

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
SEPTEMBER 11, 2017**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Frank W Tenney, Fritz Tegatz, Carrie Spear, Matthew Krasnow (arrived at 7:08 p.m.).

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Margaret Woodruff, Nan Mason, Mary Mead, Abby Foulk, Jean Jensen, Christine Booher, Gregory Smith, Nicole Conley, Hugh Lewis Jr, Kate Lampton and others.

AGENDA ITEMS:

- 7:15 PM Abby Foulk—Use of the Community Clean-up Fund for Quonset Hut at CCS
- 7:25 PM Acceptance of \$9,700 Municipal Roads Grant-in-Aid Pilot Project for rock-lining ditch on Lewis Creek Road
- 7:30 PM Library—Update of Job Descriptions
- 8:00 PM Budget presentations Recreation—8:00 pm—8:15 pm Charlotte Land Trust & Conservation Fund—8:15 pm—8:30 pm
- 8:30 PM Pay-grid for FY19 Budget—addressing increase of minimum wage
- 8:45 PM Replacement of valve in wastewater pump-station (Town Green)—approx. \$5,000
- 8:50 PM Repro—cost proposal for printing Town Reports for 2017 (& 2018)—\$4,325
- 8:55 PM Daryl—use of September paid vacation hours (6.67 hours) prior to accrual
- 9:00 PM VLCT Annual Meeting—designate delegate and discussion of VLCT policies

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 7:04 p.m.

ADJUSTMENTS TO THE AGENDA

Add: Notice of Vacancy – Town Meeting Moderator - discussion.

SELECTBOARD UPDATES CARPET

Mr. Bloch reviewed that two quotes have been received and a 3rd quote is expected regarding carpet replacement at the Town Hall. The Town budgeted \$22,000 in the Reserve Fund, reported Mr. Bloch.

Mr. Morrison reported that Ed Stone has resigned as Town Moderator. A notice of vacancy needs to be posted.

Mr. Tegatz reported on an update regarding the Arthaud mediation, a potential solution, and removal of the old structure, which should be reviewed by the Town Attorney.

Ms. Mead suggested that the Selectboard should take more time regarding a proposal to split Thompson's Point leases and lot boundary adjustments. There are other camp owners that have asked the Selectboard to split double lots. There should be no splitting of lots, stated Ms. Mead. Mr. Tegatz said that as per the Town Attorney that option exists for everyone. Mr. Krasnow asked if the boundary adjustment proposal will appear before the Zoning Board of Adjustment. Mr. Tenney asked if this is considered an internal adjustment as per the lease. Mr. Tegatz said that he would write up a report to be reviewed by the Selectboard.

Mr. Bloch reported that he will be on vacation from 09/26-29th.

Ms. Spear asked to have the October 8th Annual Tractor Parade on the Selectboard agenda.

Mr. Morrison reported that he will be absent at the next Selectboard meeting. Mr. Krasnow will preside.

Mr. Tegatz reported on the CVFRS pumper truck, which has been ordered.

MOTION by Mr. Tenney, seconded by Ms. Spear, to authorize the Town Manager to post a Notice of Vacancy for the Town Meeting Moderator as presented.

VOTE: 5 ayes; motion carried.

ABBY FOULK—USE OF THE COMMUNITY CLEAN-UP FUND FOR QUONSET HUT AT CCS

Abby Foulk, Charlotte's Chittenden Solid Waste District representative (CSWD), and Jean Jensen, Champlain Valley School District COO, explained a proposal to apply for a CSWD Community Clean-up fund grant to clean up materials stored at the Charlotte Community School (CCS) Quonset hut.

Ms. Foulk stated that she was very involved with CCS and will also be the administrator of the CSWD grant. She does not believe that there is a conflict of interest, and asked if the Selectboard had any concerns.

Ms. Jensen briefly outlined a clean up plan and for future school use of the Quonset hut.

Mr. Morrison requested that the tall weeds growing at the hut be removed.

Mr. Krasnow suggested that CCS contact the Recreation Director regarding Town use of space in the hut.

ACCEPTANCE OF \$9,700 MUNICIPAL ROADS GRANT-IN-AID PILOT PROJECT FOR ROCK-LINING DITCH ON LEWIS CREEK ROAD

Mr. Bloch reviewed that the state is offering \$9,700 in grant funding for a municipal road project to line a ditch on Lewis Creek Road with rock as recommended by the Charlotte Road Commissioner. A Town match of 20 percent is required, which will come from the Highway budget, said Mr. Bloch.

MOTION by Mr. Krasnow, seconded by Ms. Spear, to accept a \$9,700 Municipal Roads Grant-in-aid pilot project to line for four identified segments of Lewis Creek Road with rock, and to pay \$1,940 from the Highway budget.

VOTE: 5 ayes; motion carried.

LIBRARY—UPDATE OF JOB DESCRIPTIONS

Margaret Woodruff, Charlotte Library Director, and Nan Mason, Charlotte Library Trustee, narrated a power point presentation regarding proposed corrections/adjustments to the pay grid for each library staff position.

Mr. Morrison said that the Selectboard will take time at a future meeting to review the proposals, and expressed concern that any adjustments will trigger a town wide comparison for all job descriptions.

Following a discussion regarding rewritten library job descriptions, Mr. Tegatz said that giving an employee the opportunity to re-write their job descriptions is not advantageous. It would be better to review other surrounding town libraries and pay rates, suggested Mr. Tegatz.

There was discussion regarding positions at the Library, such as Saturday staff coverage; community requests for increased programs identified via a Library community survey; and professional activities undertaken by librarians; for example, outside commission seats to promote the Charlotte Library.

Ms. Booher pointed out that as per the pay policy an employee can't change the step that they are on. There can be a discussion/review of the employee job description within a 'step', which the employee will stay on, clarified Ms. Booher.

Mr. Morrison said that the Selectboard will schedule a work session for each position. Ms. Woodruff replied that she will report to the Library Board of Trustees on Thursday, September 14th and get back to the Selectboard.

Mr. Krasnow said that the Library Board of Trustees has statutory authority to set the pay. The Charlotte Library agreed to be included on the Town pay grid since the library is in the Town budget. There is equity for all town employees, said Mr. Krasnow.

A work session was scheduled for Monday, October 9, 2017, at 6:00 p.m.

BUDGET PRESENTATIONS: Recreation—8:00 pm—8:15 pm; Charlotte Land Trust & Conservation Fund—8:15 pm—8:30 pm

RECREATION

Nicole Conley, Recreation Director, and Gregory Smith, Recreation Commission representative, reviewed a proposed FY18/19 Recreation budget that included a proposed minimum wage increase for Beach Attendant's to \$11.00 per hour, and water testing costs.

There was brief discussion regarding a recent vandalism incident at the Town Beach.

Ms. Conley said that the Bill Fraser Harris will discuss the Recreation Capital fund at the September 25th Selectboard meeting.

The Selectboard thanked Ms. Conley and Mr. Smith for their report.

CHARLOTTE LAND TRUST & CONSERVATION FUND

Kate Lampton reported that there are no proposed changes to the budget amount or uses. A Conservation Fund report is submitted each year. Three projects have been deleted from the list, but may reappear later. The Trust is recommending an \$80,000 appropriation for the next fiscal year, said Ms. Lampton.

PAY-GRID FOR FY19 BUDGET—ADDRESSING INCREASE OF MINIMUM WAGE

Mr. Bloch reviewed potential conflicts between the current pay grid and increases to the minimum wage of \$10.50 starting January 1, 2018. Pay grades 2 and 3 are linked to pay grade 1. On January 1st pay grade 3 will be higher than pay grade 4. A potential solution will be to eliminate one of the pay grades, suggested Mr. Bloch.

Mr. Krasnow pointed out that there is zero inconsistency in how the Town disburses money to Town employees since no one is in grades 3 or 4. Ms. Mead stated that the Selectboard has never defined grade 4. Mr. Krasnow said that nothing needed to be done until the next budget session. It is a foundational issue as the minimum wage creeps up, said Mr. Krasnow.

REPLACEMENT OF VALVE IN WASTEWATER PUMP-STATION (TOWN GREEN)—APPROX. \$5,000

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve replacement of the check and check valves in the wastewater pump station at the Town Green for a total cost not to exceed \$4,500.

VOTE: 5 ayes; motion carried.

REPRO—COST PROPOSAL FOR PRINTING TOWN REPORTS FOR 2017 (& 2018)—\$4,325

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the printing of the 2017 Town Report by Repro for 1,665 copies, 180 pages, for the cost of \$4,325, and to authorize the Charlotte Selectboard Chair to sign the documents on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

**DARYL—USE OF SEPTEMBER PAID VACATION HOURS (6.67 HOURS)
PRIOR TO ACCRUAL**

Mr. Morrison suggested leaving the use of September paid vacation hours for Daryl Benoit, Town Planner, to the discretion of the Town Manager.

**VLCT ANNUAL MEETING—DESIGNATE DELEGATE AND DISCUSSION OF
VLCT POLICIES**

No action was taken.

MINUTES: AUGUST 28

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve the Charlotte Selectboard minutes of August 28, 2017, as written.

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

OTHER BUSINESS

MOTION by Mr. Tenney, seconded by Mr. Tegatz, to appoint Matthew Krasnow as the single signatory for Town payroll on September 28, 2017.

VOTE: 5 ayes; motion carried.

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. Krasnow); motion carried.

The meeting was adjourned at 9:18 p.m.

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