to allow Charlotte residents who wanted to create affordable housing at a grass roots level. The Town has done its part by providing that

funding. Switching to land purchases doesn't help those who need help adding accessory apartments, or affordable housing in Town, stated Ms. Reid.

Mr. Russell pointed out wording in the Affordable Housing Trust policy that it was '...to support...projects by Charlotte residents...'.

MOTION by Mr. Russell to approve a request to allow an Affordable Housing Trust grant to be used for the purchase of property.

Ms. Russell stated that the policy was clear that it did not allow for the purchase of land. Mr. Russell withdrew his motion.

Mr. Hammer suggested that while the grants to the Albert's Way project was not spent as per the policy document the funds were more effectively used by Habitat for Humanity. This may be an opportunity to voice funding that could help Charlotte homeowners, said Mr. Hammer.

There was further discussion regarding Paragraph 1 of the Affordable Housing Trust policy that the concept was a grass roots effort to 'the homeowner'; Habitat for Humanities abilities to leverage federal and/or state money (Mr. Mullin explained that Habitat for Humanity did not have an endowment to pay for projects. Funds went into a 'bucket' and straight out to pay for excavators, materials, etc.); and outreach to homeowners as a next step.

Ms. Hill said that Charlotte residents weren't participating in the concept due to encumbrances placed by the Trust.

The Selectboard thanked Mr. Mullin for his efforts.

DOROTHY HILL—INTERVIEW FOR VACANCY ON THE CHARLOTTE PARK AND WILDLIFE REFUGE OVERSIGHT COMMITTEE. Action item

The Selectboard interviewed Dorothy Hill, a candidate for a vacancy on the Charlotte Park and Wildlife Refuge Oversight Committee.

MOTION by Mr. Russell, seconded by Ms. Russell, to appoint Dorothy Hill to fill a vacancy on the Charlotte Park and Wildlife Refuge Oversight Committee.

VOTE: 5 ayes; motion carried.

BUDGET REVIEW: CHARLOTTE PARK & WILDLIFE REFUGE OVERSIGHT COMMITTEE. Discussion only

Jenny Cole, Charlotte Park and Wildlife Refuge Oversight Committee member, narrated a power point presentation. The committee was seeking a total FY2015-2016 budget of \$13,950, which was a reduction of \$500 from the previous year, said Ms. Cole.

Ms. Russell said that an accounting of actual expenses would be useful to track costs. Ms. Cole said that the committee did track costs for work, such as brush hogging, even though a single line item figure was shown.

Mr. Mack asked for clarification regarding donations. Ms. Cole reviewed \$350 donated by the Charlotte/Shelburne Rotary used for bridge repairs.

There was discussion regarding funding for special projects where volunteers could not be used, such as excavation, or brush hogging; removal of invasive plants by volunteers (Ms. Smith suggested that a dollar value could be added for volunteer work); and agricultural field lease payments that amounted to \$3,390 that went to the Town as revenue. Ms. Cole explained that the park leased 113 acres of hay fields at \$30 per acre.

Mr. Morrison asked the staff to correct the lessee name and to correct the Town budget revenue number to \$3,390.

The Selectboard thanked Ms. Cole and Ms. Smith for their presentation.

LOCAL EMERGENCY OPERATIONS PLAN. Action item.

MOTION by Mr. Russell, seconded by Ms. Russell, to approve an updated Local Emergency Operations Plan as presented, and to authorize the Charlotte Selectboard Chair to sign the document on behalf of the Town of Charlotte.

DISCUSSION:

Mr. Morrison pointed out that the updated plan was just released and he had not reviewed it yet. At the October 20th Selectboard meeting a motion had been approved to accept an updated plan pending review by the Selectboard Chair and Town Administrator, said Mr. Morrison.

Mr. Russell and Ms. Russell withdrew the motion.

Mr. Morrison and Mr. Bloch would review the updated plan.

Ms. Russell suggested contacting CVFRS to coordinate with the CVFRS emergency plan.

MINUTES: October 20, October 21

MOTION by Mr. Russell, seconded by Ms. Russell, to approve the October 20, 2014 Charlotte Selectboard minutes as written, with edits:

- Page 5, line 216 – change to read “...from Burlington to San Jose, California, and back to Burlington.”
- Page 7, line 318 – delete the last sentence.

VOTE: 5 ayes; motion carried.

MOTION by Ms. Russell, seconded by Mr. Tegatz, to approve the October 21, 2014 Charlotte Selectboard minutes as written.

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

HINSDALE SETTLEMENT. Action item

MOTION by Mr. Russell, seconded by Ms. Russell, to recess the regular meeting and enter Executive Session for the purpose of discussing a proposed Hinsdale Settlement regarding the Charlotte Solar Farm, LLC legal matter, where premature knowledge might place the Town at a disadvantage, and to invite the Town Administrator to attend.

VOTE: 5 ayes; motion carried.

The Selectboard recessed the regular meeting and entered Executive Session at 8:26 p.m.

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

VOTE: 5 ayes; motion carried.

The Selectboard adjourned Executive Session and reconvened the regular meeting at 8:33 p.m.

MOTION by Mr. Russell, seconded by Ms. Russell, to accept a draft Hinsdale Settlement regarding a boundary adjustment off Hinesburg Road as shown on a survey plat drawn by Stuart Morrow, with 9 conditions as proposed, dated 10/27/2014, and to authorize the Charlotte Selectboard Chair to sign the settlement document on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

SELECTBOARD UPDATES

Mr. Tegatz reviewed a proposed additional cost of \$12,000 for the Bridge #30 deck replacement and a widened west end approach. The Town may need to pay 100 percent of the added cost. The Road Commissioner was in favor of the flared west end design, said Mr. Tegatz. Mr. Russell suggested paying the cost from the Highway Fund.

It was the consensus of the Selectboard to support the engineering design at an additional cost.

Mr. Morrison reviewed Selectboard meeting dates as follows:

- Thursday, November 6, 2014, Wage Classification discussion
- Thursday, November 13, 2014, regular Selectboard meeting in place of Monday November 10.

Mr. Krasnow reported an update of the purchase of a speed cart. The preferred company has reduced the freight charge so the total cost was \$7,654 versus the approved \$7,500.

MOTION by Mr. Krasnow, to increase the approved purchase amount for a speed cart from \$7,500 to \$7,654. The motion died due to no second.

Mr. Russell said that he had found two other companies. Pricing from one company was \$4,795, said Mr. Russell. Mr. Krasnow said that he had checked out the Traffic Safety Corporation from California and the equipment, which was well regarded.

Mr. Tegatz suggested creating a list of written specifications of equipment to send to the two other companies for comparisons. Mr. Morrison recommended a generalized specification list with comps since any purchase over \$5,000 required a bid process.

Mr. Morrison asked staff to draft a report regarding meetings with Scott Brinkman, Stowe EMS member and District 4 Chair.

There was a brief discussion regarding CVFRS services; paid staff versus volunteers; Stowe's budget compared to CVFRS' budget; calls per year in Stowe of 650 calls; business models and community para-medicine services.

Mr. Tegatz reported that he would meet with the consultant charged with the Ferry Road drainage plan.

Mr. Bloch reported that the Charlotte Beach undergrounded power line to the pump station was completed. Bruce Bushey has signed off on part of the project, said Mr. Bloch.

APPROVE WARRANTS TO PAY BILLS

The Selectboard signed warrants to pay bills.

ADJOURNMENT

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

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 9:27 p.m.

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