

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

**APPROVED**

**SELECTBOARD MEMBERS:** Lane Morrison, Chair; Frank W Tenney, Fritz Tegatz.

**ABSENT:** Carrie Spear, Matthew Krasnow.

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

**OTHERS:** Nan Mason, Margaret Woodruff, Mary Mead, Christine Booher, Art Peterson, Hugh Lewis Jr, Peter Joslin, Betsy Tegatz, John Hauenstein, Lisa Hauenstein, Laurie Thompson, Susan Ohanion, Victoria Zulkoski, Chris Falk, Margaret Russell, Amos Baehr, Susan Blood, and others.

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

**AGENDA ITEMS:**

- 6:01 PM Review library job descriptions and scoring via Palmer & Associates Job Evaluation Manual
- 6:45 PM Waitsfield & Champlain Valley Telecom—petition for locating underground cables within the town highway rights-of-way of Mt. Philo Road, Spear Street, One Mile Road, & State Park Road
- 6:50 PM John and Lisa Hauenstein—Open Space Agreement
- 7:10 PM Melvin and Ynez Kaplan—Release from Agricultural Land Tax Stabilization Agreement
- 7:15 PM Budget presentations  Board of Listers—7:15 pm—7:25 pm  Planning & Zoning—7:25 pm—7:45 pm  Conservation Commission—7:45 pm—8:00 pm  Trails Committee—8:00 pm—8:15 pm  Cemetery Commission—8:15 pm—8:45 pm

**CALL TO ORDER**

Mr. Morrison, Chair, called the meeting to order at 6:00 p.m., and noted that two of the five member Selectboard were absent.

**ADJUSTMENTS TO THE AGENDA**

None.

**REVIEW LIBRARY JOB DESCRIPTIONS AND SCORING VIA PALMER & ASSOCIATES JOB EVALUATION MANUAL**

Mr. Morrison reported that he had attended a recent Library Board of Trustees meeting along with Fritz Tegatz and Dean Bloch for the purpose of explaining the Palmer Analysis process for evaluating job descriptions.

Margaret Woodruff, Charlotte Library Director, said that she would like to address Technology Librarian's job description, which she felt was not evaluated properly in

2014. She understood that if the librarian assistants were reevaluated then all Town employees would need to be re-evaluated, said Ms. Woodruff.

Mr. Tegatz said that he would need more information on how the Technology Librarian's job has significantly changed since the 2014 evaluation. Key is if a significant change is quantifiable. He understands that the library is saving money due to this person who has taken over the IT tasks. That happened before 2014, said Mr. Tegatz. Mr. Morrison noted that in 2014 the Selectboard tried to establish a base line for all job descriptions and pay equity for all employees, said Mr. Morrison.

Following further discussion, Mr. Morrison explained that the librarian requirements were the same in 2014 as in 2017. The Town has pay equity as well as a good benefits package. The opportunity for reviewing jobs comes if there is a resignation, or if a position merges with another position and there is a major change in scope, clarified Mr. Morrison.

It was the consensus of the Selectboard not to proceed with a job re-evaluation at this time.

**WAITSFIELD & CHAMPLAIN VALLEY TELECOM—PETITION FOR LOCATING UNDERGROUND CABLES WITHIN THE TOWN HIGHWAY RIGHTS-OF-WAY OF MT. PHILO ROAD, SPEAR STREET, ONE MILE ROAD, & STATE PARK ROAD**

Art Peterson, Waitsfield and Champlain Valley Telecom representative, reviewed a proposed petition for a fiber optic cable project on Mt Philo Road, Spear Street, One Mile Road and State Park Road. He has visited the sites with the Charlotte Road Commissioner, said Mr. Peterson.

Mr. Lewis said that he had no comments other than what he viewed was fine.

**MOTION by Mr. Tegatz, seconded by Mr. Tenney, to approve a petition by Waitsfield and Champlain Valley Telecom for locating underground cables within the Town rights-of-way on Mt. Philo Road, Spear Street, One Mile Road, and State Park Road, dated 08/31/2017, and to authorize the Charlotte Selectboard Chair to sign the document on behalf of the Town of Charlotte.**

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

Mr. Morrison signed the petition document.

**JOHN AND LISA HAUENSTEIN—OPEN SPACE AGREEMENT**

**MOTION by Mr. Tenney, seconded by Mr. Tegatz, to approve an Open Space Agreement between the Town of Charlotte and John and Lisa Hauenstein, Hauenstein Revocable Living Trust, last revised on 09/28/2017, and to authorize the Charlotte Selectboard Chair to sign the document on behalf of the Town of Charlotte.**

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

Mr. Morrison signed the document, notarized by Mary Mead.

#### **PUBLIC COMMENT**

Ms. Mead said that she had sent an e-mail to the Selectboard regarding a Selectboard comment that she had read emails. She objected to the Selectboard putting her in this position, stated Ms. Mead. Mr. Morrison replied that over the years administrators do see the “to’s” and “from’s” e-mails. He did not know what to say, said Mr. Morrison.

#### **SELECTBOARD UPDATES**

Mr. Morrison reported that the Town Meeting Moderator applications had a deadline of 09/29/2017. Charles Russell applied on 10/04/2017, said Mr. Morrison. Mr. Bloch suggested interview candidates at the 10/23/2017 Selectboard meeting at 6:45 p.m.

Mr. Morrison reported that Tom Kenyon has requested “Farm Equipment Operated on the Road” signs along Lake Road. Starting a precedent for such signage on Charlotte roadways is a concern, said Mr. Morrison. Mr. Tegatz said that it would be fine to post signs on Mr. Kenyon’s farm off the Town right-of-way.

Mr. Lewis, Charlotte Road Commissioner, suggested that when Linda Radimer puts up wildlife signage then Tom could put up a sign at the same time. Signs cost \$75-100 and a break-away post is \$3 per foot. There is also a cost for installation, explained Mr. Lewis. Mr. Morrison said that he will contact Tom regarding costs.

Mr. Tegatz reported that installing a fan is a potential solution to the boiler room overheating problem. Mr. Bloch said that there are two preferred vendors: Climate Systems, and Paterson Fuel. Mr. Tegatz said that he would recommend Climate Systems and would like to proceed with a bid not to exceed \$1,300.

**MOTION by Mr. Tegatz, seconded by Mr. Tenney, to approve the installation of an in-line exhaust fan in the Town Hall boiler room for an amount not to exceed \$1,240.**

#### **DISCUSSION:**

**Ms. Booher asked if a vent could be installed in the computer systems room at the same time. Mr. Bloch said that CSI has been asked for a quote, which has not been received yet.**

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

Mr. Tegatz reported that VTrans will address the safety concerns related to the State Park Road/Route 7 intersection improvements. He will meet with VTrans on Wednesday, 10/11/2017, said Mr. Tegatz.

Mr. Bloch reported that three quotes to replace the Town Hall carpet have not been analyzed. He and Mr. Tegatz will review the quotes and report back to the Selectboard.

**MELVIN AND YNEZ KAPLAN—RELEASE FROM AGRICULTURAL LAND TAX STABILIZATION AGREEMENT**

**MOTION by Mr. Tegatz, seconded by Mr. Tenney, to approve a request by Melvin and Ynez Kaplan for a release from an Agricultural Land Tax Stabilization Agreement as presented, and to authorize the Charlotte Selectboard Chair to sign the document on behalf of the Town of Charlotte.**

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

Mr. Morrison signed the release document, notarized by Ms. Mead.

**BUDGET PRESENTATIONS**

Board of Listers—

Betsy Tegatz, Lister, reviewed a proposed FY2017/2018 budget.

The Selectboard thanked Ms. Tegatz.

Planning & Zoning—

Peter Joslin, Planning Commission Acting Chair, reviewed proposed decreases in revenue and expenses for FY2017/2018. Septic permitting fees did not cover the Town costs, noted Mr. Joslin.

Mr. Joslin invited the Selectboard to attend a public hearing on the draft Town Plan on Thursday, 10/12/2017, at 7:00 p.m.

The Selectboard thanked Mr. Joslin for his report.

Conservation Commission—

Amos Baehr and Susan Blood, Conservation Commission members, reviewed a proposed FY2018 budget total of \$6,450.

The Selectboard thanked the commission members for their report.

Trails Committee—

Laurie Thompson and Margaret Russell, Trails Committee members, reviewed a proposed level funded budget. The committee will work on a printed version of the trails maps to be funded by in-kind donations. The Trails Committee would like to request a few parking spaces at the Little League ball field to access trails, and have had conversations regarding a legal easement over the Berry Farm property to the ball field. The Mack Farm easement on the east side going the entire north-south length needs to be mowed and should be added the Town's mowing RFP, said Ms. Thompson.

There was a brief discussion regarding a grant application for the State Park Road path and a request to have staff contact Lucy (?) regarding a path design. Ms. Russell asked the Selectboard to advocate in getting the proposed trail completed and done safely. The committee would like to be added to the January Selectboard agenda.

The Selectboard thanked the committee members for their report.

□ Cemetery Commission—

Victoria Zulkoski, Susan Ohanion and Chris Falk, Cemetery Commission members, reviewed a written draft FY2017/2018 budget of \$21,700. Grounds maintenance is expected to go up in 2019. Other projects included volunteer work days on tombstone repairs, a fencing project, and fund raising efforts. Linda Hamilton has offered to donate a portion of book sales to the Cemetery fund, explained Ms. Sulkoski.

Ms. Mead suggested that the committee request an amount of funding to go into the Special fund that will roll over to the next year if not expended versus into the Cemetery fund, which will not roll over. Three good quotes should be received before the year end for the fencing project, suggested Ms. Mead.

The Selectboard thanked the commission members for their report.

**MINUTES: September 25**

Deferred to the next meeting of the Board.

**APPROVE WARRANTS TO PAY BILLS**

The Selectboard members reviewed and signed warrants to pay bills.

**ADJOURNMENT**

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

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

The meeting was adjourned at 8:40 p.m.

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