

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
APRIL 25, 2016**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Carrie Spear, Fritz Tegatz, Matthew Krasnow. **ABSENT:** Jacob Spell.

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Jenny Cole, Peter Trono, Bud Shriner, Puspa Luitel, Dale Knowles, David Diaz, John Snow, Suzy Hodgson, Michael Kirk, Jordan Blucher, Wally Gates, Jessie Bradley, Sue Smith, Robert Mack, Janet Morrison, Jeff McDonald, Hugh Lewis Jr, John Hammer, Charlotte News; and others.

Site visit: 5560 Mt. Philo Road (southwest corner of Mount Philo & State Park Road) for request by David Diaz for a Highway Access Permit

ITEMS TAKEN UP:

- 7:05 PM Proposals for port-o-let outside Town Hall for summer/fall bicyclers
- 7:10 PM David Diaz—hearing for Highway Access Permit at 5560 Mt. Philo Road
- 7:15 PM Interview applicants for Committees/Boards/Commissions
 - Puspa Luitel—Planning Commission (new appointment) for term ending
 - Michael Kirk—Conservation Commission (new appointment) for term ending
 - Jordan Blucher—Trails Committee (reappointment) for term ending April, 2018
 - Craig Reynolds—Recreation Appointment (reappointment) for term ending April, 2019
 - Suzy Hodgson—Energy Committee (reappointment) for term ending April, 2018
- 7:30 PM CVFRS Quarterly Financial Update
- 7:45 PM Charlotte Park & Wildlife Refuge Oversight Committee—update of Management Plan
- 8:00 PM Construction Contract for Senior Center Addition
- 8:15 PM Paving plan—request for bids
- 8:25 PM Water Systems Operator Contract (for Town Hall, Library and Beach)
- 8:35 PM Contract for Planning Consultant Services with Jeannine McCrumb
- 8:45 PM Local Emergency Operations Plan
- 8:50 PM Appoint Daryl Benoit to the Planning Advisory Committee, Clean Water Advisory Committee, and Hazard Mitigation Planning Committee, all of the Chittenden County Regional Planning Commission
- 8:55 PM Liquor License for Tenney Enterprises LLC (as Liquor Control Board)
- 9:00 PM Liquor License for Little Garden Market (as Liquor Control Board)
- 9:05 PM Close the Grand List at request of Board of Listers

CALL TO ORDER

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

ADJUSTMENTS TO THE AGENDA

None.

PUBLIC COMMENT

Mr. Knowles asked when the land maintenance contracts would be awarded. Mr. Morrison replied at the May 9th Selectboard meeting.

Ms. Cole briefly reviewed landscaping work accomplished at the Town Hall by the previous Town Green Committee. Work should continue on the north side of the Town Hall and around the flagpole, such as an energy efficient lighting, and gravel along the north side of the Town Hall. The cost for gravel on the south side was \$480. There was \$1,000 left in the Scenic Preservation Fund that could be used, suggested Ms. Cole.

Mr. Morrison asked staff to add a Town Hall landscaping plan to the May 9th Selectboard meeting agenda.

In response to comments by Ms. Spear, Mr. Krasnow suggested a site visit prior to the May 9th meeting.

PROPOSALS FOR PORT-O-LET OUTSIDE TOWN HALL FOR SUMMER/FALL BICYCLERS

There was lengthy discussion regarding the use of the Town Hall and Library restrooms by tourists, bicyclists, and others; a lack of restroom facilities offered by West Village businesses; an issue of limited septic capacity in the West Village; a cost of \$85 per month and up to \$130 for a 'public' ADA port-o-let located in the Town Hall vicinity; the cleanliness of the Town Hall restroom. Ms. Spear said that a port-o-let for the East Village should be considered along with one in the West Village.

Mr. Morrison suggested an easier solution was to have the Town Hall and Library bathrooms cleaned twice a week versus once a week. Mr. Krasnow said that posting a sign to "help keep the restroom clean" might be effective, or consider a separate building with a composting toilet.

Ms. Spear asked for continued conversation under Selectboard Updates at the end of the meeting.

DAVID DIAZ—HEARING FOR HIGHWAY ACCESS PERMIT AT 5560 MT. PHILO ROAD

Mr. Bloch reviewed that a site visit was conducted this date at 6:15 p.m. at an existing lot located at 5560 Mt Philo Road. The driveway access was proposed in the same location as noted in a prior approved permit that has expired, said Mr. Bloch.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve a Highway Access Permit, HAP-16-01, for David Diaz for an existing lot located at 5560 Mt Philo Road.

DISCUSSION:

Mr. Diaz reported that the Charlotte Road Commissioner had noted that the sight distances were more than adequate, and that no culvert was required.

Mr. Tegatz asked if the driveway should be paved versus gravel. Mr. Bloch said that was not a requirement. The driveway was required to comply with VTrans B-71, standards for residential and commercial drives, which included a 20' long 3 percent slope away from the main roadway.

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

INTERVIEW APPLICANTS FOR COMMITTEES/BOARDS/COMMISSIONS

Puspa Luitel—Planning Commission (new appointment) for term ending 2018
Mr. Krasnow recused himself to avoid any appearance of a potential conflict of interest; his family had an application before the Planning Commission.

The Selectboard reviewed the candidate's qualifications.

MOTION by Ms. Spear, seconded by Mr. Tegatz, to appoint Puspa Luitel to the Planning Commission for a term ending April, 2018.

DISCUSSION:

Ms. Spear thanked Mr. Luitel for volunteering to serve the Town, and asked if Mr. Luitel was aware of the time commitment for twice a month meetings and site visits.

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

Mr. Krasnow rejoined the Selectboard.

Michael Kirk—Conservation Commission (new appointment) for term ending April 2020

The Selectboard reviewed the candidate's qualifications.

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to appoint Michael Kirk to the Conservation Commission for a term ending April, 2020.

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

Jorden Blucher—Trails Committee (reappointment) for term ending April, 2018

The Selectboard reviewed the candidate's qualifications.

MOTION by Mr. Krasnow, seconded by Ms. Spear, to reappoint Jorden Blucher to the Trails Committee for a term ending April, 2018.

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

Craig Reynolds—Recreation Appointment (reappointment) for term ending April, 2019

The Selectboard reviewed the candidate's qualifications.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to reappoint Craig Reynolds to the Recreation Commission for a term ending April, 2019.

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

Suzy Hodgson—Energy Committee (reappointment) for term ending April, 2018
The Selectboard reviewed the candidate's qualifications.

MOTION by Mr. Krasnow, seconded by Ms. Spear, to reappoint Suzy Hodgson to the Energy Committee for a term ending April, 2018.

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

CVFRS QUARTERLY FINANCIAL UPDATE

Mr. Snow, Charlotte Volunteer Fire and Rescue Service Corporate Board President, reviewed a 3rd quarter Operating financial report, call volumes, and collections and fees for rescue transports. Hiring per diem EMT's to staff the ambulance was a challenge, said Mr. Snow.

There was discussion regarding a suggestion for regionalizing ambulance services; communities being served; and ambulance service as a 'pre hospital emergency' service. Mr. Snow noted that service models differed town by town. Regionalization was a multi-community political discussion, not a service discussion, said Mr. Snow.

Mr. Morrison asked for clarification of \$9,000 in donations. Mr. Snow explained that there were two gifts this year; one was an 'in-kind' donation of chimney fire equipment, and a second family donation to fund a new CPR training program to be offered by CVFRS to the community.

In response to a question regarding staffing needs, Mr. Snow explained that the Assistant Rescue Chief position has been open for a year. A full time paramedic was needed, and a Corporate Board treasurer. A bookkeeper was not needed, said Mr. Snow.

Mr. Trono asked if there was something that kept Rescue from billing a community versus an individual person. Mr. Snow replied that would need to be researched. The person transported, or their insurance was billed. If a person outside of Charlotte was transported then it was billed and collected. The collections process was reviewed and the experience has been positive, said Mr. Snow.

Mr. Trono stated that if regionalization was possible, then he would think the participating communities would contribute for the services. Mr. Snow pointed out that the state regulated where and how a service was operated. Regionalization would mean an ambulance district, with planned activity and contributions. It would mean holding public interest meetings regarding limitations of ambulance service, or an organized care service, said Mr. Snow.

Ms. Spear said she would like a joint meeting to discuss how the CVFRS works best for the Town, how it is staffed, and to review the MOA. She would like to know how CVFRS fits into the Town Plan and to understand how the Town contribution works. A meeting would be in a respectful manner, said Ms. Spear.

Mr. Krasnow suggested a community dialog night. There were a lot of medical professionals that lived in Town and it would be good to have that input, said Mr. Krasnow. Mr. Snow replied that Fire and Rescue could host a community open event for a discussion of how CVFRS was staffed and funded, and to explore the future of the services, including patient care, and an equitable distribution of costs. The end of the fiscal year would be a good time. The MOA could be amended at any time by mutual agreement. The MOA was on a 5-year review cycle, said Mr. Snow.

CHARLOTTE PARK & WILDLIFE REFUGE OVERSIGHT COMMITTEE— UPDATE OF MANAGEMENT PLAN

Ms. Bradley, Charlotte Park and Wildlife Refuge representative, reviewed three updated sections of the original 1999 Management Pan and goals. The Selectboard should read the draft updates and exhibits 1-5 and 9, and forward any comments/input, said Ms. Bradley.

Mr. Krasnow, Selectboard liaison to the committee, suggested that the Selectboard review updates section by section.

NEXT STEPS:

- Review the “Overview” section, and sections A,B and C
- Add a discussion of sections A, B and C to the next Selectboard meeting, May 9th at 8:45 p.m.

Ms. Spear asked for a discussion of the Park Overview and Route 7 view corridor, and to schedule a site visit.

CONSTRUCTION CONTRACT FOR SENIOR CENTER ADDITION

Mr. Gates, Senior Center representative, asked the Selectboard to delegate Mr. Tegatz to complete the contract details and grant Mr. Tegatz authority to sign the contract on behalf of the Town. A finalized contract would not change the price. The Selectboard had approved the project concept and price at a previous meeting, said Mr. Gates.

Mr. Morrison clarified that the bills would come to the Town for payment, and that funds would be provided by the Senior Center up front.

MOTION by Mr. Krasnow, seconded by Ms. Spear, to authorize Fritz Tegatz to finalize the contract format for construction of the Senior Center Addition, and to authorize Fritz Tegatz as the Town Agent to sign the construction contract on behalf of the Town of Charlotte.

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

PAVING PLAN—REQUEST FOR BIDS

Mr. Bloch reviewed that the Charlotte Road Commissioner had drafted a Request for Bids (RFP) document based on a document used by the Town of Shelburne.

There was discussion regarding the draft RFP format; calculating tons of asphalt taking into consideration road width and pavement thickness and differences in costs for recycled material versus virgin material; and VTrans standards. Mr. Tegatz asked if the paving mix composition would meet specifications.

Mr. Krasnow suggested a change in language that "...paving will take place on such a road at such a thickness that the Road Commissioner shall designate..."

Mr. Shriner asked if the paving line item should be increased. Mr. Lewis replied that the paved roads have been holding up well. The paving budget doesn't need to be increased, said Mr. Lewis.

Mr. Trono suggested deleting "innovative proposals" from the draft RFP. Mr. Morrison said that the innovative paragraph gives some flexibility; for example, if a contractor was working in Shelburne then they could switch easily to Charlotte following completion of that work.

WATER SYSTEMS OPERATOR CONTRACT (FOR TOWN HALL, LIBRARY AND BEACH)

Mr. Bloch reviewed that the current operator has done a good job and it was recommended to stay with Lincoln Applied Geology (LAG). The water systems contract could be rebid next year. Sampling water at the beach could be done at the same time as the Town Hall. The price was estimated base on expected hours. LAG was on the Preferred Vendor list, said Mr. Bloch.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to renew the water systems operator contract for the Town Hall, Library and beach with Lincoln Applied Geology, for an amount not to exceed \$3,228.13.

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

CONTRACT FOR PLANNING CONSULTANT SERVICES WITH JEANNINE MCCRUMB

Mr. McDonald, Planning Commission Chair, reported that the Planning Commission reviewed the scope of work for a planning consultant contract with Jeannine McCrumb. Jeannine has been involved with the process and the commission doesn't want to lose momentum on completing the Town Plan draft and appendix, said Mr. McDonald.

There was discussion regarding the total number of consultant hours not to exceed 96 hours at a \$30 per hour rate; a portion of the scope that included training the newly hired Zoning Administrator on waste water permitting and routine zoning files and processes; and funding to be used from the Planning Commission consultant line item.

Mr. Mack stated that the Town can't keep hiring inexperienced people. It would be better to hire experienced people at \$30 per hour. Is Jeannine on the Preferred Vendor list, asked Mr. Mack.

Mr. Trono said that he recently sent the Selectboard a grid comparing town jobs in 8 towns of similar size to Charlotte. None had a town planner, some had a zoning administrator, and some had part time positions. What is so unique about Charlotte that we need a Zoning Administrator and a Town Planner. How many building permits are issued in Charlotte, asked Mr. Trono. Mr. Bloch replied over 100 per year.

Mr. Tegatz suggested that the development fees should be raised. He did a comparison of the number of processes that were required in different Chittenden County towns, costs to the Towns and the fees charged. He would like to add Trono's information to his comparison, said Mr. Tegatz.

Ms. Spear suggested waiting for the new Town Planner to rewrite the Town Plan and bring it to the voters in 2018. Mr. McDonald explained that the same 1990 Town Plan was readopted in 2003 and 2008. The state required Town Plan updates every 5 years. The Planning Commission and Jeannine have been working on rewriting the Town Plan for the last 2.5 years and are trying to have a final document ready for the Town Meeting in 2017. The Planning Commission was updating the land use regulations and subdivision regulations in concert with the Town Plan, said Mr. McDonald.

Mr. Krasnow reviewed the Purchasing Policy, Section 5, subsection B, for amounts between \$1,000-5,000. The Town could solicit three bids, a sole source, or a preferred vendor.

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to designate Jeannine McCrumb as a sole source planning consultant for moving a rewrite of the Charlotte Town Plan forward.

DISCUSSION:

Ms. Spear asked if there was an exit interview with Jeannine. Mr. Morrison replied yes.

Mr. Mack asked if the total amount was for \$3,540. Mr. Krasnow replied yes. The motion was just to designate Jeannine as a sole source consultant.

Mr. Mack asked if Jeannine had prior Town Planner experience prior to working for Charlotte. Mr. McDonald replied yes.

Ms. Spear reiterated that Daryl should finish the draft Town Plan for 2018.

VOTE: 3 ayes, 1 nay (Ms. Spear), 1 absent (Mr. Spell); motion carried.

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to hire Jeannine McCrumb to complete the work necessary for the Planning Commission to finish the Town Plan updates through the 1st Planning Commission hearing, for a sum not to exceed \$3,540, with the work to be completed by September 15, 2016.

DISCUSSION:

Mr. Morrison suggested a third motion to cover the wastewater permitting training portion.

Ms. Spear stated she didn't understand why the Town couldn't wait until 2018. Mr. Krasnow reviewed a decision to split up the two positions formerly performed by Ms. McCrumb. Jeannine has 2.5 years of vested time in the rewrite. The Selectboard could ask the Town to wait to vote on the Town Plan, but that was delaying the process, said Mr. Krasnow.

Mr. McDonald pointed out that the draft was almost completed. There was one remaining section to do, said Mr. McDonald. Mr. Bloch said that a joint Selectboard/Planning Commission was scheduled to review draft Land Use Regulations.

In response to a question, Mr. Bloch said that the intent was to finish the draft in one contract. Mr. Tegatz said that the draft was close to being done and to start over with a new person did not make sense. Mr. Krasnow said that the Selectboard could amend changes to the Town Plan once the Planning Commission was done.

Mr. Mack said that the Town Plan drafts were posted on the Town website and the new hire could continue that work. Mr. McDonald replied that historical information and documentation was not on the website. Jeannine has it ready to go, and would produce it, said Mr. McDonald.

VOTE: 3 ayes, 1 nay (Ms. Spear), 1 absent (Mr. Spell); motion carried.

Mr. Bloch explained that Jeannine would train the new Zoning Administrator in the waste water permit process, which would take a few weeks at 10 hours per week.

Mr. Krasnow asked how many permits it would take for Joe to come up to speed. Mr. Bloch replied a few applications would get him going. The Town hires Brian Trebeck at \$90 per hour for the state waste water permitting review process. Towns do it faster than the state, said Mr. Bloch. Mr. Krasnow noted that only two towns, Charlotte and Colchester, do the reviews.

Mr. McDonald said that there was a disconnect between waste water, water and subdivision development processes. The Town was trying to control the permitting process, said Mr. McDonald.

Ms. Spear asked if Dean could train Joe. Mr. Trono suggested that this might be a good time to hand the septic permit review over to the state. Mr. Bloch replied that the state was very slow to do reviews. If no action was taken on a permit then it gets approved automatically. Time was a big concern, said Mr. Bloch.

There was further discussion regarding a Town fee of \$500 for a wastewater permit versus state fee versus a consultant's fee of \$90 per hour for septic design review and soil testing; and a Selectboard request to review fees as a future discussion topic.

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to authorize Jeannine McCrumb to train the Zoning Administrator on development review and related tasks at \$30 per hour, not to exceed 10 hours.

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

LOCAL EMERGENCY OPERATIONS PLAN

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve a Local Emergency Operations Plan, and to authorize the Town Administrator to sign the document on behalf of the Town of Charlotte.

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

APPOINT DARYL BENOIT TO THE PLANNING ADVISORY COMMITTEE, CLEAN WATER ADVISORY COMMITTEE, AND HAZARD MITIGATION PLANNING COMMITTEE, ALL OF THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to appoint Daryl Benoit to the Planning Advisory Committee, Clean Water Advisory Committee, and Hazard Mitigation Planning Committee, all of which are subcommittees of the Chittenden County Regional Planning Commission.

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

LIQUOR LICENSE FOR TENNEY ENTERPRISES LLC (AS LIQUOR CONTROL BOARD)

MOTION by Mr. Tegatz, seconded by Ms. Spear, to recess as the Charlotte Selectboard, and convene as the Charlotte Liquor Control Board.

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

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the liquor license for Tenney Enterprises, LLC as presented.

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

LIQUOR LICENSE FOR LITTLE GARDEN MARKET (AS LIQUOR CONTROL BOARD)

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve the liquor license for Little Garden Market as presented.

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

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to adjourn as the Charlotte Liquor Control Board and reconvene as the Charlotte Selectboard.

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

The Selectboard members signed the Tenney Enterprises, LLC and Little Garden Market documents.

CLOSE THE GRAND LIST AT REQUEST OF BOARD OF LISTERS

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to close the Grand List at the request of the Board of Listers.

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

MINUTES: April 7, April 11

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of 04/07/2016 as written.

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

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of 04/14/2016 as written, with the following edit:

- **Page 7, line 316 – rewrite as “...mechanical issue or potential ballot issue that...”.**

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

SELECTBOARD UPDATES

Mr. Krasnow reported that a TDI-New England meeting was scheduled on May 3, 2016, at 4 p.m., at the Addison County Regional Planning Office. Following discussion a suggestion was made to offer up to \$5,000 to come from the Charlotte Selectboard legal line item. Mr. Tegatz said that he would talk to Jacob Spell and attend the meeting.

Mr. Morrison reported that Vermont League of Cities and Towns (VLCT) could provide one 2-hour work session in Charlotte for training on open meeting laws and open meeting decorum, or Selectboard members could attend the annual VLCT work sessions. Staff would arrange an in-house VLCT work session for a Monday in June and invite all committees, commissions, CVFRS, etc.

Mr. Bloch reviewed septic issues at Lane’s Lane, which has been a topic of discussion by the Thompson’s Point Wastewater Committee. Hookups to the Town’s septic system was in the original Lane’s Lane plan. Construction was estimated at \$65,000 for the 7 lots. A payment schedule was under consideration. Mary Mead would assist with the procedure and policy. Discussion could continue at the next Selectboard meeting, said Mr. Bloch.

Mr. Bloch reported on the Charlotte Solar Farm, LLC permit violation issue. Charlie Pughe, Matt Krasnow and Mr. Bloch would attend a penalty meeting.

Mr. Bloch reported that a granite curb surrounding the monument at the Greenbush/Ferry roads intersection was damaged by a delivery truck going to Horsford’s Nursery. The trucking company’s insurance might pay for the repair.

Mr. Bloch reported on a heat build-up issue in the Town Hall and Library water system, which was identified by CSI, a Preferred Vendor. Mr. Tegatz and Mr. Krasnow asked staff to have it fixed as soon as possible.

Ms. Spear asked for an update on the Palmer Evaluation and job descriptions. Mr. Tegatz suggested reviewing job categories and a methodology for re-evaluating jobs.

Ms. Spear and Mr. Tegatz suggested a change in the agenda order. A 15 minutes Selectboard Update should appear at the beginning of a meeting, and if additional time was needed then a continued discussion could appear at the meeting end.

Ms. Spear stated that the Town Hall restrooms needed better regular maintenance. Mr. Bloch said that a cleaning services bid would be issued that would include a twice a week restroom cleaning at the Town Hall and Library. Regarding port-o-lets, the Town Hall was closed on weekends, said Mr. Bloch. Mr. Tegatz said that village businesses could pay for a port-o-let, or we could look at it as supporting business development in the West Village. Ms. Spear stated that a port-o-let was needed in the East Charlotte Village as well. She paid for a port-o-let for one month during the Tractor Parade, said Ms. Spear.

APPROVE WARRANTS TO PAY BILLS

The Selectboard signed warrants to pay bills.

ADJOURNMENT

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to adjourn the meeting.

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

The meeting was adjourned at 10:56 p.m.

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