

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

**APPROVED**

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

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

**OTHERS:** Marty Illick, Rick Brigham, Mary Mead, Nan Mason, Bill Stuono, Jenny Cole, Peter Joslin, Shawn Coyle, Jordon Paquette, Tricia Coyle, Margaret Woodruff, Ellie Russell, Patrice Machavern, Dick St George, Kevin Romano, Robert Mack, John Hammer, Charlotte News; and others.

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

**AGENDA ITEMS:**

- 5:45 PM Consideration of town residency when hiring Zoning Administrator
- 6:00 PM Employee performance reviews; executive session is likely
- 6:30 PM Review of draft FY17 Audit Report for the Town
- 6:55 PM Management Discussion & Analysis for FY17 Audit—approve
- 7:05 PM Interview applicants for appointment to the Planning Commission; term ending April 30, 2019
- 7:15 PM Municipal Infrastructure Development Policy—possible adoption
- 7:25 PM Hire Robert Booher to clean the Town Hall for \$375/month until 6/30/18
- 7:30 PM Budget presentations □ Library 7:30 PM—8:00 PM □ CVFRS 8:00 PM—8:30 PM
- 8:30 PM Replacement of computer server for Town Hall; & purchase of 1-year warranty extension for current server for \$465
- 8:40 PM Thompson's Point lease for Lot 46 at 496 Flat Rock Road—approve/renew 20 year lease to Thomas D. Trainer
- 8:45 PM Authorization to drill well on Thompson's Point Lot 134 at 351 Lane's Lane

**CALL TO ORDER**

Mr. Morrison, Chair, called the meeting to order at 5:43 p.m.

**CONSIDERATION OF TOWN RESIDENCY WHEN HIRING ZONING ADMINISTRATOR**

Mr. Morrison briefly reviewed that the Selectboard had met Monday, November 20<sup>th</sup> to discuss if a Zoning Administrator (ZA) could/should be from the Town, or not. He feels that it is a non-issue. Currently there are no hiring restrictions, said Mr. Morrison.

Following further discussion the Selectboard members pointed out that any conflict of interest issues could be addressed during the interview and hiring process, drafting a policy, and that a ZA a guided by criteria set out in the Land Use Regulations.

**EMPLOYEE PERFORMANCE REVIEWS; EXECUTIVE SESSION IS LIKELY MOTION** by Ms. Spear, seconded by Mr. Tegatz, to recess the regular meeting, and enter Executive Session for the purpose of discussing Personnel Matters where premature knowledge might place the Town at a disadvantage.

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

The regular meeting was recessed and the Selectboard entered Executive Session at 6:05 p.m.

**MOTION** by Mr. Tenney, seconded by Ms. Spear, to adjourn Executive Session and reconvene the regular meeting.

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

Executive Session was adjourned and the regular meeting reconvened at 6:37 p.m.

Mr. Morrison stated that no action was taken in Executive Session.

#### **REVIEW OF DRAFT FY17 AUDIT REPORT FOR THE TOWN**

Rick Brigham, Sullivan Powers and Company representative, reviewed a draft Town of Charlotte Audit Report for June 30, 2017, noting that the audit Management Letter found an unqualified opinion. The Selectboard and Mary Mead are commended for making it happen, said Mr. Brigham.

There was review of the Financial Statement Report that included a Management Discussion and Analysis (MD and A) report and exhibits.

Mr. Morrison confirmed that collaborating with Sullivan Powers and Company to put the financial audit report together is in the best interests of the Town.

#### **MANAGEMENT DISCUSSION & ANALYSIS FOR FY17 AUDIT—APPROVE**

Ms. Mead pointed out that the Town budget of \$3,086,847 voted in at Town Meeting is the number to use versus \$3,046,847 as shown on page 8 of the report. The Town approved an additional \$40,000 for Trails, said Ms. Mead. Mr. Krasnow said that the \$40,000 was a separate article and should not be rolled into the budget number. Mr. Brigham said that it is not a material change and it is the Selectboard and Ms. Mead's decision to change the number.

**MOTION** by Mr. Krasnow, seconded by Mr. Tegatz, to approve the draft Town of Charlotte Audit Report for June 30, 2017, prepared by Sullivan Powers & Company, as well as the Management Discussion and Analysis for FY2017 prepared by the Town Administrator.

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

The Selectboard thanked Ms. Mead for her work on behalf of the Town.

#### **ADJUSTMENTS TO THE AGENDA**

None.

#### **PUBLIC COMMENTS**

None.

#### **INTERVIEW APPLICANTS FOR APPOINTMENT TO THE PLANNING COMMISSION; TERM ENDING APRIL 30, 2019**

The Selectboard interviewed William Stuono for a Planning Commission position. The Board thanked Mr. Stuono for applying.

The Selectboard interviewed Shawn Coyle for a Planning Commission position. The Board thanked Mr. Coyle for applying.

**MOTION by Ms. Spear, seconded by Mr. Krasnow, to recess the regular meeting and enter Executive Session for the purpose of discussing Personnel Matters where premature knowledge might place the Town at a disadvantage.**

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

The regular meeting was recessed and the Selectboard entered Executive Session at 7:11 p.m.

**MOTION by Mr. Tenney, seconded by Mr. Krasnow, to adjourn Executive Session and reconvene the regular meeting.**

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

Executive Session was adjourned and the regular meeting reconvened at 7:26 p.m.

**MOTION by Mr. Tegatz, seconded by Ms. Spear, to appoint Shawn Coyle to the Planning Commission position for a term ending April 30, 2019.**

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

#### **MUNICIPAL INFRASTRUCTURE DEVELOPMENT POLICY—POSSIBLE ADOPTION**

Mr. Krasnow reported that the draft Municipal Infrastructure Development Policy is not ready for adoption at this time.

#### **HIRE ROBERT BOOHER TO CLEAN THE TOWN HALL FOR \$375/MONTH UNTIL 6/30/18**

**MOTION by Ms. Spear, seconded by Mr. Tegatz, to hire Robert Booher to clean the Town Hall for \$375 per month for a term ending June 30, 2018, and to authorize the Charlotte Selectboard Chair to sign the contract.**

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

**BUDGET PRESENTATIONS****□ Library**

Nan Mason, Library Trustee, and Margaret Woodruff, Library Director, reviewed a Library operating budget and a staff budget with proposed changes related to staff increases in hours and projected pay step increases for FY2018/2019. A 4.2 percent budget growth is proposed. Health benefits will increase for one staff member, said Ms. Woodruff.

Mr. Tenney pointed out that the Library Assistant's numbers are different on the staff budget-actuals versus the total budget. Ms. Woodruff said that she will provide a corrected budget.

Mr. Morrison said that the CPI coming out in January will be close to 2 percent.

**□ CVFRS 8:00 PM—8:30 PM**

Dick St George, Patrice Machavern, Kevin Romano, Meg Gilbertson, and Tom Cosinuke (via teleconference), CVFRS representatives, reviewed a budget narrative for FY2019, a Management Financial Report, a detailed Operating Budget for FY2019, and capital needs.

Mr. Cosinuke explained Operating Budget Options:

- Option A: a 12 percent increase with a \$699,014 Town appropriation adds a 3<sup>rd</sup> paid full time paramedic, which will provide 12 paramedic shifts versus the current 6 of 28 shift service
- Option B: a 8.7 percent increase and a \$674,981 Town appropriation
- Option C: a 7.9 percent increase with a Town appropriation of \$669,324.

Option C is the preferred option. There are health benefit savings with a transition from BC/BS to MVP. The current paramedic service strives for 9 paramedic shifts versus the 6 paramedic shifts noted in the MOA. The MOA needs to be reviewed with the Town every two years, which hasn't been done. A question becomes how many paramedic shifts the Town wants in a week, said Mr. Cosinuke.

Mr. Morrison said that a review of the MOA does need to be done. The voters do support the CVFRS budget at Town meetings, which are approved. Mr. Morrison expressed concern that the CVFRS budget increase(s) may be reaching a tipping point with the taxpayers.

There was further discussion regarding paramedic shift coverage composed of one paramedic and a senior volunteer; the number of calls needed to certify a new per diem paramedic; and paramedic services in Chittenden County. Mr. Romano noted that South Burlington and Burlington do not provide paramedic intercepts. Colchester would be the closest service, said Mr. Romano.

Mr. Krasnow asked how many times have there been paramedic transports of Charlotte residents and how many health outcomes were there this year. CVFRS could do a

presentation at the March Town Meeting, suggested Mr. Krasnow. Mr. Romano replied that he will get the data breakdown for cardiac calls.

Mr. Krasnow suggested that requesting a show of hands at Town Meeting as a way to measure the Town's view of rescue service.

Mr. Morrison said that Option C with a 7.92 percent in the operating budget is a significant increase, and suggested that the Corporate Board look at possible cuts to the budget. Budget topics for future discussions could focus on insurance increases and EMT payroll and holiday pay, suggested Mr. Morrison.

Ms. Machavern explained telephone and dues/subscriptions line item increases related to active 911 calls. Tablets are in each apparatus and are Cloud based interactive E-911 calls to staff phones, emergency reporting, GPS, maintenance/inventory reporting, scheduling, apparatus maintenance, etc.

Ms. Mead stated that one way to look at the CVFRS budget is as one lump sum the Town appropriates to the CVFRS. The Selectboard decides on a number to present to the Town at Town Meeting. We have no idea what Fire and Rescue needs are. A question is do you want a 1 percent, 2 percent, or 7 percent increase. They will fine tune their budget to that number, said Ms. Mead.

There was further discussion of line items in the proposed budget and funding of Capital Reserve Fund items. Mr. St George pointed out that air pack replacements and a new charging system at the station are high priorities. The \$120,000 in the Capital Reserve Fund is in addition to the Town appropriation, said Mr. St George. Mr. Morrison said that is a 9.4 percent increase. A target of 5 percent is reasonable, said Mr. Morrison.

Mr. Mack, resident, stated that a 9.6 percent budget increase is not a sustainable level.

Mr. Morrison asked if there is a surplus from the fiscal year just completed. Ms. Machavern replied no.

Mr. Cosinuke suggested that budget solutions may come from the towns. There have been District 3 discussions regarding future regionalized rescue services. Currently there is a willingness to change health insurance, but we can not continue to send out crews with antique breathing apparatus. It is not fair or safe. He urges the Selectboard to support Option C and the Capital Reserve expenditures as well, said Mr. Cosinuke.

In response to a question regarding workers compensation, Ms. Machavern stated that it is based on wages. The state assesses a 3.3 percent payment and that is factored in the 9.4 percent increase, said Ms. Machavern.

The Selectboard thanked the CVFRS members for their presentation.

**REPLACEMENT OF COMPUTER SERVER FOR TOWN HALL; & PURCHASE OF 1-YEAR WARRANTY EXTENSION FOR CURRENT SERVER FOR \$465**

Mr. Morrison reported that a SymQuest representative came to the Town Hall for a discussion regarding data storage on the Cloud versus on-site. Currently data is stored on-site. Benefits for Cloud service are automatic updates as budgeted. As Ms. Mead pointed out the internet must be up and working with the Cloud. The Library uses ComCast while the Town Hall uses Green Mountain Access/Waitsfield Telecom. The Town could have the SymQuest engineer take a preliminary look at the systems, or pay \$3,000 for a more detailed look. The Cloud is more expensive over time. The Selectboard could take action that “there is intent to proceed”, which is not committing money at this stage, suggested Mr. Morrison.

Ms. Machavern asked if the Town is using web based versus Cloud based now. Are all the Town’s desk top computers hard wired into the on-site server, and how frequently does the internet go down. The Fire Station uses ComCast completely and there are no problems, said Ms. Machavern.

Mr. Tenney asked if it costs \$6,000 more for Cloud service versus the on-site server. After 5 years once an on-site server is paid for there will be a \$10,000 savings versus the Cloud. He did agree with getting a preliminary look, said Mr. Tenney.

Ms. Machavern noted that the estimated IT costs will be \$13,500. The Selectboard should ask for clarification of the \$4,500 migration to SymQuest, a \$6,776 cost for migration to a new server, and more detail of a \$1,694 monthly operating costs, said Ms. Machavern.

Ms. Mead suggested inviting the SymQuest representative back for further discussion.

Mr. Morrison asked staff to schedule a meeting with the SymQuest engineer.

**MOTION by Mr. Tegatz, seconded by Ms. Spear, to purchase a one-year warranty extension for the current Town computer server for \$465 for the calendar year starting December 22, 2017.**

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

**THOMPSON’S POINT LEASE FOR LOT 46 AT 496 FLAT ROCK ROAD—  
APPROVE/RENEW 20 YEAR LEASE TO THOMAS D. TRAINER**

**MOTION by Mr. Krasnow, seconded by Ms. Spear, to renew a 20-year Thompson’s Point lease to Thomas D. Trainer for Lot 46, located at 496 Flat Rock Road, and to authorize the Charlotte Selectboard Chair to sign the lease document.**

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

**AUTHORIZATION TO DRILL WELL ON THOMPSON’S POINT LOT 134 AT  
351 LANE’S LANE**

Mr. Bloch reviewed that the Thompson’s Point lot is Town land. Steve Williams spoke in support of the well. The request is for the Selectboard to approve a drilled well.

Mr. Krasnow asked if the well will be in compliance with the Lane's Lane septic setbacks. Mr. Tegatz asked that the lease holder provide a site plan showing septic isolation zones and the well location with distances.

**MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve a drilled well on Thompson's Point lot 134, locate at 351 Lane's Lane, with the condition that the well complies with the State of Vermont isolation zone distances; and to authorize the Charlotte Selectboard Chair to sign the document on behalf of the Town of Charlotte.**

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

#### **SELECTBOARD UPDATES**

Mr. Tegatz reported that he is getting quotes for an emergency generator for the Town Hall and Senior Center. No state grants are available, said Mr. Tegatz.

Mr. Morrison reported that the Senior Center Board is in the process of conducting Senior Center Director interviews tomorrow.

Robert Mack asked for an update on a CVFRS unified budget that was requested several years ago. How do the CVFRS revenue streams help the taxpayer. For example, what is the Tower Fund used for. Years ago Fire and Rescue offset the operating budget 10-15 percent. What happened to that, asked Mr. Mack. Mr. Bloch replied that the CVFRS budget shows all the revenue streams and the Special Funds. Mr. Tegatz explained that the CVFRS budget is audited and shows where income comes from and where it is spent. Last year Special Funds were used to pay for a rescue boat, said Mr. Tegatz.

**MINUTES: October 9, November 13, November 20**

**MOTION by Mr. Tenney, seconded by Mr. Tegatz, to approve the Charlotte Selectboard minutes of October 9, 2017 as written.**

**VOTE: 3 ayes, 2 abstentions (Mr. Krasnow, Ms. Spear); motion carried.**

**MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of November 13, 2017 as written, with edits.**

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

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

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

#### **APPROVE WARRANTS TO PAY BILLS**

The Selectboard members reviewed and signed warrants to pay bills.

#### **ADJOURNMENT**

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

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

The meeting was adjourned at 9:41 p.m.

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