

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
JANUARY 26, 2015**

**APPROVED**

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

**ADMINISTRATION:** Dean Bloch, Town Administrator.

**OTHERS:** Joe Zilko, Dorothy Pellett, Bonnie Christie, Peter Trono, Mary Mead, Sue Smith, Vince Crockenberg, Valarie Graham, Lucy Gibson, Jenny Cole, Mike Frost, Karen Frost, Carrie Spear, David Marshall, Sia Sarepalli, Susan Crockenberg, Charlotte News; Robin Reid, Charlotte Citizen; and others.

**ITEMS TAKEN UP:**

- Ferry Road— discussion of options to address stormwater management, pedestrian accessibility and on-street parking. *Discussion only*
- 7:00 PM Public Comment
- 7:05 PM Minutes: January 15, January 19
- 7:10 PM Budget correction. *Action under consideration: approve*
- 7:15 PM Town Meeting warning. *Action under consideration: approve*
- 7:45 PM Financial policies. *Discussion only*
- 8:00 PM Selectboard report for Town Report. *Action under consideration: approve*
- 8:15 PM Town Meeting presentations. *Discussion only*

**CALL TO ORDER**

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

**ADJUSTMENT TO AGENDA**

None.

**FERRY ROAD— DISCUSSION OF OPTIONS TO ADDRESS STORMWATER MANAGEMENT, PEDESTRIAN ACCESSIBILITY AND ON-STREET PARKING.**

*Discussion only*

Mr. Bloch introduced Lucy Gibson, Dubois and King, and briefly reviewed Ferry Road drainage issues.

Ms. Gibson narrated a power point presentation regarding a Ferry Road Stormwater and Pedestrian study with a focus on parking, drainage and pedestrian safety from the Greenbush Road and Ferry Road intersection east to Route 7. A final report would be ready in 1-2 months, said Ms. Gibson.

Ms. Gibson explained alternative solutions for stormwater management that included rain gardens, replacing existing catch basins and installing new catch basins, paved parking and curbing on the south side of Ferry Road, and a bioswale on Ferry Road near Route 7.

Landowners along Ferry Road east of Greenbush Road have been contacted, said Ms. Gibson.

Mr. Zilko said that the Town shouldn't subsidize parking along Ferry Road that would benefit the Old Brick Store. Ms. Gibson explained that the idea was to have a broader range of uses for more formal paved parking, rain garden structures to reduce water runoff, and long-lasting granite curbing that could be moved and reused. Curbing would be installed 12' from the travel way edge, which would leave room for car parking and a pedestrian/bicycle travel lane, said Ms. Gibson.

Mr. Russell expressed concern related to the configuration of the parking land and the pedestrian/bicycle travel lane—he said they should be reversed, with the pedestrian/bicycle lane being moved to the non-roadway side of the parking lane. Ms. Gibson replied that property lines on the south side of Ferry Road have been mapped. There would be room to accommodate a pedestrian path and parallel parking for 10 cars. A short east-west pedestrian path on the north side of Ferry Road to access the store was an option, suggested Ms. Gibson.

Ms. Cole asked what the future steps for planning were, and if that would be a better time to get into details. Ms. Gibson replied that the intent was to develop enough of a plan so the Town could design a scope of work for granting opportunities.

Mr. Tegatz pointed out that the primary issue was to address drainage problems versus pedestrian paths. A plan could be used to coordinate the two, suggested Mr. Tegatz.

Mr. Tegatz asked for clarification related to the installation of granite curbing to collect water runoff. Mr. Marshall, Civil Engineering, Inc, explained that curbing, paved areas and grass areas were all part of a plan to mitigate most of the water drainage issues. For example, at the post office there was curbing, paved parking and grass areas to collect, slow and disperse the water runoff. This works very well. The private properties had no, or few, stormwater management and there were water issues. Granite curbing has excellent long term performance, and would create drainage relief points. Water sheets off a road crown and hits the curbing. Rain gardens are a low maintenance management design. What Ms. Gibson has presented here was consist with the Town Plan goals, said Mr. Marshall.

Ms. Gibson said that the Town wouldn't have to do all the pieces. Curbing was an important piece to address water issues. How the projects (s) were funded depended on what piece the Town wanted, said Ms. Gibson.

Ms. Christie asked if this was a project that could qualify for a Complete Streets reporting requirement. Ms. Gibson replied probably. Regarding bicycle transportation, she was not thinking of bike lanes the whole way. The proposal was for sections of pedestrian and bike paths, suggested Ms. Gibson.

There was discussion regarding existing catch basins at the Ferry Road/Greenbush Road intersection where the existing pipes might be undersized; a low wet area on Ferry Road near Route 7 that could be addressed via a bioswale; and options for a pedestrian network that could include restriping Ferry Road with 10' or 9' wide travel lanes that would address vehicle speeds and pedestrian safety issues.

Ms. Gibson explained that water flowing down from Greenbush and Ferry roads onto the Town Hall lawn could be addressed by narrowing Ferry Road from the current 11' travel lane/2' shoulder widths to a 10'-9' wide travel lane and a 3'-4' shoulder for bikes and pedestrians to allow for the installation of granite curbs and rain gardens.

Mr. Bloch explained that recent restriping a narrow lane slowed down traffic, but was a problem for large trucks with mirrors meeting in the center line. Ms. Gibson said that vehicles would have space to move over without interfering with parked cars or pedestrians. A previous study by a Town sidewalk committee included a short section of path on the north side of Ferry Road to the store, as well as paths on the north and south sides. The north path transitioned over to the south side in front of the post office, passing in front of the Town Hall and Library, reviewed Ms. Gibson.

Mr. Frost asked what would happen to existing parking areas. Ms. Gibson said it was up to the Town what would be built either in segments, or as funding became available.

There was further discussion regarding proposed design features that included a corner truck apron to improve pedestrian safety and would tighten the corner radius at the store to slow down car speeds; installing pervious surfaces to allow for stormwater filtration consisting of a gravel base with inter-locking pavers; grading the slope to funnel stormwater from Greenbush Road and down Ferry Road to a rain garden installation to manage water flow issues and provide a landscape feature; accommodating wide agricultural tractors and hay wagons; and permitting requirements, which were minimal for stormwater and more extensive for wetlands.

Ms. Gibson reviewed a cost estimates for stormwater features for a total of \$69,180 and \$32,000-\$82,000 for various car parking configurations. The Town would need to fund the paving piece. There were potential funding resources for the water quality piece. The Town would be responsible for maintenance of the rain garden features and bioswale, said Ms. Gibson.

Mr. Bloch said that public feedback e-mailed to Town staff would be organized and forwarded to Ms. Gibson.

Mr. Trono asked if car parking areas would still be necessary if the Old Brick Store and the post office did not exist. Ms. Gibson agreed that currently the car parking was generated by the Old Brick Store. The plan was forward looking to accommodate future growth in the village area. There may be a time where there was more than one store. It was a question of what vision the Town had for the village, said Ms. Gibson.

Mr. Frost, Greenbush Road property owner, said that water coming down Ferry Road dumps into the dirt now. Ms. Gibson replied that sections of curbing could be installed one year at a time to see what the impact was.

The Selectboard thanked Ms. Gibson and Mr. Sarepalli for the CCRPC presentation.

#### **PUBLIC COMMENT**

None.

**MINUTES: January 15 (10:00 a.m.), January 19**

**MOTION by Mr. Russell, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of January 15, 2015 (10:00 a.m.) as written, with edit:**

- Page 1, 2<sup>nd</sup> paragraph from bottom, 2<sup>nd</sup> sentence: change to read "...left this blank...."

**VOTE: 5 ayes; motion carried.**

**MOTION by Mr. Russell, seconded by Ms. Russell, to approve the Charlotte Selectboard minutes of January 19, 2015 as written, with edits:**

- Page 1, heading – delete the repeated name "Valarie Graham; line 31 – change "\$200,000" to read "\$80,000", delete the word "revenue" and add to the end of the sentence "in the allocation to the Fire and Rescue Capital reserve Fund" ; line 44 – replace the word "actuals" with "percentages", delete the word "were" and replace with "would be";
- Page 2, line 49 – add "...not a big one when compared to expenses for the year,;"; line 52 – change to read "...this year's actuals.;" ; line 69 – replace "cuts" with "a reduction to the buffer in the fund balance.;" ; line 77 – delete "... and was for the Selectboard's convenience.;" ; line 83 – delete "expenses";
- Page 3, line 93 – delete "covered"; line 94 – add "...revenues from the Highway Fund.;" ; line 103 – change to read "...offset Recreation program...;" ; line 112 – delete "...an change from \$500 to \$1,050.;" ; line 114 – add "FY15"; line 117 – add "Deputy Health Officer";
- Page 4, lines 161 and 162 – add 'in the Excel spreadsheet 'hide'; line 164 – replace the word "rug" with "carpet"; line 172 – change the word to "consisting"; line 176 – delete "changed".

**VOTE: 5 ayes; motion carried.**

#### **BUDGET CORRECTION. *Action under consideration: approve***

Mr. Bloch reviewed FY15/16 budget additions and re-calculations that resulted in a total expense budget of \$3,459,425, with an estimated tax rate of \$0.1653, FY15/16 anticipated tax revenue of \$1,570,941, and anticipated non tax revenue of \$1,888,484.

**MOTION by Mr. Krasnow, seconded by Mr. Russell, to restate Article 3 as follows:  
Will the Town adopt the Selectboard's budget of \$3,459,425 for the fiscal year July 1, 2015 to June 30, 2016 of which an anticipated sum of \$1,570,941 shall be raised by taxes and an anticipated sum of \$1,888,484 will be raised by non tax revenue.**

**VOTE: 5 ayes; motion carried.**

**TOWN MEETING WARNING. *Action under consideration: approve***

The Selectboard reviewed a proposed Town Meeting Warning for 2015 as follows:

- Article 1 – no change.
- Article 2 – no change.
- Article 3 – as amended and approved 01/26/2015.
- Article 4 - no change.
- Article 5 - no change.
- Articles 6 and 7 – reworded as one single article: Shall the Selectboard explore the adoption of a legislative Charter for the Town of Charlotte that would authorize the Town to vote its budget by Australian ballot at a date not sooner than five weeks after the voters have advised the Selectboard at the annual Town Meeting of any desired changes to the proposed Town budget? *Advisory*
- Article 8 – renumbered as Article 7.

**MOTION by Mr. Russell, seconded by Ms. Russell, to accept Articles 6 and 7 as amended.**

**VOTE: 5 ayes; motion carried.**

Mr. Bloch said that staff would post the changes to the approved Town Meeting Warning to the Town website by Friday, 01/30/2015.

Mr. Bloch asked Selectboard members to sign the approved Town Meeting Warning by the end of day Tuesday, 01/27/2015.

**FINANCIAL POLICIES. *Discussion only***

Mr. Morrison reviewed that the auditing firm, Sullivan and Powers, had offered to assist the Town in rewriting the Town's financial policies to coincide with the audit findings and recommendations. Consider hiring a consultant from Sullivan and Powers office to update the financial policies and to correct audit deficiencies as noted in the audit Management Letter.

Following discussion the Selectboard member consensus was to ask staff to draft a contract, contact Sullivan and Powers for the purpose of obtaining hourly rates for a non-CPA and a CPA, to be added to the February Selectboard agenda..

**SELECTBOARD REPORT FOR TOWN REPORT. *Action under consideration: approve***

Mr. Morrison reviewed a draft Selectboard Report for FY2013/2014 to be printed in the 2015 Town Report.

Mr. Russell asked staff to post the draft Town Report in the "Drop Box" program for review.

Mr. Krasnow said he would come to the Town Hall and review sections of the Town Report that he was interested in.

**SUGGESTIONS AND EDITS:**

- Addressing a concern that the audit and Management Letter was repetitive, add a footnote to the Management Letter to 'see the 2<sup>nd</sup> letter'.

- Edits to be sent to staff no later than Tuesday, 01/27/2015.

**TOWN MEETING PRESENTATIONS. *Discussion only***

Mr. Morrison said that a draft Outline for Town Meeting March 3, 2015 was an initiative to match up the articles with oral presentations.

There was brief discussion regarding how to recognize voters who had comments and questions during the Town Meeting that included having people 'queue' up to ask questions at two stationary microphones, or having wireless microphones available at a greater cost. Mr. Krasnow suggested having interested CCS students as runners with microphones.

Following discussion the Selectboard members suggested:

- Shorten the time per presentation to a more manageable period, such as 10 minutes each, or less.
- Article 1, Review CVFRS – delete 'cost' and replace with 'to better understand'
- Article 3 - ask Vince Crockenberg to present a short Library report;
- Add a Senior Center budget report, Cemetery budget report, and a report by the Town Clerk/Treasurer.

Ms. Spear suggested that the Town officials should introduce themselves to the voters at Town Meeting.

**SELECTBOARD UPDATES**

Ms. Russell said that if it was agreeable with CVFRS she would send electronic copies of the CVFRS audit and a FY2013/2014 financial report to the Selectboard members for review.

**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 9:05 p.m.

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