

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
SEPTEMBER 19, 2016**

APPROVED

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

ABSENT: Jacob Spell

STAFF: Dean Bloch, Town Administrator; Joe Rheaume, Zoning Administrator; Nicole Conley, Recreation Coordinator; Christina Booher, Assistant Town Clerk & Assistant Treasurer; Margaret Woodruff, Library Director

OTHERS: Charlie Pughe, Mark Dillenbeck, Puspa Luitel, Lynn Monty (Charlotte News), Susan Ohanian, Mary Van Vleck, Jason Pidgeon, David Pill, Nan Mason, Amos Baehr, Emily Ferris, Bill Fraser-Harris, Jonathan Fisher, Judy Hill, Margaret, Russell, Peter Joslin, Jeff McDonald, Jenny Cole, Susan Smith, Stephany Hasse, Catherine Hughes, Marty Illick, Stuart Bennett, Gregory Smith, Jessie Bradley

ITEMS TAKEN UP:

- Meet and greet other boards' members
- Describe the missions and short and long-term goals of each board
- Discuss how boards can best meet Vermont Open Meeting Law requirements, e.g. with regard to the posting of agendas and minutes
- Discuss the budgeting process (which should begin for all boards in September)

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 6:35 p.m.

The Selectboard and other town officials including representatives of various town boards introduced themselves, and described their goals and activities.

Dean described requirements to the Open Meeting Law (Title 1, Section 313, Vermont Statutes Annotated).

Fritz described "zero-based budgeting."

The following suggestions were made:

- A contractor could be approved for all committees that do land and/or building maintenance to use.
- Putting a storage shed at the Town Hall with tools for committees to use, rather than having committee members store tools at their houses.

The following issues were raised:

- It was asked whether passing around a work product between committee members is a violation of the Open Meeting Law? Dean will check.

- There was a request for the Purchasing Policy to be sent around to all board members. Dean will do this.
- There was a question regarding the format required for contracts used for hiring services. Dean suggested a signed quote for smaller projects; he will send around a boilerplate contract that can be used for larger projects.

No action was taken.

ADJOURNMENT

MOTION by Ms. Spear, seconded by Mr. Tegatz, to adjourn the meeting.

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

The meeting was adjourned at 9:15 p.m.

Minutes respectfully submitted, Dean Bloch