

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
MARCH 9, 2020**

APPROVED

SELECTBOARD MEMBERS: Chair Matthew Krasnow, Vice Chair Frank Tenney, Carrie Spear, James Faulkner (Louise McCarren absent)

ADMINISTRATION: Dean Bloch, Town Administrator

OTHERS: Mike Russell, Bill Stuono, Susan Smith, Lane Morrison, Julian Kulski, Bob Stock, Wiley Reading, Peter Joslin, Craig Reynolds, Greg Smith, Rob Mullen

AGENDA ITEMS:

6:00 PM Adjustments to the agenda

6:01 PM Public comment

6:05 PM Personnel Policies—policy regarding employees working from home

6:15 PM Engagement letter with Sullivan, Powers & Co., P.C. to perform an audit of the Town's financial statements for the fiscal year ending June 30, 2020

6:20 PM Amend and readopt Ordinance Regulating Conduct in Charlotte Park & Wildlife Refuge to not prohibit firearms, in accordance with 24 VSA §§2291 & 2295

6:30 PM Delegate Selectboard member to open mowing and brush-hogging bids on March 16, 2020 at 5PM

6:35 PM US Census for 2020-update

6:50 PM Update on Mount Philo State Park parking lot expansion and change of access

7:00 PM Employee performance reviews—final approval of process

7:10 PM Agreement with CVSD regarding use of Charlotte Central School for elections

7:40 PM Goals, priorities, workplan, and board member assignments

8:15 PM Discussion of respective roles of Recreation Commission and Recreation Director

8:30 PM Minutes: February 10, 17 and 24; and March 3 (Town Meeting), 2020

8:45 PM Selectboard updates

8:55 PM Approve warrants to pay bills

9:00 PM Adjourn

CALL TO ORDER

Selectboard Chair Matt Krasnow called the meeting to order at 6 p.m.

Adjustments to the agenda

Dean Bloch requested to move employee reviews from 7 pm to 8 pm.

Public comment

Mike Russell asked for a review of the Economic Development Strategy (Chapter 1.19) in the Town Plan, specifically the Farm and Food Policy. He mentioned the need for a Development Review Board and in making the commuter rail parcel an asset for the

town. He said having a special committee to specifically look at economic development strategies would be beneficial for the town.

Sue Smith asked about the solar bidding process. Matt Krasnow said it is back in the hands of the Energy Committee. He explained the structure of the two RFPs slated to go out. He explained the history of the library addition RFP that led to these new RFPs. This will be on the agenda in the coming months once the Energy Committee is ready.

Personnel Policies—policy regarding employees working from home

Dean discussed the coronavirus and the possible need for some employees to work from home. Lane Morrison discussed the Senior Center's need to have some employees have the flexibility to work remotely. This is an introduction to the topic and will be on a future agenda. The VLCT has weighed in and that information will be distributed, Dean said. Matt said having one policy for everyone would not make sense but leaving the decision to work from home up to each supervisor seems to be a solution. He asked for some language to be written up for the next Selectboard meeting. He added that it is up to the supervisors to validate the hours now and maybe changes might not need to be made. It will be officially addressed before the next fiscal year begins, he said.

Engagement letter with Sullivan, Powers & Co., P.C. to perform an audit of the Town's financial statements for the fiscal year ending June 30, 2020

The general consensus is that they have done a very good job, Dean said. The cost is the same as the previous year. It is a one year contract. They are on the preferred vendor list.

MOTION by Jim Faulkner, seconded by Carrie Spear, to approve the Engagement letter with Sullivan, Powers & Co., P.C. to perform an audit of the Town's financial statements for the fiscal year ending June 30, 2020. VOTE: 4 ayes; 1 absent (Louise McCarren); motion carried.

Amend and Readopt Ordinance Regulating Conduct in Charlotte Park & Wildlife Refuge to not prohibit firearms, in accordance with 24 VSA §§2291 & 2295

Dean and the Town Attorney have updated the ordinance to be aligned with State statute. The Park Committee has been sent the changes. Shooting and fireworks in and around the park were discussed. Minor language and typos were addressed.

MOTION by Jim Faulkner, seconded by Carrie Spear, to Amend and Readopt Ordinance Regulating Conduct in Charlotte Park & Wildlife Refuge to not prohibit firearms, in accordance with 24 VSA §§2291 & 2295. VOTE: 4 ayes; 1 absent (Louise McCarren); motion carried.

MOTION by Matt Krasnow, seconded by Frank Tenney, to approve a notice of an amendment to the Town of Charlotte for the ordinance regulating conduct of Charlotte Park and Wildlife Refuge. VOTE: 4 ayes; 1 absent (Louise McCarren); motion carried.

Delegate Selectboard member to open mowing and brush-hogging bids on March 16, 2020 at 5PM

Carrie Spear and Jim Faulkner were appointed.

US Census for 2020-update

Bob Stock from the US Census Bureau gave a presentation. He explained that the census is safe, easy and important. It is about representation and funding. There are programs in Vermont that depend on government funding and the census is vital for qualifying for the appropriate funding, he said. New this year is the ability to respond online. All that is asked is name, age, date of birth. No information will be given to ICE. No other personal information like social security numbers or credit card numbers will be collected. May 15 through July 31 is the census window.

Coronavirus Update by CVFRS

CVFRS Rob Mullen came to explain the coronavirus and their work with the State. It is a respiratory illness, he said. It will be business as usual for CVFRS and he said he would like to avoid a panic situation in Charlotte.

Update on Mount Philo State Park parking lot expansion and change of access

Dean explained the permitting process and the anticipation for an application for a highway access permit. No application has been received at this point. Dean said he has some concerns with the proposed changes. Speed needs to be addressed, he said. Dean suggested the Selectboard ask Regional Planning to weigh in. Matt said those concerns should be brought up during the planning process. He said he is not comfortable with the Selectboard weighing in on the planning process preemptively. Peter Joslin, Planning Commission Chair, said he was not alerted to any speed issues during their process. Bill Stuono said he had concerns about the state of the area 20 years from now and safety driving into and out of the proposed parking area. Matt reiterated that the Selectboard does not weigh in on the Planning Commissions process preemptively. The Sketch Plan Review Letter will need to go out and a curb cut application will need to be received by the Selectboard.

Agreement with CVSD regarding use of Charlotte Central School for elections

Matt said he will be the point person for discussions with the district. Louise has a background with drafting legal documents. The Selectboard appointed Matt and Louise to work on the MOU together with the school district.

Goals, priorities, workplan, and board member assignments

Dean provided an updated list of the Selectboard liaisons. It was read aloud and is available online. The updated Selectboard schedule for regular meetings was reviewed. A task list was reviewed. The Capital Plan review process was discussed with an April 27 date to begin the process was set.

Carrie requested the committee budget discussions begin earlier. Frank said May would be an ideal time for the initial joint meeting of all committees. A tentative May 11 date was set for that meeting.

Jim Faulkner suggested a non-profit committee be developed to review how the Town donates funds. Frank suggested the Selectboard do the vetting with in-person interviews rather than just a letter. Matt said July is a good time to look at vetting metrics on this issue.

Jim said a salt shed needs to be discussed at some point. Carrie said a town garage will be needed within the span of ten years. The Road Commissioner will be invited to that meeting tentatively slated for Sept. 14.

Dean asked about the lister/assessor job. The listers term is up in 2021. This will be tackled in April.

Advisory motions at Town Meeting were discussed. VLCT or statutory obligation will be researched.

Employee performance reviews—final approval of process

Carrie was added as a Senior Center Liaison with Louise.

MOTION by Frank Tenney, seconded by Jim Faulkner, to approve Employee performance review process as amended. VOTE: 4 ayes; 1 absent (Louise McCarren); motion carried.

Discussion of respective roles of Recreation Commission and Recreation Director

The pay process, job descriptions, responsibilities and Palmer Survey were discussed. Times need to be added to every Recreation Commission agenda. A Recreation Center will be added to the Selectboard workplan in early summer.

Minutes: February 10, 17 and 24; and March 3 (Town Meeting), 2020

MOTION by Matt Krasnow, seconded by Frank Tenney, to approve the Feb. 10 Selectboard meeting minutes as amended. VOTE: 3 ayes; 1 absent (Louise McCarren); 1 abstain (Jim Faulkner); motion carried.

MOTION by Frank Tenney, seconded by Matt Krasnow, to approve the Feb. 17 Selectboard meeting minutes as amended. VOTE: 3 ayes; 1 absent (Louise McCarren); 1 abstain (Jim Faulkner); motion carried.

MOTION by Matt Krasnow, seconded by Frank Tenney, to approve the Feb. 24 Selectboard meeting minutes as amended. VOTE: 3 ayes; 1 absent (Louise McCarren); 1 abstain (Jim Faulkner); motion carried.

Selectboard updates

The Village Wastewater Committee is meeting soon to come up with a fee schedule. The Liaison is Louise. Fritz Tegatz will be added to the March 23 agenda for appointment to the Village Wastewater Committee.

Carrie would like a list of Town Lands.

Approve warrants to pay bills

Adjournment

MOTION by Carrie Spear, seconded by Jim Faulkner, to adjourn. VOTE: 5 ayes; 1 absent (Louise McCarren); motion carried.

The meeting was adjourned at 9:05 p.m.

Minutes respectfully submitted, Lynn Monty, Recording Secretary.