

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
JULY 30, 2018**

APPROVAL

SELECTBOARD MEMBERS: Lane Morrison, Chair; Carrie Spear, Fritz Tegatz, Matthew Krasnow, Frank W Tenney (arrived at 4:58 p.m.). **ABSENT:** Ms. Spear.

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Mary Mead Christina Booher, Jenny Cole, and others.

AGENDA ITEMS:

- 4:30 PM Set FY19 municipal tax rate
- 4:50 PM Financial Management Questionnaire – Towns and Cities
- 5:15 PM Contract with Robert Booher for cleaning the Town Hall/Office from July 1, 2018 to June 30, 2019 for \$425/month
- 5:30 PM West Charlotte Village Wastewater System

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 4:31 p.m.

SET FY19 MUNICIPAL TAX RATE

Mary Mead, Charlotte Town Clerk, reviewed a memo, dated July 24, 2018, and a written 2018-2019 Tax Rate Municipal and Educational worksheet that recommended total dollars to raise for the Town at a tax rate of \$0.1986, a Local Agreement Tax rate of \$0.0004, for a total Municipal Tax Rate of \$0.1990.

Ms. Mead said that a projected surplus of \$47,969.71 should be retained to cover any additional invoices coming in after July 31st.

Ms. Cole asked that if a grant received in the current year for a project that wouldn't start until the next year is included in this calculation. Ms. Mead explained that any revenue is posted when it is actually received.

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve the FY2018209 Tax Rate as follows: Municipal total dollars to be raised for the Town at \$0.1986 and a Local Agreement Tax Rate at \$0.0004, for a Total Municipal Tax Rate of \$0.1990.

VOTE: 3 ayes, 2 absent (Mr. Tenney, Ms. Spear); motion carried.

FINANCIAL MANAGEMENT QUESTIONNAIRE – TOWNS AND CITIES

Mr. Krasnow asked if the Town got the money from the Trails Committee PayPal account. Ms. Mead replied yes. It was not Town money. The amount was less the fees paid to the PayPal account, explained Ms. Mead.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to accept the Financial Management Questionnaire – Towns and Cities report as presented, and to

authorize the Selectboard Chair to sign the document on behalf of the Town of Charlotte.

DISCUSSION:

Ms. Cole asked if the various Town accounts plus interest were included. Ms. Mead replied that all the separate funds, such as the Thorpe Barn line item, are in the General fund. Funds held in the Citizen's Bank account receives less than 1 percent interest. The Town has invested accounts in CD's with higher interest in the past. Accounts should be kept liquid, noted Ms. Mead.

VOTE: 3 ayes, 2 absent (Mr. Tenney, Ms. Spear); motion carried.

Mr. Morrison signed the document.

CONTRACT WITH ROBERT BOOHER FOR CLEANING THE TOWN HALL/OFFICE FROM JULY 1, 2018 TO JUNE 30, 2019 FOR \$425/MONTH

Ms. Booher reviewed a memo request for a proposed cleaning contract increase of \$50.00 per month for a total \$425 per month versus \$375 per month, dated July 24, 2018.

Ms. Booher noted that the contract runs from July 1 to June 30, and the current contract has expired. The July billing has already been submitted at the \$375 per month rate and the vendor is willing to start a new contract August 1 through June 30, said Ms. Booher.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve a Contract for Services for cleaning the Charlotte Town Hall and Library, at a rate of \$425 per month, and to authorize the Selectboard Chair to sign the document on behalf of the Town of Charlotte.

DISCUSSION:

Mr. Krasnow pointed out that the increase is a 13 percent increase. Mr. Bloch said that the contract will start August 1st since the July, 2018 rate was not changed.

Ms. Booher said that the cleaning contract was taken over in December, 2017, and she didn't realize that the contract expired in July. She did bill for July, reiterated Ms. Booher.

Mr. Morrison asked if there were any additional costs. Does the Town purchase the supplies, asked Mr. Morrison. Ms. Booher replied yes; the Town supplies the cleaning materials.

VOTE: 4 ayes, 1 absent (Ms. Spear); motion carried.

WEST CHARLOTTE VILLAGE WASTEWATER SYSTEM –

Mr. Bloch reported on feedback received from the Town Attorney related to the proposed Thompson's Point Wastewater System Ordinance. The intent for defined terms in the definitions should be either capitalized or italicized to make the term stand out. Whatever is used should be consistent, said Mr. Bloch.

Mr. Tenney suggested that a term should be italicized. Mr. Krasnow said that by capitalizing a term then it is ‘named’ as a proper noun. Italicizing a term is also acceptable, said Mr. Krasnow.

Mr. Bloch reviewed other substantive issues included the intent to bring up fixtures used at the camps to a “low flow design”. Language will need to change to reflect that Lane’s Lane and all other camps will need to be “low flow design” fixtures when they are replaced, said Mr. Bloch.

Mr. Tenney suggested that language that “when new of replacement fixtures are put in”. MR. Bloch pointed out that gets into the statement that “...bathrooms shall only have one sink, one toilet, one shower/tub”. Does that mean only one bathroom, or is it per bathroom since most camps have more than one bathroom, asked Mr. Bloch.

Mr. Krasnow said that septic capacity per camp is based on the number of bedrooms allowed.

Ms. Booher said that someone has to track the Lane’s Lane connection payments. The Selectboard approved a payment schedule for over 20 years and not all camps will connect at the same time, said Ms. Booher.

Mr. Tenney reviewed that a camp will pay a \$10,000 connection fee, and the capital investment repayments are staggered over 20 years. For example, one camp owner wouldn’t finish paying for 38 years. It would have been better to pay a buy-in now, suggested Mr. Tenney.

Mr. Morrison said that the Town can’t require an owner to connect when the old lease is still in-force. Ms. Booher suggested requiring all owners to sign a new lease with the proper language to correct that problem.

SUMMARY:

- Capitalizing a term is standard for referencing definitions and is a formatting issue - those changes do not need to be red-lined
- Staff to ask Chris Galipeau to clarify with the state engineer regarding septic capacity based on the number of bedrooms, or the number of fixtures per camp
- Schedule a policy discussion regarding the number of fixtures allowed per camp for a future Selectboard agenda
- Consider capitalization changes related to Lane’s Lane connections to the Thompson’s Point Wastewater System
- Presentation and review of a revised red-lined copy of the proposed Thompson’s Point Wastewater System Ordinance for the August 23, 2018 Selectboard meeting

JOINT MEETING WITH THE WEST CHARLOTTE VILLAGE WASTEWATER SYSTEM COMMITTEE

The Selectboard met jointly with the West Charlotte Village Wastewater System Committee.

ADJOURNMENT

The board lost its quorum and adjourned at 5:35 p.m.

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