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**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
MARCH 10, 2014**

APPROVED

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

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Nancy Wood, Janet Morrison, Mike Cook, Stephen Brooks, Mary Mead, Joanna Cummings, Clark Hinsdale III, Abby Rehkugler, David Speidel, Carrie Spear, Peter Trono, Jenny Cole, Martha Edwards, Martha Perkins, Betsi Oliver, Alan Hughes, Carrie Spears, Robert Mack, David Miskell, Frank Tenney, Sharron Balaban, Bonnie Christie, Hugh Lewis Jr, Ed Cafferty, Heather McKim and Sheri Duff, Charlotte Citizen, John Hammer, Charlotte News, and others.

ITEMS TAKEN UP:

- **Selectboard Organization – action item**
- **Reappointments – action item**
- **Colin Rehkugler – request for a Highway Access Permit for access to a single family dwelling to be constructed at 939 Dorset Street – action item**
- **Colin Rehkugler – License Agreement (post facto) for the installation utility lines under Dorset Street – action item.**
- **Town Meeting Debriefing – discussion only**
- **Amendment to the Motor Vehicle and Traffic Regulation Ordinance to create a maximum speed of 45 miles per hour on Spear Street between Hinesburg Road and the Shelburne Town Line – action item**
- **Scheduling and Logistics for quarterly meeting with CVFRS – discussion only**
- **Minutes: February 24, March 4 (Town Meeting)**
- **Selectboard liaisons to committees/commissions/boards – discussion only**
- **Goals, priorities, workplan, and board member assignments – discussion only**

6:30 p.m. SITE VISIT: 939 Dorset Street for Highway Access Permit application by Collin Rehkugler

CALL TO ORDER

Mr. Bloch, Town Administrator, called the meeting to order at 7:00 p.m. Matthew Krasnow and Fritz Tegatz were welcomed as new Selectboard members.

ADJUSTMENTS TO AGENDA

None.

47 **SELECTBOARD ORGANIZATION – action item**48 *Determine Board structure and elect leadership:*49 **MOTION by Mr. Russell, seconded by Ms. Russell, to nominate and elect Lane**
50 **Morrison as Charlotte Selectboard Chair.**51 **VOTE: 5 ayes; motion carried.**

52

53 Mr. Morrison expressed thanks and gratitude to John Owen and Winslow Ladue for their
54 excellent service to the Town.

55

56 *Adopt rules of procedure:*57 **MOTION by Ms. Russell, seconded by Mr. Krasnow, to adopt Roberts Rules of**
58 **Order for Small Boards.**59 **VOTE: 5 ayes; motion carried.**

60

61 *Select newspaper of record:*62 Mr. Morrison reviewed an offer by the Charlotte News to publish Town Meeting
63 schedules and meeting warnings free of charge. A concern was that the Charlotte News
64 was only published every other week. There was a suggestion that the Charlotte News
65 could be the primary newspaper of record and a different newspaper could be used for the
66 off weeks. The Town has used the Charlotte Citizen, 7 Days and the Charlotte News in
67 the past, said Mr. Morrison.

68

69 Mr. Morrison asked if the meeting notices could be posted on-line versus in the
70 newspapers. Mr. Bloch replied that posting meetings and warnings on-line may not be
71 legal. In most cases the Planning and Zoning boards must publish warnings of
72 applications 15 days in advance and that could be an issue, explained Mr. Bloch.

73

74 (NOTE: there was further discussion regarding selection of a newspaper(s) under
75 Selectboard Update)

76

77 *Approve schedule of regular meetings:*78 **MOTION by Mr. Russell, seconded by Ms. Russell, to approve a schedule of regular**
79 **Selectboard meetings as the second and fourth Mondays of each month, with the**
80 **exception of holidays that could be rescheduled to another date of the month.**81 **VOTE: 5 ayes; motion carried.**

82

83 *Determine how agendas will be created and timing:*84 Following a brief discussion Mr. Morrison asked staff to have draft agendas available on
85 the Wednesday before a meeting and a final agenda with attachments ready by 1:00 p.m.
86 on the Thursday prior to a meeting with the understanding that there could be changes to
87 agendas. There should be at least two Selectboard members involved in the process.
88 Agenda topics could be sent to staff via e-mail as well, explained Mr. Morrison.

89

90 Mr. Tegatz asked staff to add dates to agenda topics that had been previously discussed at
91 prior Selectboard meetings to facilitate finding of minutes to read about past actions.

92

93 *Determine how/when public can participate in meetings:*

94 Mr. Morrison said that the Public Comment portion of the meeting was an opportunity
95 for the public to raise topics that were not on the agenda schedule. There would be a
96 three-minute limit to hear individual comments, said Mr. Morrison.

97

98 **PUBLIC COMMENT**

99 Mary Mead, Town Clerk/Treasurer, read a written offer of assistance regarding the
100 unfilled Zoning Assistant position vacated by Gloria Warden for the Selectboard to
101 consider. By hiring a part-time Planning and Zoning assistant versus a full-time person
102 the Selectboard could save wages and benefits. Jeannine McCrumb was capable of
103 handling her office and the Town office was willing to assist the Selectboard, said Ms.
104 Mead.

105

106 Mr. Morrison said that the Selectboard had anticipated Gloria's departure and drafted an
107 RFP to increase the hours of the position to full-time. The Selectboard would confer with
108 Jeannine and Dean regarding Ms. Mead's offer. The Board would have a response by the
109 next regular Selectboard meeting, said Mr. Morrison.

110

111 Mr. Tegatz suggested hiring a part-time person as a start. Hours could be increased if
112 necessary, said Mr. Tegatz. Mr. Russell said that a part-time position would attract a
113 different class of applicants versus for a full-time position. Gloria had prior planning
114 office experience, which helped the Zoning Board a lot. The position may lend itself to
115 two people, said Mr. Russell.

116

117 Mr. Morrison suggested adding the issue to the March 24th Selectboard agenda. The
118 discussion should include how to better handle the planning and zoning records, said Mr.
119 Morrison.

120

121 Mr. Brooks suggested that a professional office assistant with up-to-date technical skills
122 could facilitate the transfer of paper records into electronic records.

123

124 Mr. Hinsdale explained that he was involved in two issues to bring to the Selectboard's
125 attention. He was trying to get a lawsuit with the Town of Charlotte that was currently in
126 Environmental Court out of the court system and back before the Town, and a curb cut
127 access at the Varney Farm, said Mr. Hinsdale.

128

129 **REAPPOINTMENTS – action item**

130 **MOTION by Ms. Russell, seconded by Mr. Tegatz, to approve reappointments for**
131 **terms indicated below:**

132 **Larry Hamilton—Tree Warden, for a one-year term ending in March, 2015;**

133 **Larry Hamilton—Fence Viewer, for a one-year term ending in March, 2015;**

134 **Lucia Plante—Town Service Officer, for a one-year term ending in March, 2015;**

135 **Bill Kallock—Energy Committee, for a two-year term ending in March, 2016;**

136 **Jennifer Chiodo—Energy Committee, for a two-year term ending March, 2016;**

137 **Suzy Hodgson—Energy Committee, for a two-year term ending in March, 2016;**

138 **Rebecca Foster—Energy Committee, for a two-year term ending in March, 2016;**

139 **Paul Landler—Planning Commission, for a four-year term ending in March, 2018;**
140 **Donna Stearns—Planning Commission, for a four-year term ending in March, 2018;**
141 **Judy Hill—Recreation Commission, for a three-year term ending in March, 2017;**
142 **Lisa Barnes—Trails Committee, for a two-year term ending in March, 2016;**
143 **Jorden Blucher—Trails Committee, for a two-year term ending in March, 2016;**
144 **John Limanek—Trails Committee, for a two-year term ending in March, 2016;**
145 **Kevin Burgett—Trails Committee, for a two-year term ending in March, 2016;**
146 **Robin Coleburn—Design Review Committee (for Thompson’s Point), for a**
147 **three-year term ending in March, 2017;**
148 **Jonathan Fisher—Zoning Board of Adjustment, for a three-year term ending in**
149 **March, 2017;**
150 **Cali Griswold—Animal Control Officer (paid position), for a one-year term ending**
151 **in March, 2015.**
152 **VOTE: 5 ayes; motion carried.**
153

154 **COLIN REHKUGLER – REQUEST FOR A HIGHWAY ACCESS PERMIT FOR**
155 **ACCESS TO A SINGLE FAMILY DWELLING TO BE CONSTRUCTED AT 939**
156 **DORSET STREET – action item**

157 Mr. Morrison reviewed a Highway Access Permit request by Collin and Abby Rehkugler,
158 and comments received from the Charlotte Road Commissioner related to sight distances.
159 Looking north there was a 450’ sight distance, which was not the 500’ distance required
160 for the 50 mph speed limit on Dorset Street. The Selectboard looked at the location of the
161 proposed access, which was on the south side across from the existing power pole where
162 the power line goes under the roadway. If the access entrance was moved 40’ to the north
163 that would give better views for traffic, suggested Mr. Morrison.
164

165 Ms. Rehkugler, applicant, explained that she didn’t own the property 40’ north. Mr.
166 Morrison said that there was a stake in the ground to the north, which he had assumed
167 marked the corner of Ms. Rehkugler’s property.
168

169 Ms. Russell suggested moving the access 10’ to the north on the other side of the power
170 line. That would take the driveway closer to the top of the hill where the view of on-
171 coming traffic was better, said Ms. Russell. Ms. Rehkugler said that she would need to
172 look at the area, or call her husband on her cell phone. She would need to get back to the
173 Selectboard, said Ms. Rehkugler.
174

175 Mr. Russell suggested approving the permit conditioned upon a change to move the
176 access to the north of the power line. Ms. Rehkugler said that she didn’t want to do that.
177

178 (NOTE: Ms. Rehkugler returned later in the meeting following a phone call to Mr.
179 Rehkugler.)
180

181 Ms. Rehkugler explained that if the driveway was moved to the north of the power line
182 then that meant that the driveway would need to cross over the buried power line to get
183 the proposed garage site. She didn’t know how deep the line was buried. They wanted to
184 keep the driveway to the south of the power line if possible, stated Ms. Rehkugler.

185

186 Ms. Rehkugler showed the location of the proposed access, driveway, garage site, and the
187 buried power line that serviced their solar panel on a projected site map. Ms. Rehkugler
188 said that Green Mountain Power (GMP) installed the line and should have buried it 42”
189 deep, but she didn’t know that, said Ms. Rehkugler.

190

191 Mr. Lewis said that Ms. Rehkugler was correct. The field was heavy clay there. GMP
192 says that a buried line has to be done as per GMP’s specifications at 42” deep and in
193 conduit. GMP was responsible from the pole to the meter. He couldn’t say that it was 100
194 percent safe to drive over the line. Dig Safe should be called, said Mr. Lewis.

195

196 Mr. Russell said that he was not in favor of approving inadequate sight distances unless
197 there were unusual circumstances.

198

199 Mr. Morrison, Mr. Russell, Ms. Russell and Mr. Tegatz spoke in favor of moving the
200 access north of the power line for safety reasons.

201

202 **MOTION by Mr. Tegatz, seconded by Mr. Russell, to approve a request by Colin**
203 **Rehkugler for a Highway Access Permit for access to a single family dwelling to be**
204 **constructed at 939 Dorset Street, with conditions to move the access 10’ further to**
205 **the north of an existing utility line, and as specified by the Charlotte Road**
206 **Commissioner regarding a 15” X 30’ culvert, ditching and cover.**

207

DISCUSSION:

208 Mr. Lewis explained minimum culvert dimensions of 15” X 30’ as per Town
209 regulations. Not much water flows through that particular ditch, but the ditch
210 would need to be deeper to daylight the bottom of the culvert for water flow, said
211 Mr. Lewis.

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

213

214 **COLIN REHKUGLER – LICENSE AGREEMENT (POST FACTO) FOR THE**
215 **INSTALLATION UTILITY LINES UNDER DORSET STREET – action item.**

216 Mr. Morrison reviewed that the utility lines were already installed under the roadway.

217

218 Mr. Lewis said that there were no issues with the installation.

219

220 **MOTION by Mr. Russell, seconded by Ms. Russell, to approve a License Agreement**
221 **(post facto) with Colin Rehkugler for the installation of utility lines under Dorset**
222 **Street as presented.**

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

224

225 **TOWN MEETING DEBRIEFING – discussion only**

226 Mr. Morrison said that he would like to institute a method of recording feedback from the
227 2014 Town Meeting to make the 2015 Town Meeting more productive. For example,
228 Town committees could present a 5 minute report at the beginning of the Town Meeting,
229 which would stimulate discussion before a budget vote, suggested Mr. Morrison.

230

231 Ms. Perkins asked what the moderator could do to stop people from calling the question
232 on a motion while there were still hands raised. Mr. Morrison said that Roberts Rules of
233 Order requires a 2/3's majority to carry a 'call the question' vote. The Town could appeal
234 to the moderator in advance to be cognizant of raised hands, said Mr. Morrison. Mr.
235 Russell noted that the Selectboard could not tell the moderator, an elected official, how to
236 do their job.

237

238 Mr. Hinsdale said that one complaint over a number of years has been some of the
239 seating sections can't be seen. Someone could sit next to the Moderator to bring the
240 raised hands to his attention, or the order of who gets called on, suggested Mr. Hinsdale.

241

242 Mr. Russell suggested placing microphones at the front of the hall and people with
243 questions could queue in line. That way everyone gets heard, said Mr. Russell.

244

245 Ms. Wood suggested that when the Selectboard drafts the Town Meeting Warning they
246 could separate out the large budget items to be voted on separately as a discrete warned
247 item. For example, Conservation funds, or the Highway funds, said Ms. Wood.

248

249 Ms. Cummings said that more and better pre-Town Meeting outreach should be done. It
250 would be helpful if there were more people involved in the budget building process
251 during Selectboard meetings prior to the Town Meeting. Time was wasted at Town
252 Meeting rehashing issues, said Ms. Cummings. Mr. Hammer said that regarding Town
253 Meetings, the Supreme Court found that town budgets could not be separated out. The
254 budget had to be voted on as a single number, said Mr. Hammer.

255

256 Following discussion, Mr. Hammer was asked to further research the Supreme Court
257 findings, specifically if a fund, such as the Highway fund that was separate from a
258 General fund, could be pulled out and voted on separately. Mr. Hammer agreed to the
259 research the issue with references.

260

261 Mr. Morrison reviewed that any last minute financial changes to a budget should be
262 adjusted in advance of Town Meeting versus on the fly at Town Meeting. He had heard a
263 request by a towns person that any handouts placed on the seats at Town Meeting should
264 have sources added to the handouts, said Mr. Morrison.

265

266 Ms. Cole suggested including a category of budget amounts in the Town Report to make
267 the funds easier to find. Mr. Russell said that major financial categories could be
268 compiled as a year-by-year comparison with increases noted.

269

270 **AMENDMENT TO THE MOTOR VEHICLE AND TRAFFIC REGULATION**
271 **ORDINANCE TO CREATE A MAXIMUM SPEED OF 45 MILES PER HOUR ON**
272 **SPEAR STREET BETWEEN HINESBURG ROAD AND THE SHELBURNE**
273 **TOWN LINE – action item**

274 **MOTION by Mr. Russell, seconded by Ms. Russell, to amend the Motor Vehicle and**
275 **Traffic Regulation Ordinance to create a maximum speed of 45 miles per hour on**

276 Spear Street between Hinesburg Road and extending northerly to the Shelburne
277 Town Line.

278 **DISCUSSION:**

279 Ms. Cummings said that she would not ride a bike on Spear Street due to the
280 vehicular speeding. She was concerned for pedestrian traffic. Was there any
281 consideration for pedestrian traffic in the CCRPC traffic study, asked Ms.
282 Cummings. Mr. Bloch replied that it was brought up in the RPC study and they
283 were aware of the issues on Spear Street, as well as that road being a big biking
284 corridor.

285

286 Ms. Perkins asked how the Town could get the road speed down to coordinate with
287 the 35 mph at the Shelburne Town Line. Mr. Russell explained that the speed limits
288 have to be based on a traffic study and the study done didn't warrant lowering the
289 speed limit on Spear Street. The Town was lowering the posted speed to 45 mph and
290 with traffic calming speeds may go lower than that, said Mr. Russell.

291

292 Mr. Morrison explained that the Community Safety Committee (CSC) report was a
293 comprehensive study. The CSC would be continued and the Town authorized more
294 funding for traffic calming and enforcement. Nothing has been decided yet. The
295 committee has been charged to move the process forward over the next few months,
296 said Mr. Morrison.

297

298 Mr. Hinsdale said that a benefit of conserved land in Charlotte allowed people to
299 move efficiently through Town. The Town could coordinate with Shelburne to
300 continue 2' wide shoulders on Spear Street for a bike and pedestrian corridor,
301 suggested Mr. Hinsdale.

302

303 Ms. Spear asked if there had been any traffic studies done on Spear Street near the
304 East Village and store. Mr. Morrison replied no. He could talk with the CSC to look
305 at the speeds around the store and Hinesburg Road/Spear Street intersections, said
306 Mr. Morrison.

307

308 Mr. Krasnow asked for a show of hand of audience members that supported a 45
309 mph speed limit change in the ordinance. (There were many raised hands.)

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

311

312 **SCHEDULING AND LOGISTICS FOR QUARTERLY MEETING WITH CVFRS**
313 **– discussion only**

314 Ms. Russell explained that the Town and CVFRS had an agreement that the Selectboard
315 would meet quarterly with CVFRS to review financial statements. The CVFRS Corporate
316 Board was scheduled to meet April 28th, said Ms. Russell.

317

318 Mr. Morrison asked staff to warn a joint CVFRS/Selectboard meeting to be held at the
319 CVFRS fire station. The meeting would be an open meeting, clarified Mr. Morrison.

320

321 **MINUTES: February 24, March 4 (Town Meeting)**

322 **MOTION by Mr. Russell, seconded by Ms. Russell, to approve the 2014 Town**
323 **meeting minutes of 03/04/2014 as written, with corrections.**

324 **VOTE: 3 ayes, 2 abstentions (Mr. Krasnow, Mr. Tegatz); motion carried.**

325

326 **SELECTBOARD LIAISONS TO COMMITTEES/COMMISSIONS/BOARDS –**
327 **discussion only**

328 *BOARD MEMBER ASSIGNMENTS:*

329 Community Safety Committee/Shelburne Police/State Police: Matthew Krasnow

330 Road Commissioner/Bridges: Fritz Tegatz and Mr. Lewis

331 Thompson's Point Wastewater: Mr. Tegatz

332 Senior Center: Lane Morrison

333 Library: Ellie Russell

334 CVFRS: Ellie Russell, Fritz Tegatz, Matthew Krasnow.

335 Charlotte Park and Wildlife Oversight Committee: Matthew Krasnow

336 CCS/CVU: Charles Russell (as a contact)

337 Planning & Zoning: Charles Russell

338 Conservation Commission: Fritz Tegatz

339 Energy Committee: Fritz Tegatz and Matt Krasnow

340 Legal Matters: Mr. Russell and Lane Morrison

341 HR: Ms. Russell

342 Auditors: Mr. Morrison, Mr. Russell

343 Recreation: Matthew Krasnow

344 Trails Committee: Matthew Krasnow

345 Buildings and Grounds: Charles Russell

346 Emergency Management Coordinator: to be determined

347

348 **GOALS, PRIORITIES, WORKPLAN, AND BOARD MEMBER ASSIGNMENTS**

349 **– discussion only**

350 *SET PRIORITIES:*

- 351 • Bridges, road signage (town wide).
- 352 • Set up Town e-mail accounts/addresses: Mr. Bloch to coordinate with the IT
353 consultant.
- 354 • Traffic study on Spear Street south from Hinesburg Road: Community Safety
355 Committee (review the East Charlotte Village Planning traffic study).
- 356 • Charlotte Solar Farm legal issue (on short list)
- 357 • Planning Commission/Selectboard joint meeting regarding the Town Plan update.
- 358 • Bridge grants: Mr. Tegatz.
- 359 • Mapping for public safety: Mr. Krasnow.
- 360 • Purchasing Policy and Internal Control policy/procedure: Mr. Russell, Mr.
361 Morrison.
- 362 • Rotate assignment for writing a monthly Selectboard Update article for
363 newspaper: Mr. Bloch to track Selectboard member's rotation.
- 364 • CVFRS: Ms. Russell. Mr. Krasnow would e-mail CVFRS with a request to attend
365 the Corporate Board meetings.
- 366 • Town website: Mr. Russell.
- 367 • Town Hall and Town Green project: Mr. Morrison

368

369 Mr. Morrison asked staff to draft an Internal Control Policy priority list of items/issues
370 for the next Selectboard meeting.

371

372 Mr. Hinsdale suggested that the Selectboard add the following priorities to the list:

- 373 • Re-connect with the Charlotte Central School and CVU. There was a dysfunction
374 between the school world and the Town world.
- 375 • Legal issues were important. The Selectboard Chair set the tone, and there should
376 be a second board member on telephone conversations.
- 377 • Town Plan update related to legal standing or proceedings where the Town
378 participates. The Town Plan language was important where there were regulatory
379 matters.

380

381 *ADD:*

382 A joint meeting with the Planning Commission and the Selectboard regarding the on-
383 going Town Plan update.

384

385 **COMMITTEE UPDATES – discussion only**

386 Mr. Morrison noted that the HD screen has been popular. The Senior Center would obtain
387 one, said Mr. Morrison.

388

389 Ms. Russell stated that the request by the Library for a credit card would require a credit
390 card policy. A VLCT policy could be used as a guide to draft a policy, said Ms. Russell.

391 Mr. Krasnow asked if the request was for a debit card, or credit card. Ms. Russell replied
392 it was for a credit card, which had tax implications involved. Mr. Tegatz noted that a
393 credit card included limits for fraud as well. Mr. Cafferty suggested that the Library look
394 into setting up a town account at COSTCO.

395

396 Ms. Russell reviewed that the Library has discussed an energy audit for the roof and the
397 building. Mr. Bloch explained that an RFP was put out and 2 proposals were received.
398 The Energy Committee was meeting Wednesday at 7:00 p.m., 03/12/2014. He would
399 send the information to Mr. Tegatz for the meeting, said Mr. Bloch.

400

401 **SELECTBOARD UPDATES – discussion only**

402 There was discussion regarding selection of a newspaper of record to warn Town
403 meetings. Mr. Russell suggested that staff research if both the Charlotte News and
404 Charlotte Citizen could be used as a newspaper of record.

405

406 Mr. Bloch reviewed a Vermont Tent Company contract for the June Town Party. The
407 cost was \$2,800 for two tents, chairs and tables, said Mr. Bloch. Mr. Morrison asked staff
408 to add the Vermont Tent Company contract and invoice to the next Selectboard meeting
409 agenda. Mr. Tegatz asked if the contract was put out for bids.

410

411 Mr. Morrison asked staff to add the Town Hall water system bids to the next Selectboard
412 meeting agenda. Mr. Tegatz said he would discuss the bids with the contractors.

413

414 **APPROVE WARRANTS TO PAY BILLS**

415 The Selectboard members signed warrants.

416

417 **ADJOURNMENT**

418 **MOTION by Mr. Russell, seconded by Ms. Russell, to adjourn the meeting.**

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

420

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

422

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

424