

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
FEBRUARY 9, 2015**

APPROVED

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

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Howard Atherton, Nan Atherton, Bonnie Christie, Bill Fraser-Harris, Sue Smith, Elysabette James, Jacob Spell, Rachel Stein, Jenny Cole, Alex Bunten, Charlotte News; Robin Reid, Charlotte Citizen; and others.

ITEMS TAKEN UP:

- 7:10 PM National Multiple Sclerosis Society bicycle ride fundraiser on August 1st & 2nd, 2015. *Action under consideration: approve organizational plan*
- 7:15 PM Elysabette James—interview for appointment to the Community Safety Committee for a term ending April, 2017. *Action under consideration: approve*
- 7:30 PM Rachel Stein—interview for appointment as Alternate Representative to the Chittenden Solid Waste District Board of Directors for a term ending on May 31, 2016. *Action under consideration: approve*
- 7:45 PM Board of Listers—Certificate of “No Appeal or Suit Pending”. *Action under consideration: approve*
- 7:50 PM Mowing & brush-hogging requests for bids. *Discussion only*
- 8:00 PM Stantec Consulting Services, Inc.—proposal for a zero cost change order to administer bid process for deck replacement and west end widening of Bridge 30 on Carpenter Road. *Action under consideration: approve*
- 8:05 PM Seguin Bridge rehabilitation. *Action under consideration: approve Finance and Maintenance Agreement with VTrans*
- 8:15 PM Deputy Health Officer. *Action under consideration: approve creation of a separate position, paying an annual stipend of \$1,300*
- 8:25 PM Certificate of Highway Mileage—no change of mileage. *Action under consideration: approve*
- 8:30 PM Ripple in Still Water, LLC (Old Brick Store)—application to renew a Second Class Liquor License. *Action under consideration (as Liquor Control Board): approve*
- 8:35 PM Roland’s Place, Inc. (Old Lantern)—application to renew a First Class Liquor License. *Action under consideration (as Liquor Control Board): approve*
- 8:40 PM Microphones for Town Meeting. *Action under consideration: approve estimate from CW Stageworks. Action under consideration: approve*
- 8:45 PM Town Meeting presentations. *Discussion only*

CALL TO ORDER

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

ADJUSTMENT TO AGENDA

Add: Executive Session to discuss potential Real Estate negotiations.

PUBLIC COMMENT

None.

MINUTES: January 26

MOTION by Mr. Russell, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of January 26, 2015 as written, with edits:

- Page 2, line 58: add to the end of the sentence "...and a pedestrian/bicycle travel lane,"; lines 61-66: delete from "...endangering" through to "suggested Mr. Russell" and replace with "...regarding the safety of pedestrians using a sidewalk along the south side of Ferry Road, and suggested that the configuration of a parking lane and pedestrian/bicycle travel lane could be reversed. The sidewalk going up to the store could be moved to the north side of Ferry Road,";
- Page 3, line 106: add to the end of the sentence "...and install granite curbs and rain gardens."; line 109: insert the word "said that vehicles" between "Gibson" and "would"; line 134: insert the word "public" between "that" and "feedback";
- Page 6, line 244: delete the word "on"; line 247: replace "high school" with "CCS".

VOTE: 5 ayes; motion carried.

NATIONAL MULTIPLE SCLEROSIS SOCIETY BICYCLE RIDE FUNDRAISER ON AUGUST 1ST & 2ND, 2015. *Action under consideration: approve organizational plan*

Howard Atherton and Nan Atherton, National Multiple Sclerosis Society (NMSS) representatives, reviewed a proposal to hold the 4th annual bicycle ride that would come through Charlotte. The course would be the same as in previous years, said Mr. Atherton.

Mr. Morrison asked for clarification regarding start times, and monitoring of intersections. The application did not name the Charlotte roads, which needed to be added, pointed out Mr. Morrison. Mr. Atherton explained that the event was not a bicycle race. The participants were a diverse group of riders that rode at different speeds, which would string them out along the course. There shouldn't be impacts to vehicular traffic. The 100 ± bicyclists would start at the same time and would be required to obey rules of the road; for example, stopping at stop signs. There were no plans to monitor the route, said Mr. Atherton.

Mr. Fraser-Harris said that the application should be amended to include the Saturday route and rest stop. Charlotte residents have been concerned regarding the traffic numbers on the roads. Traffic control was required when there was a bicycle race. The Sunday route coming north on Spear Street would stop at the flashing red light at the Hinesburg Road/Spear Street intersection and then cross diagonally to the rest stop. The rest stop could be changed to the northeast corner. He could liaison with Mr. Benton regarding the use of the corner, said Mr. Fraser-Harris.

Mr. Tegatz stated that the Charlotte Fire and Rescue departments needed to be notified regarding the bike route.

In response to a question regarding a plan to remove trash at the rest stops, Mr. Atherton explained that a ride volunteer would set up and maintain the stop sites. Trash would be removed to an out of town facility. Port-a-lets rented from P&P Septic would be set up at the Hinesburg Road/Spear Street rest stop, said Mr. Atherton. Mr. Bloch said that water bottles and trash should be recycling.

MOTION by Mr. Russell, seconded by Mr. Krasnow, to approve an organizational plan by the National Multiple Sclerosis Society for a bicycle ride fundraiser on August 1st and 2nd. 2015, with the following:

- **Amend the application to include the Town highway/road names;**
- **To notify the Charlotte Volunteer Fire and Rescue Service;**
- **And to change a proposed rest stop to the northeast corner of Hinesburg Road/Spear Street.**

Discussion:

Mr. Atherton said that it made sense to talk with the land owner at the northeast corner at Hinesburg Road/Spear Street for a rest stop. Mr. Fraser-Harris said he was not sure that the approval should be conditioned on that. Mr. Krasnow suggested language to make it “a best effort to change a proposed rest stop....”

VOTE: 5 ayes; motion carried.

ELYSABETHE JAMES—INTERVIEW FOR APPOINTMENT TO THE COMMUNITY SAFETY COMMITTEE FOR A TERM ENDING APRIL, 2017. *Action under consideration: approve*

The Selectboard interviewed Elysabethe James for a seat on the Community Safety Committee.

MOTION by Mr. Russell, seconded by Mr. Krasnow, to appoint Elysabethe James to the Community Safety Committee for a term ending April, 2017.

VOTE: 5 ayes; motion carried.

RACHEL STEIN—INTERVIEW FOR APPOINTMENT AS ALTERNATE REPRESENTATIVE TO THE CHITTENDEN SOLID WASTE DISTRICT BOARD OF DIRECTORS FOR A TERM ENDING ON MAY 31, 2016. *Action under consideration: approve*

The Selectboard interviewed Rachel Stein as Charlotte’s Alternate Representative to the Chittenden Solid Waste District Board of Directors.

MOTION by Ms. Russell, seconded by Mr. Krasnow, to appoint Rachel Stein as the Charlotte Alternate Representative to the Chittenden Solid Waste District Board of Directors for a term ending on May 31, 2016.

VOTE: 5 ayes; motion carried.

BOARD OF LISTERS—CERTIFICATE OF “NO APPEAL OR SUIT PENDING”. *Action under consideration: approve*

MOTION by Mr. Russell, seconded by Mr. Tegatz, to approve a Board of Listers Certificate of “No Appeal or Suit Pending”.

VOTE: 5 ayes; motion carried.

The Selectboard members signed the document.

MOWING & BRUSH-HOGGING REQUESTS FOR BIDS. *Discussion only*

Mr. Bloch reviewed that the mowing and brush-hogging requests for bids was done every year. A few changes proposed by the Park Oversight Committee would be finalized at the next meeting of the committee. The Selectboard could approve the Request for Bids at the next Selectboard meeting, said Mr. Bloch.

TASKS:

- After Spring Clean Up, Lake Field: change to read “...the Lake Field may be mowed more than once per week...”
- Consider adding individually pricing for work on the Bid List format.
- Add language regarding additional cutting of Wild Parsnips for an hourly rate; and for staff to work with Sue Smith;
- Add language regarding the use of herbicide at the Town Hall, Town Beach and around plantings that the “contractor would ask for permission to use herbicides on Town lands and around plantings.”

Following further discussion, Ms. Cole said that she would work with the Town Administrator regarding details specific to the Park, such as additional weed-whacking on Robert’s Trail and Park access areas. Funding for the extra work was included in the Park budget, said Ms. Cole.

Ms. Reid said that she would contact Country Home Products regarding the potential to use Charlotte as a test area for mowing and brush hogging.

STANTEC CONSULTING SERVICES, INC.—PROPOSAL FOR A ZERO COST CHANGE ORDER TO ADMINISTER BID PROCESS FOR DECK REPLACEMENT AND WEST END WIDENING OF BRIDGE 30 ON CARPENTER ROAD. *Action under consideration: approve*

Mr. Tegatz briefly reviewed a proposal to use remaining funds from the bridge grant to pay for administrating a bid process for Bridge 30.

MOTION by Mr. Russell, seconded by Mr. Tegatz, to approve a proposal for a zero cost change order to administer the Bid process for a deck replacement and west end widening of Bridge 30 on Carpenter Road with Stantec Consulting Services, Inc.

DISCUSSION:

Mr. Morrison asked for clarification of what work was to be done. Mr. Tegatz explained that the proposed change order was just to administer the bid process with funding from the remaining money from the grant.

VOTE: 5 ayes; motion carried.

SEGUIN BRIDGE REHABILITATION. *Action under consideration: approve Finance and Maintenance Agreement with VTrans*

Mr. Tegatz asked if the state Finance and Maintenance Agreement was a standard agreement, and if the Town had signed such an agreement in the past. Mr. Bloch replied that it was a standard agreement that the Town had signed in the past.

Mr. Tegatz asked for clarification regarding the following items:

- Page 1, Scope of Work covering construction and the following pages that applied to construction;
- Paragraph 5, paying a proportionate share of costs – was it 2 percent?
- Page 2, #1, "...final construction costs..." add "for construction and construction..."
- Staff to discuss the use of detour signs with the Charlotte Road Commissioner.
- Clarify that the state would obtain permits on behalf of the Town.
- Paragraph 21, related to a "...municipality is solely responsible for any hazmat dug up..." Mr. Tegatz stated that there shouldn't be any digging.
- Paragraph 26, staff to ask that the State of Vermont indemnify the Town for any issues created by the Town.
- Paragraph 34, staff to ask if there was a list of participating project costs.

DEPUTY HEALTH OFFICER. *Action under consideration: approve creation of a separate position, paying an annual stipend of \$1,300*

There was lengthy discussion regarding past appointments for a Health Officer and a Deputy Health Officer; a default that the Selectboard Chair was the Health Officer, and a Deputy Health Officer was appointed as a backup; a suggestion that the Canine Control Officer could be asked take on the Health Officer position; a scope of the Health Officer position; that state statutes required a municipal to appoint a Health Officer; and that the CVFRS has declined to accept the position in the past.

The Selectboard members spoke in support of funding a primary Health Officer. Mr. Krasnow volunteered to post a Health Officer position on Front Porch Forum.

CERTIFICATE OF HIGHWAY MILEAGE—NO CHANGE OF MILEAGE. *Action under consideration: approve*

MOTION by Mr. Russell, seconded by Mr. Krasnow, to approve a Certificate of Mileage as presented.

VOTE: 5 ayes; motion carried.

RIPPLE IN STILL WATER, LLC (OLD BRICK STORE)—APPLICATION TO RENEW A SECOND CLASS LIQUOR LICENSE. *Action under consideration (as Liquor Control Board): approve*

ROLAND'S PLACE, INC. (OLD LANTERN)—APPLICATION TO RENEW A FIRST CLASS LIQUOR LICENSE. *Action under consideration (as Liquor Control Board): approve*

MOTION by Ms. Russell, seconded by Mr. Russell, to recess the regular Selectboard meeting and to convene as the Charlotte Liquor Control Board.

VOTE: 5 ayes; motion carried.

MOTION by Mr. Russell, seconded by Ms. Russell, to approve a Second Class Liquor License for Ripple in Still Water, LLC (Old Brick Store) and to approve a First Class Liquor License for Roland's Place, Inc (Old Lantern) as presented.

VOTE: 5 ayes; motion carried.

MOTION by Mr. Russell, seconded by Mr. Krasnow, to adjourn as the Charlotte Liquor Control Board and to reconvene the regular Selectboard meeting.

VOTE: 5 ayes; motion carried.

The Selectboard members signed the Liquor License documents.

MICROPHONES FOR TOWN MEETING. ACTION UNDER CONSIDERATION: APPROVE ESTIMATE FROM CW STAGWORKS. *Action under consideration: approve*

Mr. Russell reviewed a proposal to purchase a BLX Wireless Vocal Microphone set versus renting a microphone setup from CW Stageworks at a fee of \$820.

Mr. Morrison reported that Jerry Schwarz, Town Moderator, was in favor of wireless microphones versus stationary microphones.

Mr. Morrison suggested that staff could negotiate a lower rental fee if the Town used their own wireless microphones.

MOTION by Mr. Russell, seconded by Ms. Russell, to approve the purchase of BLX Wireless Vocal Microphones and to approve a rental of a wireless audio system from CW Stageworks.

VOTE: 5 ayes; motion carried.

TOWN MEETING PRESENTATIONS. *Discussion only*

Mr. Morrison reviewed a proposed outline for speakers during Town Meeting. John Snow asked to have the Fire Chief and Rescue Chief speak during a brief CVFRS 2-slide budget presentation. A rehearsal of the Town budget slide presentation would be done at the Town Hall, said Mr. Morrison.

SELECTBOARD UPDATES

Mr. Morrison reported that John Snow was invited to explain the Fire and Rescue surplus calculation on February 23rd. Patrice Machavern has created a transitional financial report to clarify how the Town cash reporting meshed with the CVFRS accrual system, said Mr. Morrison.

Ms. Russell reported that CVFRS Corporate Board would vote on proposed bylaw changes that included meetings held 8 times per year and an Executive Committee makeup and charge, said Ms. Russell. Mr. Russell suggested that the Selectboard liaison member should be a full voting Corporate Board member, and should be on the proposed Executive Committee. Ms. Russell said she would make that recommendation to the Corporate Board.

Mr. Krasnow reported that the traffic cart was shipped on January 12, 2015. A request to track the cart has been done, said Mr. Krasnow.

Mr. Bloch said a draft Scope of Work on Financial Policies and Reconciliation would be reviewed by Rick Brigham. The draft scope would appear on the next Selectboard agenda for discussion.

EXECUTIVE SESSION

MOTION by Mr. Russell, seconded by Mr. Krasnow, to recess the regular meeting and to enter Executive Session for the purpose of discussing potential Real Estate negotiation matters, where premature knowledge could place the Town of Charlotte at a disadvantage, and to invite the Town Administrator to attend.

VOTE: 5 ayes; motion carried.

The Selectboard recessed the regular meeting and entered Executive Session at 9:12 p.m.

The Selectboard adjourned Executive Session and reconvened the regular meeting at 9:42 p.m.

No action was taken.

APPROVE WARRANTS TO PAY BILLS

The Selectboard signed warrants to pay bills.

ADJOURNMENT

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

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 9:44 p.m.

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