

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
OCTOBER 23, 2017**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Carrie Spear, Fritz Tegatz, Matthew Krasnow (arrived 7:06 p.m.). **ABSENT:** Frank W Tenney.

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Walter Gates, Beth Merritt, Susan Ohanion, Mary Mead, Charles Russell, Hugh Lewis Jr, Michael Russell, Margaret Russell, Amos Baehr, Chris Boffa, Josh Flore, Krista Hoffsis, Chris Davis, Lynn Monty, Charlotte News; and others.

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

AGENDA ITEMS:

- 6:00 PM Review/approve job description for Senior Center Director; score the job description via Palmer & Associates Job Evaluation Manual
- 6:45 PM Interview Charles Russell for Town Meeting Moderator; appointment possible
- 6:55 PM Water Quality Stewardship Program contract with Lewis Creek Association for FY18
- 7:00 PM Adjustments to the agenda
- 7:01 PM Public Comment
- 7:05 PM Budget presentations Constable—7:05 pm—7:20 pm Shelburne/Charlotte Little League—7:15 pm—7:30 pm Road Commissioner—7:30 pm—7:45 pm
- 7:45 PM Thompson's Point lease for Lots 174 & 175 located at 730 & 736 North Shore Road Terminate lease to Patricia A. Joyce and Deirdre J. Joyce Approve new 20 year lease to FR-IV Properties, LLC
- 7:50 PM Emergency planning issues—discussion with Chris Davis
- 8:30 PM Selectboard meeting schedule for December: December 11 & December 18?
- 8:35 PM Selectboard updates
- 8:45 PM Minutes: September 25, October 9
- 9:00 PM Employee performance reviews (Executive Session possible)

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 6:07 p.m.

**REVIEW/APPROVE JOB DESCRIPTION FOR SENIOR CENTER DIRECTOR;
SCORE THE JOB DESCRIPTION VIA PALMER & ASSOCIATES JOB
EVALUATION MANUAL**

Walter Gates and Beth Merritt, Charlotte Senior Center Board members, explained a proposed change to the Activities Director job description to a Senior Center Director. A

Senior Center Director will be responsible for managing facilities, programs, and supervise the Volunteer Coordinator position. Hours are proposed to increase from the current 28 hours to 30-35 hours per week, said Mr. Gates.

There was discussion regarding the number of Town and out of town residents that utilize the Charlotte Senior Center; fees charged for attending class sessions, which do not cover the costs of running the center; fund raising efforts of the "Friends of the Senior Center"; and the current Senior Center Board duties, which is a volunteer board.

Mr. Tegatz asked if the Volunteer Coordinator job description needs to be revised as well. Mr. Gates replied that the only change would be to spell out the supervisory language. Ultimately the Town Administrator is the supervisor, said Mr. Gates.

Mr. Tegatz asked if the Senior Center Board was relinquishing their responsibilities to the newly created Senior Center Director. Ms. Merritt explained that the Senior Center Board is responsible for whatever happens at the center. However, a Board member is not always available and the Activities Director has taken over some of the Board roles, said Ms. Merritt.

Mr. Tegatz noted that the job description was written in 2014. What changed in 2017 is the job, not the person. It is the job that we have to look at. Public safety and condition of the building should be the ultimate responsibility of a position; not someone who says they will do it when they have the time. He just wants to make sure this was discussed and documented, said Mr. Tegatz.

Mr. Morrison said that the Senior Center Board has provided a definition of what was and what is the job. It is a change and the job description should be reviewed via the Palmer Analysis:

- Adds facilities to program management
- CPR and ADA training is a new requirement/expectation
- Requires a Bachelor's degree
- Must have experience working with seniors
- Duties include day-to-day operations
- Facilities management

Mr. Tegatz asked how #E, track performance, will be done. The person hired will need to become knowledgeable regarding the Town Purchasing Policy, and work with the Town Administrator to create recording templates. In addition, the Town budget covers a 28 hours per week position, and the proposed increase of hours will impact the budget. Health care/benefits are possible and that will also impact the budget. The new budget cycle starts in 6 months. We don't know where a new hire will start on the pay grid, pointed out Mr. Tegatz.

Mr. Gates said the position wouldn't be advertised with a pay range. The board would want a collection of resumes and screen candidates first, said Mr. Gates.

Ms. Mead asked what the supervisory role of the Town Administrator or Selectboard is regarding the Senior Center. The Selectboard has never done an evaluation of a Senior Center Director. That person is under the control of the Senior Center Board. The Senior Center is similar to the Library, which is under the control of the Library Board of Trustees who sign off on the library time sheets, not at the Town Hall, said Ms. Mead. Mr. Bloch said that he spent a lot of time with the Volunteer Coordinator working out problems that were occurring. As with any job as an employee figures it out they become more independent, said Mr. Bloch.

Mr. Morrison said that the Library Board is elected and the Senior Center Board is a volunteer board. Mr. Morrison questioned the words “non-exempt hourly” and said that hours should be scheduled.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve a review of a job description for a proposed Senior Center Director, and to score the proposed job description via the Palmer and Associates Job Evaluation Manual, as submitted dated 10/18/2017.

VOTE: 3 ayes, 2 absent (Mr. Tenney, Mr. Krasnow); motion carried.

TASKS:

- Schedule a review of the proposed Senior Center Director job description for Monday, October 30, 2017, at 4:30-5:30 p.m.
- No review is required for the Volunteer Coordinator, except to add language “supervised by the Senior Center Director.”
- Senior Center Board members to review the Volunteer Coordinator job description prior to the Monday, October 30, 2017, Palmer analysis
- Staff to email the Volunteer Coordinator job description to the Selectboard

**INTERVIEW CHARLES RUSSELL FOR TOWN MEETING MODERATOR;
APPOINTMENT POSSIBLE**

The Selectboard reviewed the candidate’s qualifications.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to appoint Charles Russell as the Town Meeting Moderator for the 2018 March Town Meeting election.

VOTE: 3 ayes, 2 absent (Mr. Tenney, Mr. Krasnow); motion carried.

**WATER QUALITY STEWARDSHIP PROGRAM CONTRACT WITH LEWIS
CREEK ASSOCIATION FOR FY18**

Krista Hoffsis explained a request for a renewal of the Water Quality Stewardship Program contract with Lewis Creek Association in the amount of \$2,700 for FY2018.

Mr. Tegatz asked if it passes the non-employee work rule. Ms. Hoffsis explained that she was a sub-contractor. In FY2018, January 2018, she will need a worker’s compensation insurance certificate, said Ms. Hoffsis

Ms. Mead stated that the auditor's proposed methods to pay for the frogbit project as a \$2,700 contract for the work is the easy way to go.

MOTION by Ms. Spear, seconded by Mr. Tegatz, to approve renewal of the Water Quality Stewardship Program contract with Lewis Creek Association for FY2018 in the amount of \$2,700 as presented.

VOTE: 3 ayes, 2 absent (Mr. Tenney, Mr. Krasnow); motion carried.

ADJUSTMENTS TO THE AGENDA

None.

PUBLIC COMMENT

None.

BUDGET PRESENTATIONS

Constable

Josh Flore, Charlotte Constable, reviewed a proposed level funded zero dollar amount budget, stating that this is his way of giving back to the Town.

The Selectboard thanked Mr. Flore for his contributions to the Town, including at the Tractor Parade.

(NOTE: Mr. Krasnow arrived at 7:06 p.m.)

Shelburne/Charlotte Little League

Chris Boffa, Charlotte Little League representative, proposed a level funded FY2018 budget of \$10,000.

Mary Mead pointed out that the Town mowing contract is expected to increase and suggested a budget of \$11,200.

Margaret Russell, Trails Committee member, asked to discuss a possible trail easement over the Little League/Berry Farm property along with 1-2 parking spaces at the ball field with Mr. Boffa.

Road Commissioner

Hugh Lewis Jr, Charlotte Road Commissioner, reviewed a draft level funded budget of \$903,250. A person, or persons, is pulling up stop and speed limit signs on Town roads, reported Mr. Lewis.

The Selectboard thanked Mr. Lewis for his good work.

THOMPSON'S POINT LEASE FOR LOTS 174 & 175 LOCATED AT 730 & 736 NORTH SHORE ROAD **Terminate lease to Patricia A. Joyce and Deirdre J. Joyce** **Approve new 20 year lease to FR-IV Properties, LLC**

MOTION by Ms. Spear, seconded by Mr. Krasnow, to terminate the Thompson's Point lease to Patricia A. Joyce and Deirdre J. Joyce for Lots 174 and 175, located at 730 and 736 North Shore Road, and to authorize the Charlotte Selectboard Chair to sign the termination documents on behalf of the Town of Charlotte.

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

Mr. Morrison signed the termination documents, witnessed by Ms. Spear, and notarized by Ms. Mead.

MOTION by Ms. Spear, seconded by Mr. Krasnow, to approve a new 20-year lease to FR-IV Properties, LLC, and to authorize the Charlotte Selectboard Chair to sign the lease documents on behalf of the Town of Charlotte.

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

Mr. Morrison signed the Thompson's Point lease documents, witnessed by Ms. Spear, and notarized by Ms. Mead.

EMERGENCY PLANNING ISSUES—discussion with Chris Davis

Chris Davis, Charlotte Emergency Management Director, explained next steps following the adoption of the All Hazards Mitigation Plan at a previous Selectboard meeting.

Mr. Tegatz said that he has researched standby generators for the Senior Center, which has been identified as an emergency shelter, and the Town Hall. A generator at the Town Hall would run power to operate the sewer pump stations in case of blackouts, reported Mr. Tegatz.

There was discussion regarding the use of standby generators at the Senior Center, Fire Station, Town Hall and Library as a center of operations, and a "plug in" at the Charlotte Central School to run power as a temporary shelter; work sessions attended by Mr. Davis related to emergency planning; and drafting a shorter 'how to' plan, a contact check list, and how to set up a Vermont Alert System.

Mr. Davis said that he will provide copies of a short "how to" plan and a contact check list to the Town Administrator. He will assist coordinating a 1-2 hour practice program for the Town Administrator and Selectboard, which is preparedness to shelter in place for 2-3 days, said Mr. Davis. Mr. Morrison suggested scheduling an "off" Monday for a short course.

Mr. Krasnow suggested that a way for the Selectboard to have direct communications with emergency services during power outages, or each other is missing.

Mr. Davis noted that the Fire Station has an indoor propane generator that is serviced via a service contract. Having a price is the first step, suggested Mr. Davis.

SELECTBOARD MEETING SCHEDULE FOR DECEMBER: December 11 & December 18?

- Monday, October 30th, at 4:30 p.m. Palmer Analysis re: Senior Center Director job description
- November 13th – regular Selectboard meeting. Mr. Morrison reported that he will be out of town.
- November 27th – regular Selectboard meeting; add to the draft agenda: Municipal Infrastructure Development Policy review at 7:15 p.m., budget presentations at 7:45 p.m.
- December 11th – regular Selectboard meeting
- December 18th - regular Selectboard meeting

SELECTBOARD UPDATES

Mr. Krasnow reported that an informal three member committee is inventorying ash trees in preparation of the Asian Ash Borer, which has not been detected in Vermont yet.

Ms. Spear commended the CVFRS for a successful Town event at the fire station.

Mr. Krasnow handed out copies of a draft Municipal Infrastructure Development Policy (MIDP) for Selectboard review, and explained a time line to complete projects within a 6 week period at Selectboard meetings versus at committee meetings. The MIDP will bring the process into line with the Town Purchasing Policy, said Mr. Krasnow.

MIDP CHANGES/SUGGESTIONS:

- Page 1, 1st paragraph – insert the word “Procurement” between “Easements” and “or”;
- Page 2, 4th paragraph – insert the word “project” between the words “to” and “cost”.

Amos Baehr, Conservation Commission, noted that the commission monitors the Planning Commission and Selectboard meetings, but not the Trails Committee. The MIDP will address the commission’s concerns, and the commission members would like to be a part of the process, said Mr. Baehr.

Mr. Morrison reported that the Town was unsuccessful in a State Park Road trail grant application. An informal meeting with John Kaplan provided suggestions for writing a stronger application for the next round of grants, said Mr. Morrison.

Mr. Bloch said that the Town could apply for the same grant, and suggested down-sizing the trail that fits the site better, costs less, and makes the Trails Committee and Conservation Commission happy. Mr. Tegatz pointed out that the Town needs to know what the ANR-DEC requires. Mr. Morrison reported that Lucy, Dubois and King, said she will provide a final report to address the ANR concerns. Mr. Krasnow reported that a neighbor to the east of the Trevor Mack Trail has put up a fence at the edge of the trail easement.

Mr. Morrison reported on the TDI-Northeast project legal negotiations.

Mr. Morrison reported that Mr. Tegatz was working on the removal of the old building located on the Thompson's Point Lots 127/128.

Mr. Tegatz suggested adding a placeholder line item in the Town budget for replacement of the Town Hall roof.

Mr. Bloch displayed Town employee preferred carpet pattern samples for the Selectboard review. A quote will be finalized once the Town Hall entrance carpet is selected, said Mr. Bloch.

It is the consensus of the Selectboard to leave carpet selection up to the Town employees.

MINUTES: September 25, October 9

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve the Charlotte Selectboard minutes of September 25, 2017 as written, with edits:

- Globally correct the spelling of Tom Cosinuke;
- Page 3, line 101 – change “Municipal Policy” to read “Municipal Infrastructure Development Policy”; line 107 – delete the word “Chief”.

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

Approval of the October 9, 2017 minutes was deferred until the next Selectboard meeting.

EMPLOYEE PERFORMANCE REVIEWS (EXECUTIVE SESSION POSSIBLE)

Mr. Morrison reviewed that an employee self-evaluation, and a one-on-one with the immediate supervisors has been completed. Group evaluations for the Town Administrator, Town Planner and Zoning Administrator need to be signed off by the Selectboard members, said Mr. Morrison. Mr. Tegatz stated that a more clear process needs to be understood by the parties next time. Ms. Spear said that the evaluations should be seen and reviewed by all at the same time.

Staff to add Employee Performance Reviews to the November 27th Selectboard meeting, at 6:00 p.m.

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: 4 ayes 1 absent (Mr. Tenney); motion carried.

The meeting was adjourned at 8:35 p.m.

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