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**CHARLOTTE SELECTBOARD  
TOWN HALL  
MINUTES OF MEETING  
AUGUST 13, 2012**

**APPROVED**

**MEMBERS PRESENT:** Charles Russell, Chair; John Owen, Dennis Delaney, Winslow Ladue. **ABSENT:** Ed Stone.

**ADMINISTRATION:** Dean Bloch, Selectboard Assistant.

**OTHERS:** John Snow, Chris Davis, Ed Sulva, Liam Murphy, Howard Verman, Clark Hinsdale Jr, Sara Shays, Heather Manning, Harriet Patrick, Nona Lippert, Stephen Rose, Mel Huff, Jenny Cole, Mary Lighthall, Nancy Sabin, Hugh Lewis Jr, Stephen Brooks Moe Harvey, Jenny Cole, John Hammer, Charlotte News; Carol Casey, Charlotte Citizen, and others.

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

**5:30 PM Site Visit: Higbee Road to view proposed curb cuts for Unity Farm, LLC.**

**CALL TO ORDER**

Mr. Russell called the meeting to order at 6:08 p.m.

**WORK-SESSION WITH CHARLOTTE VOLUNTEER FIRE & RESCUE SERVICES RE: ORGANIZATIONAL ISSUES**

Mr. Snow, Rescue Corporate Board Vice President, reviewed recent Corporate Board member elections, and the Corporate Board and Advisory Board structures as outlined in the Articles. There were three levels of priority for Corporate Board action:

1. Short term: filling Corporate Board positions.
2. Medium term: filling Advisory Board member positions from the community, and once in place to continue discussions with the Selectboard related to organizational issues/mode of operation.
3. Long term: explore changes in the health care system/industry and cost structures.

The Corporate and Advisory boards could articulate a 5-year strategic plan to provide and execute the CVFRS mission to include the economics and identify 'why' the service is a good value to Charlotte, said Mr. Snow

Mr. Snow suggested that the Town take a 6-8 week hiatus from joint meetings in order to allow the new Corporate Board to initiate its short term goals. Meanwhile, the Selectboard could review its draft points and clarify what the Selectboard meant related to the points. For example; call volume report - what type of report would the Selectboard want from CVRFS related to data content, what department would draft a report, and on what time schedule, said Mr. Snow. Mr. Ladue said that call volume data should be understandable and in a form to be available for the Town Report. For example; are the numbers going up or down, suggested Mr. Ladue.

47 Mr. Bloch suggested that the Advisory Board should have a role in developing a strategic  
48 plan.

49

50 Discussion topics:

51 • Takeover of the current billing and bookkeeping by the Town Treasurer and some  
52 of the clerk duties by Gloria Warden, which have been working out. Mr. Sulva  
53 said that he was micro-documenting the billing process so the issues don't happen  
54 again.

55 • The October preliminary draft budget process. Mr. Sulva said that he expected  
56 that the draft budget would be similar to the current budget numbers. Hiring a  
57 professional to assist the budget process would not help as the on-going costs for  
58 heating, electrical, maintenance and equipment needs would remain fairly fixed,  
59 said Mr. Sulva.

60 • An observation that there was a gap between what the Selectboard understood and  
61 what it ought to know. Mr. Snow believed that if the Corporate Board  
62 implemented its own structure then that would provide structural solutions.  
63 Beyond that people would have to trust that the CVFRS was providing a high  
64 level of service to the Town at a reasonable cost, said Mr. Snow.

65 • Utilizing expertise from the community related to subjects that would be  
66 advantageous for the Advisory Board.

67 • CVFRS to streamline the Fire and Rescue bylaws where the individual bylaws  
68 overlap.

69 • The Corporate Board would invite Selectboard members to a meeting next month  
70 to allow the Corporate Board time to set a 2013 calendar. Minutes of meetings  
71 would be made available to interested parties.

72 • Fire and Rescue financial reports should dovetail with the on-going Audit report  
73 and draft of the budget.

74

75 The Selectboard thanked the CVFRS members for their input.

76

## 77 **ADJUSTMENTS TO AGENDA**

78 None.

79

## 80 **PUBLIC COMMENTS**

81 Mr. Lewis Jr, Charlotte Road Commissioner, explained that he has received telephone  
82 calls regarding the upcoming Route 7 paving project. It was expected that traffic would  
83 use Mt Philo Road, Greenbush Road and Spear Street as alternate routes around the  
84 project. Residents have expressed concern regarding increased traffic and potential for  
85 speeding cars. Would the Selectboard approve the use and installation of speed bumps  
86 and extra police patrols, or wait to see if traffic volumes increased, asked Mr. Lewis.

87

88 Following discussion on speed bumps at strategic locations, such as north of Lime Kiln  
89 Road and Mt Philo Road, the Selectboard suggested that the Road Commissioner use his  
90 best judgment to implement traffic calming measures as needed included installing  
91 warning signage for "Bumps" near speed bumps. Mr. Lewis would let Town staff know  
92 the locations of the speed bumps.

93

94 **MINUTES: July 9, July 10, July 31, 2012**

95 **MOTION by Mr. Owen, seconded by Mr. Delaney, to approve the Selectboard**  
96 **minutes of July 9, 2012 as written, with corrections.**

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

98

99 **MOTION by Mr. Ladue, seconded by Mr. Owen, to approve the Selectboard**  
100 **minutes of July 10, 2012 as written.**

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

102

103 **MOTION by Mr. Ladue, seconded by Mr. Owen, to approve the Selectboard**  
104 **minutes of July 31, 2012 as written, with corrections.**

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

106

107 **TOWN SIGN CONTEST**

108 **MOTION by Mr. Owen, seconded by Mr. Delaney, to select Town sign design #1 as**  
109 **the new Charlotte Town Sign.**

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

111

112 Mr. Verman announced that Polly Heiningger was the artist that created the chosen  
113 design. Construction on the new sign would begin immediately. The committee thanked  
114 Ms. Warden for her assistance in tallying the votes, said Mr. Verman.

115

116 Mr. Murphy suggested using the sign design on Town stationery.

117

118 **THOMPSON'S POINT LOT 150 AT 210 NORTH SHORE ROAD**

119 **MOTION by Mr. Owen, seconded by Mr. Delaney, to approve termination of a**  
120 **Thompson's Point Lot 150 lease to Leif and Cora Carlson and approve a new 20-**  
121 **year lease to 210 North Shore Road, LLC as presented.**

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

123

124 **SARA SHAYS – PROPOSED OPEN SPACE AGREEMENT IN ASSOCIATION**  
125 **WITH APPROVED SUBDIVISION**

126 **MOTION by Mr. Owen, seconded by Mr. Ladue, to approve a proposed Open**  
127 **Space Agreement related to the approved Sara Shays subdivision.**

128 **DISCUSSION:**

129 **Mr. Bloch asked if the revised survey was ready. Mr. Hinsdale explained that the**  
130 **recording information was included and a Mylar would be signed on August 16,**  
131 **2012.**

132

133 **Mr. Delaney asked what the open space agreement was for. Mr. Hinsdale replied**  
134 **that Ms. Shays has an approved 2-lot PRD subdivision. The 8.4 acre Lot 2 included**  
135 **a one-half acre building envelope and the remaining acreage would be preserved in**  
136 **open space, said Mr. Hinsdale. Ms. Shays said that a shared and improved curb cut**  
137 **was under construction now.**

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

139

140

141 **UNITY FARM, LLC – REQUEST FOR HIGHWAY ACCESS PERMIT ON**  
142 **HIGBEE ROAD FOR TWO CURB CUTS FOR AGRICULTURAL AND**  
143 **RESIDENTIAL USES**

144 Ms. Wells, owner, explained an application for an existing curb cut and a proposed farm  
145 access. It was discovered that there was a 29' strip of land where the location of that strip  
146 was unclear. She would need to consult with her lawyer, said Ms. Wells.

147

148 Mr. Ladue said that a 30' replacement culvert was discussed during the site visit this date.  
149 Mr. Lewis explained that to meet Town specifications the existing culvert would need to  
150 be upgraded to 30' long. He was not sure if George Burl, land owner, gave the applicant  
151 an easement, said Mr. Lewis.

152

153 Mr. Murphy, Mr. Burl's representative, said that the deed on the 29' strip was south of  
154 the farm road. The original easement says there was a reserved right-of-way over the 29'  
155 strip but no width was given. If the width was not limited, then it would be whatever was  
156 reasonable. The second access was an issue with George. What was called a farm road  
157 was now Higbee Road. If the Higbee Road right-of-way was measured from the center of  
158 the road that would be 18-20'. The current road and current width were not an issue, said  
159 Mr. Murphy.

160

161 Mr. Lewis explained that a 30' X 2' culvert was required by the Town, and the access  
162 opening where it met the road should be 25' wide to accommodate emergency vehicles.

163

164 Ms. Wells said she was seeking a 14' width. She has a 26' long stock trailer and a truck  
165 so the wider the better. She could incorporate a turnaround in the property if she couldn't  
166 have a second access. She would prefer a 40' long culvert, said Ms. Wells. Mr. Murphy  
167 said that if the Town standards call for a 30' long culvert, then that was reasonable.

168

169 **MOTION by Mr. Ladue, seconded by Mr. Owen, to approve a request by Unity**  
170 **Farm, LLC, for a Highway Access Permit on Higbee Road for an access on the**  
171 **eastern most entrance with a minimum culvert of 30' X 2' for residential and**  
172 **agricultural uses.**

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

174

175 **TOWN HALL – REPAIR, PAINTING AND LANDSCAPING**

176 Ms. Smith noted that Town Hall repairs were planned and it would be a good time to  
177 include removal of invasive plantings in the existing landscaping. She suggested reviving  
178 the Monument Committee and implementing plans for a seating and garden area, said  
179 Ms. Smith.

180

181 Mr. Russell suggested that Ms. Smith return to the Board with names for the committee.

182

183 **VELCO – REQUEST TO USE HERBICIDE IN TRANSMISSION CORRIDOR IN**  
184 **THE CHARLOTTE PARK AND WILDLIFE REFUGE**

185 **MOTION by Mr. Owen, seconded by Mr. Ladue, to approve a request by VELCO**  
186 **to use herbicide in the Transmission Corridor in the Charlotte Park and Wildlife**  
187 **Refuge, and to delegate Dennis Delaney, Selectboard member, to sign the document**  
188 **on behalf of the Town of Charlotte.**

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

190

191 **VERMONT MUNICIPAL BOND BANK'S ISSUANCE OF 2012 SERIES 3**

192 **REFUNDING BONDS FOR DEBT SERVICE REDUCTION**

193 **MOTION by Mr. Ladue, seconded by Mr. Owen, to approve a Vermont Municipal**  
194 **Bond Bank's issuance of 2012 Series 3 Refunding Bonds for Debt Service Reduction**  
195 **Municipality Certificate as to the Municipal Bond.**

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

197

198 Selectboard members signed the document.

199

200 **ROSCOE ROAD**

201 **MOTION by Mr. Owen, seconded by Mr. Ladue, to approve a \$600 amendment to**  
202 **the Client Authorization from VHB, Inc. for an engineer to prepare plans for**  
203 **shifting Roscoe Road and to attend a Selectboard meeting on 08/27/2012 to present**  
204 **plans and recommendations.**

205 **DISCUSSION:**

206 **Mr. Harvey, resident, asked if Scott Burbank, engineer would be at the 08/27**  
207 **Selectboard meeting to answer questions. Mr. Russell replied yes. Mr. Burbank**  
208 **would discuss moving the road, adding dirt on the river side and planting trees**  
209 **along the bank, explained Mr. Russell.**

210

211 **Mr. Harvey asked if the discussion would include the concrete barriers. Mr. Russell**  
212 **said that the barriers would be added to the discussion.**

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

214

215 **NANCY SABIN – REQUEST TO FUND ARCHIVING PROJECT**

216 Ms. Sabin, resident, explained that she has discovered up to 150 glass negatives and other  
217 images of family and early Charlotte scenes. She was seeking Town funding to develop  
218 and catalog the images using archival materials. Photogarden has given her a preliminary  
219 cost of \$395. Mr. Dickerson said that he would talk to the Charlotte Museum to see if the  
220 museum would house the images, said Ms. Sabin.

221

222 Ms. Lighthall said that she scanned six of the glass negatives onto a CD and a neighbor  
223 printed the images from the CD at no cost. The museum was interested in have access to  
224 the collection contents, but was not interested in owning the glass negatives, said Ms.  
225 Lighthall.

226

227 Ms. Patrick said that the Charlotte Historical Society should work with Ms. Sabin  
228 regarding the photographic collection versus the Town.

229

230 Mr. Russell suggested that Ms. Sabin return to the Town Hall Tuesday, 08/14, and staff  
231 would show Ms. Sabin the process of electronically scanning images onto a CD and  
232 printing the images off the CD. Ms. Sabin said that she would return on Tuesday.

233

#### 234 **SELECTBOARD UPDATES**

235 Mr. Russell reported that VLTC offered a course on accounting to Town officers, and  
236 suggested signing up for the training. Mr. Owen, Mr. Ladue and Mr. Delaney expressed  
237 interest in the accounting course.

238

239 Mr. Ladue reported that he noticed 'no parking' signs in the Town right-of-way on Ferry  
240 Road in front of the LeBough's property.

241

242 Mr. Delaney reported that the Park Oversight Committee's use of the Correction  
243 Departments inmates was going well. Also, Robert Mack has moved the fence and the  
244 new fence was now electrified, said Mr. Delaney.

245

246 Mr. Owen reported that 400 Town T-Shirts have been sold and three orders of shirts have  
247 been placed. Up-coming 250<sup>th</sup> Town Celebration events are posted on the Town website  
248 and include a Tree Tour by Larry Hamilton, a Horsford Nursery Tour by Charles Prout,  
249 and showing of "The Summer of Walter Hacks" film at the Senior Center, said Mr.  
250 Owen.

251

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

253 The Selectboard members signed bills and warrants.

254

#### 255 **ADJOURNMENT**

256 **MOTION by Mr. Owen, seconded by Mr. Ladue, to adjourn the meeting.**

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

258

259 The meeting was adjourned at 8:43 p.m.

260

261 Respectfully submitted, Kathlyn Furr, Recording Secretary

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263

264

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