

**TOWN OF CHARLOTTE
SELECTBOARD MEETINGS
MARCH 12, 2007**

APPROVED

MEMBERS PRESENT: Charles Russell, Chairperson; Jenny Cole, Ed Stone, Frank Thornton, Winslow Ladue.

ADMINISTRATOR: Dean Bloch, Selectboard Assistant.

OTHERS: Mary Cheney, Carrie Spear, Ellie Russell, Tom Mansfield, Tom Maffitt, Paul Boisvert, Edd Merritt, Charlotte News; Rachel Gill, Charlotte Citizen.

1. CALL TO ORDER, SELECTBOARD REORGANIZATION AND PROCESS

The meeting was called to order at 7:00 p.m.

MOTION by Ms. Cole, seconded by Mr. Ladue, to nominate Charles Russell as Charlotte Selectboard Chairperson. Mr. Thornton nominated Ed Stone as Charlotte Selectboard Chairperson.

Nominations were closed.

VOTE: Mr. Russell, Ms. Cole, Mr. Ladue voted in favor of Mr. Russell; Mr. Russell was elected as Charlotte Selectboard Chairperson.

MOTION by Mr. Thornton, seconded by Mr. Ladue, to nominate Ed Stone as Vice Chairperson. Mr. Russell nominated Jenny Cole.

VOTE: Mr. Thornton, Mr. Stone, Ms. Cole, Mr. Ladue voted in favor of Mr. Stone.

MOTION by Mr. Thornton, seconded by Mr. Stone, to established the regular Charlotte Selectboard meeting on the second and fourth Monday of each month at 7:00 p.m. at the Town Hall.

DISCUSSION:

Mr. Ladue asked if it was possible to have fewer meetings in the summer. Mr. Russell replied that if there was less business then the Board wouldn't need a second meeting on the fourth Monday.

VOTE: 5 ayes; motion carried.

2. ADJUSTMENT TO AGENDA

None.

3. PUBLIC COMMENTS

Carrie Spear noted that Janie Thompson, a fifth generation Vermonter, has asked if the Board would approve a sign on Route 7 going north into Charlotte pointing east toward the church. Installing a sign could be done as other highway signs are put up, suggested Ms. Spear. Mr. Thornton explained that highway signs were put up by the AOT for a fee.

There was brief discussion regarding potential sign locations that included by the Town salt shed, or at the intersection.

Ms. Spear said that more "F5" signs were needed. Mr. Thornton pointed out that the "F5" was a reference for the route number from Route 7 to the ferry.

4. APPOINTMENTS

MOTION by Mr. Russell, seconded by Mr. Ladue, to appoint Larry Hamilton, Mary Cheney, and Carrie Spear as Fence Viewers.

VOTE: 5 ayes; motion carried.

The position of Poundkeeper would be advertised.

MOTION by Mr. Thornton, seconded by Mr. Stone, to appoint Andy Mansfield as Inspector of Lumber, Shingles and Wood.

VOTE: 5 ayes; motion carried.

MOTION by Ms. Cole, seconded by Mr. Thornton, to appoint Larry Hamilton as Charlotte Tree Warden.

VOTE: 5 ayes; motion carried.

MOTION by Ms. Cole, seconded by Mr. Stone, to appoint Carrie Spear as Weigher of Coal.

VOTE: 5 ayes; motion carried.

5. THOMPSON'S POINT WASTEWATER ADVISORY COMMITTEE GUIDELINES AND ORDINANCE

THOMPSON'S POINT WASTEWATER GUIDELINES

Mr. Russell introduced Tom Maffit, Thompson's Point Advisor Committee representative, Paul Boisvert, Civil Engineering Association representative, and Tom Mansfield, Charlotte Zoning Administrator.

There was discussion regarding Roles and Responsibilities as follows:

- First paragraph: add a notation that the "Sewage Commission" and "Commission" were the same entity.
- #4, change the sentence to read "...recommend a fees schedule to the Selectboard to assure viability of maintaining the Sinking Fund." Change the definition to read "... the Waste Water rate is a fee schedule."

Mr. Stone asked if the Roles and Responsibilities were reviewed by the Town Attorney. Mr. Mansfield replied no. There was no enforcement in the Roles and Responsibilities. It is simply the Selectboard acting in an advisement role to the committee. The Ordinance, which includes enforcement, would absolutely be reviewed by the Town Attorney, explained Mr. Mansfield. Mr. Stone suggested that the Town Attorney review the Roles and Responsibilities.

- Section C.3, Minor Maintenance, add "...and emergency" for wastewater meter replacement/installation procedures, which should be brought before the

Selectboard. Mr. Boisvert suggested a concept of minor maintenance could be \$2,500 to \$8,000. Mr. Russell pointed out is reimbursed by the leaseholders.

(There was a brief recess called from 7:35 p.m. to 7:40 p.m.)

There was further discussion regarding a suggestion to cap “minor maintenance” at \$5,000 and anything over would require Selectboard approval; and emergency repair of the system of up to \$2,500 per occurrence without Selectboard approval. Mr. Boisvert suggested that the Advisory Committee could oversee minor emergency repairs of \$500. Mr. Russell pointed out that the operator should have the authority to make minor repairs. Language incorporating a fee schedule for work above and beyond could be submitted.

- #4, add “...approve non-routine expenditures for repairs up to \$8,000 per incident and reported to the Commissioners in a timely manner.”

Mr. Ladue asked what it cost to replace the pumps. Mr. Boisvert replied in the \$5-8,000 range. Mr. Stone said that the Town is responsible for the system and further conversation with the Advisory Committee was needed.

MOTION by Mr. Thornton, seconded by Mr. Stone, to approve the proposed Thompson’s Point Advisory Committee Rules and Roles as amended, contingent upon a review by the Town Attorney:

#3 “...recommend a fee schedule to the Selectboard to assure viability of maintaining the Sinking Fund.”

Language consistent with the Ordinance.

#4, “...approve non-routine expenditures for repairs up to \$8,000 per incident and reported to the Commissioners in a timely manner.”

VOTE: 5 ayes; motion carried.

6. THOMPSON’S POINT LEASEHOLDER GUIDELINES

Mr. Maffitt reviewed that the draft Thompson’s Point Leaseholder Guidelines incorporates language of the Guidelines in the ordinance. For example, #6, Wastewater Disposal refers to the wastewater lease as per the ordinance adopted 12/23/1993.

Mr. Ladue asked if a letter with changes was sent to leaseholders every year. Mr. Maffitt explained that leaseholders were updated on changes at an annual meeting every year. However, not everyone attends. The Sewage Commissioners should send a letter to alert leaseholders of changes.

Mr. Maffitt said the committee was seeking to adopt the Guidelines as a stand alone guideline to mail to leaseholders and to incorporate enforcement into the Ordinance. Ms. Russell suggested that if the guidelines need teeth then they should be called Rules. The ordinance was a regulatory document, and the guidelines delineate leaseholders’ responsibilities and address problem areas, said Ms. Russell. Mr. Russell asked if it was possible to make the ordinance read so guidelines weren’t necessary. Mr. Maffitt replied yes. It is in a draft form currently. Items could be cherry-picked from the Guidelines to incorporate into the ordinance and send the Guidelines to the leaseholders.

It was noted that:

- “The purpose of the Guidelines is to assist leaseholders in an understanding of their responsibilities as leaseholder’s to look at the lease, ordinance, and guidelines.
- Clarify cross references to sections of ordinance (for example; page 2, Section 601 of what).

There was discussion that the task was to complete the ordinance and then complete Guidelines with incorporation of pertinent items from Guidelines; end of season issues and “shut down” of the system; additional costs for camps left open after the end of the season and leaseholders’ responsibility for notifying the operator that they were staying open beyond the end date (the season defined in lease as April 15th to November 15th) and is responsible for late pump out; and a date that the sewer must be shut down by November 1st.

The draft ordinance would be prepared for Board review by the next meeting of the Board and would include enforceable elements in the ordinance. A final draft would be prepared for adoption at the 04/09/2007 Board meeting.

There was further discussion regarding page 3, use of chlorine/bleach in limited quantities, if a ban was necessary, and how limits could be enforced; additional connections; and language that prohibits clothes washing machines (in the new ordinance). Mr. Maffitt noted that Rick Pete had e-mailed his comments. Mr. Bloch said that the Town Attorney would review the draft before coming back to the Selectboard.

Mr. Maffitt said that David Connor, Leaseholder President, has been kept informed of the process.

7. MUNICIPAL DELEGATION

Mr. Stone read a memo from the Zoning Administrator, regarding septic systems Rules and Regulations, dated 03/12/2007, and Wastewater supply review of on-site inspections as per the state procedures.

It was noted that the Board would invite the Zoning Administrator and Spencer Harris to the Selectboard meeting for a discussion on Municipal Delegation.

8. PUBLIC HEARING REGARDING MEANDER STREET

MOTION by Mr. Thornton, seconded by Mr. Stone, to re-open a continuation of a public hearing regarding consideration to add Meander Street (so-called) to the Town Highway Map.

VOTE: 5 ayes; motion carried.

Mr. Bloch reported that a notice of public hearing had been e-mailed to interested parties that included Mary Cheney, Linda Hamilton, Marty Illick, and others. Mr. Bloch handed out copies of e-mail, dated 03/12/2007 for Board review.

Mr. Russell reported that a site visit was conducted and a second site visit would be done.

MOTION by Mr. Ladue, seconded by Mr. Stone, to continue the public hearing regarding Meander Street (so-called) to May 14, 2007 at 7:30 p.m.

VOTE: 5 ayes; motion carried.

9. MINTUES: 02/26/2007, 03/06/2007

MOTION by Mr. Stone, seconded by Mr. Thornton, to approve the minutes of 02/26/2007 with corrections/additions as follows:

Page 2, Agenda Item #4, 1st sentence, change to read “Sylvia Knight reviewed a request for Selectboard approval of \$600-800 to hire Marc Lapin, Wetlands expert, to review a VELCO CUD application and plans for Thorp Brook.”;

2nd sentence, change to read “Mr. Lapin has conducted previous studies on the Thorp Brook and could build on what reports he has already written.”;

Page 3, 1st paragraph, 2nd sentence, change the words “Roles and Roles” to read “Roles and Responsibilities”;

Page 5, Agenda Item #8, 1st sentence, change the word “road” to “access”.

Add “No action was taken.”;

Page 6, add under Adjournment, “MOTION by Mr. Stone, seconded by Mr. Russell, to adjourn Executive Session. VOTE: unanimous; motion carried.”

“No action was taken.”; “MOTION by Mr. Stone, seconded by Mr. Russell, to adjourn the meeting. VOTE: unanimous; motion carried”

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

10. SELECTBOARD PRIORITIES, WORK-PLAN, ASSIGNMENTS, LIAISONS, APPOINTMENTS, NEXT AGENDA, PROCESS
SELECTBOARD LIAISONS

- Thompson’s Point Wastewater Committee – Mr. Ladue
- Fire/Rescue Feasibility Committee – Mr. Stone
- Affordable Housing – Ms. Cole
- Senior Center – Mr. Thornton
- Fire/Rescue Board meetings – Mr. Stone

COMMISSIONS

- Planning Commission – Mr. Russell
- Zoning Board of Adjustment – Mr. Ladue
- Conservation Commission – Mr. Stone
- Recreation Commission – Mr. Ladue

COMMITTEES

- Affordable Housing Trust Committee – deferred
- Charlotte Wildlife and Refuge Park – Ms. Cole
- Thorp Barn – Ms. Cole
- Trails Committee - Mr. Thornton

POTENTIAL SELECTBOARD ISSUES

- Discuss Selectboard organization & process – March 26
- Staff Insurance – Executive Session
- Thompson’s Point Wastewater Guidelines & Ordinance – March 26, Mr. Ladue to review
- Byways panels (location near Town Hall) – Ms. Cole to bring recommendations March 26th
- Land Maintenance and Brush-hogging Contracts – end of March
- Cemetery Commission – would advertise maintenance of the Barber Cemetery
- Mobile Home Lease – one year, water metering was approved by the Selectboard for the mobile home and Old Lantern – add to the March 26th meeting agenda
- Water Fee for the Farm House, Old Lantern, and mobile home
- Burns Property – Water and Wastewater Planning; meet with Gil Livingston and Paul Bruhn and Linda Hamilton – invite to Work Session end of April, (agenda items MOU clarification, planning process, conservation areas, septic capacity)
- Charlotte Housing Trust – defer late April/May
- Paths, Ferry Road – Conduct a site visit in May
- Class IV highways – Meander Street by late April/May
- Designate “newspaper of record” for posting notices

MOTION by Mr. Stone, seconded by Ms. Cole to designate “Seven Days” for legal classified as newspaper of record for the Town of Charlotte. VOTE: 4 ayes, 1 nay Mr. Thornton; motion carried.

- Speed Limits – Mr. Stone reported that the Highway Commissioner is posting speed limit signs. The next roads to consider for speed limits were Church Hill and Spear Street in May
- Advisory group to look at annual donations – to be considered as usual during the budget process
- Discussion with the School Board regarding Town Meeting location – staff to forward a letter from Heather Manning to the School Board
- Special Town Meeting – Town Plan; Land Use regulations; fire truck; voting machine; Burns property – discuss with the Planning Commission

APPOINTMENTS FOR VACANCIES LIST

Staff would contact committee members regarding their interest in re-appointment

Next Agenda:

Forward topics to staff

11. BILL AND WARRANTS

The Board signed Bills and Warrants as presented.

12. ADJOURNMENT and EXECUTIVE SESSION

MOTION by Mr. Stone, seconded by Ms. Cole, to adjourn the meeting and to enter Executive Session for the purpose of discussing Personnel Matters.

VOTE:

The meeting was adjourned and the Board entered Executive Session at 10:20 p.m.

Executive Session was adjourned at 10:48 p.m.

Respectfully submitted, Kathlyn Furr, Recording Secretary.

These minutes are subject to correction by the Charlotte Selectboard. Changes, if any, will be recorded in the minutes of the next meeting of the Board.