

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
JULY 25, 2016**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Carrie Spear, Fritz Tegatz, Matthew Krasnow. Absent: Jacob Spell.

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Janet Morrison, Jeremy Webb, Jenny Cole, David Marshall, Hugh Lewis Jr, Daryl Benoit, Gary Farnsworth, Peter Keating, Laurie Thompson, Ben Mason, M Teena Flood, Matt Burke, Richard Davisson, Kelly Davisson, Peter Carreiro, John Hammer, Charlotte News; and others.

6:30 PM Site visit: 1161 Lime Kiln Road (just east of Mt. Philo Road) for a request by Richard and Kelly Davisson for a Highway Access Permit

ITEMS TAKEN UP:

7:20 PM Richard and Kelly Davisson—hearing for Highway Access Permit at 1161 Lime Kiln Rd

7:25 PM Select contractor for cleaning of the Town Hall

7:30 PM Park and Ride—discussion of preferred alternative

8:00 PM Select contractor for Trail Scoping Project

8:10 PM Annual Financial Plan for Town Highways—required by VTrans

8:15 PM Certification of Compliance—required by VTrans

8:25 PM RFP for consultant to assist with Wastewater Permit Application Reviews

8:30 PM Work Agreement with Lincoln Applied Geology for monitoring the Plouffe Lane landfill

8:35 PM Termination of current lease to Elizabeth J. Adams and William B. Adams for Thompson's Point 2/3 of Lot 133 located at 353 Lane's Lane; and approve a new lease to Steven F. Hill

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 7:05 p.m.

ADJUSTMENTS TO THE AGENDA

None.

PUBLIC COMMENT

Hugh Lewis, Jr, Charlotte Road Commissioner, reported that the Charlotte/Ferrisburgh town line 'Welcome to Charlotte' road sign is missing. Mr. Morrison asked staff to get an estimate to replace the sign for a Selectboard vote at the next meeting.

MINUTES: JULY 14

MOTION by Mr. Krasnow, seconded by Ms. Spear, to approve the Charlotte Selectboard minutes of July 14, 2016 as written, with the following edits:

- **Page 2, line 82 – delete the word “data” and replace with “...speed set on the cart that matches the highway posted speed...”;**
- **Page 3 line 104 – replace the word “or” with “and”; line 138 – delete the word “that”;**
- **Globally correct the spelling of the name “Rheaume”;**

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

SELECTBOARD UPDATES

Mr. Tegatz reported that a draft Waste Water Ordinance and a draft Sewer Use Ordinance have been submitted for Selectboard review by the Wastewater Committee. The proposed ordinances tie into the Town Plan. The Selectboard has the authority to create Town ordinances. The committee recommends bringing the draft ordinances for a Town vote in November, said Mr. Tegatz.

Mr. Morrison asked if the committee would present an overview of the drafts to the Selectboard before holding a public hearing. Mr. Marshall replied yes; the committee is seeking additional input. Mr. Tegatz suggested that the Selectboard should read the drafts first and then a presentation could be held.

There was discussion regarding a necessary time line in order to warn a November vote (Mr. Morrison asked if the committee members would present a one hour Q and A on August 8th and staff to schedule a public hearing for the first of September); concerns that a public hearing in September and bringing the drafts for a vote in may be a too aggressive time line; and a request for staff to post a PDF file of the drafts on the Town website and schedule a one hour Q and A for August 8, 2016.

Mr. Morrison reported that the Annual Town CPA audit had begun this date. The Charlotte Solar Farm, LLC and Peck Electric legal expenses were still outstanding. The CPA firm would present an update in August, said Mr. Morrison.

Ms. Spear reported that the Town Party went well. Mr. Morrison thanked Bill Fraser-Harris, the Recreation Commission members, and Mow, Mow, Mow, Inc.

Mr. Morrison reported that the first Thursday Mozart concert at the Town Beach was well received.

RICHARD AND KELLY DAVISSON—HEARING FOR HIGHWAY ACCESS PERMIT AT 1161 LIME KILN RD

Richard Davisson, owner, appeared on behalf of the request.

Mr. Marshall, Civil Engineering, Inc., agent, reported discussions held regarding a proposed sight line design at the site visit this date. Attendees observed a large maple tree, a stake at the proposed driveway access and a second stake 35’ further west as an

optional driveway location. There is a 285' sight distance from the proposed access to the top of the hill, noted Mr. Marshall.

Mr. Marshall reviewed State of Vermont Sight Distance Standards related to posted road speeds, a 9 percent roadway grade that would add 50' to a 225' stopping distance for a 35 mph road speed, and Geometric Design of Very Low-Volume Local Roads Standards. There was vegetation along the road that would require removal 15' in from the travel way looking back up the hill. The Road Commissioner should look at the site to make recommendations for vegetation removal, said Mr. Marshall.

Mr. Lewis said that there is a 280' sight distance. Vegetation needs to be cut on the east side of the roadway. Conditions included installing a 15"x30' culvert and to pitch the access entrance away from the roadway, said Mr. Lewis.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve HAP-16-03, request by Richard Davisson and Kelly Davisson for a driveway access located at 1161 Lime Kiln Road.

DISCUSSION:

Mr. Bloch reported that a neighbor had emailed a request to have the Davisson driveway off-set from his.

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

SELECT CONTRACTOR FOR CLEANING OF THE TOWN HALL

Mr. Morrison noted that one bid was received, and open the sealed bid.

Mr. Morrison read the bid by Complete Clean, LLC, for \$6,050, to start service August 1, 2016-June 30, 2017. The RFP start date is July 25, 2016 versus August 1st. The references should be checked before approval, said Mr. Morrison.

Mr. Webb, Complete Clean, LLC representative, said that he could start service on Monday, August 1st, if the contract is approved. There are 4 employees. The company is a full service cleaning and floor repair service for office and apartment buildings. For example, one client is Redstone, said Mr. Webb.

Mr. Morrison suggested taking a vote pending positive feedback from the references.

Mr. Krasnow asked if a note regarding bi-annual tasks will be sent to the Town Administrator. Mr. Webb replied yes.

Mr. Morrison asked if the company would be on-call to provide emergency service. Mr. Webb replied that on-call service could be provided for an hourly rate plus travel time of \$23 total. Mr. Bloch pointed out that the RFP did not seek an hourly rate.

MOTION by Mr. Krasnow, seconded by Ms. Spear, to accept the bid from Complete Clean, LLC, for the Town of Charlotte for cleaning the Town Offices, effective July 25, 2016 – June 30, 2017, for an amount not to exceed \$6,050, and

including an hourly rate of \$23 per hour that includes travel time for emergency service.

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

PARK AND RIDE—DISCUSSION OF PREFERRED ALTERNATIVE

Mr. Morrison briefly reviewed a Park and Ride presentation by DuBois and King at the July 14th Selectboard meeting.

Mr. Keating, Chittenden County Regional Planning Commission representative (CCRPC), said that the proposed Park and Ride is an Agency of Transportation project (AOT) and AOT has asked the Town for recommendations.

Mr. Benoit, Charlotte Town Planner, narrated a Power Point presentation regarding proposed sites in Charlotte that included Steve's CITGO at the Ferry Road/Route 7 intersection, Town land located behind the Town Offices, and at the former Flea Market located off Route 7.

There was lengthy discussion regarding a 2011 regional study of park and ride sites that included a Charlotte site of at least 50 parking spaces; the proposed Flea Market site that was not pedestrian friendly; the former Champlain Flyer train station parking lot; VTrans criteria for selecting park and ride sites that included Route 7 locations, room for future expansion of parking spaces, drive-through bus access and shelters, bicycle and pedestrian uses, security lighting, and 'green' stormwater mitigation; and concerns related to environmental impacts to wetlands, unsafe access along Route 7, high vehicular crash issues along the Route 7/Ferry Road corridor, cars left an indefinite time or with 'for sale' signs, and additional proposed accommodations that could include sidewalks.

Mr. Benoit pointed out that the Town has declined to support sidewalks in the past, although a bike/pedestrian tunnel under Route 7 is included in the Route 7 reconstruction project plans. There is a possibility to site solar panels in conjunction with a park and ride that would not be in the Mt. Philo view shed, suggested Mr. Benoit.

In response to questions on regulating park and ride lots for long term parking of cars or use as an informal car sales lot, Mr. Keating explained state jurisdiction for AOT owned park and ride lots versus a town owned lot. For example, Hinesburg's park and ride is located on town land and the town has jurisdiction. The AOT is considering two more park and ride lots at Exit 12 in Williston and Exit 16 in Colchester for 100 spaces. The AOT is looking at a park and ride lot on the Route 7/Charlotte corridor, said Mr. Keating. Mr. Bloch pointed out that a Charlotte lot would require permitting and construction may be 4-5 years out.

Mr. Tegatz asked if security of state owned lots would be paid and provided by the state. Mr. Benoit replied that the Route 7 is a state system. He didn't know how a park and ride lot would be patrolled. Lighting makes a lot safer, said Mr. Benoit.

Mr. Krasnow reviewed planning in Charlotte tried to mitigate urban sprawl and light pollution. He has concerns related to regulatory control, impervious surface impacts, rural landscapes and watershed corridors impacts. Has the Route 7 crash rate metric been taken into consideration, asked Mr. Krasnow. Mr. Benoit replied that it is mentioned in the study. It doesn't take away from the attractiveness of the CITGO site. It would require significant mitigation for that site, such as signs, light signalization, beacons, or added traffic lanes, suggested Mr. Benoit.

Ms. Cole, resident, said that Steve's CITGO appears to be the best lot location. It is used as an informal park and ride now. Recently she looked at Google Earth views that showed there were 10 cars and 3 trucks parked there. A dedicated left turn lane on Route 7 going south might mitigate safety concerns. A landscaping plan would be important. What would be included with the purchase of the CITGO property, asked Ms. Cole.

In response to a question, Mr. Farnsworth explained that the site has been a gas/service station since 1965 until Steve retired. The site has been undergoing testing for contamination from the underground tanks to comply with the state Clean Site Regulations, said Mr. Farnsworth.

There was further discussion regarding the need for an updated crash study at the Route 7/Ferry Road intersection (Mr. Benoit said that the next study should be for 2012-2016 that would include traffic calming, safety, and improving conditions at the intersection.); if permits were possible in the wetlands located behind the Town Offices; concerns by the Trails Committee related to benefits of a big parking lot located in the Town 'gateway'; using the CITGO site for vibrant commercial endeavors that will bring in tax revenue versus a park and ride lot; a suggestion to set limits for a size and scale to fit in Charlotte; and Selectboard questions and concerns related to possible expansion of a lot.

Mr. Keating suggested inviting AOT representatives to a Selectboard meeting to answer questions and concerns.

SELECT CONTRACTOR FOR TRAIL SCOPING PROJECT

Mr. Bloch briefly reviewed an RFP for a Technical Proposal and a second bid proposal for costs for a Bicycle and Pedestrian Scoping Study. The Trails Committee has recommended hiring DuBois and King for the Technical Proposal, said Mr. Bloch.

Mr. Morrison opened the three sealed Technical Proposal bids, and reviewed the following:

- DuBois and King bid for 472 hours for a cost of \$49,984
- Broadreach Planning and Design bid for 484 hours for a cost of \$43,485
- Holden Engineering and Surveying for 682 hours at a cost of \$47,044

NEXT STEPS:

- Consider the recommendations of the Charlotte Trails Committee and VTrans/AOT to accept the DuBois and King bid proposal

- Discuss scheduling with the contractor to move a deadline to align with submitting a construction grant application
- Commit to a decision

MOTION by Mr. Krasnow, seconded by Ms. Spear, to award a bid for a Cost Proposal for a Bicycle and Pedestrian Scoping Study, dated May 3, 2016, to DuBois and King, for an amount not to exceed \$49,984, and based on an agreeable completion schedule to be determined in conjunction with the Charlotte Trails Committee.

VOTE: 3 ayes, 1 nay (Mr. Tegatz), 1 absent (Mr. Spell); motion carried.

ANNUAL FINANCIAL PLAN FOR TOWN HIGHWAYS—REQUIRED BY VTRANS

Mr. Bloch briefly reviewed calculations for Town of Charlotte roadways for a total of 74 miles of Class 2 and Class 3 roads as per Title 19 V.S.A. §306(j).

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve an Annual Financial Plan for Town Highways for FY2017 as presented.

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

The Selectboard members present signed the document.

CERTIFICATION OF COMPLIANCE—REQUIRED BY VTRANS

Mr. Bloch briefly reviewed VTrans requirements for submitting an annual Certification of Compliance of Town Road and Bridge Standards and Network. Charlotte meets the standards with the exception of a new highway inventory standard, said Mr. Bloch.

There was discussion regarding inventorying culverts and Town roads via the use of cell phone GPS apps and internet technology, which was not as accurate as a dedicated GPS unit. Mr. Tegatz noted that the ideal time to inventory culverts and road conditions is in the spring when the water is running and there were no weeds. A road inventory and water quality rule inventory are two different things, pointed out Mr. Tegatz.

Mr. Bloch reported that he had talked with VTrans regarding a summer intern program. The interns would plot the physical conditions piece. The erosion piece was not included. It made sense to combine both pieces in one study. The CCPRC is doing a county wide study that included the erosion piece, said Mr. Bloch. Mr. Morrison asked staff to get Charlotte on the CCPRC list now for a road inventory next summer. The Road Commissioner could work with the CCRPC, said Mr. Morrison.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve the VTrans required Certificate of Compliance of Town Roads and Bridge Standards and Network Inventory Standards.

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

The Selectboard members present signed the document.

RFP FOR CONSULTANT TO ASSIST WITH WASTEWATER PERMIT APPLICATION REVIEWS

Mr. Bloch briefly reviewed that in 2007 the state delegated the Town to administer wastewater permit application reviews to the Town. Spencer Harris reviewed the permit applications until his retirement. The wastewater review was put out to bid and Lamoureux and Dickinson were awarded a contract. Jeff McDonald suggested pricing the process on a per application basis to bring the costs down. A fee schedule was developed based on the State of Vermont fee schedule. Proposals are due by the end of August, said Mr. Bloch.

There was discussion regarding a fee based on design flows versus the current Town fee of \$500 per application to administer the waste water permits.

MOTION by Mr. Krasnow, seconded by Ms. Spear, to approve an RFP for a Consultant to assist with Wastewater Permit Application Reviews, to be due by 4:00 p.m. on August 26, 2016.

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

WORK AGREEMENT WITH LINCOLN APPLIED GEOLOGY FOR MONITORING THE PLOUFFE LANE LANDFILL

Mr. Morrison asked if Lincoln Applied Geology is on the Town's Preferred Vendor list. Mr. Bloch replied no. The company also provides testing of the Town's wastewater at the Town Offices and Town Beach.

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to renew the Work Agreement contract with Lincoln Applied Geology for semi-annual monitoring, sampling and facility evaluation of the former Plouffe Lane landfill in accordance with the Solid Waste Management Division requirements for FY17- July 1, 2016-June 30, 2017, for a cost not to exceed \$6,190.

DISCUSSION:

Mr. Bloch reported that low levels of arsenic are being monitored at the site. Mr. Tegatz suggested bidding out the contract next year.

VOTE: 3 ayes, 1 nay (Ms. Spear), 1 absent (Mr. Spell); motion carried.

TERMINATION OF CURRENT LEASE TO ELIZABETH J. ADAMS AND WILLIAM B. ADAMS FOR THOMPSON'S POINT 2/3 OF LOT 133 LOCATED AT 353 LANE'S LANE; AND APPROVE A NEW LEASE TO STEVEN F. HILL

MOTION by Ms. Spear, seconded by Mr. Krasnow, to approve termination of the current lease to Elizabeth J. Adams and William B. Adams for Thompson's Point 2/3's of Lot 133 located at 353 Lane's Lane, and approve a new lease to Steven F. Hill as presented; and to authorize the Charlotte Selectboard Chair to sign the lease documents on behalf of the Town of Charlotte.

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

Mr. Morrison would appear at the Town Hall on Tuesday, July 26th, to sign the documents.

SELECTBOARD UPDATE - continued

NEXT MEETING:

Monday, August 1, 2016, at 4:00 p.m. at the Charlotte Town Hall for the following agenda:

- Set the tax rate
- Discussion – 1012 Flat Rock Road, Paul Authard’s lot – possible Executive Session for the purpose of discussing litigation matters
- Better Roads grant to hire an engineer for oversight and review for \$3,000

Ms. Spear asked if there had been any complaints due to excessive traffic on secondary roads. Mr. Bloch replied no. VTrans is construction detour lanes to alleviate any traffic delays, reported Mr. Bloch.

APPROVE WARRANTS TO PAY BILLS

The Selectboard reviewed and signed warrants to pay bills.

ADJOURNMENT

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

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

The meeting was adjourned at 9:40 p.m.

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