

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
MARCH 9, 2017**

APPROVED

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

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Christina Booher, Gary Farnsworth, Mary Mead, Robert Mack, Judy Hill, Robin Reid, and others.

ITEMS TAKEN UP:

- 5:05 PM 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 warning Town
- Approve schedule of regular meetings
- 5:20 PM Approve warning for Australian ballot vote on budget and budget related articles
- 5:30 PM Town Meeting debriefing.
- 5:45 PM Goals, priorities, workplan, and board member assignments.
- 6:15 PM Selectboard liaisons to committees/commissions/boards.
- 6:30 PM Recreation Director—job description
- 6:45 PM Approve Stitzel, Page & Fletcher, PC as legal counsel to assist the Delinquent Tax Collect in connection with all tax sales in calendar year 2017
- 6:45 PM Kessler mediation—appoint representative
- 6:50 PM Minutes: February 27, March 6 (public hearing), March 7 (Town Meeting)
- Arthaud Claim re: Lot 128 Thompson's Point
- 7:00 PM TDI—update

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 5:02 p.m.

ADJUSTMENTS TO THE AGENDA

None.

PUBLIC COMMENT

None.

SELECTBOARD ORGANIZATION

- Determine board structure and elect leadership

MOTION by Ms. Spear, to nominate and elect Frank Tenney as Charlotte Selectboard Chair.

Motion died due to a lack of a second.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to nominate and elect Lane Morrison as Charlotte Selectboard Chair.

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

MOTION by Mr. Tegatz, seconded by Ms. Spear, to nominate and elect Matthew Krasnow as Charlotte Selectboard Vice Chair.

VOTE: 5 ayes; motion carried.

- Adopt rules of procedure (e.g. Robert's Rules of Order for Small Boards)

MOTION by Mr. Tenney, seconded by Mr. Tegatz, to adopt Robert's Rules of Order for Small Boards.

VOTE: 5 ayes; motion carried.

MOTION by Mr. Krasnow, seconded by Ms. Spear, to adopt Rules of Procedure, as adopted by the Charlotte Selectboard, dated 03/07/2016, and as amended by the 2017 Charlotte Selectboard.

VOTE: 5 ayes; motion carried.

- Select newspaper of record for warning Town

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to select the newspaper of record as follows:

- Charlotte News for warning Town Meeting, regular Selectboard meetings and Special Meetings
- Charlotte Citizen for other public notices, specific classifieds, and warning notices as required to meet deadlines.

DISCUSSION:

Mr. Bloch said that the Charlotte Citizen publishes its papers on Thursdays. The Selectboard may need to publish notices at other times through the Seven Days paper, suggested Mr. Bloch.

AMENDMENT by Mr. Tegatz, seconded by Mr. Krasnow, to select the Charlotte Citizen and/or Seven Days as necessary to meet deadlines for other public notices, specific classifieds, and warning notices as required to meet deadlines.

DISCUSSION:

Mr. Farnsworth pointed out that not everyone in Town reads the Seven Days paper. Mr. Morrison said that the Charlotte Citizen, Seven Days and Front Porch Forum are read by many Charlotters'.

VOTE on the AMENDED MOTION: 5 ayes; motion carried.

- Approve schedule of regular meetings

Mr. Bloch noted that two regular meetings fall on holidays, and those two meetings will need to be rescheduled. Mr. Morrison said that the 2nd and 4th Mondays are already set as adopted in the Rules of Procedure.

Ms. Booher, Assistant Town Clerk, reminded the Selectboard members to come in weekly on Mondays or Tuesday to review and sign warrants. Payroll warrants are prepared every two weeks. There should be one Selectboard member authorized to sign the payroll with a backup Selectboard member so that payroll can be released on a timely basis, said Ms. Booher.

MOTION by Mr. Krasnow, seconded by Ms. Spear, to authorize the Charlotte Selectboard Chair to sign warrants that have been reviewed and signed off by two other Selectboard members.

DISCUSSION:

Mr. Morrison suggested appointing two other Selectboard members as signatories as well. Ms. Booher said that state statute lays out the rules for one with one backup signatory.

Mr. Krasnow and Ms. Spear withdrew the motion.

MOTION by Mr. Krasnow, seconded by Ms. Spear, to authorize the Charlotte Selectboard Chair to review and sign payroll warrants.

VOTE: 5 ayes; motion carried.

In response to questions, Ms. Mead explained that checks are prepared every Monday. Some vendors give a discount if payment is within a specific period. She will not hold checks. Payroll warrants are ready by Monday at 2:00 p.m. and should be reviewed and signed off by Wednesday at the latest, stated Ms. Mead.

Mr. Morrison said that the Selectboard will review and sign warrants on Mondays or Tuesdays.

APPROVE WARNING FOR AUSTRALIAN BALLOT VOTE ON BUDGET AND BUDGET RELATED ARTICLES

Mr. Morrison reviewed dates to warn an Australian ballot vote on the Town budget and budget related articles. An informational meeting will be held on April 6th for the April 11th Australian ballot vote, clarified Mr. Morrison.

Mr. Morrison reported that he talked with the Town Attorney regarding Article 4, which the Town voters defeated at the 2017 March Town Meeting. A question was how that affects the Town budget and tax rate, said Mr. Morrison.

Mr. Tegatz said that he agreed with the Town Attorney's opinion.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve the warning for a Special Town Meeting on budget and budget related articles for April 11, 2017.

DISCUSSION:

Mr. Morrison said that he had asked the Town Attorney to draft a paragraph just to be clear. Ms. Mead stated that there have been lengthy charter discussions on how to conduct business. What does the Town Attorney who wrote the opinion know about Town finances. Maybe the Selectboard should call the attorney to clarify it, is a question, suggested Ms. Mead.

VOTE: 3 ayes, 1 nay (Mr. Tenney), 1 abstention (Ms. Spear); motion carried.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve a warning for an April 6, 2017, informational hearing regarding a Special Town Meeting to vote by Australian ballot on budget and budget related articles on April 11, 2017.

VOTE: 4 ayes, 1 nay (Mr. Tenney); motion carried.

The Selectboard members signed the April 11th document.

Ms. Spear asked staff to track all Town Attorney fees related to the Town Charter and other issues of the Charter.

TOWN MEETING DEBRIEFING.

Ms. Spear said that the Board should have acknowledged Jacob Spell's time on the Selectboard.

Mr. Krasnow suggested that the Selectboard presentation done at the start of Town Meeting should have been done right before the Article 6 vote. Some towns' people arrived too late to hear the presentation, pointed out Mr. Krasnow.

Mr. Mack asked if the tax rate numbers in the town budget were correct. There was confusion regarding the additional \$40,000 for trails, and how that figured into the budget and tax rate. Mr. Morrison explained that the budget summary page, Town Report, page 25, laid out that information. Also it was explained on page 25 what the budget would be without the \$40,000 added, and what it would be with it added in, said Mr. Morrison.

Ms. Mead asked Mr. Morrison if he will be sending the Advisory Resolution approved under Article 10 to Congressman Welch. Mr. Morrison said that staff will draft a cover letter and the Resolution would be sent on Town letterhead.

GOALS, PRIORITIES, WORKPLAN, AND BOARD MEMBER ASSIGNMENTS. BOARD MEMBER ASSIGNMENTS:

Ms. Booher noted that Mr. Tegatz might have a conflict of interest as a Selectboard member, the Selectboard liaison to the CVFRS Board and as a CVFRS member. Mr. Krasnow pointed out that Mr. Tegatz is not being paid for any of the appointments, so there doesn't appear to be a conflict of interest. There is no financial gain, clarified Mr. Krasnow.

Mr. Morrison said that he had no issue with it.

SELECTBOARD WORKPLAN:

ADDITIONS/CHANGES:

- Add - Finalize the Town Clerk/Treasurer and Town Administrator pay grid
- Re-evaluate Lane's Lane septic: verify septic flows and identify total capacity
- Staff to ask Winslow Ladue regarding Thompson's Point Wastewater system studies done in the past and if he meant that the system was at "design capacity"; and if there is flow data when there were dry summers

Mr. Morrison said that there will be discussions during future Selectboard meetings regarding Lane's Lane septic hookups, which will be a several step process.

Mr. Morrison said that a Lane's Lane letter to the home owners was not sent out. The letter has been updated several times and more discussion is needed regarding the letter, proposed lease language regarding Lane's Lane septic and updating the ordinance, said Mr. Morrison. Mr. Krasnow said that the two camps that renewed leases recently understood the process.

Mr. Morrison suggested reactivating the West Village Wastewater Committee. Mr. Tegatz reviewed that the committee drew up a draft ordinance in its report to the Selectboard. The committee decided that the draft ordinance needed additional steps done first, explained Mr. Tegatz.

Ms. Booher said she would volunteer for the West Village Wastewater Committee.

Mr. Farnsworth asked what the next steps were. Mr. Tegatz explained that the rules needed to be written, a sewer district needed to be identified, who could hook up, what the capacity is, fees to hook up, and if it will be residential and/or commercial users. There is a sample Septic Allocation Ordinance for informational purposes in the committee's report. The Selectboard will discuss the committee, number of members, and committee charge at an upcoming agenda, said Mr. Tegatz.

Mr. Morrison reported that the Town's elected auditors have agreed to do a Risk Management study and internal controls. He will discuss a process with Jenny Cole, said Mr. Morrison. Ms. Mead said that she has already started the process using the Auditor's format. She could finish it by June/July in time for the Town audit, said Ms. Mead.

GOALS, PRIORITIES:

- Update the Personnel Policies
- Replace the Town Hall carpet
- Update the 2016 Work Plan
- Ask charities and organizations to submit letters and formal funding requests by May or June with notes on how many Charlotters' are served by said charity or organization
- Draft a standardized format for organizations to submit

- Schedule Town committees/commissions, CVFRS, and other Town organizations to prepare budget discussions in July versus December/January – budget information should include amount(s) requested and what has been spent
- Create a format for Town committees/commissions, CVFRS, and other Town organizations to use for budget presentations

Mr. Bloch said that there are some contracts that will need to be renewed, or go out to bid. For example, computer network support, or police enforcement. Discussion on those items should occur some time in April.

Mr. Morrison asked staff to update the March 27th agenda.

Mr. Mack said that the CVFRS Capital Reserve Fund included a \$120,000 allocation. During the Town Meeting presentation it appeared to be a change in the way the Town is paying for fire equipment from last year to this year. Usually CVFRS asks to bond equipment 75 percent bond and 25 percent Town allocation. The \$120,000 is not needed and should be returned to the tax payers. There is still money left in the Capital Reserve fund, stated Mr. Mack. Mr. Morrison replied that it was explained at the Town Meeting that the allocation was \$182,000 originally. The amount was reduced to \$120,000 since the Fire Department wanted to bond a new pumper at 100 percent to take advantage of the low interest rates, said Mr. Morrison.

Ms. Mead asked if the \$120,000 could be used to purchase other equipment now that the fire department is not using it for the truck purchase. Mr. Morrison explained that the Capital Reserve Fund allocations are used for balancing out the current bond payments and the \$120,000 is being allocated for the next year. This gives a positive balance to year 2020. The budget has been approved and can't be changed, said Mr. Morrison.

Ms. Spear asked Mr. Krasnow to arrange a police presence on Mt Philo Road at 6:30 a.m. for speeding vehicles.

SELECTBOARD LIAISONS TO COMMITTEES/COMMISSIONS/BOARDS.

- CVFRS – Fritz Tegatz
- State Police – Matt Krasnow
- Road Commissioner/Bridges – Fritz Tegatz
- Thompson's Point Wastewater – Fritz Tegatz
- Senior Center – Lane Morrison
- Library – Fritz Tegatz
- Charlotte Park and Wildlife Oversight Committee- Matt Krasnow
- CCS/CVU/CSSU – delete
- Planning & Zoning – Carrie Spear and Frank Tenney
- Conservation Commission – Frank Tenney
- Energy Committee – Matt Krasnow
- Recreation – Matt Krasnow
- Trails Committee – Matt Krasnow

- Town properties and facilities – Carrie Spear and Fritz Tegatz

RECREATION DIRECTOR—JOB DESCRIPTION

Mr. Krasnow said that he has rewritten a proposed job description and added responsibilities for a Recreation Director position versus Coordinator.

The Selectboard reviewed a draft Recreation Director Job Description as follows:

Page 1:

- Globally change the title to “Recreation Director” from “Recreation Coordinator”
- Rename the Recreation Commission as the Recreation Committee
- Page 1, under Job Summary, 2nd paragraph, line 9, change to read: “Recreation Director works together with the Recreation Committee Chair to set meeting times and agendas at least quarterly. The Recreation Director with the Recreation Committee reports...”

Page 2:

- Under Specific Duties and Responsibilities, General Administrative Duties - #4, is new addition and should be underlined
- #10 – add to the end “...uses the Town Purchasing Policy for additional equipment and supplies as needed and approved by the Selectboard”
- #14 – strike
- #15 - change to read “...associated facilities with the Recreation Committee...”
- #16 – change to read “Make recommendations with the Recreation Committee ...”
- #17 – replace the word “direct” with “supervise”
- #21 – strike
- #22 – replace the word “assist” with “supervise”
- #23 – strike
- #25 – strike

Page 3:

Financial Management Duties

- #1 – change to read “...and manage a comprehensive recreation budget including programs and facilities”
- #4 – replace “Commission” with “Committee”
- #5 - replace “Commission” with “Committee”
- #7 – change to read “...5-year capital purchases with the Recreation Committee to the Selectboard”
- #8 – change to read “Ensure proper...”

Supervisory Rules (unbold and italicize)

- #1 – change to read “Hire, train, supervise and manage seasonal...”
- #2 – delete “through the recreation department”
- #3 - delete “through the recreation department”
- Strike #4 and 5
- Retain “Supervised by: Town Administrator” for further discussion

- Strike “supervises volunteers, paid recreational and beach staff and subcontractors.”
- Under Hours, 4th sentence - add to end “published and updated with seasonal changes”

Page 4

- Working conditions, delete the word “monthly”

Mr. Bloch said to be careful not creating a job description with a person in mind. The Board may get different candidates applying with different skill sets. When hiring a person with experience you are talking about a larger budget, said Mr. Bloch.

Schedule a meeting for Monday, March 13, 2017, at 5:00 p.m. regarding Palmer Analysis and approve job description.

APPROVE STITZEL, PAGE & FLETCHER, PC AS LEGAL COUNSEL TO ASSIST THE DELINQUENT TAX COLLECTOR IN CONNECTION WITH ALL TAX SALES IN CALENDAR YEAR 2017

MOTION by Mr. Tegatz, seconded by Ms. Spear to approve Stitzel, Page and Fletcher, PC, as legal counsel to assist the Delinquent Tax Collector in connection with all tax sales in calendar year 2017.

VOTE: 5 ayes; motion carried.

The Selectboard signed the document.

KESSLER MEDIATION—APPOINT REPRESENTATIVE

Mr. Bloch briefly reviewed an appeal of a ZBA decision to deny a Certificate of Occupancy (CO). The appeal is in court and the court said to try mediation. There may not be anything to mediate, suggested Mr. Bloch.

Mr. Tenney explained that the Kessler’s did not apply for conditional use permit. A pervious ZA verbally told the Kessler’s to go ahead. The Kessler’s applied for a CO and that is what is appealed. A permit needs to be applied for first before a CO can be issued, clarified Mr. Tenney.

The Selectboard delegated Mr. Tegatz and the Town Administrator to attend a mediation meeting the week of March 20th or 27th.

MOTION by Mr. Krasnow, seconded by Ms. Spear, to delegate Fritz Tegatz to represent the Charlotte Selectboard in the Kessler mediation.

VOTE: 5 ayes; motion carried.

(NOTE: review of the minutes occurred at 5:02 p.m. at the start of the meeting. Mr. Krasnow arrived at the meeting at 5:10 p.m.)

MINUTES: FEBRUARY 27, MARCH 6 (PUBLIC HEARING), MARCH 7 (TOWN MEETING)

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve the Charlotte Selectboard minutes of March 6, 2017, as written.

VOTE: 3 ayes, 1 abstention (Mr. Tenney), 1 absent (Mr. Krasnow); motion carried.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve the 2017 Charlotte Town Meeting minutes of March 7, 2017, as written, with a correction to the name "Ohanian".

VOTE: 4 ayes, 1 abstention (Mr. Tenney); motion carried.

MOTION by Ms. Spear, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of February 27, 2017, as written, with the global correction to the name "Plunkett".

VOTE: 3 ayes, 2 abstentions (Mr. Tenney, Mr. Tegatz); motion carried.

ARTHAUD CLAIM RE: LOT 128 THOMPSON'S POINT

It is the consensus of the Selectboard to use the Town Attorney's draft letter to Paul Arthaud regarding a claim related to the Thompson's Point Lot 128.

TDI—UPDATE

EXECUTIVE SESSION

MOTION by Mr. Tegatz, seconded by Ms. Spear, to recess the regular meeting and enter Executive Session for the purpose of discussing Legal Matters where premature knowledge might place the Town at a disadvantage, and to invite the Town Administrator to attend.

VOTE: 5 ayes; motion carried.

The regular meeting was recessed and the Selectboard entered Executive Session at 8:06 p.m.

Executive Session was adjourned and the regular meeting was reconvened at 8:28 p.m.

MOTION by Ms. Spear, seconded by Mr. Krasnow, to select Option 3 as described in the memo regarding the 7:10 p.m. TDI agenda item.

VOTE: 5 ayes; motion carried.

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 8:30 p.m.

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