

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
MARCH 18, 2013**

APPROVED

SELECTBOARD MEMBERS: Charles Russell, Chair; John Owen, Winslow Ladue, Ellie Russell, Heather Manning.

OTHERS: Betsi Oliver, Hugh Lewis Jr, Donna Stearns, and others.

CALL TO ORDER

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

ADJUSTMENTS TO AGENDA

Added under Selectboard Updates: Goals and Priorities lists – discussion only; and Fire and Rescue Service Agreement – discussion only.

PUBLIC COMMENT

None.

INTERVIEW(S) FOR THE VACANT LISTER POSITION – action item

The Selectboard interviewed Betsi Oliver for a Lister position and reviewed the candidate's qualifications.

MOTION by Mr. Ladue, seconded by Mr. Owen, to appoint Betsi Oliver to a vacant Lister position at a salary of \$13.72 per hour for a 10 hour week, starting as soon as possible and terminating March, 2014.

AMENDED by Mr. Ladue and seconded by Mr. Owen, pending favorable references.

VOTE 5 ayes; motion carried.

RODNEY AND DONNA STEARNS – DOCUMENTS FOR SUBDIVISION – action item

Mr. Russell reviewed that the Stearns subdivision documents were standard documents, but not 'boiler plate'.

Ms. Stearns explained that there were originally 80 acres. One-half of the farm was set aside as open space, 1.85 acres around the house was counted as density and the remaining 9.96 acres of their lot was added to the open space, said Ms. Stearns.

MOTION by Mr. Owen, seconded by Ms. Manning, to approve amendment documents to the Rodney and Donna Stearns subdivision as follows:

- **Amendment to Open Space Agreement;**
- **Amendment to Sewage Service Agreement, Waiver and Easement;**
- **Amendment to Roadway Agreement and Waiver;**

- **Amendment to Fire Pond Agreement, Waiver and Easement; and to authorize the Charlotte Selectboard Chair to sign the documents on behalf of the Town of Charlotte.**

DISCUSSION:

Mr. Ladue asked for clarification of the use of the open space. Ms. Stearns replied that the land was pasture and hay crop.

VOTE 5 ayes; motion carried.

Mr. Russell stated that the documents needed to be notarized. The documents would be signed and notarized on Tuesday, March 19, 2013.

TOWN ROAD AND BRIDGE STANDARDS – action item

Mr. Lewis, Charlotte Road Commissioner, explained an issue with culverts and ditching along roadways. The diameter of a driveway culvert was 15” and 18” for a cross-over culvert. Ditches were done to state specifications in a “U” shape with a flat bottom and a 1-on-2 slope that resulted in a ditch 6’ wide on each side. If there were trees within that space that meant removal of the trees. The standards also call for seeding and mulching of ditches with vegetation established within 10 days. That was hard to do if it didn’t rain. Town practice was dig the ditch and return later in the week to seed and mulch. At times that meant returning onto a homeowner’s lawn. If it was a ledge area then the ditch would have steep grades and matting laid down. Biodegradable mats were expensive at \$150 per roll. Underground utilities were a big thing now and as the ditches go wider that interfered with the buried utilities. For example, Comcast has buried their lines in the bottom of our ditches, said Mr. Lewis.

Mr. Lewis suggested that the Town review agreement language regarding underground utility lines related to liability. For example; Champlain Waitsfield Telecom has contract language that the Town was not responsible for hitting the Telecom’s underground lines, said Mr. Lewis. Mr. Russell agreed, and suggested adding a review of contract language to the Selectboard Work Plan.

Mr. Russell asked if there were any exceptions for cutting trees during ditch work in the state standards. Mr. Lewis replied there was. An issue was that people would question having a narrower ditch to avoid trees and then a much wider ditch when the land opened up, pointed out Mr. Lewis.

Mr. Ladue read language in the state standard regarding ditch slopes that “...1-on-2 slopes were preferred....” It was not a requirement, noted Mr. Ladue.

There was discussion regarding purchase or rental of hydro-seeders to get grass to grow in 10 days.

MOTION by Mr. Owen, seconded by Ms. Russell, to adopt the January 2013 State-approved Town Road and Bridge Standards.

VOTE 5 ayes; motion carried.

APPLICATION TO VTRANS FY14 TOWN HIGHWAY GRANT PROGRAM FOR STRUCTURES GRANT – action item

MOTION by Mr. Ladue, seconded by Ms. Russell, to amend and approve an application to VTrans FY14 Town Highway Grant Program for a Structures Grant up to \$150,000, requiring a Town match of up to \$15,000 to repair bridges #30 and #31.

DISCUSSION:

Mr. Ladue reviewed options 1, 2, 3 and 4 for fixing bridges #14, 30 and 31 as outlined in a handout. Following a discussion with Stantec, this date, Mr. Ladue said he proposed changes to options to fix and pay for the bridge projects.

Mr. Ladue reviewed an Option 5 to fix the worst items on Bridge #14 that included two guard rails and replace the deck using Charlotte Highway guard rail funding; for Bridge #30 to fix the abutments, bridge rail, remove the pavement and repair the deck using a one-third portion of the \$215,000 grant money; and to fix the bent and guard rails on Bridge #31 using \$70,000 of the grant money.

Mr. Lewis pointed out that the pavement was removed and repairs to the cement deck were done on Bridge #14 less than 10 years ago by the Town. The deck was repaved, said Mr. Lewis.

Mr. Ladue said it was a work in progress. He was trying to balance out short and long term solutions, said Mr. Ladue. Mr. Owen asked if the amended motion was approved would it mess up what Town staff had put together. Mr. Ladue said that he verified with Dick Hoskin that the Town could apply grant money to multiple bridges. The grant money could be used for the three bridge projects, and as an option to replace the worse bridge five years down the road, said Mr. Ladue.

Mr. Ladue reiterated that the Town would apply for grants with changes to move \$30,000 from the design phase to the construction phase and address the worse problems for Bridges #30 and #31 identified by Stantec.

VOTE: 5 ayes; motion carried.

RICHARD TENNEY d/b/a TENNEY ENTERPRISES – application to renew Second Class Liquor License and Tobacco License – action item

MOTION by Mr. Owen, seconded by Ms. Manning, to adjourn as the Charlotte Selectboard and to convene as the Charlotte Liquor Control Board.

VOTE 5 ayes; motion carried.

Ms. Manning asked where Mr. Tenney was doing business. She understood the store was closed, said Ms. Manning.

No action was taken. The Selectboard asked that staff determine a place of business.

MOTION by Mr. Owen, seconded by Mr. Ladue, to adjourn as the Charlotte Liquor Control Board and reconvene as the Charlotte Selectboard.

VOTE 5 ayes; motion carried.

SELECTBOARD UPDATES

Ms. Russell handed out copies of a draft list of Selectboard Goals and Priorities, and asked Selectboard members to rank the items in order of importance by March 28. Ms. Russell said that she would e-mail an electronic copy of the list to Board members.

Mr. Russell noted that e-mails were considered a public document if the content contained Town business. A policy was needed regarding retention, content, archiving and deletion of Town electronic documents. Town staff has set up e-mail accounts for everyone for use versus personal e-mail accounts. A "General Records Schedule" would appear on the next Selectboard agenda for Board discussion/review, explained Mr. Russell.

Mr. Russell reviewed proposed items for consideration for a CVFRS Service Agreement between the Town and Fire and Rescue that included the following items:

- Document the current level of existing service.
- If language changes were required to the level of service then Fire and Rescue would need to present details of proposed changes to the Selectboard.
- Patient billing.
- Clarify expense and revenue budget reporting.
- Encourage communication via minutes of meetings to the Town.
- Create a payment schedule of taxpayer funds to Fire and Rescue – what was received from the Town, what was spent, and end of year closeout process.
- Create a system of checks and balances.
- Institute control or oversight of the Fire and Rescue budget.
- Independent audit and type of audit, done annually.
- Updates to the Town on continuous improvements, changes and progress throughout the year.
- Create a written policy that identifies all Fire and Rescue assets that were Town owned.
- Define 'Capital Equipment' as any item purchased for \$5,000 or over.
- A policy for large purchases was needed.

Mr. Russell said that further discussion regarding a service agreement would appear on the next Selectboard agenda for discussion only.

Ms. Russell said that she would attend the Corporate Board meeting, Tuesday, March 19, 2013, and would invite Mr. McNally to attend the March 28th Selectboard meeting.

Ms. Manning said that she would attend as well. She would also attend a Thursday, March 21st Fire and Rescue meeting with Mr. Sulva, Mr. McNally and others.

Mr. Ladue suggested developing a system in the Fire and Rescue MOA to have the end of year costs covered by the Fire and Rescue Special Funds to close out the year. The

Town would then write a reimbursement check to Fire and Rescue for necessary closeout costs, explained Mr. Ladue.

APPROVE WARRANTS TO PAY BILLS

The Selectboard members signed warrants.

ADJOURNMENT

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

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 8:30 p.m.