

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
AUGUST 11, 2014**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Charles Russell, Ellie Russell, Fritz Tegatz, Matthew Krasnow.

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Bill Fraser-Harris, Stephen Brooks, Hugh Lewis Jr, Margaret Woodruff, Bonnie Christie, Carrie Spear, Michelle Livingstone, Frances Foster, Robert Mack, John Hammer, Charlotte News; Robin Reid, Charlotte Citizen; and others.

ITEMS TAKEN UP:

7:15 PM Lake Champlain Open Water Swim — request to use Town Beach on 9/7/14. Action under consideration: approve

7:25 PM Throckmorton Manor/Vermont Haunters Club—request to use former flea market(“Burns property”) 10/11/14—11/8/14.Action under consideration: approve

7:35 PM Bridge 30 shoring project. Action under consideration: select contractor and approve bid

7:45 PM Pre-budget discussion

- Recreation Commission
- Library
- Charlotte Land Trust
- Road Commissioner

8:45 PM Waitsfield and Champlain Valley Telecom and Green Mountain Power—petition to replace seven utility poles and add one utility pole on Lake Road between Hills Point Road and Holmes Road. Action under consideration: approve

8:50 PM Employee compensation plan. Action under consideration: approve contract with Gallagher Flynn & Company to advise and assist the Selectboard

9:00 PM Town Report—responsibility for coordination and process. Discussion only

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 7:03 p.m.

ADJUSTMENTS TO AGENDA

Add: Discussion of the regular Selectboard meeting schedule:

Meetings were scheduled as follows: Monday, 08/18/2014, 09/15/2014, and 09/22/2014.

PUBLIC COMMENT

None.

MINUTES: July 28, July 29, July 31

MOTION by Ms. Russell, seconded by Mr. Russell, to approve the Charlotte Selectboard minutes of July 28, 2014, as written, with edits:

- Page 2, line 88, delete "...Transportation Improvement Plan (TIP..." replace with "...Unified Plan and Work Program (UPWP)...";
- Page 3, line 98, replace "...Charlotte TIP projects..." with "regional plan", line 110, correct the spelling of "complement";
- Page 5, line 213, replace "CVU" with "CCS";
- Page 7, line 306, change to read "...project at the next meeting. Construction of the Co-housing trail will begin in a few weeks."

VOTE: 5 ayes; motion carried.

MOTION by Mr. Russell, seconded by Mr. Tegatz, to approve the Charlotte Selectboard minutes of July 29, 2014, as written.

VOTE: 5 ayes; motion carried.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of July 31, 2014, as written.

VOTE: 5 ayes; motion carried.

LAKE CHAMPLAIN OPEN WATER SWIM — REQUEST TO USE TOWN BEACH ON 9/7/14. Action item.

Bill Fraser-Harris reviewed a Lake Champlain Open Water Swim application submitted by Christophe Lissarrague, Director. Mr. Lissarrague has met with the Recreation Commission several times regarding the 3.2 mile open water swim, which would finish at the Charlotte beach, said Mr. Fraser-Harris.

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve a request by Christophe Lissarrague, Lake Champlain Open Water Swim, to use the Town Beach on 09/07/02014, pending receipt of a Certificate of Insurance naming the Town of Charlotte as an additional insured.

VOTE: 5 ayes; motion carried.

THROCKMORTON MANOR/VERMONT HAUNTERS CLUB—REQUEST TO USE FORMER FLEA MARKET ("BURNS PROPERTY") 10/11/14—11/8/14.

Action item

Michelle Livingstone, Throckmorton Manor/Vermont Haunters Club representative, explained a Halloween fund raising event to be held possibly at the Charlotte Flea Market property.

The Selectboard members expressed concerns regarding the following:

- Traffic speeds on Route 7 if the event parked cars at the Charlotte Flea Market.
- Damage to rare or sensitive vegetation in the wooded area.
- Limited walking paths in the wooded area that may be inappropriate for the event.
- Liability issues.

EVENT ORGANIZATION TASKS:

- The event organizers should hire a police officer for traffic control on Route 7.
- Consider moving the parking to an area off Greenbush Road for safety.
- If the event was successful consider a donation to the Town, i.e.; the Recreation Scholarship fund.
- Provide a Certificate of Insurance with the Town of Charlotte named as an additional insured.
- Contact the Trails Committee, the Conservation Commission and the Charlotte Tree Warden regarding the use of the Charlotte Flea Market woods or trails.
- Conduct a site walk with the Trails Committee, Conservation Commission regarding the feasibility of using the Charlotte Flea Market woods for the event.
- Consider using Chris Mack's property as a site for the event, with parking at the Flea Market.

Mr. Krasnow volunteered to attend a site walk with the club members and contact Larry Hamilton, Charlotte Tree Warden. Mr. Fraser-Harris said he would liaison with Ms. Livingstone and would attend the site walk as well.

Ms. Livingstone said that she would return with the requested information at the next Selectboard meeting, on August 18th.

BRIDGE 30 SHORING PROJECT. Action under consideration: select contractor and approve bid

Mr. Tegatz briefly reviewed bids received regarding the #30 Carpenter Road Bridge, and suggested that he and the Road Commissioner crew could do the work for much less. Giroux's quoted less than \$1,000 for an I-beam. He had questions regarding a sketch design for the bearing pad and would discuss that with the engineer, said Mr. Tegatz.

There was brief discussion regarding possible costs for the installation by the Town road crew, and for the required inspection and sign off by an engineer.

MOTION by Mr. Russell, seconded by Mr. Krasnow, to approve the Bridge #30 shoring project to be done in-house for a cost not to exceed \$3,000, with the work to be coordinated by Fritz Tegatz and the Charlotte Road Commissioner.

VOTE: 5 ayes; motion carried.

PRE-BUDGET DISCUSSION

- **Recreation Commission**

Bill Fraser-Harris reviewed preliminary Recreation Commission budget needs for the upcoming year that included benches at the tennis courts, and creation of a Recreation Reserve Fund for the purpose of future on-going tennis court maintenance. A citizen has approached the commission with a request for a disc golf course to be located on town owned land. The commission suggested that the 'golfers' finance the cost of the nets, said Mr. Fraser-Harris.

Staff would research if a Town Meeting article was required to deposit any recreation budget surplus into a Recreation Reserve fund, which already existed.

- **Library**

Margret Woodruff and Bonnie Christie reported on current Library budget balances and proposed new programs. The Library Trustees were seeking a level funded budget, said Ms. Woodruff.

- **Charlotte Land Trust**

Frances Foster reviewed a preliminary projects list and a request for one-cent on the tax rate for the Conservation fund.

Ms. Russell said that there were on-going negotiations with Paul Bruhn and Gil Livingston regarding the Burns property. Could a portion of the Conservation fund be used for the legal costs of conserving of the Clayplain forest on the Burns property, asked Ms. Russell. Ms. Foster suggested discussing the possibility.

- **Road Commissioner**

Hugh Lewis Jr reviewed the road paving program and a requested increase in the Retreatment line item due to higher costs for blacktop materials. A paving reserve should be built up for future work. The highway budget had a \$60,000 carry-over currently, said Mr. Lewis.

Mr. Russell asked for a paving plan for high volume roads and low volume roads tied to the cost of paving.

WAITSFIELD AND CHAMPLAIN VALLEY TELECOM AND GREEN MOUNTAIN POWER—PETITION TO REPLACE SEVEN UTILITY POLES AND ADD ONE UTILITY POLE ON LAKE ROAD BETWEEN HILLS POINT ROAD AND HOLMES ROAD. Action item

A motion to approve a Waitsfield Champlain Valley Telecom and Green Mountain Power petition was deferred pending more information. Staff would ask the companies if there was a way to possibly re-route the lines around the Town Beach to lessen the impact on the views and scenic roadway.

Mr. Tegatz asked if there was a way to get the cable company to relocate off the old poles in order for the old poles to be pulled out.

EMPLOYEE COMPENSATION PLAN. Action item

There was discussion regarding a draft contract to hire a consultant to assist the Selectboard with completing an employee compensation plan. There was a question regarding a quote of \$235 per hour by Frank Sadouski, Gallagher Flynn and Company.

Mr. Bloch noted that a draft contract was sent to Gallagher Flynn and Company with a “not to exceed \$5,000” number.

MOTION by Ms. Russell, seconded by Mr. Russell, to approve an agreement with Frank Sadouski, Gallagher Flynn and Company, to advise and assist the Charlotte

Selectboard regarding an Employee Compensation plan, for an amount not to exceed \$6,000.

DISCUSSION:

Ms. Russell suggested adding a rate of \$200 per hour. There should be negotiations on a reduced per hour rate if possible, said Ms. Russell.

Mr. Morrison suggested that the Selectboard meet on Thursday, 08/14/2014, for planning purposes regarding a rating system, and on the following Monday, 08/18/2014, at 9:45 a.m. to meet with the consultant to discuss the rating system and market data. A contract would need to be in place, said Mr. Morrison.

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

VOTE: 5 ayes; motion carried.

TOWN REPORT—RESPONSIBILITY FOR COORDINATION AND PROCESS.

Discussion only

Mr. Bloch reported that Britney Tenney has volunteered to spear-head the lay-out and design of the 2015 Town Report in collaboration with the Board of Auditors. The auditors would edit and proof read the draft report. The process should start in September, suggested Mr. Bloch.

SELECTBOARD UPDATES

Mr. Russell reported that a joint CVFRS/Selectboard meeting would be scheduled.

Mr. Krasnow reported that he had met with the Shelburne Town Manager regarding options for a long-term police service model. He would write up a one-page summary of three options for the Charlotte and Shelburne selectboards, said Mr. Krasnow.

Mr. Tegatz reported that the covered bridges were treated for insect infestations.

Mr. Tegatz said that there had been more interest in bidding on the Library roof project. Mr. Morrison said that Margaret Woodruff was pursuing grant opportunities as well.

Mr. Bloch said that the state would hold a meeting on 09/03/2014 in Montpelier regarding the Sequin Covered Bridge. The Town is invited to attend, said Mr. Bloch.

Mr. Morrison reviewed a VLCT Annual Town Fair to be held at the Champlain Valley Exposition grounds on 10/09/2014. A Selectboard delegate was needed to represent the Town, said Mr. Morrison.

Mr. Russell reported that he was researching and producing a history of Town spending by department, and would present the results at the next Selectboard meeting.

Ms. Cole asked if the Selectboard had an update on Town financial policies. Mr. Morrison explained that the Selectboard was working on pay and personnel policies currently.

APPROVE WARRANTS TO PAY BILLS

The Selectboard signed warrants to pay bills.

ADJOURNMENT

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

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 9:20 p.m.

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