

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
MARCH 13, 2017**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Carrie Spear, Matthew Krasnow, Fritz Tegatz, Frank W. Tenney.

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Christina Booher, Rowan Beck, Dale Knowles, Vanessa Knowles, Jenny Cole, Mary Mead, Hugh Lewis Jr, Vicki Zulkowski, Jonathan Fisher, Janet Schwarz, John Hammer, Charlotte News; and others.

(NOTE: the agenda was heard out of order, but appears as published for continuity.)

ITEMS TAKEN UP:

- 5:00 PM Recreation Director—approve Job Description; review & approve factor scoring as per Palmer & Associates Job Evaluation Manual; approve offer of employment
- 6:00 PM Site visit—Barber Cemetery, aka West Burying Ground
- 7:15 PM Cemetery mowing bid specification and process
- 8:00 PM Interviews for re-appointments
 - Janet Schwarz, Recreation Commission, for a term ending April 30, 2020
 - Jonathan Fisher, Zoning Board of Adjustment, for a term ending April 30, 2020
 - Matthew Zucker, Zoning Board of Adjustment, for a term ending April 30, 2020
- 8:15PM Road Commissioner—Approve request for paving bids
- 8:25 PM Finance and Maintenance Agreement for Grade Crossing Improvement on Town Line Road
- 8:35 PM Better Roads Grant (application by CCRPC) for roads erosion inventory
- 8:45 PM Lincoln Applied Geology—extend contract for the remainder of the fiscal year.
- 8:50 PM Lane’s Lane—evaluation of on-site wastewater systems for Lots 201-207/208
- 9:00 PM Thompson’s Point lease renewals
- 9:05 PM Liquor License renewal (to be approved as Liquor Control Board)
 - Spear’s Corner Store—request for renewal of Second Class License to sell Malt and Vinous Beverages, and renewal of Tobacco License

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 5:09 p.m.

RECREATION DIRECTOR—APPROVE JOB DESCRIPTION; REVIEW & APPROVE FACTOR SCORING AS PER PALMER & ASSOCIATES JOB EVALUATION MANUAL; APPROVE OFFER OF EMPLOYMENT

The Selectboard reviewed a revised Recreation Director Job Description.

SUGGESTIONS/CHANGES:

- Page 1, Qualifications, #2 – change to read “...minimum of three years...”
- Page 1, Qualifications – add “10. Ability to work independently.”
- Page 2, 14 – make the following changes to #20 – add the word “recreational” between the words “day” and “operations”, and add to the end of #14, deleting #20
- Page 2, Financial Management Duties, #1 – add to the end “...and including the recommendations of the Recreation Committee.”
- Page 3, #4 – delete
- Page 3 – delete “Supervised by: Town Administrator”
- Page 3, Reports directly to: The Selectboard – add “Supervised and” before “Reports”
- Page 3, Hours, change to read: “This is a salaried position with regularly scheduled hours to equal 1,560 hours per year, as per Section 4.2 of the Personnel Policy, and is exempt under the Fair Labor Standards Act.”

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve the Job Description as amended, 03/13/2017, and subject to a final approval at the next Charlotte Selectboard meeting.

VOTE: 5 ayes; motion carried.

The Selectboard reviewed factor scoring as per the Palmer and Associates Job Evaluation Manual as follows:

- #1, Qualifications – change “80” to “90”
- #2, Orientation – leave as “15”
- #3, Complexity – change “70” to “90”
- #4, Judgment – change “25” to “30”
- #5, Supervision received – change “50” to “55”
- #6, Contact frequency – leave as “20”
- #7, Contact nature – leave as “35”

- #8, Supervision exercised- change “25” to “35”
- #9, Financial Accountability – leave as “20”
- #10, Information Accountability – leave as “15”
- #11, Health and Safety – leave as “25”
- #12, Physical Effort – leave as “15”
- #13, Working Conditions – leave as “10”
- #14, Personal Time – change “0” to “10”
- Total, change from “405” to “465”
- Current “Step 4 on Grade 14” change to “Step 3 on Grade 16” for an hourly rate of \$21.27

Mr. Krasnow asked to review Nicole Conley’s resume as a new hire.

The Selectboard consensus is to delegate review of Ms. Conley’s resume to Mr. Krasnow and the Town Administrator as per the Salary Administration Policy, New Hire, Section 4a.

Mr. Morrison suggested that staff send Nicole Conley an Offer of Employment letter seeking a first date of available, with an open reply period to the letter of two weeks.

MOTION by Mr. Krasnow, seconded by Ms. Spear, to extend an Offer of Employment letter for the Recreation Director position with a Grade 16, Step 3, to Nicole Conley, with a reply period of March 14, 2017 to March 28, 2017, with a start date as soon as available.

VOTE: 5 ayes; motion carried.

SITE VISIT—BARBER CEMETERY, AKA WEST BURYING GROUND

The Selectboard recessed the regular meeting at 6:00 p.m. and reconvened at the Barber Cemetery, a.k.a. West Burying Ground for a site visit. The Selectboard reconvened the regular meeting at the Town Hall at 6:30 p.m.

ADJUSTMENTS TO THE AGENDA

None.

PUBLIC COMMENT

None.

SELECTBOARD UPDATES

Mr. Bloch reported that a conservation project between Clark Hinsdale Jr and Dylan Preston has a closing date of Monday, March 20th at 11:00 a.m. in Vergennes. A Selectboard delegate should be appointed to attend, said Mr. Bloch.

MOTION by Mr. Tegatz, seconded by Mr. Tenney, to delegate the Charlotte Selectboard Chair to attend a closing of the Hinsdale/Preston conservation project scheduled for Monday, March 20, 2017 at 11:00 a.m., and for the Town Administrator to attend, on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

Mr. Tegatz briefly reported on an update of the Wastewater Committee and that CVFRS will release an RFP for the pumper truck as approved at Town Meeting.

Mr. Morrison asked staff to invite Chris Jalipeau to a Selectboard meeting to discuss the analysis of the seven Lane’s Lane properties.

CEMETERY MOWING BID SPECIFICATION AND PROCESS

Mr. Bloch reviewed that the Cemetery Commission has drafted mowing regulations for cemeteries document. The commission is asked for Selectboard input. The cemetery mowing should be a stand alone bid since it is specialized, said Mr. Bloch.

The Selectboard reviewed the draft document.

SUGGESTIONS/CHANGES:

- Page 1, Equipment, #1 – replace “21” with “36”
- Page 1, #5, 1st line – delete the second repeat of the words “not only”; 3rd line- delete the words “and the need”
- Page 1, General Guidelines, #6, replace the address “159 Ferry Road” with “PO Box 119”; replace the words “within 72 hours” with “billed monthly”
- Page 1, Mowing Procedure, #2 – add to the end “Trash, branches greater than 1/4”, and other debris will be collected prior to each mowing and disposed of by the Contractor”
- Page 2, #8 – replace “21” with “36”
- Page 3, #7 – add to the end of the sentence “using a leaf blower”

There was discussion regarding mowing in the cemeteries without damaging stones, weed whacking every other mow around the stones, and use of walk behind mowers versus riding mowers.

Mr. Morrison suggested putting the contract out to bid, have a discussion with contractors and conduct site visits. A concern is the Cemetery budget of \$15,000 and mowing might use up the entire budget, said Mr. Morrison.

Mr. Krasnow said that using sheep to mow the cemeteries should be explored in parallel with the bid.

INTERVIEWS FOR RE-APPOINTMENTS

- Janet Schwarz, Recreation Commission position, for a term ending April 30, 2020

The Selectboard interviewed Janet Schwarz.

MOTION by Ms. Spear, seconded by Mr. Tegatz, to appoint Janet Schwarz to a Recreation Committee position for a term ending April 30, 2020.

VOTE: 5 ayes; motion carried.

- Jonathan Fisher, Zoning Board of Adjustment position, for a term ending April 30, 2020

The Selectboard interviewed Jonathan Fisher.

MOTION by Mr. Tegatz, seconded by Mr. Tenney, to appoint Jonathan Fisher to the Zoning Board of Adjustment for a term ending April 30, 2020.

VOTE: 5 ayes; motion carried.

- Matthew Zucker, Zoning Board of Adjustment position, for a term ending April 30, 2020

The interview with Matthew Zucker was deferred to March 27, 2017 Selectboard meeting.

ROAD COMMISSIONER—APPROVE REQUEST FOR PAVING BIDS

Hugh Lewis, Jr, Charlotte Road Commissioner, explained that the deadline on the paving RFP was changed to have paving completed before July 1st this year. Paving would be paid through the Highway Reserve Fund. The Highway Reserve fund will show over budget next year, and he will note an explanation of where the funds came from, said Mr. Lewis.

Mr. Morrison asked if the bid will include a length of time and tonnage numbers. Mr. Lewis replied that he didn't have a price per ton yet. It would be included in the contract. He was not sure that the lowest bid is the best bid. One contractor might use recycled mix at a lower cost and another contractor will use fresh mix asphalt, which will last longer, pointed out Mr. Lewis.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the Charlotte Road Commissioner's request for an RFP paving bid release.

DISCUSSION:

Mr. Krasnow suggested posting the project on the Works in Progress list.

AMENDMENT by Mr. Tegatz, seconded by Mr. Krasnow, and to post the paving RFP on the Works in Progress list.

DISCUSSION:

Mr. Lewis said that he will provide a list of the roads to be paved for Selectboard review. He will do site visits with the contractors and list the order and specifications of roads to be done. There are three miles of paving depending on the price of asphalt, said Mr. Lewis.

VOTE: 5 ayes; motion carried.

FINANCE AND MAINTENANCE AGREEMENT FOR GRADE CROSSING IMPROVEMENT ON TOWN LINE ROAD

Mr. Lewis explained a maintenance agreement for a railroad grade crossing on Town Line Road between the town lines of Ferrisburgh and Charlotte. Mr. Bloch clarified that the state will upgrade a railroad crossing with gates and a sign. The state wants the Town to maintain the signs. Mr. Lewis noted a question is if the sign is located in Charlotte or Ferrisburgh at that point. Charlotte will maintain the sign, said Mr. Lewis.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve a Finance and Maintenance Agreement for a Grade Crossing Improvement on Town Line Road with the following correction: add "Town of Charlotte"; and to authorize the Charlotte Selectboard Chair to sign the agreement document on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

BETTER ROADS GRANT (APPLICATION BY CCRPC) FOR ROADS EROSION INVENTORY

Mr. Tegatz reported that he talked with Chris McDermott regarding the grant application related to evaluating roads. He had a concern that the agreement might bind the Town for future road improvements. His concern has been addressed, said Mr. Tegatz.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve a Better Roads grant, application by Chittenden County Regional Planning Commission, for roads, erosion inventory, pursuant to ACT 64.

VOTE: 5 ayes; motion carried.

LINCOLN APPLIED GEOLOGY—EXTEND CONTRACT FOR THE REMAINDER OF THE FISCAL YEAR.

Mr. Bloch reviewed is an April to April contract term. This year asked for quote to complete the year to June 30th. Test is due before the end of March to make it a 3 year 4 month contract, said Mr. Bloch.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve a Lincoln Applied Geology extended contract for the remainder of the fiscal year at the same rate as the existing contract at an estimated maximum cost of \$1,127.

VOTE: 5 ayes; motion carried.

LANE'S LANE—EVALUATION OF ON-SITE WASTEWATER SYSTEMS FOR LOTS 201-207/208

Mr. Bloch briefly reviewed a Civil Engineering, Inc., proposal for evaluating existing systems for 7 lots on Lane's Lane. The project will be done in the summer season when the system is in use, said Mr. Bloch.

Mr. Tegatz asked staff to invite Civil Engineering, Inc., and Winslow Ladue to an April Selectboard meeting.

There was discussion regarding maximum load; failed systems need to know and if private systems currently in use are substandard or not; utilizing water meter readings on camps to track system flows; and that Mary Mead has finalized numbers available..

THOMPSON'S POINT LEASE RENEWALS

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the following Thompson's Point lease renewals for 20 years:

- Paul L. Colby, Jonathan E. Colby and Christine Colby Giraud, for Lot 26, located at 2545 Thompson's Point Road
- Marilyn Boyle, Lot 145, located at 62 North Shore Road
- A.C. Moore and Stephen Rixford, Lot 25, located at 2557 Thompson's Point Road;

and to authorize the Charlotte Selectboard Chair to sign the lease renewal documents on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

LIQUOR LICENSE RENEWAL (TO BE APPROVED AS LIQUOR CONTROL BOARD)

- Spear's Corner Store—request for renewal of Second Class License to sell Malt and Vinous Beverages, and renewal of Tobacco License

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

VOTE: 5 ayes; motion carried.

Ms. Spear recused herself as an interested party.

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve a liquor license renewal for a Second Class License to sell Malt and Vinous Beverages, and renewal of a Tobacco License for Spear's Corner Store; and to authorize the Charlotte Selectboard Chair to sign the document and duly notarized on behalf of the Town of Charlotte.

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

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

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

Ms. Spear rejoined the Selectboard.

MINUTES: March 9, 2017

Approval of the March 9, 2017 minutes was deferred to the Monday, March 27, 2017 meeting.

NEXT MEETING

- Monday, March 20, 2017, 7:00 p.m. – Land Use Regulation Amendment public hearing (staff to send copies of 24 V.S.A.4442 to Selectboard members for review)
- March 27, 2017, 7:00 p.m. – regular Selectboard meeting
- April 10, 2017, 7:00 p.m. - regular Selectboard meeting

APPROVE WARRANTS TO PAY BILLS

The Selectboard reviewed and signed warrants to pay bills.

ADJOURNMENT

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

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 8:51 p.m.

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

