

**TOWN OF CHARLOTTE  
SELECTBOARD  
MINUTES OF MEETING  
MARCH 13, 2006**

*APPROVED*

**MEMBERS PRESENT:** Eleanor Russell, Chairperson; Jennifer Cole, Ed Stone, Charles Russell, Francis Thornton.

**ADMINISTRATION:** Dean Bloch, Selectboard Assistant.

**OTHERS PRESENT:** Robert Mack Jr, John Owen, Jeffrey Horbar, Lou Lanzerotti, Bill Kendall, David Miskell.

**1. CALL TO ORDER**

Ms. Russell, Chairperson, called the meeting to order at 7:00 p.m.

**2. ADJUSTMENT TO AGENDA**

- The Opportunity Credit Union item would appear on the agenda at the next meeting of the Board
- VELCO Discussion (addition)
- Convene the Health Board re: Joseph Aube letter (addition)

**3. PUBLIC DISCUSSION**

There was discussion regarding a letter received from Joseph Aube, dated 03/07/2006. The issue was discussed with the Town Attorney, Joe McLean, regarding options. Staff would provide a copy of the Selectboard response to Attorney McLean, and send a copy of 18 VSA Chapter 11 to Mr. Aube.

**4. APPROVAL OF MINUTES**

**MOTION** by Mr. Russell, seconded by Mr. Thornton, to approve the minutes of 02/08/2006 as written. **VOTE: unanimous; motion carried.**

**MOTION** by Mr. Russell, seconded by Mr. Thornton, to approve the minutes of 02/13/2006 as written, with the following corrections:

**Page 1, #6, Lewis Creek, "\$600 and nothing was budgeted."**

**Delete the word "convene" and replace with "recessed"**

**And the School Board presented a budget.**

**Page 2, 4<sup>th</sup> bullet; shift "five hours to the ZA and 5 hours to the Town Planner".**

**VOTE: unanimous; motion carried.**

**MOTION** by Mr. Russell, seconded by Mr. Stone, to approve the minutes of 02/27/2006 as written with the following corrections:

**Globally correct the spelling of "Dean Bloch";**

**Page 3, 2<sup>nd</sup> paragraph, last sentence, delete "would need a turnaround";**

**Page 4, EMT coverage read as "three persons manning two 12-hour shifts";**

**Page 5, change to read “the Fire/Rescue Corporation”.**  
**VOTE: unanimous; motion carried.**

Minutes from the 2006 Annual March Town Meeting were tabled.

#### **6. VELCO UPDATE**

Ms. Cole reported that a new design regarding the proposed VELCO Transmission line upgrade has been received. The new plans are different from originally proposed plans. Ms. Cole suggested holding a special town meeting to present the new design and gather public input for the post certification process.

There was discussion regarding changes in pole height ranging from 61’ to 88’, and potential for esthetic mitigation and plantings.

A meeting was scheduled for Tuesday, March 21, 2006 at 7:00 p.m.

Mr. Mack spoke in support of taller poles so there would be less of them on his property.

#### **7. JOB DESCRIPTION FOR ZONING ADMINISTRATOR**

Mr. Bloch reviewed that staff was in the process of changing the hours for the Zoning Administrator (ZA) and Town Planner. Subdivision applications would be reviewed by the ZA. The ZA job description has been revisited. A survey of surrounding towns (Jericho) was done regarding qualifications for a ZA.

Ms. Russell said that the Selectboard would recommend a finalized version for the ZA job description and the Town Planner would craft language for Board approval.

#### **8. AFFORDABLE HOUSING COMMITTEE – Discussion**

John Owen, Affordable Housing Committee representative, said that the committee was seeking Selectboard guidance for an Affordable Housing fund proposal. Issues to be addressed included the following:

- Should there be a stand-alone Affordable Housing Fund, should it be a part of the Conservation Fund, or another penny on the tax rate. (Ms. Russell said that should be brought to the Town to decide.)
- Who should administer the fund. (Mr. Russell said it is up to the committee to put a plan together.) Mr. Owen reported that the committee has investigated how other towns deal with funding affordable housing projects. The South Burlington fund is a tax and a committee reviews how it is spent. There is an application process. Applications are accepted on a time schedule. A question is what criteria to use.
- Should a separate organization accept funding. (Mr. Russell suggested to bring the question before the Town at the next Town Meeting.);
- The committee did not want to compete with other funding, such as Conservation funding.
- What criteria should be used for distribution of money.

Ms. Russell suggested that the Affordable Housing Committee research the topic and contact the Burlington Housing Authority to see how they do it. Mr. Stone asked if the committee discussed using lesser amounts to leverage funds. Mr. Owen replied no.

There was lengthy discussion regarding a method to raise funding for affordable housing projects that included adding two cents on the tax rate, which would raise \$2 million over ten years. Mr. Stone said that raising funds on the tax rate would be voted on yearly at the Town Meeting. Mr. Mack commented that voting one year at a time was not efficient; it would have to be for ten years. With the current level of the increasing tax rates there would be angry people. It is a policy of taxing people out of town. We need to rein in the level of spending, said Mr. Mack.

Mr. Stone suggested that the committee should look at one affordable housing project at a time and come up with a plan to achieve that project. An on-going demand for cash is not a good thing right now.

Ms. Cole pointed out that the Conservation Fund is there to use when an opportunity arose so the Town wouldn't miss projects. Mr. Thornton stated that the Town could always call a Special Town Meeting when needed.

Mr. Hammer suggested putting the Burns property project out for private sector developers to present potential plans with an estimate of what it would cost to do. That would give a scale for voters to see.

There was further discussion regarding a list of potential projects that included the Burns property (Mr. Russell said that the Burns property should not be put on the list since it would come up for Town vote); and a suggestion to hire a consultant for an amount of up to \$3,500 to draft a Needs Assessment for the Burns project. Mr. Owen explained that an assessment would help to define if "the project would fit the needs of the town", such as a mixed unit project (one-bedroom units and three bedroom units). There are questions if a senior housing or a multi-age project was the best fit.

There was discussion regarding affordable rental apartments (the town would need to contract with small property owners); the potential for a signed legal agreement with landowners for "forever" affordable rental units if the Town contributed money for the apartments and related issues of enforcement (Mr. Owen said that the ZA would send out annual documents to track rental units); and issue of how to make a developer aware of making units affordable (the Affordable Housing Committee could attend Planning Commission meetings).

Mr. Stone noted that the Town changed the Zoning Regulations so that the private sector could present affordable proposals. There were two privately funded senior affordable housing projects proposed already. The Affordable Housing Committee could present a project. If a finished project were available then that would sell future projects.

The Affordable Housing Committee would explore the feasibility of an Affordable Housing Fund, pursue an assessment study on potential sites, and work with the Burns Committee on an affordable housing project for the Burns property.

#### **9. DISCUSSION OF TOWN POSITIONS TO BE FILLED**

Ms. Russell suggested advertising vacant Town positions in the Charlotte News. Incumbents will be asked to re-apply.

The Selectboard reviewed assignments as follows:

- Chittenden Solid Waste Representative - John Hammer
- Health Officer – Ellie Russell
- MPO Alternate – Robin Pierce
- Town Agent - Walter Gates
- Civil Defense Coordinator – J. P. Bettencourt would be asked to continue to serve
- Ancient Roads – Ed Stone
- Capital Budget Plan – Dean Bloch and Ellie Russell
- Emergency Operations Plan – Ed Stone and Ray Curtis Jr
- Committee on Memorials – Charles Russell and Frank Thornton
- New Septic Regulations – Selectboard
- Septic for School – School Board
- Ag Lease and Land Maintenance for Thompson's Point – Jenny Cole
- Flea Market Lease – Selectboard
- Investment of Conservation Fund – Frank Thornton to contact Mary Meade
- Contracts – Dean Bloch to explore contracts/put out to bid
- Bid for Legal Services – Discussion at a future meeting
- ZA and Town Planner Job Description – work is on-going
- Ag uses in the Charlotte Park and Refuge – Discussion with Robert Mack Jr at a future Selectboard meeting
- Thompson's Point Waste Water Committee – recently appointed and needs discussion at a future Selectboard meeting
- Recreation – Charles Russell
- Monuments – Jenny Cole and Frank Thornton

Mr. Miskell expressed concern regarding maintenance of property that the Town purchases.

#### **10. PROPERTY NEGOTIATIONS – EXECUTIVE SESSION**

**MOTION by Mr. Russell, seconded by Mr. Thornton, to recess the regular meeting and to enter Executive Session for the purpose of discussing Property Negotiations and to invite the Selectboard Assistant to attend.**

**VOTE: unanimous; motion carried.**

The Selectboard recessed the regular Selectboard meeting and entered Executive Session at 8:45 p.m.

Executive Session was adjourned and the regular Selectboard meeting reconvened at p.m.

**11. BILLS AND WARRANTS**

The Selectboard members signed bills and warrants as presented.

**12. ADJOURNMENT**

**MOTION** by , seconded by , to adjourn the meeting. **VOTE:** .

The meeting was adjourned at 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.*