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**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
JUNE 9, 2014**

APPROVED

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

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Ken Upmull, Brendon Kipp, Jenny Cole, Tony Frederico, Hugh Lewis Jr, Robin Reid, Seth Zimmerman, Robert Mack, Sue Smith, Gary Farnsworth, Marty Illick, Bill Fraser-Harris, Iver Bjorke, Todd Lachepelle, Bud Shriner, John Hammer, Charlotte News; and others.

ITEMS TAKEN UP:

- **Route 7 reconstruction project – update – discussion only**
- **Paving bids – action item**
- **Route 7 and East Thompson’s Point Road intersection – action item**
- **Charlotte Pub/Coffee Shop – discussion only**
- **Flag retirement ceremony – action item**
- **Charlotte invasive Collaborative – action item**
- **Recreation Commission - repair of tennis courts – action item**
- **Police Contract – action item**
- **World War II monument – action items**
- **Town Green drainage project – action item**
- **Animal control Housing Agreement with Comfort Hill kennel – action item**
- **Agreement between Town and CVFRS – action item**
- **Town Hall and Library water system – action item**
- **Authorize signing of Time Sheets when Town Administrator is not available – action item**

CALL TO ORDER

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

ADJUSTMENTS TO AGENDA

None.

PUBLIC COMMENT

None.

MINUTES: May 19, May 21, May 22 (9:00 a.m.), May 22 (4:00 p.m.), May 29, June 2, 2014

MOTION by Mr. Russell, seconded by Ms. Russell, to approve the Selectboard minutes of 05/19/2014 as written, with the following additions/corrections:

46 Page 6, line 230, change to read :...computer NEMRC baseline as entered by the
47 Town Treasurer.”

48 VOTE: 5 ayes; motion carried.

49

50 MOTION by Mr. Russell, seconded by Mr. Krasnow, to approve the Selectboard
51 minutes of 05/21/2014 as written.

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

53

54 MOTION by Mr. Russell, seconded by Mr. Tegatz, to approve the Selectboard
55 minutes of 05/22/2014 (4:00 p.m.) as written.

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

57

58 MOTION by Ms. Russell, seconded by Mr. Tegatz, to approve the Selectboard
59 minutes of 05/22/2014 (9:00 a.m.) as written.

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

61

62 MOTION by Mr. Russell, seconded by Ms. Russell, to approve the Selectboard
63 minutes of 05/29/2014 (9:00 a.m.) as written.

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

65

66 MOTION by Mr. Russell, seconded by Mr. Krasnow, to approve the Selectboard
67 minutes of 06/02/2014 as written, with additions/corrections:

- 68 • Page 2, line 56 – insert the word “holiday” between the words “the” and
69 “time”; delete the sentence beginning with “Everything...”
- 70 • Page 4, line 150 – insert the word “be” between the words “not” and
71 “located”; line 151 – replace the words “curb cut/access” with “easement”;
72 line 153 – replace the words “...his house” with “His house”; line 172 –
73 replace the words “...was needed now” with “...would be needed in the
74 future”.

75 VOTE: 5 ayes; motion carried.

76

77 **ROUTE 7 RECONSTRUCTION PROJECT – UPDATE – discussion only**

78 Ken Upmall, AOT Project Manager for Roadway Design, and Brandon Kipp, AOT
79 Design Engineer, reviewed the current Route 7 reconstruction project status and time
80 schedule.

81

82 Mr. Russell asked if the Charlotte pedestrian trail ‘tunnel’ was included in the
83 reconstruction project. Mr. Upmall explained that a 10’x10’ precast concrete ‘tunnel’ box
84 has been a part of the design all along.

85

86 Mr. Upmall reviewed that a Petition of Necessity for all remaining abutting properties
87 that have not signed off on the project would be filed with the court. Once a ruling was
88 issued AOT hoped to have a clean right-of-way by January. Historically, Route 7 was a
89 6-rod road and the historic right-of-way has been documented, clarified Mr. Upmall.

90

91 There was discussion regarding traffic detours related to maintaining two-way traffic
92 flows on the phased work section of Route 7 for safety and mobility; reconstruction of
93 two 12' lanes with two 8' shoulders for a 3 mile section from Ferrisburgh to the Charlotte
94 Flea Market area; a plan to execute three change orders for three properties under
95 development to document and incorporate those easements into the project; a proposed
96 landscape plan to screen the Wildwood West housing development from Route 7; a
97 dedicated AOT PR person that would be available during the entire project; and a
98 planned April 2016 start date.

99

100 Mr. Morrison asked if the Town of Charlotte had any financial responsibilities for the
101 project. Mr. Upmull replied that the project was 100 percent VTrans' responsibility.

102

103 Mr. Russell thanked the VTrans/AOT representatives for doing a great job and for
104 addressing Charlotte's concerns.

105

106 **PAVING BIDS – action item**

107 Mr. Morrison reviewed three bids received from Pike Industries, SD Ireland and D and F
108 for paving Town roads.

109

110 **MOTION by Mr. Russell, seconded by Ms. Russell, to accept a contractor bid by SD**
111 **Ireland at \$62.98 per ton for road paving projects for the year.**

112 **DISCUSSION:**

113 **Mr. Tegatz asked if the Thompson's Point Road railway crossing would be repaved**
114 **as well. Mr. Lewis, Charlotte Road Commissioner, explained that that the crossing**
115 **would be paved between the rail tracks. It was a safety issue. The Vermont Railway**
116 **would waive a special insurance requirement to have it paved, said Mr. Lewis.**

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

118

119 **ROUTE 7 AND EAST THOMPSON'S POINT ROAD INTERSECTION – action**
120 **item**

121 Mr. Lewis reviewed a proposal to raise a section of East Thompson's Point Road that was
122 out of the state's Route 7 right-of-way and repave a section that was within the state's
123 Route 7 right-of-way.

124

125 Mr. Lewis suggested that the Selectboard hold off on the paving portion until VTrans
126 completed the Route 7 reconstruction project. Some patching has been done at the
127 intersection, said Mr. Lewis.

128

129 **MOTION by Mr. Russell, to authorize submission of a permit application to raise**
130 **and repave a portion of East Thompson's Point Road within the Route 7 right-of-**
131 **way and apron died for lack of a second.**

132

133 Mr. Russell asked the Road Commissioner to place some reflectors on each side of the
134 apron to address a homeowner's concerns.

135

136 **CHARLOTTE PUB/COFFEE SHOP – discussion only**

137 Tony Frederico and Ruah Swennerfelt, Charlotte Community Transition members,
138 explained a proposal to locate a community property for Town residents to gather.

139

140 Ms. Swennerfelt reviewed potential plans to convert a ca. 1910 farm house and
141 garage/apartment at 65 Ferry Road into a pub/coffee shop that would include on-site
142 parking spaces. The garage/apartment could be torn down and rebuilt as a “barn” and the
143 farm house rented out. The property had septic capacity for a 6 person home. A question
144 was if Town septic would be available if any additional septic capacity was needed, said
145 Ms. Swennerfelt.

146

147 There was further discussion regarding wetlands near the subject property (Ms.
148 Swennerfelt said that the property was high and dry); a potential for additional parking in
149 a small wooded area on the 2-acre property that could be utilized by the Town as spill-
150 over parking during Town events; and potential for 60-80 seat capacity as a restaurant.
151 Ms. Swennerfelt said that the Zoning Administrator indicated that the property was
152 sufficient for a Conditional Use as a restaurant.

153

154 Mr. Tegatz explained that the cost to expand the Burns property septic system was
155 \$800,000 to \$900,000. It might require a Town discussion regarding a bond issue. The
156 current Town Plan update would consider a town septic, said Mr. Tegatz.

157

158 Ms. Swennerfelt stated that the non-profit group was not asking for Town funding. There
159 were possible fundraising avenues via diner’s cards, or the sale of \$5,000 ‘loans’ at an
160 attractive interest rate. For example, the Bobcat Café raised over \$700,000 with the ‘loan’
161 offer, said Ms. Swennerfelt.

162

163 Mr. Russell, Ms. Russell and Mr. Krasnow expressed support of the proposal. Mr.
164 Krasnow pointed out that the Charlotte Wildflower Farm property was for sale.

165

166 Mr. Farnsworth asked if the group would consider the old CITGO station on Route 7, and
167 if town septic could expand to include that property. Mr. Tegatz replied that the Town
168 would need to determine if the voters wanted to bond to expand the town septic, or have
169 individual users pay for it.

170

171 **FLAG RETIREMENT CEREMONY – action item**

172 **MOTION by Mr. Tegatz, seconded by Ms. Russell, to authorize Boy Scout Troop 16**
173 **to hold a flag retirement ceremony on the Town Green on July 4, 2014.**

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

175

176 **CHARLOTTE INVASIVE COLLABORATIVE – action item**

177 Marty Illick and Sue Smith, Charlotte Invasive Collaborative members, reviewed a
178 budget of \$1,000 for one year to eradicate invasive plants in the Town rights-of-way. The
179 group would contract with Bob Hyams for the pilot project, said Ms. Illick.

180

181 There was discussion regarding a proposed agreement that would identify the projects
182 locations and cost for the work; a budget of \$1,000 for the work; the ad hoc committee’s

183 request to use a ‘hold harmless’ form in place of the proposed Town agreement;
184 permission needed for access to enter people’s property to work in the Town’s right-of-
185 way with herbicides; and a potential conflict of interest to award the contract to a person
186 on the Conservation Commission.

187

188 **CHANGES TO THE AGREEMENT:**

- 189 • Use “not to exceed \$1,000” on the agreement.
- 190 • Delete the paragraph “Eleven parcels and Town garage” and replace with “for
191 various properties.”
- 192 • Add a list of properties.
- 193 • Add language that would indemnify the Town.

194

195 **MOTION by Mr. Russell, seconded by Mr. Krasnow, to approve a contract with**
196 **Robert Hyams for an amount not to exceed \$1,000 for the treatment of Common**
197 **Reed (*Phragmites australis*) as amended:**

- 198 • Delete the paragraph “Eleven parcels and Town garage” and replace with
199 “for various properties.”
- 200 • Add a list of properties.
- 201 • Add language that would indemnify the Town.

202 **and to authorize the Charlotte Selectboard chair to sign the contract on behalf of**
203 **the Town of Charlotte.**

204 **DISCUSSION:**

205 **Ms. Illick pointed out that agreement with the land owners did not capture that the**
206 **site work done this fall would be revisited in the following two years of 2015 and**
207 **2016.**

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

209

210 **RECREATION COMMISSION - REPAIR OF TENNIS COURTS – action item**

211 **MOTION by Mr. Russell, seconded by Mr. Krasnow, to approve an expenditure of**
212 **\$2,711.68 from the Recreation Capital fund and approximately \$3,300 from the**
213 **Selectboard Unanticipated Expenses fund to repair the tennis courts.**

214 **DISCUSSION:**

215 **Mr. Morrison asked what the balance was in the Selectboard Unanticipated**
216 **Expenses budget line item. Mr. Russell said it was \$14,000.**

217

218 **Mr. Fraser-Harris reviewed three bid proposals received to repair the tennis courts.**

219

220 **Mr. Morrison asked if the Town funding amount in the motion was sufficient for the**
221 **repairs.**

222 **AMENDMENT to the motion by Mr. Russell, seconded by Mr. Krasnow, to award**
223 **the tennis repair contract to Advantage Tennis, Inc., to be paid from \$2,711.68 from**
224 **the Recreation Capital fund and an amount not to exceed \$3,300 from the**
225 **Selectboard Unanticipated Expenses fund, and to authorize the Charlotte**
226 **Selectboard Chair to sign the contract on behalf of the Town of Charlotte.**

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

228

229 **POLICE CONTRACT – action item**

230 Mr. Morrison reported that the Charlotte Selectboard members would attend a Shelburne
231 Selectboard meeting on Tuesday, June 17, 2014 to discuss a potential contract for police
232 services. Hinesburg Police Department had elected not to bid on the contract. A bid was
233 received from the Vermont State Police.

234

235 Mr. Krasnow would contact Lt. Whitcomb, Vermont State Police representative, with
236 corrections to the scope of work: to reflect 8.5 hours per week average, and not to exceed
237 the budgeted amount.

238

239 **WORLD WAR II MONUMENT – action items**

240 Ms. Cole, Town Hall Green and Monument Committee member, explained that Mr.
241 Kuhn agreed to wait to move the monument until the drainage issue at the Town Green
242 was resolved.

243

244 **MOTION by Mr. Russell, seconded by Ms. Russell, to approve a proposal to move**
245 **the World War II monument to the Town Green and to accept Jeff Kuhn’s proposal**
246 **to move and clean the monument for the amount of \$1,700 to be paid from private**
247 **fundraising.**

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

249

250 **TOWN GREEN DRAINAGE PROJECT – action item**

251 Ms. Cole explained a process and time line to apply for a wetland permit required in
252 order to start the Town Green drainage project. Ms. Smith noted that municipalities were
253 exempt from fees. It may take up to 3-5 months to receive a permit, said Ms. Smith.

254

255 Ms. Russell suggested that the Town should draft a cover letter for the permit application
256 that the Town understands that there were no fees.

257

258 **MOTION by Mr. Russell, seconded by Ms. Russell, to approve the submission of a**
259 **conditional use application to the Vermont Department of Environmental**
260 **Conservation for impacts to a wetland buffer as modified by the Charlotte Town**
261 **Administrator and David Marshall, Civil Engineering Inc., and a cover letter to**
262 **accompany the permit application.**

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

264

265 **ANIMAL CONTROL HOUSING AGREEMENT WITH COMFORT HILL**

266 **KENNEL – action item**

267 **MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve a one year renewal**
268 **of the Animal Control Housing Agreement with Comfort Hill Kennel for \$600.**

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

270

271 **AGREEMENT BETWEEN TOWN AND CVFRS – action item**

272 **MOTION by Mr. Russell, seconded by Ms. Russell, to approve amendments to the**
273 **Memorandum of Agreement between the Town of Charlotte and the Charlotte**

274 **Volunteer Fire and Rescue Services to require the Selectboard's approval prior to**
275 **the purchase of capital equipment as presented.**

276 **DISCUSSION:**

277 **Mr. Mack asked for clarification of the added language to the MOA document when**
278 **Fire and Rescue haven't adhered to agreements in the past. At what point will there**
279 **be discussions for other options, asked Mr. Mack.**

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

281

282 **TOWN HALL AND LIBRARY WATER SYSTEM – action item**

283 **MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve Lincoln Applied**
284 **Geology as the class 3 Operator for the Town Hall and Library Water System**

285 **staring July 1, 2014.**

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

287

288 **AUTHORIZE SIGNING OF TIME SHEETS WHEN TOWN ADMINISTRATOR**
289 **IS NOT AVAILABLE – action item**

290 **MOTION by Mr. Russell, seconded by Mr. Tegatz, to authorize the Charlotte**
291 **Selectboard Chair to sign time sheets when the Town Administrator was not**
292 **available.**

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

294

295 **SELECTBOARD UPDATES**

296 Ms. Russell reported that a Fire and Rescue meeting was held May 22, 2014, regarding
297 the budget, approved the amended MOA, hired Wallace Tapia as their audit firm, and
298 updates to the tower.

299

300 Mr. Morrison asked that staff arrange for a quarterly Selectboard/CVFRS joint meeting
301 for July 22, 2014, at the Fire Station.

302

303 Mr. Krasnow reviewed a Recreation Committee update related to a new “pack-in, pack-
304 out” trash policy at the Town Beach.

305

306 Mr. Tegatz said that a Library roof scope of work was ready.

307

308 Mr. Morrison noted that the Town Auditors were meeting Monday, June 16.

309

310 **APPROVE WARRANTS TO PAY BILLS**

311 The Selectboard signed warrants to pay bills.

312

313 **ADJOURNMENT**

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

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

316

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

318

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

320