

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
DECEMBER 21, 2015**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Carrie Spear, Fritz Tegatz, Matthew Krasnow, Jacob Spell (arrived 6:28 p.m.).

PLANNING COMMISSION MEMBERS: Peter Joslin, Jeff McDonald, Gerald Bouchard, Charles Pughe, Marty Illick.

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Charles Russell, Joe Bobee, Howard Seaver, Michael Russell, Robert Mack, Ellie Russell, Stephen Brooks, Rob Mullin, Chris Davis, Diane Kessler, John Hammer, Charlotte News, and others.

ITEMS TAKEN UP:

- 6:00 PM Town Plan and Land Use Regulations—work - session with the Planning Commission to finalize amendments for 2nd public hearing
- 7:10 PM GMP request to replace pole #6447 on Ferry Road (near ferry terminal) with a new 40' pole
- 7:20 PM Auditor's findings—proposed responses.
- 7:30 PM CCRPC Road Erosion Inventory—Approve Interest Form for FY17 UPWP
- 7:40 PM Budget Review
Cemetery maintenance
Fire & rescue capital reserve fund
General review
- 8:30 PM Job descriptions/advertising for Planning & Zoning positions

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 6:00 p.m.

**TOWN PLAN AND LAND USE REGULATIONS—WORK - SESSION WITH
THE PLANNING COMMISSION TO FINALIZE AMENDMENTS FOR 2ND
PUBLIC HEARING**

Mr. Morrison briefly reviewed three items for consideration with the objective to approve the proposed Town Plan and Land Use Regulations amendments for a Second Hearing on January 11, 2016.

There was discussion regarding suggested revisions and discussion items as per a Town Planning memo, dated 12/21/2015, regarding the Town Plan-Village Center Designation, Town Plan 2 and Bylaw 1-Engery, Bylaw 2-Oops list, Bylaw 3-Conditional Use/Permitted Use, and Bylaw 4-Two-family dwellings and density.

TOWN PLAN- VILLAGE CENTER DESIGNATION

SUGGESTED ADDITIONS/CHANGES:

- “Design review may also be looked at” as an opportunity to create a Design Board of Review if needed in the future.
- Craft language: “Design Review Standards may be considered in the future” as enabling language, or bookmarker, in the Land Use Regulations, or as a separate document.
- Insert 09/17/2015, #10, General Rule policies in the Town Plan.
- Add #11, Design Review process that may be considered in the Village Center Designation. (Mr. Pughe said that a state Village Center Designation may not match what the Town identifies.)
- #11, “the Town may consider design review in the Town Designated Village Center area for non-residential uses.”
- Strike: page 98, “advisory only” in the Village/Hamlet strategies.
- Create a definition for Village Center Designation areas.

MOTION by Mr. Krasnow, seconded by Ms. Spear, to approve amendment #10 and to add #11 - “the Town may consider design review in the Town Designated Village Center area for non-residential uses.”

VOTE: 4 ayes, 1 abstention (Mr. Spell); motion carried.

TOWN PLAN 2 AND BYLAW 1-ENERGY

SUGGESTED ADDITIONS/CHANGES:

- Remove wildlife habitat from excluded areas as a provision under areas of high public value. Each would be weighed individually.
- Create language to allow small scale energy projects mounted on existing structures within the 150’ shoreline buffer/high water mark setback: that “...utilities are not allowed unless mounted to existing structures within the 150’ high water mark setback.”
- Bylaw 1, Page 2 of 5, excluded language, energy utilities in the protected Shoreland District area with 250’ setbacks would be excluded, unless on an existing structure within the 150’ high water setback.”
- Strike the 5th bullet item regarding wildlife habitat.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve Amendments to the Bylaw 1 – Energy section 4.20, excluded areas:

- **Modify the 2nd bullet item to read: “new utilities may only be allowed within the 150’ shoreline setback if mounted on an existing structure.”**
- **5th bullet item: delete.**

VOTE: 4 ayes, 1 abstention (Mr. Spell); motion carried.

BYLAW 2 – OOPS LIST

- Strike intent of current regulation to allow small temporary signs, Section 3.13(A), page 1 of 3.
- Create language: “no signs of a fixed or permanent nature shall be allowed in any zoning district except as specifically provided herein.” (retain the original language.)

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve the amendments to Bylaw 2 as edited:

- **Eliminate revisions to Section 3.13(A);**
- **Add: “no signs of a fixed or permanent nature shall be allowed in any zoning district except as specifically provided herein.”**

VOTE: 4 ayes, 1 abstention (Mr. Spell); motion carried.

BYLAW 3 – CONDITIONAL USE/PERMITTED USE

The Selectboard agreed with a suggestion that “...a capacity and interference analysis will be required for projects needing additional water/wastewater capacity in all village districts.”

Mr. Krasnow suggested clarifying the range of vendors numbers for outdoor markets: maximum of 10 allowed with no permit required (Bylaw 3 (B), page 3 of 6) and (D) as a Conditional Use there could be more than 15 vendors so that there was continuity.

BYLAW 4 – TWO-FAMILY DWELLINGS AND DENSITY

SUGGESTED ADDITIONS/CHANGES:

- Section 4.3(4), change to read “in other areas in historic settlement areas”.

The Selectboard approved the proposed Planning Commission changes. Staff to incorporate those changes in the document.

ADJUSTMENTS TO THE AGENDA

None.

PUBLIC COMMENT

None.

MINUTES: December 7, December 14

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of 12/07/2015, as written, with edits:

- **Page 3, line 114 – change to read: “...staff for names of a second consultant...”.**

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

MOTION by Mr. Krasnow, seconded by Ms. Spear, to approve the Charlotte Selectboard minutes of 12/14/2015, as written, with edits:

- **Page 6, line 244 – change “\$73,000” to read: “\$72,000”;**
- **Line 256 – change the word “Step” to read “Group”.**

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

GMP REQUEST TO REPLACE POLE #6447 ON FERRY ROAD (NEAR FERRY TERMINAL) WITH A NEW 40’ POLE

Joe Bobee, Green Mountain Power representative, reviewed a proposal to replace a utility pole on Ferry Road with a new 40' pole. The utility line could not be undergrounded due to ledge, explained Mr. Bobee.

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve a request by Green Mountain Power to replace an existing utility pole, #6447, on Ferry Road near the Lake Champlain Transportation ferry terminal, with a new 40' pole.

VOTE: 5 ayes; motion carried.

AUDITOR'S FINDINGS—PROPOSED RESPONSES.

The Selectboard reviewed a draft Auditor's Findings letter.

Mr. Russell asked for clarification of reviewing general journal entries. Mr. Krasnow explained that the intent was to have the elected Town Auditors review and approve journal entries. It was not authorizing disbursements; it was authorizing changes to the journal entries only. A policy may be needed, said Mr. Krasnow.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve the Auditor's Findings – proposed responses letter, dated 12/21/2015, as presented.

VOTE: 5 ayes; motion carried.

CCRPC ROAD EROSION INVENTORY—APPROVE INTEREST FORM FOR FY17 UPWP

MOTION by Mr. Tegatz, seconded by Ms Spear, to check the three boxes on the CCRPC Road Erosion Inventory Interest Form for FY17 UPWP as: “yes”, “yes” and “no” in that order.

VOTE: 5 ayes; motion carried.

BUDGET REVIEW

CEMETERY MAINTENANCE

Mr. Brooks, Cemetery Commission representative reviewed a proposed Cemetery Maintenance budget for FY16/17 total of \$11,550 as follows:

- Mowing \$3,600 (West Burying Ground at \$3,000 and East Burying Ground at \$600)
- Consumable Supplies at \$400 (tool replacement, supplies such as epoxy)
- Tombstone repair at an hourly contracted rate \$2,200
- Research and legal services \$400
- Fuel \$300-400
- Tree work \$2,600
- Meetings and Association dues \$250

Mr. Brooks said that the need for additional burial lands was a future discussion.

Mr. (Charles) Russell suggested changing a “fuel expense” line item to a mileage expense versus truck fill-ups.

Mr. Tegatz and Mr. Krasnow asked to see the actual expenses. Mr. Brooks replied that actuals were turned in at the Town Treasurer's office.

FIRE & RESCUE CAPITAL RESERVE FUND

Mr. Morrison briefly reviewed funding for capital projects by bonding and paying interest, a Town appropriation, or a combination of the two funding sources. Two cents on the tax rate came to an appropriation of \$181,346 for one year, said Mr. Morrison.

There was discussion regarding concerns that the longer a new pumper truck purchase was pushed out the higher the truck price could go; interest payments on a \$600,000 10 year bond of \$77,000; and a suggestion to reduce the Town appropriation to the Conservation Fund to shift funding to the Fire and Rescue Capital Reserve Fund.

The Selectboard spoke in support of a \$0.02 on the tax rate and to run a bonding projection at 25 percent, 50 percent, or 75 percent for 10 years using a \$550,000 pumper truck price. Chief Davis pointed out that the department would need to add another pumper truck in the year 2024.

GENERAL REVIEW

Mr. Morrison reviewed that the salary grid would be used for next year and every employee would move up a step. Adjustments could be made if there was a COL increase in January, said Mr. Morrison.

BUDGETS ADDITIONS/SUGGESTIONS:

- The Town received a County tax amount of \$44,000;
- Consider a \$50,000 versus \$90,000 appropriation for Land Conservation, which represents \$0.01 on the tax rate.
- Continue current practices of reviewing state wastewater and water rules in house;
- Review staffing salaries for a Town Planner, Zoning Administrator, and Administrative Assistant, which would be an increase of \$4,000 if Option 3 was utilized;
- Bridge expenses of \$20,000 for the Spear Street Bridge project.
- Donations: Howard Human Services – no request received at this time, keep \$900 as a place marker; cut \$750 from Child Care Resources; add \$500 for the Charlotte News; review the Red Cross request; Town Hall trash removal – competitive bids were requested;
- Staff to report on the Improvement and Repair fund balance;

Mr. Spell and Ms. Spear asked to have the Town Clerk/Treasurer present during budget discussions.

Next budget review was set for January 11, 2016, regarding a tax rate calculation, with a target to approve the proposed budget. Staff to schedule discussions with the Charlotte Land Trust and the Fire and Rescue Reserve Fund.

JOB DESCRIPTIONS/ADVERTISING FOR PLANNING & ZONING POSITIONS

There was discussion regarding a suggestion to contract out updates to the Town Plan to a consulting Town Planner versus a hired Town Planner; a salary range for a Town Planner at 30 hours per week for \$38,000 annual; add language to #5, "...work on specific projects as assigned"; and to authorizing staff to post and advertisement for an Administrative Assistant position as proposed.

SUGGESTIONS/TASKS:

- The Administrative Assistant position is a permanent position approved for 30 hours per week as determined by the Selectboard. The position is hourly and is non-exempt. Salary could be "commensurate with experience".
- Zoning Administrator as an hourly rate.
- Staff to research state charges for wastewater and water permit administration.
- Ask if Jeannine McCrumb was interested in a 30 hour per week Town Planner position.
- Consider options for two new job positions, hold discussions with the current staff, and target a decision after January 1, 2016.
- Complete a Palmer Analysis and pay rate exercise that incorporates a range of zero to 5 years of experience in January, 2016.

SELECTBOARD UPDATES:

Selectboard members interested in attending a 12/22/2015 EPA meeting in Barre would meet at 8:30 a.m. to car pool.

Mr. Bloch reported that an enforcement officer could remove vehicles from a property if those vehicles hampers a public roadway. Steps taken to date were to talk to Josh Flore, the bus owner was contacted, the property owner and Tail Hook Towing were contacted. The bus would be moved at least 15' off the roadway. There was no indication of a leaking bus. The property owner or bus owner would pay for the towing, said Mr. Bloch.

Mr. Tegatz said that the Town did not have an ordinance to deal with the two old CCTA buses. If the bus was not off the Town right-of-way by Thursday it should be towed to the Tail Hook lot, suggested Mr. Tegatz.

Mr. Krasnow pointed out that an 'adult' retail use in the Town Plan and Land Use Regulations had no definition for age. Should the reference be deleted, or defined as "age 18 or older", asked Mr. Krasnow.

ADJOURNMENT

MOTION by Mr. Spell, seconded by Mr. Krasnow, to adjourn the meeting.

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 10:23 p.m.

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

