

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
APRIL 29, 2013**

**APPROVED**

**SELECTBOARD MEMBERS:** Charles Russell, Chair; Ellie Russell, Winslow Ladue, Heather Manning. Absent: John Owen.

**OTHERS:** Peter Trono, Robert Mack, Jenny Cole, Hugh Lewis Jr, Bob Hyams, Carol Casey, Charlotte Citizen; John Hammer, Charlotte News; and others.

**CALL TO ORDER**

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

**ADJUSTMENTS TO AGENDA**

Add: Placement of Town Hall sign.

**PUBLIC COMMENT**

None.

**MINUTES**

None.

**TOWN GREEN AND MONUMENT COMMITTEE – REQUEST TO TRANSFER PROCEEDS FROM THE 250<sup>TH</sup> ANNIVERSARY T-SHIRT SALES INTO THE SCENIC PRESERVATION FUND TO USE FOR THE MONUMENT GARDEN PROJECT – action item**

Mr. Russell recessed the Selectboard meeting in order to conduct a site visit to view the exterior of the Town Hall building, proposed window repairs, and proposed placement of a Town Hall sign at 7:02 p.m.

The Selectboard meeting was reconvened at 7:16 p.m.

There was lengthy discussion regarding the 250<sup>th</sup> Anniversary Celebration Committee 2012 budget of \$5,000 related to expenses, t-shirt sales income, and remaining balance of \$4739.80; a request by Ms. Cole to use a portion of the t-shirt sales profit for a new Quilt calendar project; and an Advisory Motion passed at the 2013 Town Meeting to move the monument to the Town Green.

Ms. Cole explained that there was a \$2,283 profit from the t-shirt sales. Volunteers put in many hours on the 250<sup>th</sup> Anniversary celebration and to design a calendar. The committee was working on printing a 2014 Town quilt calendar to be sold for \$10 each at the Town Party. It was a committee recommendation to transfer \$2,000 of the remaining \$4,739.80 budget into the Scenic Preservation fund for that new project, said Ms. Cole.

Mr. Mack asked if the t-shirts sales were to be used to offset the cost of the 250<sup>th</sup> Anniversary Celebration expenses. Would that line item be closed at the end of the FY, and shouldn't the balance remaining be returned to the General fund, asked Mr. Mack. Ms. Manning said that the line item should be closed June 30<sup>th</sup>. The Town Treasurer said it was a budget item and calendar expenses should be expensed to this year, said Ms. Manning.

Mr. Trono asked if the committee was planning any new projects following the calendar project.

Mr. Russell suggested using \$2,500 to cover the cost of printing the calendar and if all were sold that would total \$7,500. Then the committee could repay the Town the \$2,500 and use the remainder for the monument garden. A question was if the line item was closed out at year end would the money go away, or could it be put into the Scenic Preservation fund, asked Mr. Russell. Mr. Ladue suggested spending the profit for the calendar printing and close out at year end. That way there would be money from the calendar sales for next year, said Mr. Ladue.

No action was taken, and further consideration was deferred to a future Selectboard agenda.

#### **TOWN HALL REPAIRS – action item**

##### **Re-nail roof shingles - \$1,000**

Mr. Russell reviewed an estimate by Dick St George for \$1,000 to re-nail loose shingles on the Town Hall roof.

In response to a question, Mr. Bloch said that if the estimate had been \$5,000 then it would require at least three bids.

Mr. Trono said that the 1994 vintage shingles were stiff and brittle and the proposed remedy wouldn't work. The Town should have a Rice Lumber representative come and talk about a method for making that type of repair, suggested Mr. Trono.

Ms. Manning said she would contact Rice Lumber if staff would outline the problem in writing.

Ms. Russell suggested having the whole roof evaluated.

##### **Insulation and drainage work**

Ms. Russell reviewed e-mail messages regarding installation of exterior insulation around the Town Hall foundation slab to solve a thermal bridging issue, or grading around the foundation and using a spray foam insulation.

Mr. Russell pointed out that the ground on the south side of the building did not slope away like on the east, north and west sides. It would take 6 sheets of insulation at \$140

per sheet for the project, said Mr. Russell. Mr. Ladue asked if a vapor barrier would result in trapped moisture between the soil and concrete.

Mr. Trono expressed concern that replanting shrubs or trees on the south side of the building would recreate problems, such as blocking the windows, or not allowing the sun to penetrate so that the building could dry out following a rain.

There was further discussion regarding a gravel drip line that could act as a separation between the building siding and plant beds, asking contractors not to put mulch against the building, and a proposed landscaping plan.

In response to questions, Ms. Cole clarified that the committee members included Jessie Bradley, a professional landscape architect, and the planting plan was created by Church Hill Landscaping. In addition plant experts were consulted as well, said Ms. Cole.

**Replace 16 windows and associated siding and trim**

Mr. Russell reviewed a proposal to replace existing windows in the Town Hall with new Pella windows for a cost of \$466 each.

Mr. Trono questioned the process used for selecting window type and vendor.

Mr. Russell summarized next steps as follows:

- Order 16 Pella windows.
- Re-evaluate roof repair quote and repair method, consider getting three quotes by the next Selectboard meeting.
- Use AZEC siding versus plywood on the south side of the Town Hall.

**APPOINTMENTS TO THE PLANNING COMMISSION – action item**

**MOTION by Ms. Manning, seconded by Ms. Russell, to appoint Marty Illick to the Planning Commission for a term ending April 30, 2017, term to start June 6, 2013, and to appoint Donna Stearns to the Planning Commission for a term ending April 30, 2014 term to start immediately.**

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

**APPOINTMENT OF TOWN REP AND ALTERNATE REP TO THE CHITTENDEN SOLID WASTE DISTRICT - action item**

**MOTION by Ms. Manning, seconded by Ms. Russell, to appoint Abigail Foulk as the Charlotte representative to the Chittenden Solid Waste District, for a term ending May 31, 2014.**

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

**MOTION by Mr. Ladue, seconded by Ms. Manning, to appoint Michael Kurt as the Charlotte alternate representative to the Chittenden Solid Waste District, for a term ending May 31, 2014.**

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

**AMENDMENT OF STANTEC CONTRACT TO DEVELOP REPAIR PLANS FOR THE PIER OF BRIDGE #31 ON DORSET STREET AND ASSIST WITH PERMITTING, FOR UP TO \$9,666 - action item**

**MOTION** by Mr. Ladue, seconded by Ms. Russell, to approve an amendment of the Stantec contract to develop repair plans for the pier of Bridge #31 on Dorset Street, and to assist with the permitting, for an amount up to \$9,666.

**DISCUSSION:**

Mr. Ladue explained a proposal to add an amendment to the engineering contract scope of work for the repair of the Bridge #31 bent, which was a concrete encasement of the bent by snow fall of 2013. The vote would agree to an expenditure, which might be covered by an 80 percent grant.

**AMENDMENT** to the motion by Mr. Ladue, seconded by Ms. Russell, and to authorize the Charlotte Selectboard Chair to sign the document on behalf of the Town of Charlotte.

**DISCUSSION:**

Mr. Ladue said that it also includes up to 10 hours of construction support by Stantec. The contract, as per the specifications, notes that it was up to the construction firm to determine how they would do the repair versus a 'means and methods' process. The grant was just for engineering. The Town has applied for another grant, and the Town has approval from the state to use portions of that grant on the three bridge projects, explained Mr. Ladue.

Mr. Bloch said that it was not clear if 10 hours of oversight was enough time. Would the Charlotte Road Commissioner be involved with the construction process, asked Mr. Bloch. Mr. Lewis said he didn't know much about the project and would monitor it as an FYI on behalf of the Town.

Ms. Manning asked where the remaining 20 percent came from. Mr. Ladue replied from the Bridge line item, or the Highway Fund.

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

**FUNDING REPAIRS TO BRIDGE #31 – discussion only**

Mr. Russell briefly reviewed that there was a \$52,000 carry over in the Highway fund, which could be used to repair Bridge #31.

Mr. Lewis said that at the last discussion said the grant would pay for bridges #30 and 31. Mr. Ladue reviewed a list of items to be repaired on bridges #30 and 31. The Road Commissioner routinely fixed the guard rails in the past, said Mr. Ladue. Mr. Lewis explained that the guard rails on #31 had been re-bolted and the Carpenter bridge rails and cement post were repaired several years ago.

Mr. Bloch said the estimated Stantec cost of \$40,000 addressed just the bent. Mr. Ladue clarified that the most important repair was to fix the bent. The cost could come from the Highway budget, or the bridge fund as voted on at the 2013 Town Meeting, or we could apply grant funds, said Mr. Ladue.

Mr. Bloch said an engineering invoice for \$7,000 was received and another invoice for \$3,000 was expected. The funds could come from Unanticipated Expenses fund, or the Bridges line item, suggested Mr. Bloch.

It was the consensus of the Selectboard to use Unanticipated Expenses fund.

**AMEND CONTRACT FOR SERVICES, SYSTEM OPERATOR, THOMPSON'S POINT WASTEWATER SYSTEM TO ADD THE COST OF WORKERS COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE – action item MOTION by Mr. Ladue, seconded by Ms. Manning, to approve an amendment to the contract for services, system operator, Thompson's Point Wastewater System to add the cost of Workers Compensation and Employer's Liability Insurance for a cost of \$4,964, or \$39.97 monthly, as a lump sum, page 2 of the contract.**

**DISCUSSION:**

Ms. Manning asked if the Town should get quotes for Workers Compensation. Mr. Russell explained that the Town has a contract and it was up to the system operator to get the quotes.

Ms. Manning asked the contract was with SJW Docks, or Steve Williams. Mr. Bloch said that Williams has provided a Certificate of Insurance for the dock work. It appeared that the dock work was at a higher rate versus the contract, noted Mr. Bloch.

Mr. Ladue reported that he had advised the Thompson's Point Wastewater Committee that the work should go out to bid. However, the committee decided to proceed using Steve Williams as presented, and that the rates would be set to cover all costs by the users, said Mr. Ladue.

Ms. Manning suggested finding out if Mary put the cost of the Town fine back onto Thompson's Point.

Mr. Ladue said he asked if the location of all pump stations and tie in for lines were accurate on the site plan and the committee said "sort of".

Mr. Trono expressed concern that the Town was starting a precedent that the Town would pick up workers compensation and liability insurance for contracted vendors. Mr. Russell explained that Williams was providing his own insurance and any costs would be covered by the Thompson's Point users. Williams has performed the work at the Point for many years and knew the system, said Mr. Russell.

There was discussion regarding contract language regarding responsibility of costs, such as workers compensation. Mr. Russell read a contract clause that the Town was not responsible, page 3, 2<sup>nd</sup> to last paragraph. A concern was that Williams was working without a signed contract. Work could be stopped, or have the committee agree to the increased amount requested, said Mr. Russell.

**Ms. Manning suggested sending a copy of the contract to Thompson's Point Wastewater Committee for review, and to make sure the committee agrees with the terms.**

**Mr. Ladue withdrew his motion. He would discuss the terms of the contract with the Thompson's Point Wastewater Committee.**

**THOMPSON'S POINT WASTEWATER SYSTEM BUDGET FOR THE 2013 SEASON – action item**

No action was taken.

**LITTLE GARDEN MARKET, LLC – APPLICATIONS TO RENEW SECOND CLASS LIQUOR LICENSE AND TOBACCO LICENSE – action item**

**MOTION by Ms. Manning, seconded by Ms. Russell, to recess as the Charlotte Selectboard and to convene as the Charlotte Liquor Control Board.**

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

**MOTION by Ms. Manning, seconded by Ms. Russell, to approve a request by the Little Garden Market, LLC, to renew a Second Class Liquor License and Tobacco License.**

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

**MOTION by Ms. Russell, seconded by Ms. Manning, to adjourn as the Charlotte Liquor Control Board and to reconvene as the Charlotte Selectboard.**

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

The Selectboard members signed the document.

Ms. Manning suggested utilizing one blanket renewal of liquor license approval at February Selectboard meeting for efficient use of time. There were only 6 establishments seeking approvals, said Ms. Manning.

**COMMITTEE UPDATES**

Ms. Manning reported on a Conservation Committee meeting last week. Alan Quackenbush presented a talk on wetlands related to reclassification of Class I and Class II wetlands. Holmes Creek and Kimbell Brook were identified in Charlotte. There may be grant opportunities. There were only 4 Class I classifications in Vermont. Several abutting land owners attended, said Ms. Manning.

Mr. Hyams briefly discussed an on-going frog bit eradication program. No coordinator would be hired this year. Regarding the state wetland reclassification survey, he had been talking with the attorney representing Town Line LLC. Town Line purchased a large block of wetland from VELCO. He would find out if there were any other land owners who should be contacted about the survey, said Mr. Hyams.

Mr. Ladue submitted a copy of the 2013 Shoreline Protection report for the Town as a reference.

Ms. Manning asked staff if Selectboard agendas could be drafted by Thursdays for the following Monday meetings.

Mr. Russell said that he and Mr. Owen would review "Welcome to Charlotte" sign locations on May 2<sup>nd</sup>. Volunteers to dig post holes for the signs would be sought, said Mr. Russell.

The Selectboard members spoke in favor of the proposed Town Hall sign location as staked out.

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

The Selectboard members signed warrants.

#### **ADJOURNMENT**

**MOTION** by Ms. Manning, seconded by Ms. Russell, to adjourn the meeting.

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

The meeting was adjourned at 9:24 p.m.

Minutes respectfully submitted, Kathlyn Furr, Recording Secretary.