

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
SEPTEMBER 9, 2013**

APPROVED

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

ADMINISTRATION: Dean Bloch, Selectboard Assistant.

OTHERS: Sue Smith, John Snow, Mary Mead, Carrie Spear, Jenny Cole, Stephen Brooks, Seth Zimmerman, Sam Zimmerman, David McNally, David Stewart, Patrice Machavern, Ed Sulva, Nigel Mucklow, Claudia Mucklow, Chris Preston, Charlotte Citizen; Brett Sigurdson, Charlotte News; and others.

SITE VISIT: to Charlotte Park and Wildlife Refuge

ITEMS TAKEN UP:

- **Tractor Parade 2013 – action item**
- **Little Garden Market, LLC – 1st Class Liquor License application for a Commercial Kitchen License (to allow catering) – action item**
- **Charlotte Park and Wildlife Refuge – discussion of the view of the lake from Route 7 and workplan – discussion only**
- **Charlotte Volunteer Fire and Rescue Services, Inc – general discussion of FY14-15 budget – discussion only**
- **Bridge #31, Dorset Street – review of bids to repair the pier supporting the bridge – action item**
- **Employee health insurance – action item**
- **Job description for Town Planner/Zoning Administrator – action item**
- **Employee Time Sheet Policy and Procedures – action item**
- **Town Hall – paint exterior; paint interior – action item**
- **NEMRC Assessment Agreement for 2013 – action item**
- **Town Hall repair project – change order – action item**
- **Vermont League of Cities and Towns’ Annual Business Meeting – action items**
- **Volunteers Holiday Party – action item**

CALL TO ORDER

Mr. Russell, Selectboard Chair, called the meeting to order at 7:01 p.m.

ADJUSTMENTS TO AGENDA

None.

PUBLIC COMMENT

Sam Zimmerman, Eagle Scout, reviewed a proposed pedestrian bridge project on the pedestrian path along Ferry Road, and a budget of \$1,500. He would consult with the Charlotte Road Commissioner regarding ditching along the road.

MOTION by Mr. Owen, seconded by Mr. Ladue, to approve a proposed Walking Bridge design as described by Sam Zimmerman.

VOTE: 5 ayes; motion carried.

MINUTES

MOTION by Ms. Russell, seconded by Mr. Morrison, to approve the Selectboard minutes of August 12, 2013, as written, with edits.

VOTE: 5 ayes; motion carried.

TRACTOR PARADE 2013 – action item

Carrie Spear reviewed a proposed Tractor Parade 2013 as a Town event using the same route as last year. A proposed Tractor Parade Committee included Carrie Spear, Debbie Christie, June Bean, Cindy Bradley, Margaret Roddy, Matthew Huff and Dave Denton.

MOTION by Mr. Ladue, seconded by Mr. Owen, to appoint the Tractor Parade Committee composed of Carrie Spear, Debbie Christie, June Bean, Cindy Bradley, Margaret Roddy, Matthew Huff and Dave Denton, and to approve the East Charlotte Annual Tractor Parade to be held on Sunday, October 13, 2013, and to close Spear Street Extension beginning at the Nichols Farm located south on Spear Street Extension, running north through the Hinesburg Road/Spear Street intersection, continuing north and ending at Sheehan Green from 1:30 p.m. to 2:30 p.m.

DISCUSSION:

Mr. Zimmerman asked if some of the profits would go to the Town. Ms. Spear replied that there were no profits. There were 200-300 people volunteering to put the event on. For next year the committee would ask to close Spear Street from Hinesburg Road to the Nichols Farm for four hours to allow baby strollers and pedestrians, said Ms. Spear.

VOTE: 5 ayes; motion carried.

LITTLE GARDEN MARKET, LLC – 1ST CLASS LIQUOR LICENSE APPLICATION FOR A COMMERCIAL KITCHEN LICENSE (TO ALLOW CATERING) – action item

MOTION by Mr. Ladue, seconded by Mr. Owen, to recess as the Charlotte Selectboard and to convene as the Charlotte Liquor Control Board.

VOTE: 5 ayes; motion carried.

MOTION by Mr. Ladue, seconded by Mr. Owen, to approve a request by the Little Garden Market, LLC for a 1st Class Liquor License for a Commercial Kitchen License to allow catering.

VOTE: 5 ayes; motion carried.

MOTION by Mr. Ladue, seconded by Mr. Owen, to adjourn as the Charlotte Liquor Control Board and to reconvene as the Charlotte Selectboard.

VOTE: 5 ayes; motion carried.

CHARLOTTE PARK AND WILDLIFE REFUGE – DISCUSSION OF THE VIEW OF THE LAKE FROM ROUTE 7 AND WORKPLAN – discussion only

Mr. Ladue narrated a video recording he took of the Route 7 corridor heading north from the Route 7/Ferry Road traffic light to the Shelburne town line and south again. Trees planted in a field on the west side of Route 7 in the Overlook, trees and two telephone poles on the west side of Route 7 near the Horsford Nursery entrance, and trees in a hedgerow in the Charlotte Park and Wildlife Refuge were pointed out that should be cut, or thinned to allow a better view of the lake, explained Mr. Ladue.

Mr. Ladue noted that a utility pole by the Horsford Nursery sign supported a power line on the east side of Route 7. Charlie Prout was agreeable to cutting/moving trees if the pole could be moved. A question was does the Selectboard think more work should be done to improve the lake view from the Overlook and the view heading downhill on Route 7, asked Mr. Ladue.

Ms. Cole, Charlotte Park and Wildlife Refuge Committee member, reported that she and Sue Smith walked down the hill last week where some of the trees could be thinned this fall/winter. Keith Thompson, Chittenden County forester, was invited to assess the proposed work, said Ms. Cole.

Ms. Smith expressed concern that clearing the White Pine and Maple trees could create erosion at the steep hill. Removing felled trees would require equipment to bring the trees up the hill, said Ms. Smith.

Mr. Ladue, Ms. Russell and Mr. Russell spoke in favor of improving the view.

Mr. Brooks reviewed a brief history of the Town park parcel and the Rockefeller parcel, and noted that when it was a sheep farm the bank didn't wash away. The park and Rockefeller documents purpose was to maintain the open view to the lake. Outside the view corridor there were plenty of acres for other values to be supported. The row of trees the Town planted should be removed since they block the view of the lake. The south 'keyhole' trees were in the state/Town right-of-way and should be removed, stated Mr. Brooks. Ms. Cole said that while she wasn't opposed to cutting some trees it should be done carefully and in the right way.

Ms. Russell said she would like to review the Park Oversight Committee work plan.

In response to a question, Ms. Smith said that the county forester would provide a verbal report. The committee could write a report for the Selectboard review, said Ms. Smith. Mr. Russell asked if the committee would ask the forester if the pine trees should be cut, or removed.

The Selectboard members spoke in favor of removing the trees planted in the Overlook field, and removing the trees in the 'keyhole' along Route 7 by Horsford Nursery if possible.

CHARLOTTE VOLUNTEER FIRE AND RESCUE SERVICES, INC – GENERAL DISCUSSION OF FY14-15 BUDGET – discussion only

Ed Sulva, David McNally, David Stewart, CVFRS representatives, and Patrice Machavern, CVFRS Administrative Assistant, reviewed that the current year budget to date was on track. They had an offer from the Albany Vermont Fire Department to purchase the old heavy rescue truck for \$15,000. It was a good offer as per a manufacturer of fire apparatus that was consulted. Building and resources would be addressed by November/December, said Mr. McNally.

Mr. Owen, Mr. Morrison and Ms. Russell spoke in support of the sale of the heavy rescue truck. Mr. Sulva said that work was needed to determine who had title to the truck.

Mr. McNally said that they would need to key into a time frame and develop a template in order to forecast a budget one year ahead.

Mr. Russell asked for details of the Barrows fund, Tower fund, and status of decommissioning the tower. A proposed fire fighter has not been hired by the CVFRS yet. A question was should the Town allocation for that hire be adjusted, or not. A discussion was needed on CVFRS line items not spent historically, said Mr. Russell.

Mr. Sulva explained that Chris Davis was working on a fire fighter job description. That line item could be adjusted. Chris was looking at costs for decommissioning the tower in order to understand what amount to reserve. The Corporate President has asked the chiefs if there were any major purchases out of the Barrow fund this year. A report would be presented when ready. Regarding unspent line items, such as medical vaccinations, there could be a savings there. Hose testing needs to be done this year. Students that filled some shifts over the summer resulted in a payroll savings, said Mr. Sulva.

MOTION by Mr. Morrison, seconded by Mr. Owen, to authorize CVFFRS to sell the Heavy Rescue truck to the Albany Vermont Fire Department for the amount of \$15,000 as presented.

VOTE: 5 ayes; motion carried.

Mr. Brooks suggested taking the Town disbursement for the CVFRS Operating budget and dividing it by 12 months. If the monthly amount wasn't spent then the budget could be adjusted downward, said Mr. Brooks. Mr. Snow stated that CVFRS was not forecasting an expense shortfall and assumptions shouldn't be made.

Ms. Mead asked if a decision was made regarding patient billing. The Town has not received anything, nor has the proposed MOA between the Town and CVFRS been signed yet, stated Ms. Mead. Mr. Russell replied that the Selectboard approved a decision that CVFRS could retain their revenue at the August 12, 2013 meeting.

Ms. Mead said that if patient billing was to be retained at Fire and Rescue then a legal agreement was needed between the Town and Fire and Rescue. The Town voted on a \$618,650 budget at Town Meeting, pointed out Ms. Mead.

Mr. Sulva said that at the August 12th meeting Fire and Rescue it was proposed that patient revenue stay with CVFRS, and that was the route Fire and Rescue would like to go. A formal agreement would be signed, said Mr. Sulva.

Mr. Russell asked staff to put a patient billing document on the next Selectboard meeting agenda.

Mr. Sulva reported that a process was in place regarding Fire and Rescue payroll, patient billing, accounts/payable, and for paying bills on line. CVFRS financial reports would be sent monthly to Ms. Russell as liaison to Fire and Rescue, explained Mr. Sulva. Mr. Morrison suggested adding one line at the top of the financial report for a 'percentage of the year'.

BRIDGE #31, DORSET STREET – REVIEW OF BIDS TO REPAIR THE PIER SUPPORTING THE BRIDGE – action item

Mr. Ladue reported that one bid was received to repair the Bridge #31 pier. The engineering firm reviewed the bid and advised the Town to accept it.

MOTION by Ms. Russell, seconded by Mr. Owen, to award the contract to repair the pier supporting Bridge #31, Dorset Street, to Blow and Cote Inc., for a total amount not to exceed \$92,025, and to authorize the Charlotte Selectboard Chair to sign the appropriate document(s).

VOTE: 5 ayes; motion carried.

EMPLOYEE HEALTH INSURANCE – action item

MOTION by Ms. Russell, seconded by Mr. Morrison, to appoint John Owen and Charles Russell to a Selectboard Sub-committee to evaluate the Town's employee health insurance offering under the new state health insurance program.

VOTE: 5 ayes; motion carried.

JOB DESCRIPTION FOR TOWN PLANNER/ZONING ADMINISTRATOR – action item

MOTION by Mr. Owen, seconded by Mr. Ladue, to approve a job description for a Town Planner/Zoning Administrator as amended:

- **Note #7, Zoning Administrator, change to read: "...as approved by the Town's Waste Water consultant...";**
- **Under comments: include "...would not be required to lift over 75 pounds...";**

and to delegate changes to Ms. Russell and Mr. Bloch with edits to be made by the Town Attorney, dated 09/04/2013.

VOTE: 5 ayes; motion carried.

There was discussion regarding current salaries for the Town Planner and Zoning Assistant, and a proposed starting salary rate of \$19 per hour at the low end to a higher 150 percent rate based on experience.

EMPLOYEE TIME SHEET POLICY AND PROCEDURES – action item
MOTION by Mr. Ladue, seconded by Mr. Owen, to approve a proposed Employee Time Sheet Policy and Procedure, and Time Sheet form as presented.
VOTE: 5 ayes; motion carried.

Ms. Russell expressed concern that if an employee had no immediate supervisor then a time sheet could not be approved for that employee. A Selectboard member may need to sign that time sheet, said Ms. Russell. Mr. Morrison suggested designating a Selectboard member, or the HR Selectboard liaison to sign it.

Mr. Russell said it was a Selectboard decision to determine a pay date and pay period regarding the new direct deposit payroll process. In another matter, Mary Mead would be asked to determine how far back to look at unused vacation and sick time to correct errors. A system would be needed to track vacation and sick time going forward, said Mr. Russell.

TASKS:

- Review at timesheets for vacation and sick time.
- Consider moving to an every two week payroll versus every week by July 1, 2014.
- Determine what the Town would offer regarding employee health insurance, and meet with a state Navigator November 1, 2013.
- Schedule a meeting with Town employees regarding health insurance.

TOWN HALL – PAINT EXTERIOR; PAINT INTERIOR – action item

Mr. Bloch reviewed that the interior of the Town Hall required painting that included the offices, meeting room, the new windows, walls, and possibly the ceiling for a cost of \$5,000+/- . The cost to paint the exterior of the building was estimated at \$1,000+/- .

Ms. Mead reported that the Repair and Maintenance fund balance was \$30,171 with an additional \$10,000 available in November.

Mr. Morrison suggested getting an hourly rate quote for the exterior painting project.

Staff would put together a quote.

NEMRC ASSESSMENT AGREEMENT FOR 2013 – action item

Mr. Bloch reported that the NEMRC Assessment Agreement for 2013 was not ready for discussion. The Town Attorney was reviewing the document.

TOWN HALL REPAIR PROJECT – CHANGE ORDER – action item

MOTION by Mr. Owen, seconded by Mr. Morrison, to approve a change order for the amount of \$132.66 for materials for the repair of the northeast and northwest corners of the Town Hall.

VOTE: 5 ayes; motion carried.

VERMONT LEAGUE OF CITIES AND TOWNS' ANNUAL BUSINESS MEETING – action item

MOTION by Ms. Russell, seconded by Mr. Owen, to appoint Lane Morrison to attend the Vermont League of Cities and Towns' Annual Business meeting, and delegate approval of proposals for additions or amendments to proposed 2014 VLCT Municipal Policy to Mr. Morrison.

VOTE: 5 ayes; motion carried.

VOLUNTEERS HOLIDAY PARTY – action item

MOTION by Mr. Ladue, seconded by Mr. Owen, to appoint Charles Russell and Lane Morrison to coordinate with the Senior Center and a caterer regarding the December 7, 2013 Volunteers Holiday Party, and to authorize planning for the event to the Selectboard Coordinators.

VOTE: 5 ayes; motion carried.

The Selectboard would discuss a “Volunteer of the Year” at the next Selectboard meeting.

COMMITTEE UPDATES

Mr. Ladue and Ms. Russell were working on a plan for the Burns property.

Mr. Morrison reported that the Senior Center parking lot lights project would be completed in a few weeks.

SELECTBOARD UPDATES

Mr. Russell reported that he and Mr. Morrison had attended the Town Auditors' meeting to discuss an auditors' request to reconsider the Richard St George decision. No new information was presented and a letter had not been received, said Mr. Russell.

It was the opinion of the Selectboard not to reconsider the matter based on no new information, and no letter.

APPROVE WARRANTS TO PAY BILLS

The Selectboard members signed warrants.

Mr. Russell would ask Mary Mead to separate out warrants that the Selectboard did not need to sign, such as the Cemetery invoices.

ADJOURNMENT

MOTION by Mr. Owen, seconded by Mr. Ladue, to adjourn the meeting.

VOTE: 5 aye; motion carried.

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

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