

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
APRIL 11, 2016**

**APPROVED**

**SELECTBOARD MEMBERS:** Lane Morrison, Chair; Carrie Spear, Fritz Tegatz, Matthew Krasnow, Jacob Spell (arrived at 7:11 p.m.).

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

**OTHERS:** Dale Knowles, Hugh Lewis Jr, Sue Smith, Robert Mack, Janet Morrison, Tim McCullough, Jane McCullough, Marty Illick, Christine Cowart, Kevin Burget, Rebecca Foster, Robin Reid, Larry Hamilton, John Hammer, Charlotte News; and others.

**ITEMS TAKEN UP:**

7:10 PM Burns property agricultural lease — review proposals and award lease

7:20 PM Brush-hogging contract—review bids and award contract

7:30 PM Interview applicants for Committees/Boards/Commissions

Larry Hamilton—Fence Viewer (reappointment) for term ending in April, 2017

Larry Hamilton—Tree Warden (reappointment) for term ending in April, 2017

Edd Merritt—Town Agent (new appointment) for term ending April, 2017

Christine Cowart—Trails Committee (new appointment) for term ending April, 2017

Kevin Burget—Trails Committee (reappointment) for term ending April, 2018

Rebecca Foster—Energy Committee (reappointment) for term ending April, 2018

7:45 PM Arbor Day Declaration

7:50 PM Lewis Creek Association—contract for monitoring water quality

8:00 PM Better Roads Grant for East Thompson's Point Road

8:15 PM Senior Center—selection of contractor for energy audit

8:30 PM Appoint Joseph Rheaume as Interim 911 Coordinator

8:35 PM Planning & Zoning Administrative Assistant

**CALL TO ORDER**

Mr. Morrison, Chair, called the meeting to order at 7:00 p.m.

**ADJUSTMENTS TO THE AGENDA**

None.

**PUBLIC COMMENT**

None.

**MINUTES: March 14, 23, 28, 2016**

**MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve the Charlotte Selectboard minutes of 03/14/2016, as written.**

**VOTE: 3 ayes, 1 abstention (Mr. Krasnow), 1 absent (Mr. Spell); motion carried.**

**MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve the Charlotte Selectboard minutes of 03/23/2016, as written.**

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

**MOTION by Ms. Spear, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of 03/14/2016, as written, with edits.**

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

(NOTE: Mr. Spell arrived at the meeting at 7:11 p.m.)

### **BURNS PROPERTY AGRICULTURAL LEASE — REVIEW PROPOSALS AND AWARD LEASE**

Mr. Bloch reviewed brush hogging bids for the Burns Property and agricultural use lease barter proposals.

Mr. Krasnow asked if Robert Mack proposed to hay the Plouffe Lane landfill field and the Flea Market area. Mr. Bloch explained that Mack had asked to plant squash and pumpkins. The barter was for haying the property, not for planting crops, said Mr. Bloch.

Mr. Krasnow said the Town might want to revise the bid proposals to be more equitable to the other bidders. He had spoken with Mack. The bids were for haying only. Crops would be more profitable for Mack, said Mr. Krasnow.

Mr. Knowles asked how Mack would get his big equipment to the back field at the Plouffe Lane land fill. There was a 5' wide walking trail around that field, said Mr. Knowles. Mr. Bloch noted that there were monitoring wells on the mound as well. The back field was away from the land fill mound, said Mr. Bloch.

There was further discussion regarding the 5 year lease period; a Selectboard suggestion to award the mowing contracts and lease contracts at the same time; and a Selectboard member suggestion that the Burns property haying lease could include brush hogging the excluded mound and swale at the same time to reduce the cost to the Town.

Ms. Smith pointed out that the Charlotte Park and Wildlife Refuge agricultural lease included provisions that the fields needed to be left "seeded and hayed" as a condition, and a damage deposit. The Mack's didn't leave the lands as they were supposed to and the next lessee had to bring the fields back. Did the Mack's pay the "tree" fine, or is it still outstanding, asked Ms. Smith.

Mr. Krasnow explained that a \$500 damage clause and a general liability commercial coverage were in the contracts. The usual cost to restore a field was \$300 per acre, said Mr. Krasnow.

#### **NEXT STEPS:**

- Look at the lease language regarding brush hogging and bartering
- Keep the contracts as a "haying" only barter this year

- Explore allowing squash and/or pumpkin crops, which were high selling crops, for a future year
- Reject bids and start over regarding leases
- Staff to contact bidders
- Retain haying of fields for a 5 year period

**BRUSH-HOGGING CONTRACT—REVIEW BIDS AND AWARD CONTRACT**  
Staff to contact bidders for rebidding the contracts.

**INTERVIEW APPLICANTS FOR COMMITTEES/BOARDS/COMMISSIONS**

- Larry Hamilton—Fence Viewer (reappointment) for term ending in April, 2017  
**MOTION by Mr. Spell, seconded by Ms. Spear, to reappoint Larry Hamilton as Fence Viewer for a term ending in April, 2017.**

**VOTE: 5 ayes; motion carried.**

- Larry Hamilton—Tree Warden (reappointment) for term ending in April, 2017  
**MOTION by Mr. Spell, seconded by Ms. Spear, to reappoint Larry Hamilton as Tree Warden for a term ending in April, 2017.**

**VOTE: 5 ayes; motion carried.**

- Edd Merritt—Town Agent (new appointment) for term ending April, 2017  
**MOTION by Mr. Krasnow, seconded by Ms. Spear, to appoint Edd Merritt as Town Agent for a term ending April, 2017.**

**VOTE: 5 ayes; motion carried.**

- Christine Cowart—Trails Committee (new appointment) for term ending April, 2017

**MOTION by Mr. Krasnow, seconded by Mr. Spell, to appoint Christine Cowart to the Trails Committee for a term ending April, 2017.**

**VOTE: 5 ayes; motion carried.**

- Kevin Burget—Trails Committee (reappointment) for term ending April, 2018  
**MOTION by Mr. Spell, seconded by Mr. Krasnow, to reappoint Kevin Burget to the Trails Committee for a term ending April, 2018.**

**VOTE: 5 ayes; motion carried.**

- Rebecca Foster—Energy Committee (reappointment) for term ending April, 2018  
**MOTION by Mr. Krasnow, seconded by Mr. Spell, to reappoint Rebecca Foster to the Energy Committee for a term ending April, 2018.**

**VOTE: 5 ayes; motion carried.**

**ARBOR DAY DECLARATION**

**MOTION by Mr. Spell, seconded by Mr. Tegatz, to approve an Arbor Day Declaration, dated April 11, 2016, and Arbor Day on May 5, 2016.**

**FRIENDLY AMENDMENT by Mr. Tegatz, and to have the Arbor Day Declaration printed in the newspapers to be paid out of the Ruter Family Fund.**

**VOTE: 5 ayes; motion carried.**

The Selectboard members signed the Arbor Day Declaration document.

**LEWIS CREEK ASSOCIATION—CONTRACT FOR MONITORING WATER QUALITY**

Ms. Illick reviewed a contract for monitoring water quality. The contract agreement was for services including volunteer hours and a sampling plan for \$2,700 to be paid out of the Conservation Commission budget.

Mr. Morrison said that the amount was in the Town budget and approved. The contract is to be signed by the Selectboard. The Conservation Commission would report back to the Selectboard with updates.

**MOTION by Mr. Krasnow seconded by Ms. Spear, to approve a contract for monitoring water quality with the Lewis Creek Association as budgeted in the Conservation Commission budget, and to authorize the Charlotte Selectboard Chair to sign the contract on behalf of the Town of Charlotte.**

**DISCUSSION:**

**Mr. Spell asked if the Town Treasurer had seen the contract. Ms. Illick replied yes.**

**VOTE: 5 ayes; motion carried.**

**BETTER ROADS GRANT FOR EAST THOMPSON'S POINT ROAD**

Ms. Illick reviewed a Better Roads grant for ditch improvements and a bio-retention installation on the slope to a stream at the Mack Farm located on the north side of East Thompson's Point Road. The grant was broken into two applications to accommodate a \$20,000 cap, said Ms. Illick.

Mr. Morrison asked if the second culvert issue had been resolved. Ms. Illick explained that there was an existing access into the field. The culvert would be replaced with a larger culvert to accommodate the water flows. Mack wanted a second access at the north end of the field, which couldn't be done at this time, said Mr. Illick.

Mr. Lewis said that the grant included a 20 percent Town match of \$8,000, which would come out of the Highway budget - ditching line item. He would do all the work except what Mack was doing in the field, clarified Mr. Lewis.

Mr. Hamilton asked what would happen to the three trees on the east that Mack wanted to retain. Mr. Lewis said that the retention area would be below the tree location. There would be 12 check dams in the ditch up to the trees on the bank. The ditch would be reshaped for the larger culvert. No one has said anything about moving the trees, said Mr. Lewis. Ms. Illick said that she would make sure that the trees were marked on the site plans.

**MOTION by Mr. Krasnow, seconded by Ms. Spear, to approve submittal by the Town of Charlotte for Head of the Storm grant applications for ditch improvements**

and a bio-retention swale to Better Back Roads; to authorize the Charlotte Selectboard Chair to sign the limited access in conjunction with work to be submitted; and authorize a 20 percent match amount to come out of the Highway budget for the following grant applications: \$20,000 for ditch improvements, and \$14,196 for a Bio-retention swale plan.

**DISCUSSION:**

Mr. Tegatz asked if the planning included money for any future easement maintenance of the ditch and swale. Ms. Illick said that was a detail to work out. Maintenance of the check dams would need to be done since silt would drain down from the Mack's field. The proposed bio-swale was partly on public and private property, said Ms. Illick.

Ms. Smith asked how the check dams would be maintained. Mr. Lewis explained that it was on an 'as needed' basis. He has researched the process and it depends on how often and when the field is tilled and silt ends up in the swale. There were only two other check dams in the whole town, noted Mr. Lewis.

Mr. Spell asked would maintenance portion strengthen the application. Ms. Illick replied that she would find out before submittal.

**VOTE: 5 ayes; motion carried.**

**SENIOR CENTER—SELECTION OF CONTRACTOR FOR ENERGY AUDIT**

Mr. Krasnow reported on the merits and values of the proposals a building energy audit at the Senior Center.

Mr. Bloch reviewed that he had invited John McMurray, Efficiency Vermont, to the Senior Center. McMurray explained that the Senior Center fell into a gap between a residential and commercial building. However, Efficiency Vermont has a modeling program that the Town could use for free. It was recommended to select Building Energy for a thermal audit for the Senior Center. Beth Merritt supports it, said Mr. Bloch.

**MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve Building Energy to conduct a thermal audit of the Senior Center as per the proposal for \$1,400 and \$75 per hour for follow up with the per hour amount not to exceed \$500.**

**VOTE: 5 ayes; motion carried.**

**APPOINT JOSEPH RHEAUME AS INTERIM 911 COORDINATOR**

**MOTION by Ms. Spear, seconded by Mr. Krasnow, to appoint Joseph Rheaume, Zoning Administrator, as the interim 911 coordinator for the Town of Charlotte.**

**DISCUSSION:**

Mr. Bloch explained that the position was in the Administrative Assistant job description. There was no Administrative Assistant at this time.

**FRIENDLY AMENDMENT by Mr. Krasnow, to delete the term "interim" and appoint the Zoning Administrator as the 911 Coordinator.**

**VOTE: 5 ayes; motion carried.**

**PLANNING & ZONING ADMINISTRATIVE ASSISTANT**

Mr. Bloch briefly reviewed a newly hired Planning and Zoning Administrative Assistant, Lindsay Bryce, has resigned the position. An Administrative Assistant handled public traffic at the counter, updated the Town website for all committees, and provided support for the Planning and Zoning offices. A question was when to advertise the open position, or wait to allow the Town Planner to get comfortable and allow the Town Planner and Zoning Administrator to participate in the hiring process, suggested Mr. Bloch.

Mr. Spell asked when the last time the Town had just a Town Planner. Mr. Bloch replied in 2013. Jeannine was hired as a combined Town Planner/Zoning Administrator. Now they are separated positions again, explained Mr. Bloch.

Mr. Spell questioned the need of an Administrative Assistant. A Town Planner and a Zoning Administrator should be able to handle all tasks of the respective offices, stated Mr. Spell.

Mr. Spell said he had spoken to Jeannine regarding a proposed digitalization of the Town records. A professional could be hired for that task. The job functions done by Town Administrator should be reviewed to see if that person could handle all administrative functions. It might not be necessary to hire more people. A question was why the Town was losing people in the west side of the Town hall. There was a high turnover and there might be potential management challenges, suggested Mr. Spell.

Mr. Tegatz suggested putting off advertising for an Administrative Assistant until we see if the Town Planner or Zoning Administrator needs an assistant.

Mr. Spell asked if he could review the previous job applications. We should wait and then reconsider the needs for additional people, reiterated Mr. Spell. Mr. Bloch explained that there was a time lapse in the advertising, interviewing, and hiring process. Daryl should be allowed get into his job. There were administrative tasks not currently being done, said Mr. Bloch.

Selectboard member consensus: give the Zoning Administrator and Town Planner time to acclimate to their duties, and identify needs, or not, for an administrative Assistant.

**SELECTBOARD UPDATES**

Mr. Tegatz asked for an update regarding the TDI project. Mr. Spell said that he had received an e-mail seeking dates and he had replied with May 3, 4 or 6<sup>th</sup>. He would follow up.

Mr. Morrison reported that on April 8<sup>th</sup> Mike Yantachka got word that the House Government Operations Committee would review the Charlotte Town Charter. He and Lynn Jaunich were invited to attend the committee meeting, said Mr. Morrison.

Ms. Spear asked why she was not notified. Mr. Spell said he would like notification as well, and expressed concern that everyone should be informed via Front Porch Forum, e-

mail, or the Town website. There needs to be a better means of communication, said Mr. Spell.

Mr. Morrison noted that Mike Yantachka had attended the March 28<sup>th</sup> Selectboard meeting and gave a report regarding the charter. It is in the minutes, said Mr. Morrison.

Mr. Tegatz pointed out that a Google community computer calendar was needed.

Mr. Morrison reviewed that the House committee had met on Friday. There were 10 members present. Mike introduced the Charter, and he and Lynn answered questions. It was voted out of committee: 10 ayes and 1 dissenting vote. One question related to the language of 'town budget and related articles'. The Selectboard had agreed not to amend the charter language and that went to the House, said Mr. Morrison. Ms. Spear stated that all the Board members should have been contacted.

Ms. Morrison asked if the Town Clerk/Treasurer knew about the committee meeting. Mr. Morrison replied that Ms. Mead communicated to the House and said that the Charter was non-supportive and was cumbersome. Mead went into why it wouldn't work from an election official stand point, said Mr. Morrison. Ms. Morrison stated that at Town Meeting Mead said she would support what the Town voters wanted. Yet, Mead sent a letter to dissuade the legislature, said Ms. Morrison.

Mr. Spell said that the Town Clerk was on the same structural tier as the Town Administrator, and Selectboard. If she said she was representing the Town and challenges the charter, then she can write a letter. It was not her role to inform the Selectboard that she was going to write a letter to the legislature, it is the role of Selectboard Assistant, stated Mr. Spell.

Ms. McCullough asked if the Selectboard knew Mead had written a letter to the legislature. That was not being 'transparent' or respectful of the 1,100 people who voted in favor of the Charter. Mead could have written a letter in a newspaper and let people know her feelings. There were 1,100 votes for and 400 against adopting a charter. That is not loyal service to the Town. She didn't sign the letter as "Mary Mead, citizen", but as "Mary Mead, Town Clerk/Treasurer". How can these letters be made public, asked Ms. McCullough.

Mr. Tegatz said he could understand that if there was some mechanical issue or potential ballot issues that it would be an appropriate conversation between an elected official and the Secretary of State.

Ms. McCullough read excerpts of Mead's letter into the record: "...I don't think the way this charter describes the adoption of the town budget and budget related articles is clear..." "...I don't think this is the way to increase voter participation...". This has nothing to do with the mechanics of elections, said Ms. McCullough.

Mr. Krasnow clarified his charter position. It was a deliberative process, and he did have his personal opinions. After the election it was the Town's charter, not the Selectboard's. Everyone in Town had ability to enter the process. His decision was not to express an opinion. He was not entitled to be invited to the Government Operations meeting, said Mr. Krasnow.

Mr. Krasnow suggested forming an official Town Charter Advisory Committee composed of citizens, the Town Clerk, a Selectboard member, and members from the Charter Citizens Advisory Committee as legislative representatives. A committee should be put on a future agenda, said Mr. Krasnow.

Mr. Morrison suggested seeking counsel how to move forward.

Ms. Spear said she would like a Route 7 view corridor agenda item to include the overlook, key hole view, trees and telephone pole on the Horsford side, and to revisit information gathered by Winslow Ladue. Mr. Bloch noted that the Park Oversight Committee was on the April 25<sup>th</sup> agenda and that would be a good topic. Ms. Spear said she would discuss possible site visits at the Park with the Town Administrator.

Ms. Spear said she has been reviewing past Selectboard minutes; for example, the March 10, 2014, Selectboard re-organization and committee assignments included Legal Matters and HR assignments. Mr. Morrison said that regarding legal matters the Chair and the Town Administrator were liaisons, or it could be the Chair and Vice Chair.

Ms. Spear said she would like to have two people on teleconference calls with the Town Attorneys. Mr. Krasnow said that since he came on the Selectboard a decision was made to keep the legal bills low, and not be litigious. He was included on conference calls with the attorneys regarding the charter with the Chair. Regarding HR, he would like more of a role regarding policies. He was interested to take it on, said Mr. Krasnow.

Ms. Spear said she would like to have the CCS and CVU principals invited to a Selectboard meeting.

Ms. Spear said there was a motion by Charles Russell, seconded by Ellie Russell, in the April 14, 2014 minutes with a correction to the March 24, 2014 minutes. She would like to see the March 24<sup>th</sup> minutes, said Ms. Spear.

Ms. Spear reported on a tour of the Charlotte Park with Sue Smith. She was excited about the potential for children's programs at the Park, said Ms. Spear.

#### **APPROVE WARRANTS TO PAY BILLS**

The Selectboard signed warrants to pay bills.

#### **ADJOURNMENT**

**MOTION by Ms. Spear, seconded by Mr. Krasnow, to adjourn the meeting.**

**VOTE: 5 ayes; motion carried.**

The meeting was adjourned at 9:30 p.m.

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