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**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
JULY 14, 2014**

APPROVED

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

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

11 **OTHERS:** Phil Carter, Nick Cowles, Cindy Cowles, Stephen Brooks, Mary Mead, Moe
12 Harvey, Robin Reid, Mike Russell, Larry Hamilton, Carrie Spear, Peter Carrein, Susan
13 Crockenberg, Charlotte News; and others.

14
15 **ITEMS TAKEN UP:**

- 16 • Phil Carter, VTrans—Route 7 project. *Action under consideration: approve*
17 *temporary easements for construction outside of the Route 7 right-of-way and*
18 *conveyance of any remaining rights within the Route 7 right-of-way at*
19 *intersections with town highways (State Park Road, Thompson’s Point Road,*
20 *Higbee Road, old Higbee Road) and the recreation path as described in proposed*
21 *Quit-Claim Deed*
- 22 • 7:30 PM Stephen Brooks—proposal to rebuild bulletin boards in the Town Hall.
23 *Discussion only*
- 24 • 7:40 PM Homestead Declaration. *Action under consideration: waive penalty for*
25 *late filers*
- 26 • 7:45 PM Budget preparation. *Discussion only*
- 27 • 8:00 PM Community Safety Committee. *Action under consideration: approve*
28 *establishment of a standing committee*
- 29 • 8:15 PM Sound system for Town Hall. *Action under consideration: approve*
30 *payment to Advance System Design (\$350-\$750) for system specifications, to be*
31 *distributed for bid proposals*
- 32 • 8:20 PM Municipal Planning Grant—apply for grant to assist with drafting a West
33 Charlotte village wastewater system policy/ordinance. *Discussion only*
- 34 • 8:30 PM Revisit pay arrangement for Animal Control Officer. *Discussion only*
- 35 • 8:45 PM Amendment to Vermont’s Open Meeting Law. *Action under*
36 *consideration: identify locations for posting notices*

37
38 **CALL TO ORDER**

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

40
41 **ADJUSTMENTS TO AGENDA**

42 None.

43
44 **PUBLIC COMMENT**

45 Nick Cowles and Cindy Cowles, Shelburne Orchard owners, explained that car drivers
46 speeding on Greenbush Road and Orchard Road were an issue. Cars were hitting his
47 fences at the Orchard Road corner and creating a dangerous safety issue for his wife

48 when she rides her horse on the road. Riders from a horse stable across the road also have
49 safety issues crossing Bostwick Road where there is a hill, said Mr. Cowles.

50

51 Ms. Cowles requested possible signage to alert vehicle drivers that they need to slow
52 down, or that there is a horse crossing at that point.

53

54 There was discussion regarding the current 45 mph speed limit on Greenbush Road that
55 changed to 35 mph at the Shelburne town line located at Orchard Road; a 35 mph speed
56 on Orchard Road; and what, if any, signs were posted now. Ms. Cowles suggested that a
57 15 mph speed on Orchard Road was more appropriate than the current 35 mph limit.

58

59 Mr. Morrison suggested that if the Community Safety Committee was re-activated then
60 the committee could hire a traffic engineer to study road speed safety management in that
61 area. Also, the committee could delegate the Charlotte Road Commissioner to talk to the
62 Cowles and report back to the Selectboard, said Mr. Morrison.

63

64 Ms. Reid suggested that the speed limit could be changed from 45 mph to 35 mph before
65 drivers heading north got to the Greenbush Road hill.

66

67 **MOTION by Mr. Russell, seconded by Ms. Russell, to request that the Charlotte**
68 **Road Commissioner meet with Nick and Cindy Cowles regarding speed limit and**
69 **safety issues at the Orchard Road/Greenbush Road corner and near the Greenbush**
70 **Road hill for the purpose of exploring the following steps:**

71

- Posting a “horse crossing” sign in both directions;
- Paint a crossing bar on the road at the top of the hill for horse riders;
- Change the speed limit sign from 45 mph to 35 mph heading north at the
74 Shelburne town line.

75

VOTE: 5 ayes; motion carried.

76

77 Mr. Morrison asked Mr. Krasnow to contact the Vermont State Police to focus speed
78 enforcement patrols in the Orchard Road/Greenbush Road area.

79

80 **MINUTES: June 5, June 12, June 16 June 23, and June 26, 2014**

81

MOTION by Mr. Russell, seconded by Ms. Russell, to approve the Selectboard
82 **minutes of 06/5/2014 as written.**

83

VOTE: 5 ayes; motion carried.

84

85 **MOTION by Ms. Russell, seconded by Mr. Tegatz, to approve the Selectboard**
86 **minutes of 06/12/2014 as written.**

87

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

88

89 **MOTION by Mr. Tegatz, seconded by Ms. Russell, to approve the Selectboard**
90 **minutes of 06/16/2014 as written, with the following additions/corrections:**

91

- Page 1; replace the word “audit” with “budget”;

92

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

93

94 **MOTION by Mr. Russell, seconded by Mr. Tegatz, to approve the Selectboard**
95 **minutes of 06/23/2014 as written, with the following additions/corrections:**
96 • **Page 2, line 70: change the word “would” to “will”;**
97 • **Page 5, line 211, 2nd sentence: change to read “The auditor from Sullivan and**
98 **Powers told him that it...”**
99 **VOTE: 5 ayes; motion carried.**

100

101 **MOTION by Mr. Krasnow, seconded by Mr. Russell, to approve the Selectboard**
102 **minutes of 06/26/2014 as written.**
103 **VOTE: 5 ayes; motion carried.**

104

105 **7:15 PM PHIL CARTER, VTRANS—ROUTE 7 PROJECT. *Action item***

106 Phil Carter, VTrans representative, reviewed acquisition of easements by the State of
107 Vermont related to the Route 7 re-construction project. Permanent easements would be
108 purchased from the Town of Charlotte where the town highways intersected with Route 7,
109 and a temporary easement to construct the recreation path would expire at the termination of
110 the Route 7 project. The state would maintain the intersections thereafter, said Mr. Carter.

111

112 Mr. Carter explained that the \$100 minimum values assigned were based on a square footage
113 of a landowner’s property assessments.

114

115 Mr. Hamilton, Charlotte Tree Warden, asked for clarification of a policy to remove trees
116 from the state rights-of-way during the project. Mr. Carter replied that property owners
117 would be paid an “x” value if a tree added to a “curb appeal” in front of a house versus a tree
118 removed from along a field.

119

120 Mr. Hamilton asked for clarification of a 250 year old heritage maple that was in the way of a
121 utility line that GMP proposed to relocate. Mr. Carter explained that GMP would temporarily
122 relocate the utility line and the line would go around the maple tree. AOT was holding a
123 meeting in Montpelier and he would let Mr. Hamilton know the date. The AOT also has to
124 stay away from historic structures as well, said Mr. Carter.

125

126 **MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve temporary easements**
127 **for construction outside of the Route 7 rights-of-way and conveyance of any remaining**
128 **rights within the Route 7 rights-of-way at intersections with town highways (State Park**
129 **Road, Thompson’s Point Road, Higbee Road, old Higbee Road) and the recreation path**
130 **as described in a proposed Quit-Claim Deed.**

131 **AMENDED by Mr. Tegatz, seconded by Mr. Krasnow, to authorize the Charlotte**
132 **Selectboard Chair to sign the document on behalf of the Town of Charlotte.**

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

134

135 **7:30 PM STEPHEN BROOKS—PROPOSAL TO REBUILD BULLETIN BOARDS IN**
136 **THE TOWN HALL. *Discussion only***

137 Stephen Brooks, resident, reviewed a proposal to rebuild bulletin boards and flyer/brochure
138 racks in the Town Hall vestibule and main hall area as follows:

139 • Expanded bulletin boards and trim crafted from native white pine on both sides of the
140 south interior wall of the Town Hall.

- 141 • A built-in pine table to replace the Recreation table in use currently that would start at
- 142 the Town Clerk's counter to the main doorway.
- 143 • The carton containing soccer shoes and sneakers would be replaced with a box to be
- 144 stored under the new built-in Recreation table.
- 145 • Bulletin boards and trim of native white pine to wrap around the interior vestibule
- 146 walls with Plexiglas covers.
- 147 • Wall mounted flyer/brochure rack located to the north side of the Town Clerk's office
- 148 entry to replace the floor stands currently used.
- 149 • Cost at \$600 for materials, free labor, and a \$2,000 "donation" to the Charlotte
- 150 Cemetery fund.

151

152 Mr. Morrison suggested seeking input from the Town Clerk's office, the Recreation Director,
153 and other stake holders. A plan and drawing of the furniture and boards was needed, said Mr.
154 Morrison.

155

156 Ms. Mead said that it would be great to clear up the clutter on the floor area, and to clear off
157 the Town Clerk's counter. The recreational materials covered the current cork board now,
158 said Ms. Mead.

159

160 Mr. Morrison asked if PPD would be satisfied with replacing the racks in use now.

161

162 Following further discussion regarding a need for a drawing of the plan, Mr. Tegatz
163 volunteered to create a drawing to scale of the proposal.

164

165 Ms. Spear asked where the \$2,600 come from. Mr. Morrison replied from the Unanticipated
166 Expense fund.

167

168 **7:40 PM HOMESTEAD DECLARATION. *Action item***

169 **MOTION by Mr. Russell, seconded by Mr. Tegatz, to waive the penalty for late filers of**
170 **the Homestead Declaration.**

171

DISCUSSION:

172 **Ms. Mead explained the process that property owners needed to follow to file for a**
173 **Homestead Declaration as per a State of Vermont memo, dated 07/14/2014.**

174

175 **Mr. Russell asked what the estimated total of late filer fees from last year were and**
176 **what was the magnitude of a decision to not collect penalties for failure to file.**

177

178 **Mr. Krasnow expressed concern regarding the time and effort the Town**
179 **Clerk/Treasurer expended to bill and collect late filing penalties.**

180

VOTE: 5 ayes; motion carried.

181

182 **7:45 PM BUDGET PREPARATION. *Discussion only***

183 Mr. Bloch reviewed details of preparing a town budget that included end-of-year statements,
184 committee/commission presented estimated budgets at Selectboard meetings typically
185 starting in late October, and a question of committee/Selectboard discussions of non-budget
186 plans prior to budget presentations.

187

188 There was discussion if the Selectboard should make a “zero-growth budget”
189 recommendation, or targeting a “zero-growth” budget total overall as a goal; identifying
190 different needs of committees; a Selectboard member suggestion to meet with all the
191 committee/commission chairs at one meeting to talk collectively regarding the budget
192 process; or to schedule 10 minute meetings with individual committees as done in the past.
193

194 Mr. Russell spoke in support of starting at a level funded budget.
195

196 Ms. Mead suggested that the Selectboard schedule more time with each department with
197 proposed budgets received a week ahead of time that would include a comparison of last
198 year’s estimated versus actuals spread sheet as a starting point for discussions.
199

200 Mr. Russell spoke in favor of meeting with committees on Mondays, at 5:00 p.m. to gather
201 public input versus a Thursday a.m. meeting.
202

203 Mr. Morrison said that he, Mr. Russell and the Town Administrator would meet to draft a
204 schedule plan over the next few weeks with a goal to meet all committees/commissions at
205 least one time.
206

207 Mr. Morrison noted that the Selectboard would meet with Rick Brigham, Sullivan and
208 Powers, to review capital assets, an audit process and training on accrual accounting issues
209 on Thursday, July 31, 2014, at 9:00 a.m.
210

211 **8:00 PM COMMUNITY SAFETY COMMITTEE. *Action item***

212 Mr. Morrison reviewed a request for Community Safety Committee members. Two residents,
213 Bonnie Christie and Carrie Spear, had expressed an interest in serving on the committee. The
214 Town has contracted for police services with the Vermont State Police. A question was if a
215 committee was needed, said Mr. Morrison.
216

217 Ms. Russell pointed out that the Town had budgeted for traffic calming and the committee
218 could work on that.
219

220 Mr. Krasnow expressed interest in moving away from a budgetary process and moving to a
221 volunteer advisory role. He had edited suggestions of the draft committee charge that
222 included language that the committee could ‘make recommendations to the Selectboard’,
223 make ‘improvements to safety’, craft ‘emergency planning and procedures’ and ‘other tasks
224 as recommended and approved by the Selectboard.’
225

226 Mr. Morrison asked Mr. Krasnow to make the suggested changes and to identify the focus of
227 a committee. The Selectboard should hold off on forming the committee to allow further
228 discussion, said Mr. Morrison.
229

230 No action was taken regarding committee appointments.
231

232 Mr. Krasnow reported that citizens were talking directly to State Police officers patrolling the
233 Town, which has caused some confusion. He has clarified that he was the contact person and
234 has created a funneled communication process between the Town and the State Police, said
235 Mr. Krasnow.
236

237 **8:15 PM SOUND SYSTEM FOR TOWN HALL. *Action under consideration: approve***
238 ***payment to Advance System Design (\$350-\$750) for system specifications, to be distributed***
239 ***for bid proposals***

240 Mr. Morrison explained issues with the current sound system used for Town meetings, which
241 was inadequate, and reviewed items and a cost of \$350 for a simplified specification drafted
242 by Advance Design for a sound system bid process for the Town Hall. An estimated cost was
243 \$8,000-10,000. A previous quote from Advance Music was \$11,000, said Mr. Morrison.

244
245 In response to questions by Michael Russell, Mr. Morrison said that the system could be used
246 by any Town committee meeting at Town Hall. If a thumb drive was used then the meetings
247 could be downloaded onto the Town website and anyone could listen to that meeting, said
248 Mr. Morrison.

249
250 Ms. Reid and Ms. Spear spoke in favor of voting on the expenditure at the next Town
251 Meeting.

252
253 Mr. (Michael) Russell suggested contacting Ben Chartrand, Mt Philo resident, to design a
254 sound system for the Town. Mr. Morrison said he would contact Mr. Chartrand.

255
256 **8:20 PM MUNICIPAL PLANNING GRANT—APPLY FOR GRANT TO ASSIST**
257 **WITH DRAFTING A WEST CHARLOTTE VILLAGE WASTEWATER SYSTEM**
258 **POLICY/ORDINANCE. *Discussion only***

259 Mr. Bloch reviewed a previous discussion regarding a wastewater grant. A question was if
260 the Selectboard would apply for the up to \$20,000 maximum grant, which has a 30 percent
261 match if the amount was \$8,000 or over, said Mr. Bloch.

262
263 Mr. Russell, Mr. Tegatz, Ms. Russell, and Mr. Krasnow spoke in support of a grant
264 application.

265
266 Mr. (Michael) Russell said that it was important to focus on providing commercial
267 wastewater capacity in the village. If the Phase 1 recommendation was followed and fees
268 assessed for capacity, then that funding would result in paying for expanding the system. For
269 example, if the excess septic capacity allotted to the Town Hall was sold at \$60 per gallon
270 that would generate funding for expansion of the system, said Mr. Russell.

271
272 Mr. Tegatz said that the new Town Plan included sections regarding the Town wastewater
273 capacity. An ordinance process should integrate with the Town Plan, pointed out Mr. Tegatz.

274
275 There was further discussion regarding granting agencies to pay for expanding a wastewater
276 system; drafting specific goals and services for expanded wastewater capacity; and
277 generating a discussion for an ordinance and fees, which could be triggered by a request for
278 Town capacity by the Children's Center.

279
280 **8:30 PM REVISIT PAY ARRANGEMENT FOR ANIMAL CONTROL OFFICER.**
281 ***Discussion only***

282 Mr. Morrison reviewed that the current Animal Control Officer was doing a good job. The
283 pay was currently \$25 per visit. The budgeted amount was \$2,000, of which 15 percent has
284 been paid out to date. The point was the position paid too little. A question was if the
285 arrangement should be a 'pay per incident', or a 'stipend', said Mr. Morrison.

286

287 Mr. Russell recommended at \$1,000 stipend and \$25 per hour for calls. Mr. Bloch said that
288 Mary Mead recommended a \$2,000 stipend. Mr. Tegatz suggested making a stipend
289 dependent upon a written log.

290

291 Following further discussion, Mr. Morrison suggested inviting the Animal Control Officer to
292 a Selectboard meeting.

293

294 **8:45 PM AMENDMENT TO VERMONT'S OPEN MEETING LAW. *Action under***
295 ***consideration: identify locations for posting notices***

296 **MOTION by Mr. Russell, seconded by Mr. Krasnow, to post meeting agendas at the**
297 **Town Hall vestibule, the Old Brick Store, Spear's Store, and the Town website.**

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

299

300 There was discussion regarding amendments to the Vermont Open Meeting law. Ms.
301 Russell asked to add the topic to a future Selectboard meeting agenda for further review
302 and discussion.

303

304 **SELECTBOARD UPDATES**

305 Mr. Russell suggested exploring the cost to sound proof the Planning/Zoning conference
306 room and a second room. Currently conversations could be heard in those two rooms,
307 said Mr. Russell.

308

309 Mr. Krasnow volunteered as the Selectboard member for a Frog bit project on Sunday,
310 July 27th, from 9:00 a.m. to 12:30 p.m.

311

312 Mr. Tegatz reported on an update regarding issues at the Shirley Bruce residence related
313 to a drain. The drain should be probed with a camera to determine where it goes,
314 suggested Mr. Tegatz.

315

316 Mr. Tegatz reported on an update regarding Library roof bids.

317

318 Mr. Tegatz reported that both the Sequin and Quinlan covered bridges were infested with
319 insects. An RFP should be sent out for a repair to the Spear Street bridge guard rails, said
320 Mr. Tegatz.

321

322 **APPROVE WARRANTS TO PAY BILLS**

323 The Selectboard signed warrants to pay bills.

324

325 **ADJOURNMENT**

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

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

328

329 The meeting was adjourned at 9:39 p.m.

330

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

332