

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
March 7, 2019**

APPROVED

SELECTBOARD MEMBERS: Chair Matthew Krasnow, Carrie Spear, Fritz Tegatz, Frank Tenney, Louise McCarren

ADMINISTRATION: Dean Bloch, Town Administrator

OTHERS: Patrice Machavern, William McCarvery, Mary Mead, Christina Booher, Robert Bloch, Julian Phelps of The Charlotte News, Scooter Macmillan of The Citizen

AGENDA:

6:00PM Adjustments to the agenda
6:01PM Public Comment
6:05PM Selectboard organization
Determine board structure and elect leadership
Adopt rules of procedure (e.g. Robert's Rules of Order for Small Boards)
Select newspaper of record for town warning
Approve schedule of regular meetings
Procedure for signing of warrants
6:15PM Approve warning for Australian ballot vote on FY20 municipal budget
6:20 PM Approve notice of public informational hearing (required for items voted by Australian ballot)
6:25PM Town Meeting debriefing
6:30PM Selectboard liaisons to committees/commissions/boards
6:45PM Goals, priorities, workplan, and board member assignments
7:00PM Adjournment

CALL TO ORDER

Vice Chair Matthew Krasnow called the meeting to order at 6:03 p.m.

ADJUSTMENTS TO THE AGENDA

No adjustments to the agenda.

PUBLIC COMMENT

Congratulations to new Selectboard member Louise McCarren.

DETERMINE BOARD STRUCTURE AND ELECT LEADERSHIP

Fritz motioned to appoint Matthew Krasnow Selectboard Chair. Seconded by Fritz. Vote: 5-0; the motion passed

Carrie motioned to appoint Frank Tenney Selectboard Vice Chair. Seconded by Fritz. Vote: 5-0; the motion passed

SELECTBOARD ORGANIZATION

Edits to the Selectboard Rules of Procedure approved in March of 2016 were discussed. It was agreed that the language in all references (section B and E) as to where the warnings will be posted will change. It will read that warnings will be posted in or near the municipal office. Other changes to the document will include uniformity with capitalization, roman numerals in subsets and the like.

It was agreed that meeting times will now be 6pm.

Matt asked about the public time limit in Selectboard meetings being at the discretion of the chair, that right now there is a five minute time limit that is not enforced. Frank suggested that the board vote to continue instead of allowing public comments to run over into other agenda item set times. For example, if an agenda item is running late, the board should vote to push it to a later time as to not keep everyone waiting. But the language in the document will remain the same.

Matthew suggested changing the gender specific language in the document and reminded everyone this is a working copy of the rules and procedures.

Frank motioned to approve the Rules of Procedure as amended. Seconded by Fritz. Vote: 5-0; the motion passed

SELECT NEWSPAPER OF RECORD FOR WARNING TOWN

Carrie motioned to approve The Charlotte News and The Citizen as newspapers of record. Seconded. Vote: 5-0; the motion passed

ADOPT RULES OF PROCEDURE (E.G. ROBERT'S RULES OF ORDER FOR SMALL BOARDS)

This item is extended to the next meeting.

APPROVE SCHEDULE OF REGULAR MEETINGS

Frank motioned to approve the schedule for regular meetings. Seconded by Fritz. Vote: 5-0; the motion passed

PROCEDURE FOR SIGNING OF WARRANTS

Fritz motioned to allow the chair to sign payroll warrants and in his absence the vice chair is allowed to sign payroll warrants. Seconded by Fritz. Vote: 5-0; the motion passed

Christina Booher said the warrants stay on the shelf at Town Hall and still need the appropriate signatures even after they have been signed by the chair or vice chair. Paying bills without a signed warrant is technically not allowed, Dean said. Mary Mead said warrants are ready every single Monday and are sitting on the counter by 10am. She said it is best to have them signed before Friday because the town is allowed discounts for paying early and on time in some cases. Three Selectboard members is the minimum to release the warrants.

APPROVE WARNING FOR AUSTRALIAN BALLOT VOTE ON FY20 MUNICIPAL BUDGET

Frank motioned to approve warning for Australian ballot vote on fy20 municipal budget. Seconded. Vote: 5-0; the motion passed

APPROVE NOTICE OF PUBLIC INFORMATIONAL HEARING (REQUIRED FOR ITEMS VOTED BY AUSTRALIAN BALLOT)

This will be on the agenda of the April 8 regular Selectboard meeting.

Matt motioned to approve the warning for the Public Informational Hearing. Seconded. Vote: 5-0; the motion passed

TOWN MEETING DEBRIEFING

Frank said the presentations were great and it went smoothly. Matthew said he received comments that the presentations went on so long that people who came to vote left prior to voting on the budget. It was mentioned that it was like a filibuster and we might look at having shorter presentations. Patrice Machavern said it was not the presentations but the Q&A sessions that went long and that maybe the Selectboard should limit the conversations after the presentations to five minutes. Frank said in some cases the presentations were repetitive. Fritz suggested they make time limit considerations on a case by case basis. Mary said she would have liked the presentations to have been in the beginning of the meeting, that it was hard to tell where one stopped and the budget began.

Matt suggested that on Feb. 24 the Selectboard should invite the moderator to the meeting to discuss the Town Meeting Day structure.

Dean said the meeting set up occurred during a gym class at the school which was quite inconvenient for everyone and suggested the meetings be at Town Hall without VCAM. It was mentioned VCAM can get analytics about how many viewed the meeting and if it is worthwhile to have VCAM there next year. It was also mentioned that attendance varies depending on the issues.

SELECTBOARD LIAISONS TO COMMITTEES/COMMISSIONS/BOARDS

CVFRS: Fritz

State Police: Matt & Louise

Road Commissioner/Bridges: Fritz

Thompson's Point Wastewater: Louise

Senior Center: Carrie

Library: Fritz

Charlotte Park and Wildlife Oversight Committee: Matt

Planning & Zoning: Carrie & Frank

Conservation Commission: Frank

Energy Committee: Matt & Frank

Recreation: Matt

Trails Committee: Louise

Town Properties and Facilities: Carrie & Fritz

GOALS, PRIORITIES, WORKPLAN, AND BOARD MEMBER ASSIGNMENTS

There was discussion on the Recreation Commission looking to expand the beach parking lot and tennis courts and needing to be involved in that process, the need to get a primer on the capital budget in April, the list of vacancies, mowing and brush hogging contracts and the need for maps, a proposed CVFRS subcommittee, and the timeline on setting the tax rate.

Frank motioned to adjourn at 6:58 p.m. Fritz seconded. Vote: 5-0; the motion passed.

Minutes respectfully submitted, Lynn Monty, Recording Secretary.