

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
MARCH 27, 2017**

**APPROVED**

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

**ADMINISTRATION:** Dean Bloch, Town Administrator.

**OTHERS:** Sue Smith, Jenny Cole, Laurie Fisher, John Quinney, Greg Smith, Laurie Thompson, Stephanie Haase, Mark Dillenbeck, Susan Blood, John Hammer, Charlotte News; and others.

**ITEMS TAKEN UP:**

- 7:15 PM Fraud Risk Assessment—discussion of process
- 7:30 PM Lake Champlain Paddlers Trail—Site Use Agreement
- 7:40 PM Interviews: Ken Spencer and Kim Findlay as Co-Coordiators of Green Up Day 2017-1 year term; John Quinney for vacancy on the Energy Committee, term ending April 30, 2018; Greg Smith for vacancy on the Charlotte Park & Wildlife Refuge Oversight Committee-no term; Susan Blood, reappointment to the Conservation Commission, term ending April 30, 2021; Laurie Thompson, reappointment to the Trails Committee, term ending April 30, 2019; Stephanie Hasse, reappointment to the Trails Committee, term ending April 30, 2019; Mark Dillenbeck, reappointment as Tree Warden, term ending April 30, 2018
- 8:20 PM Arbor Day Declaration—May 6, 2017
- 8:30 PM Selectboard contracts and workplan for 2017

**CALL TO ORDER**

Mr. Morrison, Chair, called the meeting to order at 7:04 p.m.

**ADJUSTMENTS TO THE AGENDA**

Add:

- Murphy, Sullivan and Kronk – Letter of Engagement re: TDI
- Opening of bids for brush hogging and mowing – schedule date

**PUBLIC COMMENTS**

None.

**SELECTBOARD UPDATES**

Mr. Tegatz reported that the West Charlotte Village Wastewater Committee met on Friday, March 24<sup>th</sup>. It is recommended to appoint a five person committee with one Selectboard and one Planning Commission liaison, with a possible June work session regarding policy issues, said Mr. Tegatz.

Mr. Morrison reviewed a proposed Letter of Engagement between the Town and Murphy, Sullivan and Kronk regarding the TDI underwater cable issue, and suggested setting a date to meet in Executive Session for a discussion.

**MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to authorize the Charlotte Selectboard Chair to sign a Letter of Engagement, dated 03/23/2017, between the Town of Charlotte and Murphy, Sullivan and Kronk regarding the TDI underwater cable.**

**VOTE: 5 ayes; motion carried.**

Mr. Bloch reviewed that brush hogging and mowing bids are due Friday, March 31, 2017, by 3:00 p.m. Bids should be opened and ready for the April 10, 2017 Selectboard meeting.

**MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to authorize the Charlotte Town Administrator to open bids at a warned meeting regarding the brush hogging, mowing and agricultural lease bids.**

**VOTE: 5 ayes; motion carried.**

#### **FRAUD RISK ASSESSMENT—DISCUSSION OF PROCESS**

Mr. Morrison reviewed that the CPA auditor firm of Sullivan and Powers, Company, recommended that the Town consider a Fraud Risk Assessment. Sullivan and Powers would facilitate the discussion at an estimate cost of \$500-1,000, said Mr. Morrison.

Ms. Spear asked if Mary Mead had been consulted regarding the assessment. Mr. Morrison replied that Mary had given no specific feedback. Having a professional CPA as a third party is a good thing, said Mr. Morrison. Mr. Tegatz asked if Mary already had a good portion done. Mr. Bloch pointed out that Mary had a good portion of an internal control document done.

Mr. Krasnow asked if budgeting for unanticipated items wasn't changed. Expenses are now applied to specific line items, which are a part of internal controls, said Mr. Krasnow.

Ms. Cole, Town Auditor, said that the Town Auditors had a discussion at their last meeting. A question is if the Town Auditors will draft a Fraud Risk Assessment, or not. It is good to have a facilitator. All three Town Auditors will be at that meeting, said Ms. Cole. Mr. Morrison said he would recommend that the Town Auditors sit in on the work session and then can learn how to do a risk assessment audit. The Town Auditors could take over the task in the future, suggested Mr. Morrison.

**MOTION by Mr. Krasnow, seconded by Mr. Tenney, to authorize Sullivan and Powers, Company, to work with the Town Auditors, and to facilitate a Fraud Risk Assessment and produce a report, for a sum not to exceed \$1,000.**

**DISCUSSION:**

**Mr. Morrison suggested scheduling a 4:00 p.m. meeting and invite Nicole Conley, Mary Mead, the Town Auditors to attend.**

**VOTE: 5 ayes; motion carried.**

**LAKE CHAMPLAIN PADDLERS TRAIL—SITE USE AGREEMENT**

Laurie Fisher, Lake Champlain Committee representative, explained a project by the Lake Champlain Committee to partner with land owners for Lake Champlain Paddlers Trail low impact use sites. The sites are for non-motorized uses. An annual guide book is published and a single trail sign is posted on site, said Ms. Fisher.

In response to a question, Mr. Bloch reported that fees are currently charged through the Recreation Department.

Ms. Fisher handed out copies of a 2016 Trail Guide. The 2017 Trail Guides will be available in June, said Ms. Fisher.

**MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the use of the Charlotte Town Beach as a Day Site for the Lake Champlain Paddlers Trail, and to authorize the Town Administrator to fill out the attached survey and to sign the document on behalf of the Town of Charlotte.**

**DISCUSSION:**

**In response to questions, Ms. Fisher said that there is no maintenance required at the sites.**

**There was discussion regarding possible additional day site in Charlotte, such as the Converse Bay state boat launch.**

**Ms. Fisher said that Trail Guides are available at local libraries, or via a membership. The fee is \$35. Information is on the Lake Champlain Committee website: [www.lakechamplaincommittee.org](http://www.lakechamplaincommittee.org), or by telephoning 802 658-1414, said Ms. Fisher.**

**Mr. Morrison suggested the Cedar Beach access site, which has an ADA walking trail to the docks.**

**VOTE: 5 ayes; motion carried.**

**INTERVIEWS:**

- Ken Spencer and Kim Findlay as Co-Coordiators of Green Up Day 2017-1 year term

**MOTION by Ms. Spear, seconded by Mr. Tenney, to appoint Ken Spencer and Kim Findlay as Co-Coordiators of Green Up Day2017, held on the first Saturday in May, for a one year term.**

**VOTE: 5 ayes; motion carried.**

- John Quinney for vacancy on the Energy Committee, term ending April 30, 2018  
The Selectboard interviewed John Quinney for an Energy Committee vacancy.

**MOTION by Mr. Krasnow, seconded by Ms. Spear, to appoint John Quinney to the Energy Committee for a term ending April 30, 2018.**

**VOTE: 5 ayes; motion carried.**

- Greg Smith for vacancy on the Charlotte Park & Wildlife Refuge Oversight Committee; no term

The Selectboard interviewed Greg Smith for a Charlotte Park and Wildlife Refuge Oversight Committee vacancy.

**MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to appoint Greg Smith to the Charlotte Park and Wildlife Refuge Oversight Committee.**

**VOTE: 5 ayes; motion carried.**

- Susan Blood, reappointment to the Conservation Commission, term ending April 30, 2021

The Selectboard interviewed Susan Blood for a Conservation Committee position.

**MOTION by Mr. Krasnow, seconded by Mr. Tenney, to reappoint Susan Blood to the Conservation Committee for a term ending April 30, 2021.**

**VOTE: 5 ayes; motion carried.**

- Laurie Thompson, reappointment to the Trails Committee, term ending April 30, 2019

The Selectboard interviewed Laurie Thompson for a Trails Committee position.

**MOTION by Mr. Krasnow, seconded by Ms. Spear, to reappoint Laurie Thompson to the Trails Committee for a term ending April 30, 2019.**

**VOTE: 5 ayes; motion carried.**

- Stephanie Hasse, reappointment to the Trails Committee, term ending April 30, 2019

The Selectboard interviewed Stephanie Haase for a Trails Committee position.

**MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to reappoint Stephanie Haase to the Conservation Committee for a term ending April 30, 2019.**

**VOTE: 5 ayes; motion carried.**

- Mark Dillenbeck, reappointment as Tree Warden, term ending April 30, 2018

The Selectboard interviewed Mark Dillenbeck as the Charlotte Tree Warden.

**MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to reappoint Mark Dillenbeck as the Charlotte Tree Warden for a term ending April 30, 2018.**

**VOTE: 5 ayes; motion carried.**

**ARBOR DAY DECLARATION—MAY 6, 2017**

Mr. Krasnow read the Charlotte Arbor Day Declaration, dated March 27, 2017, into the record.

**MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to declare Arbor Day as May 6, 2017, as presented:**

**Whereas trees in the Town of Charlotte contribute significantly to the beauty of our landscape;**

**And recognizing moreover that trees provide many valuable environmental services such as shade in summer, carbon fixation, oxygen production, soil erosion reduction, more favorable groundwater recharge, and habitat for many forms of other plant and animal life;**

**And also noting that our aging shade tree population is succumbing to increasing pest damage, and storm damage causing loss or disfigurement;**

**And whereas new tree planting is not compensating for these losses;**

**Therefore, the Charlotte Town Selectboard, recognizing that it is a good and worthy thing for residents to plant trees for the benefit of present and future generations, hereby:**

**Declares May 5, 2017 to be designated as Charlotte Arbor Day and encourages tree planting; and it notes with pleasure that there will be an Arbor Day celebration at Charlotte Central School on May 5, an assessment of our roadside tree planting with a view to replacing any failed trees, an assessment of potential new sites where planting could be beneficial, planting of disease resistant elm trees in town park, inventories of ash trees, and an Emerald Ash Borer preparedness plan;**

**And it encourages other residents to plant and care for trees at this time.**

**VOTE: 5 ayes; motion carried.**

Ms. Smith noted that Horsford's Nursery will plant a Shagbark Hickory in memory of Larry Hamilton in the spring.

## **SELECTBOARD CONTRACTS AND WORKPLAN FOR 2017**

### **SELECTBOARD CONTRACTS**

Mr. Tegatz pointed out that a line regarding NEMRC-reappraisal/lister contract was missing from the list.

Mr. Krasnow asked staff to update the Preferred Vendors list in the current contracts and dates when renewed.

### **WORK PLAN**

Mr. Morrison asked Mr. Tegatz for an update regarding the CVFRS pumper truck bid.

Mr. Tegatz replied that Fire Department personnel is working on the equipment needed for the pumper truck, and explained the bid process and item specifications to make sure that the bids will be consistent in order to stay within the budget. When further information is available he would report to the Selectboard, said Mr. Tegatz.

Mr. Morrison asked for an update on septic for the Lane's Lane lots. Mr. Bloch said that David Marshall will appear at the May 8<sup>th</sup> Selectboard meeting to respond to questions

raised at the Town Meeting. A service agreement will evaluate septic needs for Lane's Lane lots during the summer season, if any systems have failed, and total system capacity. Winslow Ladue had questioned if the system is at capacity, or not. Another question is if the system is within the range it was designed for, said Mr. Bloch.

Mr. Morrison asked if Winslow Ladue will be attending the meeting as well. Mr. Bloch replied he didn't know. Winslow had also questioned the proposed Town funding of the Lane's Lane hookups, or if there would be some other funding mechanism. He will contact Winslow Ladue and David Marshall regarding the May meeting, said Mr. Bloch.

#### SELECTBOARD ASSIGNMENTS

The Selectboard reviewed Selectboard assignments with no changes.

Mr. Morrison volunteered as the point person regarding the TDI Litigation Agreement with Murphy, Sullivan and Kronk.

**MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to authorize the Charlotte Selectboard Chair to serve as the Town representative as per Section 3 of the TDI Litigation Agreement with Murphy, Sullivan and Kronk.**

#### DISCUSSION:

Mr. Tegatz asked if the wording in Section 3 gives the single town representative decision making power. Mr. Krasnow read Section 3 language into the record that towns "...shall be appointing a single representative on day to day communications..." and related to "...litigation in all matters other than settlement or dismissal...", which takes the entire Board.

**VOTE: 5 ayes; motion carried.**

#### NEXT SELECTBOARD MEETING

Monday, April 10, 2017, at 6:30 p.m., add: Charlotte Town Clerk/Treasurer and Town Administrator job descriptions and salaries to the agenda.

Ms. Spear asked staff to confirm with Mary Mead that Mary is OK with the job description and proposed salary.

#### MINUTES: March 9, March 13, March 20

**MOTION by Mr. Krasnow, seconded by Ms. Spear, to approve the Charlotte Selectboard minutes of March 9 2017 as written with edits:**

- Page 4, line 154 – add "...of the Charter" to the sentence end;
- Page 6, line 252 – insert the word "be" between "could" and "used"; line 270 – add Frank Tenney;
- Page 8, line 330 – delete sentence.

**VOTE: 5 ayes; motion carried.**

**MOTION by Mr. Krasnow, seconded by Ms. Spear, to approve the Charlotte Selectboard minutes of March 13 2017 as written with edits:**

- Page 1, line 5 – correct the name "Vicki Zulkowski"

- **Page 2, line 90 – correct the word “Direction” to read “Director”**
- **Page 3, line 117 – correct the name “Chris Jalipeau”**

**VOTE: 5 ayes; motion carried.**

**MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve the Charlotte Selectboard minutes of March 20, 2017 as written.**

**VOTE: 5 ayes; motion carried.**

**APPROVE WARRANTS TO PAY BILLS**

The Selectboard members reviewed and signed warrants to pay bills.

**ADJOURNMENT**

**MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to adjourn the meeting.**

**VOTE: 5 ayes; motion carried.**

The meeting was adjourned at 8:31 p.m.

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