

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
MARCH 7, 2016**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Carrie Spear, Matthew Krasnow, Fritz Tegatz, Jacob Spell (arrived at 7:19 p.m.).

ADMINISTRATION: Dean Block, Town Administrator.

OTHERS: Robert Mack, Sue Smith, Janet Morrison, Joe Shriner, Lynn Jaunich, Beth Merritt, Vince Crockenberg, John Hammer, Charlotte News; and others.

ITEMS TAKEN UP:

7:01 PM Selectboard organization

Determine board structure and elect leadership

Adopt rules of procedure (e.g. Robert's Rules of Order for Small Boards)

Select newspaper of record

Approve schedule of regular meetings

7:20 PM Senior Center Volunteer Coordinator—approve offer of employment and starting wage-rate

7:25 PM Zoning Administrator/Sewage Control Officer/Deputy Health Officer—approve offer of employment and starting wage-rate

7:30 PM Town Meeting debriefing.

7:45 PM Goals, priorities, workplan, and board member assignments.

8:00 PM Selectboard liaisons to committees/commissions/boards.

8:15 PM Edgewater Center, LLC—appeal of ZBA decision (ZBA-15-06) by adjoining property owner—request Town Attorney to enter appearance in Superior Court docket for appeal

8:30 PM In re: Kessler Certificate of Occupancy—reactivation of appeal

CALL TO ORDER

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

SELECTBOARD ORGANIZATION

DETERMINE BOARD STRUCTURE AND ELECT LEADERSHIP

MOTION by Ms. Spear, seconded by Mr. Krasnow, to nominate and elect Lane Morrison as the Charlotte Selectboard Chair.

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

MOTION by Ms. Spear, seconded by Mr. Tegatz, to nominate and elect Matt Krasnow as the Charlotte Selectboard Vice Chair.

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

ADOPT RULES OF PROCEDURE (E.G. ROBERT'S RULES OF ORDER FOR SMALL BOARDS)

MOTION by Mr. Krasnow, seconded by Ms. Spear, to adopt the Vermont League of Cities and Towns model of Selectboard Rules of Procedures for Small Boards, with the following:

- **Section C, #5 – motions “made and seconded”;**
- **Section C, #6 – the member could make or “withdraw” a motion**
- **Motions to close discussions - use the word “will” for ending a discussion;**
- **Section C, #9 – rules may be amended by a “simple majority”;**
- **To amend Agendas, members should “contact the Chair”;**
- **#3, Agendas, last sentence – may be made “by majority”; and meetings will be “held on the 2nd and 4th Mondays at 7:00 p.m. at the Charlotte Town Hall”;**
- **Posting of notices – at the “Charlotte Town Hall, the Old Brick Store, and on the Charlotte Town website.”**
- **Section 4(a) – retain the current practice for warning emergency meetings;**
- **Section F, #2 – regarding public comment, “at the discretion of the Chair.”**

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

The Selectboard members would sign a completed document when filled out.

SELECT NEWSPAPER OF RECORD

MOTION by Mr. Krasnow, seconded by Ms. Spear, to select the Newspaper(s) of Record as follows:

- **To warn a Town Meeting and Special Town Meetings: Charlotte News.**
- **Public notices and other legal classified notices: Charlotte News and Charlotte Citizen.**

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

APPROVE SCHEDULE OF REGULAR MEETINGS

The 2nd and 4th Mondays of the month were selected for the regular Selectboard meetings.

SIGNING OF WARRANTS AND ORDERS

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to authorize the Charlotte Selectboard Chair to sign warrants that have been reviewed by at least two Selectboard members.

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

(NOTE: Mr. Spell arrived at 7:19 p.m.)

MOTION by Mr. Krasnow, seconded by Mr. Spell, to authorize the Charlotte Selectboard Chair to review and sign payroll warrants.

VOTE: 5 ayes; motion carried.

ADJUSTMENTS TO THE AGENDA

- Add: VTrans “no parking” on Route 7 near the Charlotte Flea Market.
- Executive Session regarding a Planning and Zoning personnel matter.

PUBLIC COMMENT

None.

MINUTES: February 22, February 29 (Informational Hearing), March 1, (Town Meeting)

MOTION by Mr. Krasnow, seconded by Ms. Spear, to approve the Charlotte Selectboard minutes of 02/22/2016, as written, with corrections/additions:

- Page 1, lines 32 – replace the word “also” with “not”.

VOTE: 3 ayes, 2 abstentions (Mr. Tegatz, Mr. Spell); motion carried.

MOTION by Ms. Spear, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of 02/29/2016, as written, with edits:

- Page 2, lines 69 – insert “and legislative approval, which would be the same for any change” between “voters” and “and that would...”.

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

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve the 2016 Charlotte Town Meeting minutes of 03/01/2016, as written, with a global correction to the name “Bob Mesaros”.

VOTE: 5 ayes; motion carried.

SENIOR CENTER VOLUNTEER COORDINATOR—APPROVE OFFER OF EMPLOYMENT AND STARTING WAGE-RATE

MOTION by Mr. Spell, seconded by Ms. Spear, to approve a Letter of Offer of Employment for a Senior Center Volunteer Coordinator for 15 hours per week and a starting wage rate of \$13.72 per hour to Margaret Sharp starting no earlier than March 1, 2016.

DISCUSSION:

Mr. Tegatz asked for clarification of the wage rate assessment. Mr. Bloch explained that the wage rate assessment included the last three job experiences for current Town employees, as per the Salary Policy.

VOTE: 5 ayes; motion carried.

The Selectboard Chair signed the document.

ZONING ADMINISTRATOR/SEWAGE CONTROL OFFICER/DEPUTY HEALTH OFFICER—APPROVE OFFER OF EMPLOYMENT AND STARTING WAGE-RATE

MOTION by Ms. Spear, seconded by Mr. Krasnow, to approve an Offer of Employment to Joseph Rheume as the Zoning Administrator/Sewage Control Officer/Deputy Health Officer for 25 hours per week and a starting wage rate of \$18.82 per hour.

DISCUSSION:

Mr. Spell pointed out that there were two Zoning Administrators now. Mr. Morrison replied that would be discussed in Executive Session. There would be three employees as follows: a Town Planner at 30 hours per week, a Zoning Administrator at 25 hours per week and an Administrative Assistant at 20 hours per week. A discussion was needed regarding the status of the Town Planner, said Mr. Morrison.

VOTE: 5 ayes; motion carried.

TOWN MEETING DEBRIEFING.

Mr. Morrison noted that an Advisory Motion regarding pedestrian and bicyclist safety on Charlotte's roads was approved at the Town Meeting, and needed to be addressed.

Mr. Spell suggested identifying the most dangerous public road intersections and categorizing them from highest priority to lowest. Plans and strategies could be presented for 5, 10 or 20 years. There may be public transportation funding available. Mr. Yantachka, Mr. Howe and the Charlotte Road Commissioner should be invited to participate, suggested Mr. Spell.

Following further discussion regarding grant programs related to public safety improvement projects, it was suggested that the Selectboard contact the Chittenden County Regional Planning (CCRPC) office to assist in drafting a scope of work, possible studies and/or available grants. Mr. Morrison asked staff to contact the CCRPC.

Mr. Shriner asked if there was anything that limited possible action. Mr. Morrison replied yes. For example on Greenbush Road the Town couldn't reduce the traffic speed, and there are curves and runoff. Mr. Shriner suggested tapping into the biking community for suggestions, for example, line of sight, trimming trees.

Ms. Spear suggested asking the State Police to consistently sit at places around Town for a high visible deterrent. Mr. Krasnow said that he would talk with Trooper Daley. He would post a note on Front Porch Forum and ask Bill Fraser-Harris for input, said Mr. Krasnow.

Mr. Morrison reported that he had received good feedback on Mr. Krasnow's presentation regarding the CVFRS Capital purchase options.

Mr. Crockenberg said that the charter ad hoc community committee was looking forward to working with the Selectboard over the next 4 years on how the hybrid Town Meeting model will work. A decision on reaffirming the charter related to the sunset date was needed. There should be no more "October" surprises, said Mr. Crockenberg.

Mr. Morrison noted that Nancy Wood had questions regarding the meaning of Charter language that "...the Town budget and related articles...". Ms. Jaunich replied that the Town Attorney had reviewed the draft Charter and was comfortable with the proposed language. New Hampshire has used this model for years and that could be looked at, suggested Ms. Jaunich.

Mr. Bloch said that he had talked with the Town Attorney. The approved Charter would go to the Secretary of State, then to the Legislative Council. Any questions from the state level would go to the Town Attorney and may come back to the Selectboard in the next month or two, explained Mr. Bloch.

In response to a question regarding microphones for Town Meeting, Mr. Morrison reviewed that VCAM was engaged for live streaming and a contractor was used for the stage sound system. Next year there should be one organization providing the sound system. VCAM was a free community service. Mr. Morrison thanked VCAM for live streaming the Town Meeting.

GOALS, PRIORITIES, WORKPLAN, AND BOARD MEMBER ASSIGNMENTS.

GOALS and PRIORITIES

- Have the draft Town Plan update ready for the 2017 Town Meeting
- Presentation of a ground water survey
- Hazard Materials Ordinance
- Charlotte Road Rights-of-Way Ordinance
- Workmen's Compensation
- Thompson's Point Wastewater Ordinance and fees
- Town Hall carpet scope of work
- Gravel drip edge needed on the south side of the Town Hall exterior (Dale Knowles and Jenny Cole)

WORKPLAN

Mr. Tegatz suggested posting Selectboard meetings and board packet information via Google calendar. Mr. Bloch said that he would discuss the possibility with Troy.

Mr. Spell asked Mr. Tegatz to forward copies of the CVFRS bank statements and financial reports to the Town Clerk's office. Mr. Morrison said that other than finalizing a surplus calculation the current system was working. A dialog could be started once the surplus paragraph was completed, said Mr. Morrison.

Mr. Mack stated that when the January 13th MOU document was voted on it wasn't clean or precise. A discussion needs a more open forum. The CVFRS minutes and financial reports should be available to the Town more timely. Regarding the budget, the actuals and adjustments were needed to know what was spent. A question was if CVFRS was following the Town's purchase policy, which should be in the MOU. CVFRS did a good job at Town Meeting this year and it was appreciated, said Mr. Mack.

Mr. Krasnow said that the Charlotte Park and Wildlife Refuge Committee is updating the Park Management Plan and would be presented to the Selectboard one section at a time. He highly recommended that the Selectboard members tour the Park, said Mr. Krasnow.

SUGGESTED ADDITIONS:

- Add a review of the Town committee year-to-date budgets at the end of May to see how the budgets were tracking
- Add an Act 46 presentation/update
- Mr. Tegatz to add Mr. Spell to the CVFRS meeting notification list and agenda
- CVFRS MOU update
- Schedule a Joint Selectboard/Planning Commission meeting for Thursday, May 5th, at 7:00 p.m. regarding the draft Town Plan update
- Under Possible Other Items - add Town Meeting Revitalization (Ms. Spear to work on), and Bike and Road Safety
- November - add Land Use Regulations

SELECTBOARD LIAISONS TO COMMITTEES/COMMISSIONS/BOARDS.**SELECTBOARD LIAISON ASSIGNMENTS - 2016**

CVFRS: Fritz

Shelburne Police/State Police: Matt

Road Commissioner/Bridges: Fritz

Thompson's Point Wastewater: Fritz

Senior Center: Lane

Library: Lane

Charlotte Park and Wildlife Oversight Committee: Matt

CCS: Carrie

CVU/CSSU: To be determined

Planning & Zoning: Jacob

Conservation Commission: Jacob

Energy Committee: Matt

Recreation: Carrie

Trails Committee: Matt

Town properties and facilities: Fritz and Jacob

EDGEWATER CENTER, LLC—APPEAL OF ZBA DECISION (ZBA-15-06) BY ADJOINING PROPERTY OWNER—REQUEST TOWN ATTORNEY TO ENTER APPEARANCE IN SUPERIOR COURT DOCKET FOR APPEAL MOTION by Mr. Spell, seconded by Ms. Spear, to request that the Town Attorney enter an appearance in Superior Court Docket regarding an appeal of the ZBA Edgewater Center, LLC, decision, ZBA-15-06, by an adjoining property owner. VOTE: 5 ayes; motion carried.

IN RE: KESSLER CERTIFICATE OF OCCUPANCY—REACTIVATION OF APPEAL

Mr. Morrison briefly reviewed an appeal related to a Certificate of Occupancy regarding the Kessler property. At issue were the amendments to the Land Use Regulations, which were not warned for adoption. Mr. Morrison outlined options and suggested a warned article regarding the amendments for a vote in November.

Mr. Mack pointed out that the Selectboard pulled the two proposed Land Use Amendment articles at the March Town Meeting so the Board could review water and septic studies.

Ms. Spear, Mr. Krasnow and Mr. Tegatz spoke in favor of a Town Meeting vote.

Staff would contact the Town Attorney that a decision was postponed.

SELECTBOARD UPDATES

Mr. Morrison reported that VTrans has asked to remove a “no parking” sign at the Flea Market site on Route 7. Mr. Krasnow spoke in favor of retaining the sign.

Staff would notify VTrans.

In response to a Board request, staff would look at the existing steep entrance into the Flea Market property.

Ms. Spear suggested that the village boundaries should be reviewed along with farms, conserved land, sustainable community resources, such as open land, wetlands, homesteads, horse farms and infrastructure over time – 5 year, 20 year and 50 year plans. Mr. Bloch said that type of planning should be done jointly with the Planning Commission.

Ms. Spear outlined several concerns, such as moving the speed cart, visibility of the Charlotte Solar Farm from her property, potential impacts of the proposed Mt Philo solar farm, update of the Calendar of Events, a need for a Green-up Day coordinator, and language needed in the Town Plan regarding cemeteries. Mr. Morrison noted that there were two vacancies on the Cemetery Commission. One person has expressed interest, said Mr. Morrison.

Mr. Spell asked for an update on the Old Lantern/adjoining neighbor issue.

APPROVE WARRANTS TO PAY BILLS

The Selectboard signed warrants to pay bills.

EXECUTIVE SESSION

MOTION Mr. Tegatz, seconded by Mr. Krasnow, to recess the regular meeting and enter Executive Session for the purpose of discussing Planning and Zoning personnel matters where premature knowledge could place the Town at a disadvantage, and to invite the Town Administrator to attend.

VOTE: 5 ayes; motion carried.

The regular meeting was recessed and the Selectboard entered Executive Session at 9:27 p.m.

ADJOURNMENT

The meeting was adjourned at p.m.

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