

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
APRIL 8, 2013**

**APPROVED**

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

**OTHERS:** Sam Zimmerman, Bonnie Christie, Ed Cafferty, Martha Edwards, Hugh Lewis Jr, Nancy Wood, Peter Trono, Dale Knowles, Bill Fraser-Harris, Edd Merritt, Clark Hinsdale III, Frank Tenney, Louis Cox, Nancy Severance, Kathy Blume, Bridget Masterson, Chris Meniver, Dylan Preston, David Gray, Carol Casey, Charlotte Citizen; John Hammer, Charlotte News; and others.

(NOTE: the published agenda was heard out of order, but appears in order for continuity.)

**6:15 p.m. SITE VISIT: 2760 Spear Street (just south of the Grange parking) for Highway Access Permit**

**CALL TO ORDER**

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

**ADJUSTMENTS TO AGENDA**

Add:

- Liquor License renewal Roland's Place – action item;
- Eagle Scout Project re-design – action item; and
- Charlotte employee payroll - discussion.

**PUBLIC COMMENT**

Sam Zimmerman, Eagle Scout, reviewed a Ferry Road footbridge project. The footbridge was re-designed, which required the Selectboard signatures on the project documents. Once the Council approved the re-design he would come back to the Selectboard for approval of the project, explained Mr. Zimmerman.

**MOTION by Mr. Owen, seconded by Ms. Manning, to designate the Charlotte Selectboard Chair to sign a Ferry Road path footbridge re-design document on behalf of the Town of Charlotte.**

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

Mr. Russell signed the re-design document.

**MINUTES: March 25, March 27**

Approval of the minutes was deferred until the next meeting of the Selectboard.

**PUBLIC COMMENT**

Nancy Wood, resident, noted that proposed Vermont Shoreland legislation would have a significant impact on Charlotte shore land property owners, and on language in the Town Plan with respect to Thompson's Point. The legislation would create a buffer 250' in land from the mean high water mark. The way the bill was written it was not understandable, said Ms. Wood.

Mr. Russell suggested that a Selectboard and a Planning Commission representative be charged with following the legislative process. Mr. Ladue said he could be a source of information. Mr. Bloch said that Jeff McDonald, Planning Commission Chair, had e-mailed interest.

Ms. Russell, Mr. Owen, and Ms. Manning also expressed interest in following the legislation.

**KELLY BRUSH FOUNDATION'S 8<sup>TH</sup> ANNUAL CENTURY BIKE RIDE ON SATURDAY, SEPTEMBER 7<sup>TH</sup>**

Betsy Cabrera, Kelly Brush Foundation representative, briefly reviewed a request to use Charlotte roads for a benefit bike ride on September 7, 2013.

**MOTION by Mr. Ladue, seconded by Mr. Owen, to approve a request from the Kelly Brush Foundation to use Town roads for the 8<sup>th</sup> Annual Century Bike Ride on Saturday, September 7, 2013.**

**DISCUSSION:**

**Mr. Fraser-Harris said that the Recreation Committee has reviewed the application and had no concerns regarding the event. The riders were not competing and would be spread out. The sponsors were providing coverage at road intersections. However, a police officer versus a volunteer would be better for the Ferry Road/Greenbush Road intersection, suggested Mr. Fraser-Harris.**

**Ms. Cabrera replied that police officers from Shelburne, Vergennes, Burlington have been hired for coverage. There were about 700 participants who were average cyclists. The event went from 7:30 a.m. to 5:00 p.m., noted Ms. Cabrera.**

**Ms. Manning said that she had attended the Recreation Committee meeting where this was approved.**

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

**TESTAMENTARY TRUST OF CLARK W. HINSDALE JR – REQUEST FOR HIGHWAY ACCESS PERMIT HAP-13-03 FOR PROPERTY AT 2760 SPEAR STREET – action item**

Hugh Lewis Jr, Charlotte Road Commissioner, handed out copies of a site drawing for Selectboard review, and said that he had visited the site. There was a cross-over culvert under Spear Street. Water drained further south along Spear Street that needed to be addressed. Drainage went to the 'green' side as noted on the site drawing. The proposed driveway entrance did not need a culvert, said Mr. Lewis.

Mr. Bloch noted that the applicant was not present during the site visit, this date, and was not present at the current Highway Access Permit discussion.

(The applicant appeared later during the meeting. The discussion follows.)

Mr. Hinsdale III, applicant, reviewed that a 15 acres parcel included the old Sheehan house. The parcel abutted the Merritt house on Hinesburg Road, went close to the four corners, and then went around the corner up hill. There was 75' +/- of road frontage past the Grange and church. The property was bisected by a seasonal stream. Access was not possible at the Merritt property due to a steep spiny ledge. The land there was not developable. There was a plateau behind the Grange and church that had developable land. He could work an arrangement with the Grange or church for overflow parking in a possible 'loop' road with one way in- one way out. Currently the Grange and church parallel park on either side of the road, explained Mr. Hinsdale.

Mr. Hinsdale said his application was a timing issue. That stretch of road was being considered for multiple access driveways for another application by the Planning Commission.

Mr. Ladue questioned the wisdom of putting a road into a wetland area. Mr. Hinsdale explained that as you went downstream the stream got wider and it would be more destructive to cross. There were poor sight distances below the Grange and church. By the Sheehan house the land was encumbered by a septic replacement field. The hope was to end up with a senior housing project for that parcel. In 2006 he had septic testing done with the result of having 32 bedrooms of septic in the back of the property, said Mr. Hinsdale.

Mr. Russell asked if the access could come out across from the Couture right-of-way. Mr. Hinsdale said that the drainage forked there. There was a steep incline that would be difficult to build a road on. The level high plateau was the only usable land, reiterated Mr. Hinsdale.

Mr. Russell asked if an agricultural road permit was the same as an access permit for a subdivision. The application says it was for construction of an agricultural access for two lots, said Mr. Russell. Mr. Hinsdale replied that he wouldn't say he would farm there. He brush hogged the property and would develop the back at some point. The proposed access was the best place for an access, said Mr. Hinsdale.

Mr. Russell suggested that the Planning Commission should review the application since the property would be developed. Mr. Hinsdale pointed out the Planning Commission process included Sketch Plan review, Preliminary review as well as Final Plat review with road standards. If the Selectboard wanted to seek Planning Commission input that would be fine, said Mr. Hinsdale.

Ms. Russell said that the proposed location was fine, but she was concerned that the area was wet. Mr. Hinsdale pointed out that under state law a property owner must have

access to the property. He was looking at where there was the least impact. As you went down stream there would be more impact, stated Mr. Hinsdale.

Thadeus Sorrell, resident, said he was an avid hunter and knew the property very well. There were bobcat, deer, turkey, and more in that small area. If senior housing was built there he was concerned that wildlife habitat would be threatened, said Mr. Sorrell.

Ms. Manning said she would recuse herself from further discussion since she was a member of the Grange.

Mr. Owen and Ms. Russell spoke in support of having input from the Planning Commission.

Mr. Hinsdale explained that there was a 3 acre level site behind the Grange and church. Structures could be clustered on that 3 or 4 acres and that would leave 10-11 acres alone. There were two existing facilities there already and he couldn't think of a better place to have a senior center, said Mr. Hinsdale.

Mr. Bloch said a discussion/review of the application could be added to the Planning Commission schedule in the next few weeks.

Ms. Russell said a Spear Street access where proposed, or further down, was better than on Hinesburg Road.

Mr. Ladue said that the Selectboard role was to review access applications for safety. He was not sure that it made sense for a roadway to go into a wetland. There might be a way to mitigate it. For example, a bridge across the stream, suggested Mr. Ladue. Mr. Russell suggested that if the Planning Commission was OK, then it could be approved conditioned upon getting a wetland permit, said Mr. Russell.

Mr. Hinsdale explained that water flowed down Spear Street and became icy at the four corners in winter. He wouldn't want to put an access for a senior center anywhere except at the top of the hill. He was seeking an access permit now since there were three curb cut applications for the Hancock house subdivision currently and his HAP application was time sensitive. The Planning Commission was considering a cap on number of access in that area, said Mr. Hinsdale.

**MOTION by Mr. Owen, seconded by Mr. Ladue, to continue consideration to June 24, 2013, at 7:30 p.m., of a Highway Access Permit application request by the Testamentary Trust of Clark W. Hinsdale, Jr, HAP-13-03, for property located at 2760 Spear Street to allow the Planning Commission to review the request**  
**VOTE: 4 ayes, 1 abstention (Ms. Manning); motion carried.**

#### **PAYROLL WARRANT APPROVAL**

Mr. Russell reviewed that he was unaware the Town Treasurer was handing out employee paychecks on Mondays. The Selectboard had approved a bill and warrant

approval process at the May 21, 2012 Selectboard meeting. A policy change was needed to get checks out in a timely manner, which had been discussed with Mary Mead.

Mr. Russell suggested that if a different process was needed then one Selectboard member could be assigned to sign payroll warrants on Mondays in order for the payroll checks to be handed out.

Ms. Manning expressed concern that no notice was given to employees regarding the warrant approval process. When a work week ended on Saturday at noon, employees expected to be paid on the following Monday, said Ms. Manning. Mr. Russell explained the purpose of the policy as approved was to allow three Selectboard members to review and sign warrants outside of a meeting. The Selectboard could make a motion to approve issuing pay checks today, said Mr. Russell.

Ms. Russell said that when a policy was changed it needed to be communicated.

Mr. Russell asked if the Board wished to delegate one person to approve payroll, or to change the release of checks from Monday to Wednesday.

**MOTION by Mr. Owen, seconded by Mr. Ladue, to approve a Monday payroll warrant, dated 04/08/2013.**

**DISCUSSION:**

**Mr. Lewis said that the action taken by the Selectboard was good. It should say, "...as of May 1, 2013...". Checks shouldn't be put out until signed. Start the new policy in two weeks, suggested Mr. Lewis.**

**Mr. Russell said the Selectboard could delegate one person to sign the warrant so that checks could be handed out on Mondays. Ms. Russell volunteered to sign the payroll warrants.**

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

**MOTION by Mr. Ladue seconded by Mr. Owen, to delegate Ellie Russell to sign payroll warrants starting May 21, 2013.**

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

Following a brief discussion on state statute language related to assigning one designee, the Selectboard agreed to put signing warrants on a future agenda.

**PAVING PLAN FOR 2013 – discussion only**

Mr. Lewis reviewed a proposed 2013 paving plan for Hinesburg Road, Mt Philo Road, Lake Road, Greenbush Road and Ferry Road. The Hinesburg Road section was the worst section. If there were budget concerns regarding the Dorset Street Bridge, then the paving funds could be used for the bridge and road paving could be delayed. The blacktop on Town roads was in good shape, clarified Mr. Lewis.

In response to Selectboard questions, Mr. Lewis said that there was funding to pave three miles of road. After the work was completed contractor bills were sent to the Town for payment later, said Mr. Lewis. Mr. Owen said that the longer the wait was the more we'll know about funding for the bridge.

Mr. Lewis explained that he let the work to one contractor. Blacktop was estimated at a cost of \$70 per ton this year. He would put out a bid in May to get a price per ton. There was \$235,000 allotted for paving, said Mr. Lewis.

Ms. Christie, resident, asked if Complete Streets projects could be incorporated in the re-paving program. Could the travel way be widened to 12' of pavement so that there could be 2' 6" of shoulder striped off for bikers and walkers, asked Ms. Christie. Mr. Lewis explained that a travel lane was 11' wide. VTrans paved Class II roads and the Town paved Class III roads. It would be an added cost to build a base for a shoulder and to paint a white line. If the lanes were wider then people would drive faster, said Mr. Lewis.

Mr. Merritt suggested obtaining advice from the Town Attorney regarding Town liability if the roads were widened and striped, or not.

Mr. Russell said that if the Town wanted to pursue a paving schedule then it should appear on the May Selectboard agenda.

#### **INTERVIEW FOR ANIMAL CONTROL OFFICER – action item**

The Selectboard interviewed Bridget Masterson and Dale Knowles for the Animal Control Officer position.

It was noted that the Selectboard would need to address what "animals" were included in the ordinance language, which only covers dogs. Mr. Lewis asked who would be called if cattle, sheep, or if there were dead animals in the road.

Mr. Russell explained that the Selectboard would make a decision in Executive Session at the end of the meeting and the candidate would be contacted later.

#### **TRANSITION TOWN CHARLOTTE – INTERFACE WITH TOWN GOVERNMENT – discussion only**

Nancy Severance, Kathy Blume, and Louis Cox, Transition Charlotte representatives, explained that the organization has worked on home energy audits at \$50 per audit. Efficiency Vermont would write a check to the Town and Mary Mead would pay the homeowner. There have been no problems with the arrangement with the Town, said Ms. Severance.

Mr. Russell clarified that the funding was put through a Conservation Commission line item in the budget.

Mr. Owen suggested that the organization open their own bank account, which made the most sense to him. Ms. Severance agreed that if they could open a bank account then they could accept checks.

Mr. Russell asked staff what the Town policy was to hold funds for an outside organization. Mr. Bloch said that if the Town hired a consultant they needed to make sure that consultant had workmen's compensation and met Town standards. Mr. Ladue said that there were open meeting laws as well.

Mr. Russell asked staff to add a discussion on formalizing a policy to hold funds for organizations on a future agenda.

Mr. Cox explained that he had developed a transitioncharlottevt.org website and would cross link with the Charlotte Town, Charlotte News, Charlotte Citizen and Burlington Free Press websites.

Ms. Blume said that Transition Charlotte was concerned about drop-off and pick-up traffic at the CCS. There was a Safe Routes to Schools program, said Ms. Blume. Ms. Christie noted that was part of the Complete Streets program.

#### **SPEED LIMIT AND SIGNAGE RECOMMENDATIONS FOR HINESBURG ROAD BETWEEN SPEAR STREET AND BEAN ROAD – action item**

Mr. Russell briefly reviewed that the posted speed was 50 mph on Hinesburg Road from the Hinesburg town line to Mt Philo Road and if it should be reduced to 45 mph. Mr. Bloch suggested having the Town Attorney draft an ordinance.

**MOTION by Mr. Owen, seconded by Mr. Ladue, to request that the Town Attorney draft an ordinance to lower the speed limit on Hinesburg Road from Spear Street to the Hinesburg town line from 50 to 45 mph.**

#### **DISCUSSION:**

**Ms. Metiver, resident, asked how residents would know what speed limit signs were valid, or not. Mr. Russell pointed out that a color coded street map was posted at the Town Hall, which showed speed limits.**

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

Mr. Russell briefly reviewed two options, Alternate A and Alternate B, for signage along Hinesburg Road at the Bean Road intersection. The location of the existing sign at the top of the hill worked fine, said Mr. Russell.

Ms. Manning asked if the larger mandated signs would block the view of someone pulling out of Bean Road and looking west. Mr. Lewis replied that the bottom of the sign was 6' from the ground and anyone should be able to see under it. Signs were a minimum of 6' from the edge of the blacktop, explained Mr. Lewis.

**MOTION** by Mr. Owen, seconded by Ms. Russell, to approve the Alternate B plan and to have the Charlotte Road Commissioner look at the signage following installation to make sure the sight views were not blocked.

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

**BRIDGE #31 ON DORSET STREET – action item**

**MOTION** by Mr. Owen, seconded by Ms. Manning, to post the weight on the Bridge #31 on Dorset Street to 3 tons.

**DISCUSSION:**

Mr. Ladue reported that he had talked with George Bogue today regarding the condition of the bridge bent. There were two options on how to repair the bent for a cost of \$40,000 to either weld or bolt more steel to the bent, or to pour concrete around the four posts. The replacement option was at a cost of \$70,000. Engineering fees of \$5-10,000 were in addition. The bridge was constructed in 1939 and may have had a wooden deck. In 1960 the deck was paved and the bent added for structural support. There were pros and cons to the proposed options that included pursuing 90 percent grants for the \$650,000 replacement cost. There was no certainty for getting the grant and if the bent was repaired/replaced that would add 20 years to the life of the bridge, which would make the grant application less attractive to the granting agency. A study for the current status of what the bent could support would cost \$4,000. Bouge said that it was possible to move on it this construction season, said Mr. Ladue.

Mr. Russell asked if the \$4,000 study would result in what weight the bridge would support. Mr. Ladue replied yes.

Mr. Owen asked what weight would the Town Highway Department need to cross the bridge. Mr. Lewis stated 25 tons for a truck. There were 50 tons going over the bridge currently, such as a loaded milk truck. If the bridge was posted for 3 tons that would mean a one-ton pickup truck couldn't go over it. The state bridge inspection report said the bent would need to be repaired or replaced. It didn't say it had to be posted for 3 tons of weight. A question was how to enforce a weight limit, asked Mr. Lewis.

Mr. Russell asked if there were steel I-beams now. Mr. Ladue replied yes.

Mr. Lewis stated that the bridge has been unrestricted to now and was not going to fall down.

Ms. Russell asked what the liability was.

Mr. Russell suggested posting the weight at 30 – 25 tons to protect the Town.

There was further discussion regarding the weight of a loaded school bus at 15 tons, alternate routes, and possible safe weights to post the bridge.

**Mr. Russell and Ms. Russell suggested posting at 15 tons.**

**AMENDMENT to the motion by Mr. Owen, seconded by Ms. Manning, to post the bridge at 15 tons versus 3 tons.**

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

Mr. Ladue asked for Selectboard direction regarding options as noted previously. Mr. Owen spoke in support of repairing the bent cost wise.

Mr. Ladue said the engineering contract could be amended to include design work for one of three options: do nothing, one of the two choices for repairing the bent, or replacing.

Ms. Russell, Mr. Owen and Ms. Manning spoke in support of option A versus B, for \$40,000.

Mr. Russell asked staff to add Bridge #31 repair options to the next Selectboard meeting agenda.

**QUINLAN BRIDGE – UPDATE – discussion only**

Ms. Manning reported that the work crew finished putting in 6 beams. Bracing plans were approved and small revisions to shoring the bridge were proposed. The next step would be I-beam stabilization and roofing. There were no updates on the scheduling time table, said Ms. Manning.

Mr. Ladue asked if there was a state engineer reviewing the process. Ms. Manning said yes. She would like to facilitate the project progress. She was checking in with the contractor two times per week and photo-documenting progress, reported Ms. Manning.

Mr. Russell suggested posting updates with photographs on the Town website.

**THOMPSON’S POINT WASTEWATER SYSTEM- action item**

Mr. Russell briefly reviewed a new contract, dated 04/08/2013, with Steve Williams as the Thompson’s Point Wastewater system operator. It was determined that Williams was a Town employee, said Mr. Russell.

Mr. Bloch explained that Vermont League of Cities and Towns has fined Charlotte for not carrying Williams on the Workmen’s Compensation insurance. That has been added to the new contract. The Town Attorney felt it was appropriate to issue a 1099 form versus a W-2 for tax purposes, clarified Mr. Bloch.

**MOTION by Mr. Ladue, seconded by Mr. Owen, to approve the Thompson’s Point Wastewater System contract between the Town of Charlotte and Steve Williams d/b/a SJW Docks, LLC, for system operation and maintenance for the 2013 season as presented, with the contact, “Attention to” line, page 5 of the contract, to be the Charlotte Selectboard Chair.**

**DISCUSSION**

Mr. Lewis explained that Williams placed cement boxes in the roadway that were 2-3" higher than the road level. He had told Williams the boxes needed to be level with the road surface. Williams said that he would make the box forms shorter, but so far he has not done that. Also, the wire in the ditch was only a few inches below the surface and needed to go deeper. A question was who would be liable if the wire was hit, asked Mr. Lewis.

Mr. Ladue said that the high box level issue came up at the Thompson's Point Wastewater Committee meeting. It was suggested that the Town should raise the road level. Thompson's Point should pay for the gravel, stated Mr. Ladue. Mr. Lewis pointed out that the road was narrow and only 8' wide in places. He could bring in more material to bring the camp roads up, however, there were a lot of road miles there, said Mr. Lewis.

Mr. Russell suggested adding a clause to the contract outlining what would be done, who would be responsible, and how inspections would be done.

Mr. Ladue asked if there was a written policy regarding lines under the roads. Mr. Lewis replied that Champlain Telecom did include a clause in the petition that if a line was hit during normal maintenance of roads then it was not a Town liability. Comcast petitions don't say that, said Mr. Lewis.

Mr. Bloch said that language was in every petition the Selectboard approved. There may be old contracts in place, said Mr. Bloch.

VOTE: 4 ayes, 1 recused (Ms. Manning); motion carried.

**ANIT-DISPLACEMENT PLAN – FOR VERMONT COMMUNITY  
DEVELOPMENT PROGRAM GRANT FOR HABITAT FOR HUMANITY  
PROJECT ON SPEAR STREET – action item**

**MOTION** by Mr. Owen, seconded by Ms. Russell, to approve an Anti-displacement Plan for Vermont Community Development Program grants for a Habitat for Humanity project on Spear Street.

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

**RICHARD TENNEY d/b/a TENNEY ENTERPRISES – APPLICATION TO  
RENEW SECOND CLASS LIQUOR LICENSE AND TOBACCO LICENSE –  
action item**

**MOTION** by Ms. Manning, seconded by Mr. Ladue, to adjourn as the Charlotte Selectboard and convene as the Charlotte Liquor Control Board.

VOTE: 5 ayes; motion carried.

**MOTION** by Mr. Owen, seconded by Ms. Manning, to renew a Second Class Liquor License and Tobacco License for Richard Tenney, d/b/a Tenney Enterprises.

VOTE: 5 ayes; motion carried.

The Selectboard members signed the Tenney application documents.

A Liquor License approval for Roland's Place was deferred until the next Selectboard meeting.

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

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

#### **EXECUTIVE SESSION TO APPOINT ANIMAL CONTROL OFFICER**

**MOTION by Mr. Owen, seconded by Ms. Manning, to enter Executive Session for the purpose of appointing an Animal Control Officer, and to invite the Selectboard Assistant to attend.**

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

The Selectboard entered Executive Session at 9:50 p.m.

**MOTION by Mr. Owen, seconded by Ms. Manning, to adjourn Executive Session.**

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

The Selectboard adjourned Executive Session at 9:55 p.m.

**MOTION by Ms. Manning, seconded by Mr. Owen, to appoint Bridget Masterson as the Dog Control Officer.**

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

Mr. Russell reported that the Selectboard would clarify in the ordinance that the Dog Control Officer would handle dogs, and no other animals.

#### **SELECTBOARD UPDATES**

Ms. Russell reported that Mark McDermott, John Snow and Ed Sulva were on a MOA committee. The Town was waiting for a draft from the Town Attorney and when the draft was received then the Town representative(s) would meet with the committee. Town concerns regarding language to protect the Town related to financial fiduciary and tax payer money. CVFRS has spent 85 percent of their budget as per a financial report. At some point there needs to be a discussion with CVFRS regarding the remaining budget. There were questions regarding "equipment expenses" versus "supply expenses". The next Corporate Board meeting was 04/30/2013, said Ms. Russell.

Mr. Russell suggested meeting with the CVFRS committee at the May 13, 2013, Selectboard meeting at 6:00 p.m.

Ms. Wood suggested that when the Selectboard met with the committee to make sure that all revenues and expenses, including Special Funds, were included.

Ms. Russell reported that the Corporate Board was working on selecting community Advisory Board members. They would bring tentative selections “in consultation with the Selectboard”, said Ms. Russell.

Ms. Russell reported on the status of an MOU on the Burns property. Kate Lampton presented proposed MOU language to the Planning Commission Thursday, 04/04/2013. Lampton had asked for feed back regarding the 25 percent developable land mostly along Greenbush Road, said Ms. Russell. Ms. Russell said she would meet with Lampton on Thursday, 04/11/2013.

Ms. Russell reported that she sent out an updated Work Plan.

Ms. Manning said that she and Mr. Owen would join the Affordable Housing Committee. Ms. Russell said she would give the binder of minutes to Ms. Manning.

Mr. Russell said he would replace Mr. Owen on Town Hall Maintenance.

Ms. Manning reported that Kristin Hartley was introduced to the Recreation Commission. The commission Kelly Brush Bike Ride event was approved. The number of events using Charlotte roads was a topic of discussion and the commission would included that concern in a work plan to be presented to the Selectboard, said Ms. Manning.

Ms. Manning asked if a joint Recreation Commission and Selectboard meeting should be scheduled on the Selectboard agenda.

Mr. Owen reported on police enforcement data for the last month that included 57 hours with revenue of \$3,600 for 18 tickets issued. The Town gets a percentage of the revenue. Expenses were \$3,000, said Mr. Owen.

Mr. Owen reported on a meeting with Mr. Owen, Mr. Russell, Josh Flore and Ed Cafferty regarding a proposal to use Town constables in place of the Shelburne Police Department. Actual costs would be finalized. Next steps would be a discussion of advantages/disadvantages related to expenditures and the best way to construct a service. Service would cover speed enforcement and residents concerns regarding burglaries, said Mr. Owen. Mr. Ladue noted that total expenses were suggested at \$32,880 with \$12,000 in revenue. Mr. Owen said that some of the costs were not realistic. There were decisions being made yet, said Mr. Owen.

Mr. Ladue asked who was closing the park gates, if a contract was needed, or was it something the constable could do. Mr. Lewis said he was shutting the gate in the winter for his mother. Mr. Russell suggested that a written night management plan for gate closures might be needed.

Mr. Owen reported that the Senior Center Parking lot lighting project was approved. Money has to come out of this year’s budget. A proposal from Gary Pittman was needed, said Mr. Owen.

Mr. Russell said that Town e-mail accounts would satisfy rules covering rules that e-mail documents were public documents. Staff was working on a policy and he would send a web-link to Selectboard members to set up their accounts. There would be training sessions on use, said Mr. Russell.

Mr. Ladue suggested that opinions regarding improving the view from the overlook on Route 7 were needed. It was more to do on what steps were needed, clarified Mr. Ladue.

**APPROVE WARRANTS TO PAY BILLS**

The Selectboard members reviewed and signed warrants.

**ADJOURNMENT**

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

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

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

Minutes respectfully submitted, Kathlyn Furr, Recording Secretary.