

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
AUGUST 18, 2014**

APPROVED

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

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Moe Harvey, Melody Danaher, Bonnie Christie, Nancy Wood, Robin Reid, Charlotte Citizen; and others.

ITEMS TAKEN UP:

7:10 PM Melody Danaher, Turn the Towns Teal (ovarian cancer awareness) — request to put teal bows on utility poles and trees within the Ferry Road and Greenbush rights-of-way during month of September. Action under consideration: approve, subject to approval by GMP and property owners

7:15 PM Library roof—update. Discussion only

7:30 PM Chittenden Unit for Special Investigations—Request for three-year Intergovernmental

Agreement. Action under consideration: approve

7:35 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

7:40 PM Agreement with Lamoureux & Dickinson to provide engineering services to review land use permit applications on an as-needed basis. Action under consideration: approve agreement with a term ending June 30, 2015

7:50 PM Appeal of Clark Hinsdale III, Trustee, Clark Hinsdale Jr., Testamentary Trust. Action under consideration: request the Town Attorney to enter an appearance

7:55 PM Payment schedule for Animal Control Officer. Action under consideration: change from quarterly to monthly

8:00 PM Historical Budget Analysis. 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: August 11, 2014

MOTION by Mr. Russell, seconded by Mr. Tegatz, to approve the Charlotte Selectboard minutes of August 11, 2014, as written, with edits:

- **Page 4, line 153, change the sentence to read "...used for the legal costs of conserving the Clayplain forest on the Burns...";**
- **Page 5, line 226, 2nd sentence, change to read "...delegate was needed to represent the Town...".**

VOTE: 5 ayes; motion carried.

MELODY DANAHER, TURN THE TOWNS TEAL (OVARIAN CANCER AWARENESS) — REQUEST TO PUT TEAL BOWS ON UTILITY POLES AND TREES WITHIN THE FERRY ROAD AND GREENBUSH RIGHTS-OF-WAY DURING MONTH OF SEPTEMBER - action item

Melody Danaher, Turn the Towns Teal representative, explained a request to hang teal colored ribbons on utility poles and trees along Ferry Road and Greenbush Road for an ovarian cancer awareness program. Green Mountain Power has granted permission to put the ribbons on the utility poles this year. Information would be posted on Front Porch Forum and articles would appear in the Charlotte News and Charlotte Citizen for public awareness, said Ms. Danaher.

MOTION by Ms. Russell, seconded by Mr. Krasnow, to approve a request by Turn the Towns Teal to put teal bows on utility poles and trees within the Ferry Road and Greenbush Road rights-of-way during the month of September to recognize ovarian cancer awareness, subject to approval by Green Mountain Power and property owners, and to authorize the Charlotte Selectboard Chair to sign the document on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

Mr. Morrison signed the document.

LIBRARY ROOF—UPDATE - discussion only

Mr. Tegatz reviewed 4 bids received for an RFP to repair and insulate the Library roof.

Mr. Krasnow asked what the life span of a standing seam metal roof was compared to a shingle roof. Mr. Tegatz replied that some shingle roof came with a life time, or an amount of time such as 25 year life. His personal opinion was that an all metal was not necessary, said Mr. Tegatz.

Mr. Morrison suggested getting firm prices for a partial shingle/metal roof. A contract could be signed with a spring 2015 start. That would allow time to research grant opportunities, said Mr. Morrison.

There was discussion regarding differences in the bid quotes related to R-values of the proposed insulation specifications; concerns that some items were missing so that an 'apples to apples' comparison was more difficult; and flashing for a metal roof.

Ms. Christie said that Zero By Degrees had recommended an R-value of 9 versus the bid specification for 7.5. A sheet with figures would be helpful to Ms. Woodruff for writing a grant for the Library roof, said Ms. Christie.

Mr. Tegatz was asked to contact the bid contractors regarding a firm quote for an all metal roof, clarify flashing for a metal roof, hold the project to next spring for a start date, and ask Ellis if they were on the Energy Vermont list.

CHITTENDEN UNIT FOR SPECIAL INVESTIGATIONS—REQUEST FOR THREE-YEAR INTERGOVERNMENTAL AGREEMENT - action item

Mr. Bloch reviewed a draft contract regarding a Chittenden Unit for Special Investigations Intergovernmental agreement. A one-year agreement was more appropriate since a three-year agreement might bind a future Selectboard to a contract. There was no rationale for a three-year contract, said Mr. Bloch.

MOTION by Ms. Russell, seconded by Mr. Russell, to approve a one-year Intergovernmental agreement with the Chittenden Unit for Special Investigations for a donation of \$7,094.

AMENDED by Ms. Russell, seconded by Mr. Russell, to start July 1, 2014.

DISCUSSION:

Mr. Harvey asked if the organization sent the Town an annual report. Mr. Morrison replied yes. A report was available in the Town Administrator's office, said Mr. Morrison.

VOTE: 5 ayes; motion carried.

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

There was discussion regarding a petition by Waitsfield and Champlain Valley Telecom and Green Mountain Power (GMP) to replace seven utility poles and to add a pole on Lake Road between Hills Point Road and Holmes Road; an answer that no, the new utility line could not be relocated to lessen the impact to the Town Beach; and if old utility poles could be removed.

Mr. Bloch reported that the old poles were being removed currently. One new pole, P-34 tag #6292, was added where the span had too much sag. The old poles can't be removed while the Comcast still had cable on the poles. Neither GMP nor Waitsfield had any clout with Comcast, said Mr. Bloch.

Mr. Krasnow asked if Waitsfield and GMP could be invited to appear before the Selectboard to answer questions at a September Selectboard meeting.

Mr. Harvey asked if the lines could go underground. Ms. Christie pointed out that the Town Plan included language to underground utility lines on scenic roads, or in scenic viewscapes.

Following further discussion regarding a suggestion to ask the Charlotte Road Commissioner to dig a trench to underground the lines for a cost sharing with the utility companies, Mr. Russell and Mr. Krasnow were asked to contact the companies and invite their representatives to come to the August 19th meeting at 11:45 a.m., or a September meeting.

AGREEMENT WITH LAMOUREUX & DICKINSON TO PROVIDE ENGINEERING SERVICES TO REVIEW LAND USE PERMIT APPLICATIONS ON AN AS-NEEDED BASIS - action item

Mr. Bloch briefly reviewed that at times the Planning office received applications that included a request for a 'cut and fill' driveway. An engineer that worked on behalf of the Town to review such applications was needed now and then. An RFP was sent out and two responses were received and reviewed. The Town Planner recommended Lamoureux and Dickinson, reported Mr. Bloch.

Ms. Russell asked what the advantage was for having a contract, and was there a cost difference for no contract versus a contract. Mr. Bloch replied that having a professional on contract gave assurance of a review of application documents and un-biased information. The contract included a conflict of interest notification clause. The Planning budget has money set aside for a consultant. In some cases the Town would pay for the consultant services, or a fee paid by the applicant could be placed in an escrow account. If the fee was not needed then it could be paid back to the applicant, said Mr. Bloch.

Mr. Tegatz said that it should be clear what a consultant was needed for. The current fee schedule should be reviewed with a policy/procedure that included language that supported the proposal, said Mr. Tegatz. Mr. Bloch said that he would ask the Zoning/Planning staff to develop a fee schedule that included the suggested language.

MOTION by Ms. Russell, seconded by Mr. Krasnow, to approve an agreement with Lamoureux & Dickinson to provide engineering services to review land use permit applications on an as-needed basis.

AMENDED by Ms. Russell, seconded by Mr. Krasnow, for a term that expires June 30, 2015.

VOTE: 5 ayes; motion carried.

APPEAL OF CLARK HINSDALE III, TRUSTEE, CLARK HINSDALE JR., TESTAMENTARY TRUST - action item

Mr. Bloch reviewed that the Clark Hinsdale Jr Testamentary Trust owned the parcel that the Charlotte Solar Farm, LLC was built on. Clark Hinsdale III had proposed a boundary adjustment on the parcel that was denied by the Charlotte Planning Commission. It was appealed to the Environmental Court and then remanded back to the Town. A second

Planning Commission denial has been appealed to the court. Does the Selectboard want the Town Attorney to enter an appearance, asked Mr. Bloch.

MOTION by Mr. Russell, seconded by Ms. Russell, to request the Town Attorney to enter an appearance for an appeal regarding a denial of a boundary adjustment application by Clark Hinsdale III, Trustee, Clark Hinsdale Jr. Testamentary Trust. VOTE: 5 ayes; motion carried.

PAYMENT SCHEDULE FOR ANIMAL CONTROL OFFICER - action item
MOTION by Mr. Russell, seconded by Mr. Tegatz, to approve a payment schedule change for the Animal Control Officer from quarterly to monthly payments for a total amount of \$2,000 per year. VOTE: 5 ayes; motion carried.

HISTORICAL BUDGET ANALYSIS - discussion only

Mr. Russell reviewed a historical budget analysis spread sheet for the years 1991 through 2015 that compared proposed expenditure budgets versus actuals, Grand List figures and tax rate calculations. The Town Clerk/Town Treasurer/Delinquent Tax Collector total amount was net expenses minus revenues, for example. Some expenses changed during the course of a year that were out of the control of the Selectboard or Town voters, such as employee benefits, or maintenance of Town lands, noted Mr. Russell.

Mr. Harvey asked where the figures on the spread sheet came from. For example, he took the audited figures for the Town Clerk's office over the last 4-5 years and came up with a slightly different expense amount, said Mr. Harvey. Mr. Russell explained that he combined all expenses in that department including the Town Clerk/Town Treasurer/Delinquent Taxes Collector salaries minus all revenue streams. The amount of delinquent taxes collected was not used since those amounts were deposited into the general Town account. The Delinquent Tax Collector was paid a salary and was considered 'the cost of doing business', clarified Mr. Russell.

Mr. Tegatz noted that the Sullivan and Powers auditor had suggested that the Town consider a separate report for Delinquent Taxes.

Mr. Morrison asked if the data suggested a trend. The Town voters had elected to approve creation of a library and paid EMTs, which were budget increases not decided by the Selectboard, said Mr. Morrison.

Mr. Russell pointed out several departments that charged fees that covered expenses, such as the Recreation Department. A question was if setting aside money in a reserve fund made it too easy to spend money. Also, reserve funds voted on were tied to the tax rate, said Mr. Russell. Ms. Russell said that the Reserve funds were not always used properly, or were simply not funded. However, when something needed to be repaired or maintained then there was money available and the Town didn't need to borrow funds and pay interest, said Ms. Russell.

Mr. Russell suggested that there could be a number of items to bring before the Town voters at Town Meeting versus the one or two action items.

There was further discussion regarding public interaction during Selectboard meetings, or the lack of; tax rate calculations that have changed over time from a simple calculation versus the current more complicated methodology; a fact that most people didn't realize that 90 percent of their property tax bill was generated by the education portion versus 10 percent for the municipal portion; a state generated CLA that was skewed too low by highly over-assessed Charlotte properties that don't sell; and a point that tax rate line items were a measure of what the Charlotte community valued.

SELECTBOARD UPDATES

Mr. Morrison asked if the Community Safety Committee (CSC) should be revived, or not. Mr. Krasnow said that there were three individuals interested in serving on the CSC. An August 28th meeting has been tentatively scheduled for soliciting committee members, to review an internal committee structure, and to explore prices for a mobile speed cart, said Mr. Krasnow.

Mr. Morrison noted that New York state uses a solar speed box/cart that was attention getting. The committee could review different types of speed carts and make a recommendation, suggested Mr. Morrison. Mr. Tegatz suggested that a cart could be leased versus a purchase.

Mr. Krasnow would look into cart specifications and prices.

Mr. Bloch reviewed that the Regional Planning office would conduct a traffic study for the Ferry Road and Greenbush Road area and the Hinesburg Road/Spear Street area, as well as storm water drainage issues on Ferry Road. Striping narrow lanes for traffic calming at those areas could be delayed until a traffic study report was completed, suggested Mr. Bloch. Mr. Krasnow said he did not recommend delaying painting of traffic calming lines. If there was a delay then the road should be narrowed by the Library, said Mr. Krasnow.

Mr. Bloch reported that the Thompson's Point Lease Holders Association was seeking an improvement in communications with the Selectboard. The association has invited a Selectboard delegate to attend association meetings, or the Selectboard could add an association discussion to a Selectboard agenda, said Mr. Bloch.

Ms. Wood pointed out issues that needed to be resolved at Thompson's Point, such as the Town lane at the Town Beach, or the Town dock.

Ms. Reid stated that there was limited parking at Thompson's Point for Charlotte residents. There was a difference between "town's" use versus "public" use, noted Ms. Reid.

Mr. Tegatz expressed concern regarding the draft Town Plan process and how to solicit more involvement. Mr. Bloch reviewed that the Planning Commission would hold at least one public hearing on the draft Town Plan followed by at least two Selectboard hearings. The draft would be approved, or not, by the voters at the 2015 Town Meeting, said Mr. Bloch. Ms. Reid stated that the proposed changes to the Plan were difficult to follow and should be highlighted in some way.

APPROVE WARRANTS TO PAY BILLS

The Selectboard signed warrants to pay bills.

ADJOURNMENT

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

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 9:32 p.m.

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