

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
OCTOBER 22, 2018**

**APPROVED**

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

**ADMINISTRATION:** Dean Bloch, Town Administrator, Mary Mead, Nicole Conley

**OTHERS:** Bobby Harvey, Patrick Leclair, Jen Roth, Francine Stephens, Mario Stephens, Prue Stephens, Ed Pitcavage, Abby Pitcavage, Diana McCargo, Peter Swift, Mo McGee, Dave Marshall, Hugh Lewis Jr, Patrice Machavern, Dick St. George, Frank Koster, Tom Cosinuke, Beth Merritt, Walter Gates, Bill Fraser-Harris, David Nichols, Diane Nichols, and others.

**AGENDA ITEMS:**

- 6:00 PM Crosswalk from Charlotte Central School to Philo Ridge Market
- 6:20 PM License Agreement to Philo Ridge, LLC Allowing Installation of a Wastewater Force Main under Mount Philo Road
- 6:30 PM Agreement between the Town of Charlotte and Charlotte Volunteer Fire & Rescue Services (CVFRS)—amendment to clarify
- 7:00 PM Adjustments to the agenda
- 7:01 PM Public Comment
- 7:05 PM Purchase of computer server
- 7:15 PM Budget Review  Senior Center 7:15 pm—7:30 pm  Recreation Programs 7:30 pm—7:45 pm  Recreation Operations/Facilities 7:45 pm—8:00 pm  Town lands management 8:00 pm—8:15 pm
- 8:15 PM Management Discussion and Analysis (MD&A) for FY18 audit
- 8:25 PM Contract with Repro for printing the 2018 Town Report
- 8:40 PM David and Diane Nichols—request for an extension on Charlotte Housing Trust Grant
- 8:45 PM Minutes: October 8, 2018
- 8:50 PM Selectboard updates
- 8:55 PM Set date for performance reviews with employees
- 9:00 PM Approve warrants to pay bills
- 9:05 PM Adjournment

**CALL TO ORDER**

Mr. Morrison called the meeting to order at 6:02 p.m.

**CROSSWALK FROM CHARLOTTE CENTRAL SCHOOL TO PHILO RIDGE MARKET**

Mr. Morrison welcomed the members from the school, and clarified that they have 20 minutes for the discussion.

Jen Roth (co-principal at CCS) introduced herself. This fall, they noticed a growing group of students walking across the street after school to Philo Ridge Farm; they want to create a safe passage, there is no pedestrian crossing here, and it is congested. Abby Pitcavage stated it is a great place to go to be social. Prue Stephens said she goes there almost every Tuesday with her friends; it is a great, safe, beautiful place with delicious food.

Ms. Roth said they had 25 students last Tuesday; she will sometimes wait and help walk kids across the street.

Mr. Morrison asked what their preference is (crosswalk, signage, speed study, volunteer guard). Ms. Roth proposed two pedestrian crossing signs, and a painted crosswalk from the back parking lot; if the town could recommend the safest crossing place, and help with the painting, they could do the signs.

Mr. Tenney asked where they proposed the crosswalk to be. Ms. Roth showed that they currently walk from the ramp to their parking lot across the road. She noted that there is traffic queuing into the school from both directions. She suggested painting the entire width of the ramp across the road. Ms. Roth clarified that they would still need the ramp, and could not block it to traffic. Mr. Tenney wondered if there would be an alternate entrance to the path outside the road. Ms. Roth replied that the state trooper who visited them suggested a diagonal crosswalk; they would need gravel put in by the farm. Mr. Morrison stated it made sense to keep kids out of the road, and keep the crosswalk straight across. Mr. Tenney stated there is a stone path along the edge of the field (east side). He suggested a ramp up in the green area between parking lot and road, then a turn at a 90 degree angle to go across at the car ramp. Some felt this wouldn't be safe.

Mr. Tegatz wondered if the district has weighed in at all (as far as ADA compliance, gravel, etc.). Ms. Roth said they suggested working with the town first. Ms. Spear recommended meeting on the gym side of the school, waiting about 15 minutes for traffic to dissipate, then having a parent of the children or someone from the farm help them safely cross. This could be a temporary arrangement until they can arrange a crosswalk. Mr. Morrison asked if she meant no road markings or signs. She stated maybe a sign, with approval from Junior Lewis. Mr. Tegatz asked if this is a school sanctioned event, or an extra-curricular. Ms. Roth said this is an extra-curricular with parents' permission.

Bobby Harvey with Philo Ridge Farm stated they are happy to work to make it an ADA-approved crosswalk on their side.

Mr. Krasnow stated the red zone is likely the safest area to put a crosswalk in. He stated that most of the traffic is on the school (west) side of the sign; he felt the preferable option is to create a crosswalk. Mr. Tenney said he doesn't disagree, but it is difficult to see kids with the queuing.

Mr. Krasnow pointed out that VT state law is that someone crossing the road has the right of way, and he felt our responsibility is the roadway, not the school or traffic. Mr. Tenney said the issue is the queuing. Mr. Krasnow agreed, but felt that this shouldn't stop the crosswalk.

Mr. Morrison asked who the authority is (town, VTrans, etc.)? Mr. Bloch stated it is the Selectboard's decision (as a town road), but they could get help from Regional Planning, etc.

Mr. Krasnow asked if Philo Ridge Farm is willing to work with Regional Planning; they agreed they are. Mr. Morrison suggested decreasing the speed here; Mr. Tegatz said this may become a part of the engineering plan as well.

Mr. Krasnow said it seems important to have the volunteer parents to help with crossing.

Mr. Harvey from Philo Ridge Farm stated they'd also like to look at educational options during the school day.

Mr. Morrison said that the Board supports the proposal, but there needs to be more planning; next steps? Mr. Bloch said they'd need to talk with Regional Planning about when they could fit it in their workplan.

Mr. Harvey said they could work with Mr. Bloch to plan.

Mr. Morrison thanked the students for coming in, and Ms. Roth thanked the Selectboard.

**LICENSE AGREEMENT TO PHILO RIDGE, LLC ALLOWING  
INSTALLATION OF A WASTEWATER FORCE MAIN UNDER MOUNT  
PHILO ROAD**

Mr. Harvey said they are proposing a force main under the road for their waste disposal system which has failed. They have done soil testing on the west side of the road, and couldn't find suitable soils. They are proposing a directional bore under the road.

Junior Lewis said he is ok with it; he met with Bush and recommended they stay within the ditch, not go into the shoulder of the road; because of the slope of the back bank, they won't be able to stay back the recommended distance.

Mr. Bloch showed the receiving pit, which is outside the right-of-way.

**MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to allow the installation of a wastewater force main under Mt. Philo Road for Philo Ridge LLC according to their plan and subject to the license agreement, to be signed by the chair.**

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

**AGREEMENT BETWEEN THE TOWN OF CHARLOTTE AND CHARLOTTE VOLUNTEER FIRE & RESCUE SERVICES (CVFRS)—AMENDMENT TO CLARIFY**

Mr. Morrison suggested looking at the technique to for calculating a surplus then upgrading the agreement. They have suggestions from the CPA. He suggested going through the calculation framework.

Patrice Machavern said they started this conversation earlier this year; how is it calculated. Our accountant had communicated with Rick Brigham on how it should be done. This narrative was reviewed while Mr. Brigham was doing the field audit for the town; the only change was the first bullet (from budget vs. actual) to profit and loss by department report. The balance of that talks about the framework that's been in place since the MOA. Agreement that it was 10% of the three year average. She described doing the worksheet, steps 1-4. When our Auditor was here, they independently ran numbers, came out with same bottom line. Mr. Morrison asked if this (line 10) is the number that doesn't exceed 10%. She stated line 11 is an if statement (if line 10 is greater than 10% of 3 year average). Mr. Morrison asked if we do this when the report is complete; she replied yes. Net change in reserve was \$26,446 (line 9). Line 8 reserve balance \$26822.01. Line 10 (sum of those) Reserve balance \$53,268.53. Threshold is \$57,000, so \$0 is due back to the town.

Mr. Morrison asked Mary Mead if is she was on board with this. She stated they could talk about it.

She said both sheets will be added into MOA as attachments B & C.

Mr. Bloch asked that her audit seems to be after the town's audit; Ms. Machavern replied sometimes theirs is September, sometimes October (usually complete at end October/early November). Mr. Bloch said they haven't provided a draft financial statement. She replied their board hasn't met yet, but their auditor and the town's have spoken. They agreed on the process. Mr. Bloch asked, going forward, when will that number be available. She replied it will be QC'ed, and will go to their board in November.

Mr. Morrison asked about putting a date on it; Ms. Mead commented that their audit date varies, and they shouldn't put a date on it.

There was discussion about what would happen if they owed the town money, where would it go (which fiscal year). Ms. Machavern suggested this is a question for the town auditor.

Mr. Krasnow asked about the three year average, does it include the current year? Ms. Machavern replied it includes the FY that just ended (for FY18, it is one of the three years in calculating the surplus). He stated the wording is confusing. There is considerable decision-making that goes on on using the operating reserve fund during the

current fiscal year. She replied you are then comparing apples and oranges. He didn't feel it would be a comparison. He replied there is often a break between most recent expenditure and disbursements. Tom Cosinuke stated then the three-year rolling average would then not have the benefit of a full year's inflation-adjusted operating expenses. He also noted they are not making decisions based on amount in reserve fund. Mr. Tenney clarified what Mr. Krasnow was asking. Mr. Krasnow said that Charlotte Fire & Rescue has done a good job keeping it under 10%; he would need to hear a good reason to change it. She stated that their auditor and town's auditor both approved the language, and she felt they would have picked up on that.

Mr. Krasnow would ask Rick if he still read it that way. He looked at the deltas, and it is \$400-500. Mr. Morrison suggested we could extract a sentence from the framework and put it in first sentence of paragraph 4. Mr. Krasnow said we could strike "prior" and "the", and in parentheses input what auditors wrote (immediate prior year and two years preceeding).

Mr. Krasnow asked if the calculation would become an official document, and proposed a couple amendments:

Line 7 – left side needs to be edited "L3 less L6" (from "L1 to L6")

Line 9 – is this referring to line 7? Should it read the same? Ms. Machavern said net income is net change (because line 7 could be a deficit). She would recommend starting a separate table, and moving line 8, 9, and 10 to it. Mr. Tenney said he'd suggest wording it "net income (loss)" then make line 9 the same.

Mr. Bloch asked if 10% of 3-year average should be a separate line. Mr. Morrison agreed that would be useful, and suggested making that line 11 (3 year average), and make due to the town line 12.

Mr. Krasnow asked about the calculations for three year average; she explained. She will add a line in as discussed, line 11.

Mr. Morrison asked if this is exhibit B; Ms. Machavern replied this calculation is attachment C, but attachment B is written formulation.

Mr. Krasnow asked about how much time they have to do journal entry in to books before audit is final. Ms. Machavern explained it is a balance sheet adjustment, net change each year. Date is 6/30 of fiscal year. Mr. Krasnow asked in the event that there is a surplus, when is that done? She replied it is done in current fiscal year.

Ms. Machavern mentioned on the paragraph on MOA before the current one; wording currently is "contributed to...". She would like to change to "posted to a reserve balance sheet account". Ms. Mead asked if we get that balance sheet monthly. Ms. Machavern replied we could get it, but it only changes once a year.

Mr. Krasnow would edit the beginning of that sentence to read “all or a portion of town funds appropriated annually for the services not expended...”

CVFRS recommended looking at further edits.

Ms. Mead asked if we were supposed to be going through the MOA line by line.

Mr. Morrison suggested we approve what we have, then go through line by line at a later date. Mr. Cosinuke said they will need a copy of the amendments for their board to review.

**MOTION by Mr. Krasnow, seconded by Mr. Tenney, to approve the agreement between the Town of Charlotte and Charlotte Volunteer Fire & Rescue Services (CVFRS) incorporating the third amendment, for the amendments as presented in the draft and agreed in discussion to include attachments B & C. Mr. Krasnow made a friendly amendment to authorize chair to sign the agreement.**

**VOTE: 4 ayes (Ms. Spear abstained); the motion was carried.**

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

Mr. Bloch noted that they will be posting an advertisement for a minutes taker.

He also noted that for the Health Reimbursement Arrangement, the town may be changing administrator. He would like to do this while Mary is here, perhaps just after budget.

#### **PUBLIC COMMENT**

No comments.

#### **PURCHASE OF COMPUTER SERVER**

Mr. Bloch noted that Tech Group has spoken with the town, and they provided a proposal that has been revised; quote includes hardware, licenses and labor. \$14,394.

Mr. Morrison pointed out that we had 4 bids originally; we took Tech Group’s bid. This is the finalization of that range, they are a little below their range.

**MOTION by Mr. Tenney, seconded by Ms. Spear, to approve the quote from Tech Group on the town server for \$14,394 plus a monthly fee of \$175.**

**VOTE: 4 ayes (Mr. Krasnow abstained); the motion was carried.**

#### **BUDGET REVIEW**

**Senior Center**

Mr. Morrison welcomed the public from the Senior Center.

Mr. Gates from the Senior Center said this is the second or third iteration. Their board has approved the proposal as presented.

Mr. Morrison why maintenance is down a few thousand; Mr. Gates stated they are guessing about things that may happen. The trim is delaminated, paint flaking. They do not have quotes on it, but an estimate from board member. Other things not forecasted in this include if they continue to have problem with water in the oil tank, it may need to be dug up and replaced. They are short of parking. He asked if the Senior Center budget supposed to cover anything to do with generator? Mr. Tegatz replied no, and answered a question about where it will be located. Mr. Gates pointed out one item that has gone up, which is supplies; they will now pay for the water supply of bottled water (\$800).

Mr. Krasnow said their revenue projections are up 18%. Mr. Gates replied they budget the revenue and expenses the same. Last June, they did have bigger programs (more revenue), and got a new director in January.

Mr. Bloch said Ms. Dean noticed custodial actual is going to be about \$9400 (looks a little low, should be adjusted).

Mr. Morrison thanked the members of the Senior Center.

#### **Recreation Programs**

Nicole Conley showed the breakdown, recreation expenses, quotes for recreation software, and survey results.

Mr. Morrison asked about changes; Ms. Conley gave an overview: they kept beach wages & maintenance the same. Ms. Mead created an extra budget line for water testing, since Ms. Conley is now testing the drinking water and beach water. \$582 added to bottom. Saving \$1100 by her testing. They need to replace men's toilet, will keep maintenance the same. Phone bill went up. Membership dues went up (for conferences).

Bill Fraser-Harris said for tennis courts repair, no work was done last season; the company guaranteed they will be here this spring. They increased the budget request \$200 for additional cracks that may appear over this winter.

Ms. Conley reviewed rec expense; it varies, and depends on how many kids in each grade and their interests. She changed this number drastically because she took an average (decreased rec expenses by ~\$4,000, also decreased rec revenues to \$60,000). Difference is \$200. Net is remaining the same.

Ms. Conley asked for clarification on site plan beach improvements. Mr. Krasnow said it was for professional design (concept designs by landscape architect) of parking area,

pickleball court, playground. She asked about how to continue to fund the capital fund. Mr. Krasnow said it could be a new article or to add it to the budget.

Mr. Fraser-Harris said they already have quotes to do the parking lot; Mr. Morrison said they hoped this would be helpful, not take things backward. Mr. Tegatz said it is helpful to have a master plan in pictorial form.

Ms. Conley asked who they would ask. Mr. Krasnow suggested he could recommend a playground designer. Mr. Fraser-Harris asked if they would do this for the whole beach area? Mr. Tegatz replied yes, they could probably get two concept designs for \$2000.

Mr. Fraser-Harris said he regretted that they lost a year. Mr. Morrison said they haven't lost a year, they want to be helpful (don't go backwards). Ms. Mead said they would have liked to be included in the conversation when it was placed in the budget. Mr. Krasnow said they don't want to stop the capital improvements already budgeted and discussed at their meetings. If someone can incorporate already-made plans for parking, then make an overall plan.

Ms. Conley reviewed recreation software proposal. This would allow people to sign up for programs online, create rosters, coaches can email parents. She obtained three quotes; chose myrec.com. Other quotes were higher and not local. Yearly fee of \$3295. Mr. Krasnow asked about credit card fees (Ms. Conley replied it doesn't go to company).

Mr. Fraser-Harris said they have ~2,000 kids per year currently. Mr. Krasnow asked if it will be accessible from town website. Ms. Conley replied it will be a link from the town website, but won't be able to be displayed on website.

Mr. Krasnow asked about the relationship with the company so far; Ms. Conley said it has been great. He then asked if the company would change the agreement date to 1 July; she replied they would.

Mr. Bloch asked if it should be broken out from rec expenses, or a separate line item. Ms. Mead said she would like a separate line item.

#### **Recreation Operations/Facilities**

Mr. Fraser-Harris brought up the capital fund. Beach traffic has increased; revenues are up. He discussed the playground (~30 years old, would like to upgrade) and tennis courts plan (courts are cracked). There is a local foundation willing to donate \$20,000 this calendar year and another \$20,000 as of Jan. 1, 2019. They received two quotes of \$70-78,000 for preliminary plans. The foundation wants to expedite that process. They have \$34,500 in the capital fund at this point. They would like to use some of capital fund to complete the process, and would like to do this as soon as next spring. The foundation has made it clear they'd like to be involved in the beach development.

Mr. Krasnow asked about the discussion between the foundation and the commission in regards to the process to get town to say yes (town meeting presentation?). Mr. Morrison suggested discussing options being planned at town meeting. Mr. Tenney suggested a Rec Commission open meeting to get town input. Mr. Krasnow suggested getting town feedback as soon as possible.

Mr. Morrison suggested presenting a plan instead of making it open. He thought they were trying to get \$200,000 for the tennis courts, but now they would take money from the recreation reserve fund? Ms. Conley replied they presented it at town meeting as updating both courts and playground.

Mr. Fraser-Harris said that a foundation donation could trigger further donations.

Mr. Krasnow said leveraging a large donation could be useful, as could sponsoring parts of playground with local businesses/people.

#### **MANAGEMENT DISCUSSION AND ANALYSIS (MD&A) FOR FY18 AUDIT**

Mr. Bloch stated this is from the Selectboard in annual report. There were a few sections where the auditor asked for feedback or changes. Ms. Mead provided comments on paving, etc.

Mr. Morrison asked if they should have a motion on this. Mr. Bloch suggested they should.

**MOTION by Mr. Tenney, seconded by Ms. Spear, to accept the changes to the MD&A for the year ending June 30, 2018.**

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

#### **HEALTH REIMBURSEMENT ACCOUNT**

The current administrator was bought out, and they are changing the way they are administering the system. Mr. Krasnow asked if this change makes any difference to the town; Mr. Bloch replied it would be saving the town \$85/month. Mr. Krasnow said it seems like a good change; he would prefer to have HRA kick in first. Mr. Bloch noted it is faster when HRA pays the doctor.

**MOTION by Mr. Krasnow, seconded by Mr. Tenney, to have the administration of the town's HRA be switched to Health Equity to serve as the HRA administrator, to be administered so the HRA pays first until the 90% amount is exhausted, effective immediately, to be signed by the chair on behalf of the Selectboard.**

**VOTE: 4 ayes (Mr. Tegetz abstained); the motion was carried.**

#### **DAVID AND DIANE NICHOLS—REQUEST FOR AN EXTENSION ON CHARLOTTE HOUSING TRUST GRANT**

Dave Nichols said the carpenter is also the farmhand; they haven't been able to complete everything in rehab of existing house. They would like an extension to the end of next summer (October 2019). This is the remaining part of the total job (had a grant which was \$30,000, invoices up to \$22,000).

**MOTION by Ms. Spear, seconded by Mr. Krasnow, to extend the housing trust fund grant to October 31, 2019 to finish off the Charlotte Housing Trust Grant. Mr. Krasnow made a friendly amendment to change the date to December 31, 2019; Ms. Spear seconded.**

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

### **CONTRACT WITH REPRO FOR PRINTING THE 2018 TOWN REPORT**

Mr. Bloch said their quote last year was based on a higher number of copies, but the town has reduced the number of copies needed to make (\$3930 for this motion).

Ms. Spear asked if there were any left over from last year. Mr. Bloch said they avoided the seasonal addresses; they did end up with some extras, but this was required by the post office.

Mr. Krasnow pointed out that the extra printing cost is much lower than the cost of not doing bulk mailings.

Mr. Tenney asked if there were ways to minimize for residents that have two properties (for example those that don't have buildings on them). Mr. Bloch said he tried to do this several years ago, but lots with no buildings wouldn't have a mailing address so wouldn't receive a copy.

**MOTION by Mr. Tenney, seconded by Ms. Spear, to approve the annual contract with Reprographics for \$3930 for the Town Reports.**

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

### **CONSENSUS ON MINUTE TAKER/RECORDING SECRETARY ADVERTISEMENT**

Mr. Bloch said Kathy Furr will retire end of December. New position will be effective Jan 1, 2019. She is available to do Town Meeting.

Discussion ensued about rates. Hourly pay is the consensus; Mr. Krasnow suggested adding this to the advertisement.

#### **Town lands management**

Pam Brangan at Regional Planning made the map displayed; Mr. Bloch started a list of management activities.

Mr. Tegetz asked about the town pound (#9). Mr. Bloch replied it may have been for animals; now there is no management.

Ms. Spear mentioned she understands we also own a piece of lakeshore near ferry (south of the ferry and near sailing center) and it isn't indicated on the map. Mr. Bloch replied it may not even be above high-water mark.

Ms. Spear mentioned that #8 is filled with poison parsnip, and should make sure it doesn't become worse. She mentioned other areas that needed management.

Mr. Tegetz suggested forming a town lands management committee to see what potential uses are, and make recommendations to Selectboard.

Mr. Tenney asked about access to town pound; Mr. Bloch replied it is where pull-off is on Route 7 with gate.

They discussed other areas in town.

Mr. Morrison suggested a homework assignment to figure out what restrictions are on land in pound.

Mr. Krasnow asked about Pease Mountain Natural Area – owned by town, but 99 year lease to UVM. He asked about Williams Woods – Mr. Bloch replied it is Nature Conservancy property.

#### **MINUTES: October 8, 2018**

**MOTION by Mr. Tegetz, seconded by Mr. Krasnow, to approve the minutes of October 8, 2018 as written.**

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

#### **SELECTBOARD UPDATES**

Mr. Tegetz said there were rumors that people unhappy with the Wastewater Committee wanted to start a petition to make it a town decision instead of an ordinance. The Town Attorney informed the Selectboard that, should the product be approved by the Selectboard, then there is the 60 day period during which a petition can be lodge, then would be voted on by floor vote, not Australian ballot vote.

Mr. Morrison stated that he and Mr. Krasnow will meet tomorrow with realtor regarding parking at Senior Center.

Two members are gone early November, so Mr. Krasnow will need to sign warrant, especially payroll.

#### **SET DATE FOR PERFORMANCE REVIEWS WITH EMPLOYEES**

Mr. Morrison stated that when we appointed Nicole as director, she reports to the Selectboard. Mr. Morrison suggested that Mr. Krasnow meet with Ms. Conley and provide a write-up.

Mr. Morrison asked if we should set a date for reviews (four candidates, one at a time)? Mr. Krasnow will make plans to meet with Ms. Conley. The Board will set a date for reviews on Nov. 13<sup>th</sup>.

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

The Selectboard approved warrant to pay bills.

#### **ADJOURNMENT**

**MOTION by Mr. Tenney, seconded by Mr. Tegatz, to adjourn the meeting.  
VOTE: 5 ayes; motion carried.**

The meeting was adjourned at 9:02 p.m.

Minutes respectfully submitted, Kate Kelly.