

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
JULY 22, 2013**

APPROVED

SELECTBOARD MEMBERS: Charles Russell, Chair; Ellie Russell, Winslow Ladue, Lane Morrison. Absent: John Owen.

ADMINISTRATION: Dean Bloch, Selectboard Assistant.

OTHERS: Patrice Machavern, Ed Cafferty, Harriet Patrick, Stephen Perkins, Bruce Bushey, Richard Tegatz, Martha Perkins, Bill Fraser-Harris, Judy Hill, Kate Lampton, Liam Murphy, Meg Modley, David Stewart, Robert Bloch, Steve Williams, Taylor Harmeling, Gail Callahan, Charlotte Citizen; John Hammer, Charlotte News; and others.

CALL TO ORDER

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

ADJUSTMENTS TO AGENDA

Add:

- Green Mountain Bike Club event – action item
- Staff Meeting with Selectboard re: Personnel Policies and Health Care- discussion

PUBLIC COMMENT

None.

MINUTES

MOTION by Mr. Ladue, seconded by Ms. Russell, to approve the Selectboard minutes of June 10, 2013, as written, with edits.

VOTE: 3 ayes, 1 abstention (Mr. Morrison), 1 absent (Mr. Owen); motion carried.

MOTION by Mr. Ladue, seconded by Ms. Russell, to approve the Selectboard minutes of June 17, 2013, as written.

VOTE: 3 ayes, 1 abstention (Mr. Morrison), 1 absent (Mr. Owen); motion carried.

MOTION by Mr. Ladue, seconded by Ms. Russell, to approve the Selectboard minutes of June 24, 2013, as written with edits.

VOTE: 3 ayes, 1 abstention (Mr. Morrison), 1 absent (Mr. Owen); motion carried.

MOTION by Mr. Ladue, seconded by Ms. Russell, to approve the Selectboard minutes of June 25, 2013, as written.

VOTE: 3 ayes, 1 abstention (Mr. Morrison), 1 absent (Mr. Owen); motion carried.

MOTION by Mr. Ladue, seconded by Ms. Russell, to approve the Selectboard minutes of July 2, 2013, as written.

VOTE: 3 ayes, 1 abstention (Mr. Morrison), 1 absent (Mr. Owen); motion carried.

MOTION by Mr. Ladue, seconded by Ms. Russell, to approve the Selectboard minutes of July 8, 2013, as written with edits.

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

MOTION by Ms. Russell, seconded by Mr. Morrison, to approve the Selectboard minutes of July 11, 2013, as written.

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

COMMUNITY SAFETY COMMITTEE – INTERVIEW OF APPLICANTS – discussion only

The Selectboard interviewed the following candidates for the Community Safety Committee:

- Ed Cafferty
- Martha Perkins

JUDY HILL – INTERVIEW FOR RECREATION COMMISSION

The Selectboard interviewed Judy Hill for a position on the Recreation Commission.

MOTION by Mr. Ladue, seconded by Ms. Russell, to appoint Judy Hill to the Recreation Commission for a term ending April, 2014.

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

ECHO & BILL AND ALISON LOCKWOOD – REQUEST TO USE TOWN BEACH PARKING LOT ON AUGUST 4, 2013 – action item

Steven Perkins, ECHO representative, explained a request to use the Town Beach parking lot for an August 4th fundraising event located at the Bill and Alison Lockwood residence on August 4, 2013. The event would start at 4:00 p.m. A 6 person golf cart shuttle would ferry party goers from the beach parking lot to the Lockwood's home. Sixty people were invited. The number of cars expected was 30+/- . People would be given a pass for identification, said Mr. Perkins.

Mr. Fraser-Harris said that the Recreation Commission had not reviewed the request. There was room for parking at both the lower and upper parking lots. The lower parking lot attendant stayed until 8:00 p.m. when the lot closed. The Town charges a \$4.00 per car fee for out-of town users, said Mr. Fraser-Harris.

There was discussion regarding the number of cars the upper and lower parking lots could accommodate, impacts to the general public at the beach, overflow parking at the ball field lot, and a suggested donation to the Town of \$100. Mr. Fraser-Harris and Kirsten (?) would act as liaisons between ECHO and the Recreation Commission.

MOTION by Ms. Russell, seconded by Mr. Ladue, to approve a request by ECHO and Bill and Alison Lockwood to use the Town Beach parking lot on August 4, 2013, to be coordinated through the Recreation Commission and with a \$100 donation to the Town Beach for recreational uses.

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

GREEN MOUNTAIN BICYCLE CLUB REQUEST TO RE-SCHEDULE TIME TRIAL

MOTION by Mr. Ladue, seconded by Ms. Russell, to approve a request by the Green Mountain Bicycle Club to re-schedule a bike time trial to Tuesday, August 6, 2013, starting at 7:00 p.m.

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

HAPPY PATRICK – REQUEST FOR AUTHORIZATION TO PURCHASE STORM WINDOWS FOR HISTORICAL SOCIETY MUSEUM – action item

MOTION by Mr. Morrison, seconded by Ms. Russell, to approve a request by the Charlotte Historical Society to purchase storm windows and a storm door for the museum's front door as presented.

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

CHARLOTTE LAND TRUST – MID-YEAR REPORT – discussion only

Kate Lampton reviewed a written mid-year report regarding a brief history of the Conservation fund, guidelines, VCHB preapproval grant process, a listing of potential projects and on-going negotiations with landowners.

The Selectboard thanked Ms. Lampton for her update.

GREEN MOUNTAIN POWER CORPORATION – PETITION TO INSTALL/REPLACE 22 POLES, 10 ANCHORS AND 10,500 FEET OF PRIMARY AND NEUTRAL CONDUCTOR IN THE RIGHTS-OF-WAY OF MOUNT PHILO ROAD AND SPEAR STREET FROM THE FERRISBURGH TOWN LINE TO JUST PAST GUINEA ROAD – action item

MOTION by Mr. Ladue, seconded by Ms. Russell, to approve a petition by Green Mountain Power Corporation to install/replace 22 poles, 10 anchors and 10,500 feet of primary and neutral conductor in the rights-of-way of Mount Philo Road and Spear Street from the Ferrisburgh town line to just past Guinea Road.

DISCUSSION:

Bruce Bushey, Green Mountain Power Corporation representative, explained that GMP owned the poles, which would be replaced once Comcast removed their lines from the poles. The Selectboard would need to push Comcast to get the lines off the poles, said Mr. Bushey.

Mr. Bloch noted that the Charlotte Tree Warden and the Charlotte Road Commissioner were fine with the project.

Mr. Ladue said that a landowner has complained about a pole on the west side of Route 7 that supported a pole located on the east side of Route 7 north of the Ferry Road intersection. Mr. Bushey said that the landowner was presented with a price to move the pole. Mr. Ladue said that the Selectboard would make a tour of that area in the near future.

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

The Selectboard signed the document.

TAYLOR HARMELING AND AMY COOPER – PROPOSED OPEN SPACE AGREEMENT IN ASSOCIATION WITH APPROVED SUBDIVISION AMENDMENT – action item

Taylor Harmeling, owner, and Liam Murphy, attorney, reviewed a site plan showing a proposed open space area of 18.66 acres, a 1997 condition related to the original Williams subdivision for a subdivision amendment should the land be further subdivided, an existing access on the west side of the lot that would return to a natural area, and an east access to the Harmeling building site from Mount Philo Road.

In response to questions, Mr. Harmeling spoke in support of the proposed open space and wildlife management plan.

Mr. Russell noted that the Planning Commission has already approved the project.

MOTION by Ms. Russell, seconded by Mr. Ladue, to approve the proposed Taylor Harmeling and Amy Cooper Open Space Agreement in association with an approved subdivision amendment, and to authorize the Charlotte Selectboard Chair to sign the agreement on behalf of the Town of Charlotte.

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

CVFRS PURCHASE OF AMBULANCE - action item

Mr. Russell reported that the Town Attorney has reviewed the proposed ambulance purchase contract and proposed minor changes as outlined in an e-mail, dated 07/22/2013.

Mr. Stewart expressed concern that the proposed language changes to the purchase contract might not be agreeable with Cromwell. Cromwell would be attending a CVFRS meeting on Wednesday, 07/24/2013, in order to accept a check for the chassis order. They have already spent 8 months working on the purchase and were months behind where they should be. The further the time table was pushed out then it might be January before the chassis could be ordered, said Mr. Stewart.

Following further discussion, Mr. Stewart said he would contact Cromwell with the Selectboard's concerns. The Selectboard was invited to attend the Wednesday meeting, which started at 5:00 p.m.

MOTION by Ms. Russell, seconded by Mr. Ladue, to authorize the purchase of an ambulance from the Fire and Rescue Capital Fund, to authorize the Charlotte Selectboard Chair to sign the purchase contract, and to release a check based on the purchase contract revisions agreed on.

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

ROBERT BLOCH – PROTEST OF THOMPSON’S POINT WASTEWATER USAGE FEE - action item

Robert Bloch, appellant, and Steve Williams, Thompson’s Point Wastewater manager, explained that the Bloch’s water meter could be reading water usage inaccurately. Mr. Bloch said that the \$2,000 fee was more than he paid for the last 10 years of usage.

Mr. Williams said that Mr. Bloch’s meter was 20+/- years old. Shelburne has agreed to test the meter’s calibration, which was a simple thing to do, said Mr. Williams.

BRIDGE #31 – CHANGE ORDER FOR AGREEMENT WITH STANTEC, TO PERFORM ADDITIONAL SERVICES ASSOCIATED WITH THREATENED AND ENDANGERED SPECIES PERMITTING FOR AN ESTIMATED COST OF \$13,396, 80 PERCENT OF WHICH WILL BE REIMBURSED FROM STATE GRANT – action item

Mr. Ladue briefly reviewed the need for a Threatened and Endangered Species permit, and a process to shock the water for identification and relocation of any threatened or endangered species. He suggested that the state only do one shocking versus two, said Mr. Ladue.

MOTION by Mr. Ladue, seconded by Mr. Morrison, to approve a change order for the Bridge #31 agreement with Stantec, to perform additional services associated with Threatened and Endangered Species permitting for an estimated cost of \$13,396.00, of which 80 percent will be reimbursed from the state grant, and as amended to change the wording “...Bridge #30...” to “...Bridge #31...”.

DISCUSSION:

Mr. Ladue noted that there was also a question of putting the project out to bid so the project could go to construction.

AMENDMENT to the motion by Mr. Ladue, seconded by Mr. Morrison, to change signature authorization of the document to the Charlotte Selectboard Chair.

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

There was further discussion regarding putting the project out to bid in anticipation of receiving the permit, drawing up plans, and delegating review of the draft plans and bids to Mr. Ladue and Mr. Morrison.

QUINLAN SCHOOLHOUSE ROOF – action item

MOTION by Mr. Ladue, seconded by Ms. Russell, to approve paying for the Quinlan Schoolhouse roof repairs (\$6,326.20) from the Repair and Maintenance Fund.

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

STAFFING FOR PLANNING AND ZONING AND SELECTBOARD – ORGANIZATIONAL CHANGES UNDER CONSIDERATION – discussion only

Ms. Russell reviewed a written report regarding current staffing, duties and support functions for Planning, Zoning and Selectboard. A solution would be to combine the

Town Planner and Zoning Administrator into one position, and to create a full-time Town Administrator, or Town Manager position, suggested Ms. Russell.

There was lengthy discussion related to a combined zoning and planning position; dissolving the Zoning Board of Adjustment (ZBA) and replacing it with a Design Review Board (DRB) that would act as a zoning and planning commission to review applications; having the Planning Commission focus on updating town plans, land use and zoning regulations; consider a discussion of the value of a town charter, such as Shelburne's; and projects that need attention, such as digitalizing town records and files and identifying subdivided parcels.

Mr. Hammer said that a study that was done had shown that a 3,500 population puts pressure on a town government. A town manager might not fit the needs of Charlotte, but town administrator could take the load off the town volunteers, suggested Mr. Hammer.

TASKS:

- Develop job descriptions and salary costs for re-organized staff.
- Schedule a staff meeting to discuss/adopt a procedure for creating a digital database.
- Identify all subdivided parcels in Town.
- Consider authorizing additional time for the above projects.
- Revisit staff re-organization in August with goals drafted.

PERSONNEL POLICY – MINOR CORRECTION – action item

MOTION by Mr. Ladue, seconded by Ms. Russell, to approve proposed Personnel Policy changes/corrections, dated 07/18/2013, as amended.

DISCUSSION:

Ms. Russell briefly reviewed minor changes as written.

The Selectboard reviewed Sections 2.1.1; 2.1.2; 5.1.1; 5.1.2 – change the words “...less than...” to “...fewer than...”; 5.3.2(a); 5.3.4(a) – add to the end of the sentence “...unless approved by their supervisor or the Selectboard.”

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

STAFF MEETING – PERSONNEL POLICY AND HEALTH INSURANCE – discussion only

The Selectboard scheduled a meeting for all Town employees/staff for September 9, 2013, 4:00 p.m. to 6:00 p.m. to discuss Personnel Policies and Health Insurance.

There was brief discussion regarding a time sheet policy, which should be explained to staff prior to the September 9th meeting, and to consider a lunch hour policy for staff.

COMMITTEE UPDATES

Committee updates were deferred to the next meeting of the Selectboard.

SELECTBOARD UPDATES

Mr. Russell reported a situation concerning the Cemetery Commission that had advertised for youth workers at the cemetery, and an invoice for fuel for a Cemetery Commission member's personal pickup truck. Kids spraying herbicides at the cemetery(s) was a liability concern, said Mr. Russell.

It was suggested that the Selectboard should consult with the Town Attorney regarding liability issues and with the Cemetery Commission Chair to confirm that kids were spraying herbicides at the request of the commission.

APPROVE WARRANTS TO PAY BILLS

The Selectboard members signed warrants.

ADJOURNMENT

MOTION by Mr. Ladue, seconded by Mr. Morrison, to adjourn the meeting.

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 9:45 p.m.

Minutes respectfully submitted, Kathlyn Furr, Recording Secretary.