

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
SEPTEMBER 22, 2014**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Charles Russell, Ellie Russell, Fritz Tegatz, Matthew Krasnow.

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Victoria Zulkoski, Susan Raabe, Jason Raabe, Tom Moreau, Tim Mack, Abby Foulk, Stephanie Mack, Kevin Gauthier, Jim Murdoch, Vince Crockenberg, Susan Crockenberg, Bonnie Christie, Michael Russell, Bill Fraser-Harris, Peter Trono, Betsi Oliver, John Snow, Greg Smith, Steve Casella, Carrie Spear, Steven Daniel, Gordon Russell, Karen Frost, Karen Doris, Shaun Beal, Lynn Jaunich, Mary Mead, Moe Harvey, Valarie Graham, John Hammer, Charlotte News; Robin Reid, Charlotte Citizen; and others.

ITEMS TAKEN UP:

- **6:30PM Chittenden Solid Waste District & Vermont Haulers Group—public informational meeting regarding consolidation of waste collection. Discussion only**
- **7:00 PM Adjustments to Agenda**
- **7:01 PM Public Comment**
- **7:05 PM Minutes: September 15, 2014**
- **7:10PM Application process for use of town facilities (including management of food waste). Action under consideration: approve**
- **7:20 PM Preliminary budget discussion: CVFRS. Discussion only**
- **7:50PM Change of employee pay-period from one week to two weeks. Discussion only**
- **8:00PM Community Safety Committee. Actions under consideration: approve formation of standing committee and mission statement approve the following appointments for terms ending April 30, 2016: Bonnie Christie, Carrie Spear, Ed Cafferty and Greg Smith**
- **8:10PM Flashing speed cart. Action under consideration: approve purchase not to exceed \$7,000**
- **8:20PM Library roof. Action under consideration: approve contracting with Ellis, Inc. for \$91,420 with contingency**
- **8:30 PM Town Meeting Solutions Committee—alternative methods for voting on the town budget. Discussion only**
- **8:40 PM Town Beach—relocation of utilities. Action under consideration: approve contractor and bid**
- **8:45 PM Application for a Municipal Planning Grant to obtain assistance with drafting an allocation policy for wastewater disposal in the West Charlotte Village. Action under consideration: authorize application**

- **8:50 PM Appointment of Miles Waite to the Thompson's Point Wastewater System Oversight Committee. Action under consideration: approve**

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 6:30 p.m.

6:30PM CHITTENDEN SOLID WASTE DISTRICT & VERMONT HAULERS GROUP—PUBLIC INFORMATIONAL MEETING REGARDING CONSOLIDATION OF WASTE COLLECTION. Discussion only

Mr. Bloch briefly reviewed that the Chittenden Solid Waste District (CSWD) has been discussing consolidation of waste collection, and introduced Tom Moreau, CSWD Executive Director.

Mr. Moreau explained the mission of the CSWD to manage and regulate waste streams, composting organic matter at 120 tons per year, subscription service systems, and ACT 148 impacts. A 2009 CSWD committee explored community choice/decisions, identified issues for small haulers and competition, and costs for organic collection. Due to the complexities CSWD has decided to take a one year pause in the process, said Mr. Moreau.

Mr. Morrison summarized that there were three waste streams to consider. A question was raised in regards to environmental impacts and options related to the number of haulers. Mr. Moreau said that in the study any increase in recycling costs/energy has a savings if only one truck goes on the road. Environmental savings for truck emissions was minor, said Mr. Moreau.

Ms. Mack, Vermont Haulers Group representative, stated that ACT 148 was a big change. The process needed to slow down so that everyone could look at the impacts and how to go about it. There was a concern that residents would need more education on how to recycle and compost. Haulers need time and money to gear up and purchase the specialty trucks to haul compost. There should be a natural consolidation and a bidding process. A concern was that the small hauler would go out of business, said Ms. Mack.

Mr. Moreau said that CSWD heard the feedback from the study clearly. Charlotte's CSWD representative would be voting on the matter this Thursday. CSWD was aware of the small haulers concerns and the bidding process. He was retiring in one year and CSWD would wait for a new Executive Director to take over before moving forward, clarified Mr. Moreau.

Ms. Foulk, Charlotte CSWD representative, said that she agreed with the findings of the Community Committee regarding educating the public. A pause is a good idea and she supported it, said Ms. Foulk.

In response to Selectboard questions, Ms. Foulk said that there should be open discussion regarding options so that Charlotte can make a decision. Regarding organics, parallel collection was expensive and meant that another truck was on the roads, said Ms. Foulk.

Mr. Casella, Casella Waste Management, Inc., explained that special auger tank trucks were needed to handle the smell and weight of organics, which was capital intensive. ACT 148 creates a dialog between residents, CSWD and haulers. A challenge was re-using plastics. Logistically, it was hoped that by reducing divergents from the landfills would remove a truck from the roads, said Mr. Casella.

Mr. Murdoch thanked Mr. Moreau for re-thinking ACT 148 implementation and pausing the process.

Mr. Raabe, resident, asked if the concept could work in a rural area where pick up of organics was more difficult due to long driveways and multiple haulers on the roads. Ms. Foulk said that encouraging backyard composting was one way the Selectboard could be proactive. The practice was on-going currently at the Charlotte Central School, the Town Beach and Town buildings. Mr. Moreau said that the state realized that rural organic collection was a huge problem.

ADJUSTMENTS TO AGENDA

None.

PUBLIC COMMENT

None.

MINUTES: September 15, 2014

MOTION by Mr. Russell, seconded by Ms. Russell, to approve the Charlotte Selectboard minutes of September 15, 2014, as written

VOTE: 5 ayes; motion carried.

APPLICATION PROCESS FOR USE OF TOWN FACILITIES (INCLUDING MANAGEMENT OF FOOD WASTE). Action under consideration: approve

Mr. Bloch reviewed a draft application form and process for events held on Town land, and use of roads by outside sponsors. It would be mandatory to have side-by-side waste stations to control waste, said Mr. Bloch.

Mr. Fraser-Harris said the Recreation Commission would like to add ‘...potential use of port-a-potties’ and a fee schedule, if applicable, to page 2 of the form. This would alert an event sponsor that when they apply to the Recreation Commission there may be a fee, which could be variable. Currently a fee schedule was not in writing and was under the direction of the Recreation Coordinator, explained Mr. Fraser-Harris.

Mr. Tegatz asked if there was potential for a cleaning deposit. Mr. Fraser-Harris replied that it has not been an issue yet. The Recreation Commission has denied applications for private parties on Town land, said Mr. Fraser-Harris. Mr. Bloch said that the Senior Center has a cleaning fee.

Mr. Morrison asked if there should be a fee schedule for for-profit and non-profit organizations. Mr. Fraser-Harris said yes. A written fee schedule would be created as an

attachment to the draft form. Currently non-profits were not required to pay any fees. A 'facilities' fee could be added to the beach parking deposit, suggested Mr. Fraser-Harris.

MOTION by Mr. Krasnow, seconded by Mr. Russell, to approve a draft application and process for use of Town facilities, including management of food waste, as revised dated 09/22/2014.

DISCUSSION:

Ms. Russell asked if compost management was not required now, is the compost management appropriate. Ms. Foulk said that in May, 2014, the Selectboard approved a policy to compost/recycle where possible at Town events. There were options, such as dropping off waste at the Charlotte Central School bins, or using compost bins on site.

Mr. Fraser-Harris asked that Ms. Foulk attend the Recreation Commission meetings when an event sponsor applies to the Recreation Commission. If it was a waste generating event it would be good to have Ms. Foulk's input, said Mr. Fraser-Harris.

Ms. Foulk said that she would attend meetings as the "technical help" as per the draft form. Mr. Bloch said that as Town Administrator he would notify Abby of Recreation Commission meetings as necessary.

In response to a question regarding waste removal at Town events, Ms. Foulk said that is covered by the application and so the Town will be clear to event sponsors. If a lot of waste is generated then fees would be applied. The amount of potential trash will be gauged by the number of people at an event. The burden/cost of hauling trash could be reduced by reducing the amount of trash, said Ms. Foulk.

VOTE 5 ayes; motion carried.

PRELIMINARY BUDGET DISCUSSION: CVFRS. Discussion only

Mr. Snow, President of the CVFRS, Inc, reviewed points of a preliminary CVFRS budget for FY2015/2016 as follows:

- Intent was to level fund the budget.
- Issues were potential inflation of fuel, apparatus, etc.
- Repairs to the building and maintenance costs were areas of concern.
- Paid staff was a big factor, mostly on the Rescue side.
- An "X" factor was benefit costs for a Executive Director or business manager, which were new roles. Currently all management was done by volunteers.
- Re-examining the Capital budget projections to work in replacement cycles and costs of equipment, air packs, new ambulance, fire gear, and a single unit pumper/tanker truck.
- Re-scheduling non-town Special Funds and how to use the Special Funds.

Mr. Morrison summarized that the Rescue payroll budget was approximately \$300,000, which represented 50 percent of the overall budget, and an Executive Director and business manager were two new positions. Mr. Snow replied yes.

Mr. Snow explained that the title of ‘Chief of Service’ was meaningful to the state. Who holds the title makes a difference. The intention was to fill the position of Head of Service with someone with the right mix of skills. A Head would have skills to oversee the staff and be a certified paramedic. The position was unfilled currently. It was expected that total salary costs would increase by 10 percent. A business manager, or Executive Director would oversee Fire and Rescue and be one management location/person, said Mr. Snow.

Mr. Tegatz asked if the scope of all services was determined, was it voted on by the membership, and was a cost benefit study done.

Mr. Snow said that the scope has evolved over time and based on perceptions and risks in Town. Fire and ambulance service is not debated in Town and could be discussed. Also service was based on the capabilities of our people and outside funds, said Mr. Snow.

Mr. Tegatz asked if there was a top to the level of service and equipment that could be provided. Was there a point where the Town couldn’t afford it all. CVFRS should look at affordability, said Mr. Tegatz. Mr. Snow replied that the service was run by volunteers who were also taxpayers so there was no incentive to spend more money. That was a powerful tool for reigning in costs. A lot was shaped by individual experience in the community. For example, the marine response capability was shaped by emergencies in this Town and on water near this Town. Individuals funded a boat, and volunteers were willing to take the training, explained Mr. Snow.

Mr. Morrison reviewed that the Selectboard has received calls regarding the cost of paramedic service and concerns regarding the three months of service down time. Mr. Snow explained that the license was not revoked. The paramedic license was still enforce. The District Medical Director suspended the license for 90 days. Anyone in Charlotte who needed paramedic service had that service either from Charlotte, or mutual aid. Rescue was trying to strengthen management capabilities with the District. The Corporate Board couldn’t ask paid paramedics to stay on at a lower salary. It was unclear if there was a basis where the Town could seek a financial payback. It was instructive that Charlotte pays for most of the costs of the operation, which does not make a profit, said Mr. Snow.

There was lengthy discussion regarding the written MOA, what the agreement covered regarding service, or as a guide; concerns that there was a breach of trust; and a request by the Selectboard for an Executive Session with the CVFRS Corporate Board to discuss personnel issues and management issues to address potential financial situations.

Mr. Morrison asked if it was possible to set up an Executive Session within the next 10 days. Mr. Snow suggested this week.

Mr. Trono asked if an amount of money coming back to the Town from the surplus was known. Mr. Snow replied that the outside auditor has not completed the work yet, which

should be done in the next week or two. There was a preliminary working paper from the auditor, said Mr. Snow.

Mr. Trono asked if the potential additional staff people indicated that CVFRS was talking about a regionalized ambulance service. As reported in the local news papers it appeared that 50 percent of the calls, at one a day average, was from outside of Charlotte. Why should the Town pay for those outside calls, asked Mr. Trono. Mr. Snow replied that was controlled by the state and District 3.

Mr. Snow clarified that a need for a business manager was a function of the complexity of running a Fire and Rescue together, and managing a building, which was getting difficult with volunteers. The positions were not based on a regional emergency service, said Mr. Snow.

Mr. Trono noted that Burlington, Shelburne, Essex, Hinesburg relied on the Charlotte services. Why should Charlotte provide it when Hinesburg wouldn't talk about providing police service to Charlotte, and Shelburne would only do it for \$80 per hour.

Ms. Frost, resident, stated having a service available means a lot and she values it and supports it.

CHANGE OF EMPLOYEE PAY-PERIOD FROM ONE WEEK TO TWO WEEKS. Discussion only

Mr. Morrison reviewed that currently the Town pay employees each week. A change to every two weeks was less work for Town staff and more efficient, said Mr. Morrison.

Ms. Mead said that it made no difference in the work level if payroll was processed once a week or every other week. There were less than 20 Town employees. She had asked the employees what they preferred. Half were in favor of the change and half wanted it as is. If the payroll was changed it should be as of the first of the year, said Ms. Mead.

Mr. Morrison asked staff to put the employee payroll on an action item at an October meeting for a January 2015 start.

Ms. Christie, Library Board representative, asked if the Library Director should continue to send invoices weekly. Ms. Mead replied yes. Weekly time sheets should be submitted even if payroll was issued every two weeks, said Ms. Mead.

COMMUNITY SAFETY COMMITTEE. Actions under consideration: approve formation of Standing Committee and Mission Statement, approve the following appointments for terms ending April 30, 2016: Bonnie Christie, Carrie Spear, Ed Cafferty and Greg Smith

Mr. Krasnow reviewed a proposed Community Standing Committee (CSC) mission statement and proposed appointments. A draft establishment of a standing committee was previously approved by the Selectboard. There are now four committee members of a 7 member committee, said Mr. Krasnow.

Mr. Tegatz spoke in favor of a CSC without a budget.

Ms. Russell suggested adding "...and pursuing traffic calming options" to Tasks, 1st bullet item to the draft mission statement, deleting the note at the top of page 1, and deleting the words "Establishing a Standing Committee".

MOTION By Mr. Tegatz, seconded by Mr. Russell, to approve formation of a Standing Committee and Mission Statement for a Community Safety Committee as revised: deleting the words "Establishing a Standing Committee", deleting the note at the top of page 1 of the draft, and adding "...and to pursuing traffic calming options" to the 1st bullet item under Tasks.

DISCUSSION:

Ms. Christie said that last year when the CSC was formed, the Selectboard interviewed people and appointed members with a cross section of the community. Would the Selectboard repeat that interview process this time, asked Ms. Christie.

Mr. Krasnow said that the committee wouldn't have a budget. The CSC would have an advisory role. The core committee of four people could find the other three members and it was up to the committee to decide what the process was.

Mr. Krasnow clarified that the motion was to approve a mission statement.

VOTE: 5 ayes; motion carried.

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve the following CSC appointments for terms ending April 30, 2016: Bonnie Christie, Carrie Spear, Ed Cafferty and Greg Smith.

VOTE: 5 ayes; motion carried.

FLASHING SPEED CART. Action under consideration: approve purchase not to exceed \$7,000

Mr. Krasnow reviewed quotes for a solar panel with recharging battery pack for an amount of \$3,599, and a speed cart trailer for a cost of \$2,900.

MOTION by Mr. Krasnow, seconded by Mr. Russell, to approve a purchase of a SP400/800 Safe Pace OT Cruiser compact trailer and a SP450 Safe Pace LT Radar Speed Sign, solar powered, for an amount not to exceed \$7,500, to come from the Traffic Enforcement line item, contingent upon a discussion with the Charlotte Road Commissioner prior to the purchase.

VOTE 5 ayes; motion carried.

LIBRARY ROOF. Action under consideration: approve contracting with Ellis, Inc. for \$91,420 with contingency

Mr. Tegatz said that he had a discussion with the Ellis contractor regarding re-using plywood sheets from the roof. The contractor offered to put in all new plywood. A contingency fee would cover costs for any other issues discovered as the roofing was

pulled off. The bid was for a Spring 2015 price for an all metal roof. However, the contractor requested a \$2,500 deposit to hold the price, reported Mr. Tegatz.

Mr. Bloch clarified that the contractor had asked for a few changes to the draft contract, which has not been returned at this time. Mr. Morrison asked staff to put the Library roof approval on the next Selectboard agenda.

TOWN MEETING SOLUTIONS COMMITTEE—ALTERNATIVE METHODS FOR VOTING ON THE TOWN

BUDGET. Discussion only

Mr. Crockenberg, Town Meeting Solutions Committee member, reviewed a 2014 Town Meeting advisory motion to explore options for voting town budgets. Will Senning, State Secretary's office, was clear that the annual town budget must be voted on at Town Meeting. There was no clear uncomplicated way to have pre-special town meeting in January to debate a proposed budget for a vote at the March Town Meeting. The committee concluded that a proposal to adopt voting by Australian ballot this year for a first vote done in 2016 was an option. Mr. Senning said that only the Selectboard had the authority to warn a budget number, said Mr. Crockenberg.

There was discussion regarding documented language to support the Selectboard's authority and voting on a town budget at Town Meeting as per the Municipal Governance Charter; a question of what Garrett Baxter, VLCT's lawyer said regarding town budget votes; voting by Australian ballot as an 'up or down' vote versus discussion and possible amendments from the floor during Town Meeting; concerns that holding a special meeting in January for budget discussion might decrease Town Meeting participation further; and a suggestion to hold budget votes at a certain time during Town Meeting to increase participation.

Mr. Hammer suggested that one or two committee members and a Selectboard member collaborate on gathering information, which would be brought back to the Selectboard for consideration.

Mr. Russell said he would volunteer on behalf of the Selectboard.

TOWN BEACH—RELOCATION OF UTILITIES. Action under consideration: approve contractor and bid

Mr. Russell reviewed that one of the bidding contractors was doing work for him and recused himself. Mr. Russell left the meeting.

Mr. Tegatz explained that he had conducted business with the high bidder but felt that he did not have a conflict of interest.

Mr. Bloch reviewed bids and noted that the contractor, Vermont Roads and Fields, had increased their bid by \$1,000 to a total of \$6,200.

Mr. Krasnow reported that Green Mountain Power representative was comfortable with Steve Denton's work and wouldn't need to inspect the project, which might save the Town money.

MOTION by Ms. Russell, seconded by Mr. Krasnow, to approve the bid of \$6,200 by Vermont Roads and Fields for a relocation of utilities at the Town Beach.

DISCUSSION:

Mr. Tegatz suggested meeting with the contractor to review the one-line bid submitted to make sure all items were understood.

AMENDMENT by Ms. Russell, seconded by Mr. Krasnow, to approve the bid in concept and to authorize the Town Administrator and a Charlotte Selectboard representative to review the specifications with Vermont Roads and Fields and Green Mountain Power before commencing.

VOTE: 4 ayes, 1 recused (Mr. Russell); motion carried.

Mr. Russell returned to the meeting.

APPLICATION FOR A MUNICIPAL PLANNING GRANT TO OBTAIN ASSISTANCE WITH DRAFTING AN ALLOCATION POLICY FOR WASTEWATER DISPOSAL IN THE WEST CHARLOTTE VILLAGE. Action under consideration: authorize application

Mr. Bloch reviewed a Municipal Planning Grant application process and recommendations from the 2011 study done by Civil Engineering, Inc for septic allocation located on the Burns property. The grant had a potential for up to \$20,000 with a Town match of \$4,000. A scope of work would include a determination of allocations, reserves, existing and new uses, and to identify a service area. A goal was to have town-wide input to define 'maximizing on-site septic', determine user fees and a description of an allocation process, explained Mr. Bloch.

Mr. Tegatz said that he had hoped the draft Town Plan would include language that specified septic priorities. An actual cost of a system, exact capacity and how to use that capacity was needed and there was a concern regarding the Civil Engineering, Inc study estimates, said Mr. Tegatz.

Mr. Russell said that the Town has actual data of what has been built on the Town property already. Would the grant process help draft language for the Town Plan, asked Mr. Russell.

MOTION by Mr. Russell, seconded by Mr. Krasnow, to authorize submission of a Municipal Planning Grant to obtain assistance with drafting an allocation policy for a wastewater disposal system in the West Charlotte Village.

VOTE: 5 ayes; motion carried.

APPOINTMENT OF MILES WAITE TO THE THOMPSON'S POINT WASTEWATER SYSTEM OVERSIGHT COMMITTEE. Action under consideration: approve

MOTION by Ms. Russell, seconded by Mr. Russell, to appoint Miles Waite to the Thompson's Point Wastewater System Oversight Committee.

VOTE: 5 ayes; motion carried.

SELECTBOARD UPDATES

Ms. Russell reported that the CVFRS Corporate Board would meet Tuesday, September 23, 2014. She would request a meeting between the Selectboard and Corporate Board for the purpose of an Executive Session on either Thursday, September 25, 2014 at 8:30 a.m. or Friday, September 26, 2014 at 8:30 a.m.

Mr. Morrison said that the Selectboard would meet on Thursday, September 25, 2014 at 9:00 a.m. to discuss an employee wage policy.

Mr. Russell reviewed a cost of \$650 for a TASCAM wireless recording system without speakers, or \$1,000 for a complete setup.

Mr. Morrison asked staff to include a discussion on the TASCAM system to the Thursday agenda.

Mr. Bloch reported that a mediation regarding an appeal by Clark Hinsdale III was delayed. Mr. Hinsdale submitted a written proposal for an informal discussion with the Selectboard, said Mr. Bloch.

Mr. Morrison asked staff to include a discussion regarding the Hinsdale proposal to the Thursday agenda.

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 10:25 p.m.

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