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**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
JULY 28, 2014**

APPROVED

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

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Elysabethe James, Peter Trono, Hugh Lewis Jr, Mary Mead, Moe Harvey, Jim Donovan, Marty Illick, Vince Crockenberg, Bonnie Christie, Cali Griswold, Roger Teese, John Hammer, Charlotte News; Robin Reid, Charlotte Citizen; and others.

ITEMS TAKEN UP:

7:15 PM Jim Donovan—update on regional planning issues. Discussion only

**7:45 PM Animal Control Officer compensation. Action under consideration:
approve change to compensation**

8:00 PM Library roof. Action under consideration: approve proposal from Building Energy for \$91,342 for replacing insulation and roofing with asphalt shingles—or additional cost or standing seam roof.

8:20 PM Seguin Bridge—treatment for carpenter ants and powder post beetles. Action under consideration: approve proposal from Stowe Pest Control for \$1,200 -- \$2,000

8:30 PM Bridge 14 (Spear Street)—repair of railings. Action under consideration: approve Request for Proposals

8:40 PM Bridge 30 (Carpenter Road). Actions under consideration:

- approve 8 ton weight limit until temporary repair is made
- approve scope of work to seek cost proposals for temporary repair.

8:50 PM Selectboard updates: job/wage evaluation—scheduling consultant

CALL TO ORDER

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

ADJUSTMENTS TO AGENDA

None.

PUBLIC COMMENT

Elysabethe James explained that she had appeared before the Zoning Board of Adjustment and Planning Commission at a joint hearing regarding a proposed B&B. A site visit was done a month ago and she wanted to know the status of the application, said Ms. James. Mr. Morrison suggested that Ms. James contact Dean Bloch, the Town Administrator, or Jeannine McCrumb, the Zoning Administrator/Town Planner.

MINUTES: July 14, July 17, July 21 and July 24

47 **MOTION by Mr. Russell, seconded by Ms. Russell, to approve the Charlotte**
48 **Selectboard minutes of July 14, 2014, as written, with edits:**

- 49 • **Page 3, line 116, replace the word “assessment” with “of”;**
50 • **Page 3, line 125, insert the word “it” between “line and” “would”;**
51 • **Page 5, line 232, add the sentence “No action was taken regarding appointing**
52 **committee members.”**

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

54

55 **MOTION by Ms. Russell, seconded by Mr. Russell, to approve the Charlotte**
56 **Selectboard minutes of July 17, 2014, as written.**

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

58

59 **MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the Charlotte**
60 **Selectboard/CVFRS Joint meeting minutes of July 21, 2014, as written, with edits:**

- 61 • **Page 1, line 39, replace the word “budget” with “surplus”;**
62 • **Page 3, line 115, change the sentence starting with “Dr. Plante...” to read**
63 **“Dr. Plante imposed a six month...”; line 131, delete the words “...MOA**
64 **and...”;**
65 • **Page 4, line 166, change to read “The person in question was removed as**
66 **Head of Service. There is a new Training Officer.”; line 179 insert the word**
67 **“full-time” between “three” and “paramedics”, and change the sentence to**
68 **read “... to cover nine 12 hour shifts.”;**
69 • **Page 5, line 194, insert “EMT” between “30” and “calls”;**
70 • **Page 6, line 265, change the task to read “...providing incremental**
71 **paramedic level care to the Selectboard.”**

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

73

74 **MOTION by Ms. Russell, seconded by Mr. Tegatz, to approve the Charlotte**
75 **Selectboard minutes of July 24, 2014, as written, with edits:**

- 76 • **Globally correct spelling of the name “Crockerberg”;**
77 • **Page 1, line 63, in the Executive Session motion insert the word “and”**
78 **between “Contract” and “Personnel”.**

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

80

81 **7:15 PM JIM DONOVAN—UPDATE ON REGIONAL PLANNING ISSUES.**

82 **Discussion only**

83 Jim Donovan, Charlotte’s Chittenden County Regional Planning Commission (CCRPC)
84 representative, and Marty Illick, Charlotte’s Chittenden County Regional Planning
85 Commission alternate representative, reviewed the following items:

- 86 • **The CCRPC Transportation Improvement Plan (TIP) list that included three**
87 **Charlotte projects: a Route 7 intersection crossing study, an updated Ferry Road**
88 **pedestrian improvement/road crossing/storm water management study, and a park**
89 **and ride study.**
90 • **A Charlotte bridge project on the TIP list.**
91 • **A unified work plan of projects throughout the year.**
92 • **A climate action guide approved in May, 2014.**

93 Mr. Donovan noted that Charlotte needed to update the Town's regional hazardous
94 materials plan to submit to the CCRPC.

95
96 Ms. Russell asked how the Charlotte projects in the regional plan could mesh with the
97 Town Plan revisions. Mr. Donovan said that language should be incorporated into, or
98 referenced, in the Charlotte Town Plan.

99
100 Mr. Tegatz asked that Mr. Donovan present a CCRPC report/review to the Charlotte
101 Planning Commission as well.

102
103 Mr. Donovan said that a new CCRPC Chair and officers were elected in June. He would
104 send out a written summary of future CCRPC meeting agendas and meeting reports that
105 related to Charlotte to the Selectboard for review.

106
107 Ms. Illick said that the CCRPC also acts on ACT 250 issues. The Regional Plan and the
108 Town Plan should complement each other. The CCRPC and towns have opportunities to
109 weigh in on utility projects related to Section 248, Utilities, which was overseen by the
110 Public Service Board. It would be good to keep up to date on Section 248 projects, such
111 as solar farms, said Ms. Illick. Mr. Donovan said that he would find out if the Regional
112 Plan supports solar farms and report back to the Selectboard.

113
114 There was discussion regarding CCRPC studies and project recommendations and town
115 involvement (Mr. Donovan said that if the town found that a CCRPC study did not meet
116 the needs of the town, then the study was either not done properly, or should be re-done.);
117 a suggestion that a Selectboard representative should attend CCRPC study meetings to
118 have input on projects in Charlotte; and storm water drainage issues along Ferry Road
119 and funding opportunities. Ms. Illick suggested that the Selectboard research ANR for
120 funding for those types of projects.

121
122 Mr. Harvey asked Mr. Donovan to write a short article on the CCRPC report for the
123 Charlotte newspapers.

124
125 The Selectboard members thanked Mr. Donovan and Ms. Illick for their report.

126
127 **7:45 PM ANIMAL CONTROL OFFICER COMPENSATION. Action under**
128 **consideration: approve change to compensation**

129 Cali Griswold, Charlotte Animal Control Officer, briefly reviewed an update on animal
130 control activities and said that she would prefer a flat compensation rate.

131
132 There was discussion regarding compensation that included a budget line item of \$2,000;
133 a suggestion to make quarterly payments of \$500 per quarter versus a flat pay rate; and a
134 request that Ms. Griswold maintain a yearly log of incidents and time spent per incident
135 that also included telephone calls.

136
137 **MOTION by Mr. Russell, seconded by Mr. Tegatz, to approve a change to the**
138 **Charlotte Animal Control Officer's compensation as a quarterly payment of \$500,**

139 **and that a log book of incidents and time spent per incident, including telephone**
140 **calls, would be kept.**

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

142

143 **8:00 PM LIBRARY ROOF. Action under consideration: approve proposal from**
144 **Building Energy for \$91,342 for replacing insulation and roofing with asphalt**
145 **shingles—or additional cost for standing seam roof.**

146 Mr. Tegatz reviewed Library roof issues and a Scope of Work that was sent out for roof
147 repairs. One bid was received, reported Mr. Tegatz.

148

149 In response to Selectboard questions, Mr. Tegatz explained that roof shingles and
150 insulation in the roof needed to be replaced. The current roof lacked a vapor barrier and
151 there had been water leakage. An energy payback was estimated at 20-25 years. Option 7
152 was the minimum that should be done at a total cost of \$104,022. A partial standing seam
153 metal roof to shed snow/ice faster was recommended, said Mr. Tegatz.

154

155 The Selectboard members suggested re-bidding the project.

156

157 Mr. Crockenberg said that Margaret Woodruff, Library Director, was researching grant
158 prospects related to achieving a net zero energy building. Ms. Reid suggested seeking
159 donations from library supporters, which was done to build the Library. Mr. Crockenberg
160 said that there was a Friends of the Library group.

161

162 Mr. Trono suggested sending a Scope of Work bid to general contractors to design,
163 oversee, and schedule subcontractors for the project.

164

165 Mr. Trono volunteered to assist a re-draft of a Scope of Work.

166

167 **NEXT STEPS:**

168 • Broaden the search for bids to include advertising in the Burlington Free Press,
169 Works in Progress, Seven Days, Rutland Herald and Times Argus newspapers, as
170 well as New York, Barre, or Rutland area newspapers.

171 • Support possible grants as researched by Margaret Woodruff for funding an
172 energy savings project.

173 • Identify Town funding budget sources.

174

175 **8:20 PM SEGUIN BRIDGE—TREATMENT FOR CARPENTER ANTS AND**
176 **POWDER POST BEETLES.**

177 **Action under consideration: approve proposal from Stowe Pest Control for \$1,200**
178 **-- \$2,000**

179 **MOTION by Mr. Russell, seconded by Ms. Russell, to approve a proposal from**
180 **Stowe Pest Control to treat the Sequin Bridge for carpenter ants and powder post**
181 **beetles for a cost not to exceed \$2,000.**

182 **DISCUSSION:**

183 **Mr. Morrison noted that he, Mr. Bloch and Mr. Tegatz had met with Stowe Pest**
184 **Control representatives at the bridge. Mr. Bloch said that the state engineers had**

185 noted repairs that were needed and that the project was on the state Covered Bridge
186 Program TIP. Pest control may need to be done every few years, reported Mr.
187 Bloch.

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

189

190 **8:30 PM BRIDGE 14 (SPEAR STREET)—REPAIR OF RAILINGS.** Action under
191 consideration: approve Request for Proposals

192 **MOTION** by Mr. Russell, seconded by Mr. Tegatz, to approve a Request for
193 Proposals for Bridge 14, the Spear Street Bridge, as amended.

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

195

196 **8:40 PM BRIDGE 30 (CARPENTER ROAD).** Actions under consideration:
197 approve 8 ton weight limit until temporary repair is made; approve scope of work to
198 seek cost proposals for temporary repair.

199 There was discussion regarding the Carpenter Road Bridge #30, related to a failure of a
200 structural column; a recommendation to post the bridge at an 8 ton weight as per the state
201 engineers; and an RFP proposal that included penalty language for exceeding a deadline
202 date for completion of the project.

203

204 Mr. Russell suggested replacing penalty language with an incentive for completing the
205 project ahead of the deadline. Timing of the start of school was a concern, pointed out
206 Mr. Russell.

207

208 Mr. Lewis, Charlotte Road Commissioner said that 8 ton weight limit signs would be
209 posted on Dorset and Spear streets as well as both sides of the bridge. He was concerned
210 that school buses with a 15 ton load weight would try to use the bridge, said Mr. Lewis.
211 Mr. Bloch reported that CCS had been contacted regarding the posted weight limits at the
212 bridge.

213

214 **MOTION** by Mr. Tegatz, seconded by Mr. Russell, to approve a proposed Scope of
215 Work to seek a cost proposal for the temporary repair of the Carpenter Road
216 Bridge #30 as recommended by Stantec Inc., and as modified by VTrans.

217 **DISCUSSION:**

218 Mr. Bloch reviewed penalty language added to the Scope of Work. Mr. Morrison
219 suggested replacing the penalty language with a 10 percent bonus for completing the
220 work on time. The bonus could be decreased by an "x" percent for each day over
221 the deadline date.

222

223 Following further discussion regarding a proposed bonus, the Selectboard members
224 decided to leave the Scope of Work as presented.

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

226

227 **MOTION** by Mr. Tegatz, seconded by Mr. Krasnow, to approve a proposed 8 ton
228 weight limit until the temporary repair on the Carpenter Road Bridge #30 was
229 completed.

230 **DISCUSSION:**

231 **Mr. Lewis reiterated that a school bus weight was considered as 15 tons loaded. It**
232 **would take a week to procure the new 8 ton weight limit signs. He would notify**
233 **CVFRS and dispatch regarding the posted weight limits, said Mr. Lewis.**
234

235 **Mr. Morrison asked Mr. Lewis to post the weight limits as soon as possible.**
236 **VOTE: 5 ayes; motion carried.**
237

238 **8:50 PM SELECTBOARD UPDATES: job/wage evaluation—scheduling consultant**

239 Mr. Morrison reviewed recent discussions related to Town employees and Library
240 employment qualifications related to job and wage evaluations. There was a question if
241 the Library employees should have a separate pay schedule. A consultant could assist in
242 answering Board questions and concerns regarding the evaluation process. A Gallagher
243 and Flynn consulting firm representative was scheduled to meet with the Selectboard on
244 Tuesday, 07/29/2014 at 4:00 p.m., said Mr. Morrison.
245

246 There was discussion regarding Town employee relationships that included the Library
247 employees as a whole; the Selectboard process to review the salary process that included
248 actual pay and a prior 10 year review of past pay schedules; an updated Personnel Policy;
249 updated job descriptions; and feedback received from Town employees. Mr. Morrison
250 said that a goal at the end of the process was to have a spreadsheet that could be updated
251 for cost of living increases and raises.
252

253 Ms. Russell spoke in favor of a pay schedule that included all employees as a whole
254 versus separating out a portion of employees.
255

256 Ms. Russell briefly reviewed a joint Selectboard/CVFRS meeting. An Executive Session
257 was needed to discuss personnel and contract matters, said Ms. Russell.
258

259 Mr. Krasnow reported on a meeting with State Police liaison Ben Katz regarding current
260 speed enforcement needs for Charlotte and traffic calming measures. Officer Katz was
261 not in favor of traffic calming related to emergency response times. However, creating
262 narrower travel lanes via white fog lines on the road sides did create a safety buffer for
263 pedestrians and bike riders, said Mr. Krasnow.
264

265 Mr. Lewis expressed concerns that narrowing travel lanes to 9' versus 11' created an
266 issue for Town trucks and school buses, which would be forced to drive closer to the
267 center lines. The cost to apply the line stripes was \$0.16 per foot, said Mr. Lewis.
268

269 Mr. Russell suggested narrowing Greenbush Road and Ferry Road lanes to 10' where the
270 speed limits were set at 25 mph. The travel lanes in the East Charlotte Village could also
271 be narrowed as well, said Mr. Russell.
272

273 Mr. Morrison suggested that Mr. Krasnow talk to the Community Safety Committee
274 regarding narrowed lanes on Greenbush Road.
275

276 **MOTION by Mr. Russell, seconded by Mr. Krasnow, to have the Charlotte Road**
277 **Commissioner stripe the travel lanes in the West Charlotte Village to 10' wide**
278 **where the speed limits were posted at 25 mph on Greenbush Road and Ferry Road,**
279 **and in the East Charlotte Village on Spear Street from the Nichols Farm north to**
280 **the East Burying Ground to 10' wide lanes.**

281 **DISCUSSION:**

282 **Mr. Lewis pointed out that there were two 30 mph sections at Fox Horn Farm and**
283 **the church on Spear Street.**

284 **AMENDED by Mr. Russell, seconded by Mr. Krasnow, to narrow the travel lanes to**
285 **10' wide for 0.4 miles north and south of Hinesburg Road, and east and west on**
286 **Spear Street from the Hinesburg Road intersection, with the line painting program**
287 **to be re-evaluated in one year.**

288 **DISCUSSION:**

289 **Mr. Lewis asked where the funding would come from. Mr. Krasnow suggested using**
290 **the Safety budget line item.**

291 **VOTE: 4 ayes, 1 nay (Mr. Tegatz); motion carried.**

292

293 Mr. Tegatz said that he would like a speed study done before painting road lines.

294

295 Ms. Reid asked Mr. Krasnow if he could send a police report on events in Charlotte to the
296 Charlotte Citizen for publication.

297

298 Mr. Krasnow would draft a newspaper article regarding the new police contract, what
299 enforcement the State Police were providing, that the State Police were aware of Front
300 Porch Forum postings in Charlotte, road line painting program and a horse crossing on
301 Greenbush Road.

302

303 Mr. Bloch reported that Mr. Lewis would present a pre-budget review of proposed paving
304 projects at the next Selectboard meeting. Construction of the Co-housing trail will begin
305 in a few weeks.

306

307 **APPROVE WARRANTS TO PAY BILLS**

308 The Selectboard signed warrants to pay bills.

309

310 **ADJOURNMENT**

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

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

313

314 The meeting was adjourned at 9:33 p.m.

315

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

317