

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
MARCH 9, 2015**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Fritz Tegatz, Matthew Krasnow, Jacob Spell, Carrie Spear.

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Ed Cafferty, Dale Knowles, Stephen Brooks, Christina Booher, Janet Morrison, Robert Mack, Bonnie Christie, Brady Toensing, Sue Smith, Jenny Cole, Michael Russell, David Marshall, Sara Shays, Jason Pidgeon, John Hammer, Charlotte News; Robin Reid, Charlotte Citizen; and others.

ITEMS TAKEN UP:

- Selectboard Organization. Actions under consideration: 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; Determine how agendas will be created and timing; Determine how/when public can participate in meetings
- Sara Shays — amendment to Conservation and Agricultural Easement and Restrictions, to change boundaries of lots within the existing easement area, and revise protected resources within the easement. Action under consideration: approve
- Bridge 30, Carpenter Road — construction grant application. Action under consideration: approve
- Seguin Covered Bridge — finance and maintenance agreement for design and reconstruction. Action under consideration: approve
- Town Meeting debriefing. Discussion only
- Goals, priorities, workplan, and board member assignments. Discussion only
- Selectboard liaisons to committees/commissions/boards. Discussion only
- Reappointments. Action under consideration: approve reappointments for term indicated.
- Lake Champlain Committee Paddlers' Trail Site Description and Site Use Agreement. Action under consideration: approve
- Whit's End, LLC d/b/a Old Brick Store — application for a Second Class Liquor License. Action under consideration (as Liquor Control Board): approve

CALL TO ORDER

Mr. Bloch, Town Administrator, called the meeting to order at 7:00 p.m.

ADJUSTMENT TO AGENDA

None.

SELECTBOARD ORGANIZATION. Actions under consideration:**Determine board structure and elect leadership****Elect Leadership**

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to nominate Lane Morrison as Charlotte Selectboard Chair. Mr. Spell nominated Matthew Krasnow as Charlotte Selectboard Chair.

DISCUSSION:

Mr. Tegatz said that Mr. Morrison has done a good job as Chair. He had run the meetings smoothly and had the time to do what needed to be done, said Mr. Tegatz.

Mr. Spell explained that over the course of the recent election he heard clearly from the Town voters that they wanted a change in leadership and new members across the board. With new leadership there could be a fresh start. Mr. Krasnow's professionalism was what the public was looking for, stated Mr. Spell.

VOTE to elect Lane Morrison as Chair: 4 ayes, 1 nay (Mr. Spell); motion carried.

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

MOTION by Mr. Tegatz, seconded by Mr. Spell, to adopt Robert's Rules of Order for Small Boards as the rules of procedure.

VOTE: 5 ayes; motion carried.

Select newspaper of record

MOTION by Mr. Tegatz, seconded by Mr. Spell, to designate the Charlotte News as the newspaper of record to warn Annual Town Meetings and Special Town Meetings, and to designate the Charlotte News and the Charlotte Citizen as the newspapers of record for warning of public notices and other legal classifieds.

VOTE: 5 ayes; motion carried.

Approve schedule of regular meetings

MOTION by Mr. Spell, seconded by Mr. Krasnow, to approve a schedule of regular Selectboard meetings as the second and fourth Mondays at 7:00 p.m. each month at the Charlotte Town Hall.

VOTE: 5 ayes; motion carried.

Determine how agendas will be created and timing

Mr. Morrison explained that draft agendas would be available by 12:00 p.m. on the Thursday prior to a meeting with the understanding that agenda topics would be submitted through the Selectboard Chair.

Determine how/when public can participate in meetings

Mr. Morrison explained an open public process, which was for the purpose of gathering public input during meetings. The Board would discuss a topic then open the discussion to the public, said Mr. Morrison.

Mr. Mack asked how the Selectboard would address unanswered questions from the public. For example, he had asked a question specifically about a property that the Town was giving away when due diligence was not done, said Mr. Mack.

Mr. Brooks said that the Town was a local partner for a project funded with federal dollars. He understood that it didn't come back for discussion. The Town paid out \$20,000 for its share, said Mr. Brooks. Mr. Morrison said that it was followed up and appropriate action was taken. Mr. Bloch explained that the warrant was reviewed and approved by the Selectboard and the Town paid out the funds.

PUBLIC COMMENT

None.

MINUTES: February 9, February 23, and March 3, 2015

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve the February 9, 2015 Selectboard minutes as written, with the following edits:

- **Page 4, line 171 – add to the sentence end “...for mowing and brush hogging.”**
- **Page 5, line 123 – delete the word “Deputy”.**

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

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the February 23, 2015 Selectboard minutes as written, with edits/corrections:

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

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve the March 3, 2015 Town Meeting minutes as written,

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

SARA SHAYS — AMENDMENT TO CONSERVATION AND AGRICULTURAL EASEMENT AND RESTRICTIONS, TO CHANGE BOUNDARIES OF LOTS WITHIN THE EXISTING EASEMENT AREA, AND REVISE PROTECTED RESOURCES WITHIN THE EASEMENT. Action under consideration: approve

Sara Shays, property owner, explained that she had subdivided her property and would sell her existing house with added pasture. She would build a small cottage that was accessed via a new driveway that has been constructed. Changes to the lot lines were noted on a site map. The rear of Lot 2 was existing open space that was hayed two to three times a year. There was a large existing septic easement on the land that she did not own, and two septic easements for Lot 2 located on Lot 1, one of which was a replacement field, said Ms. Shays.

Mr. Bloch said that the Planning Commission has heard and approved the application. A stream at the rear of the property has a 50' buffer for protection, said Mr. Bloch.

MOTION by Mr. Tegatz, seconded by Mr. Spell, to approve a request by Sara Shays for an Amendment to Conservation and Agricultural Easements and

Restrictions, to change boundaries of lots within the existing easement area, and revise protected resources within the easement.

VOTE: 5 ayes; motion carried.

Mr. Mack asked if anyone in Town would be allowed to changes easements. Mr. Morrison replied that the process was under the Planning Commission purview.

BRIDGE 30, CARPENTER ROAD — CONSTRUCTION GRANT

APPLICATION. Action under consideration: approve

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve a Construction Grant application regarding Bridge 30, Carpenter Road as presented.

DISCUSSION:

Mr. Brooks asked if the application included a construction contract proposal. Mr. Morrison replied that the application was an estimate by the engineering firm of what it would cost. The state would need to approve the funding, said Mr. Morrison.

Mr. Brooks asked if the engineering firm planned for a future ‘covered bridge’ superstructure to the bridge decks for the Carpenter Road and Dorset Street bridges. Mr. Tegatz stated that the application was for repair of the bridge only. A complete re-design would be required in order to accept the weight of a covered structure, said Mr. Tegatz.

VOTE: 5 ayes; motion carried.

SEGUIN COVERED BRIDGE — FINANCE AND MAINTENANCE

AGREEMENT FOR DESIGN AND RECONSTRUCTION. Action under consideration: approve

Mr. Tegatz reported that all his questions had been answered, and recommended approving the agreement.

MOTION by Mr. Tegatz, seconded by Mr. Spell, to approve a Finance and Maintenance Agreement for the Design and Reconstruction of the Seguin Covered Bridge.

VOTE: 5 ayes; motion carried.

TOWN MEETING DEBRIEFING. Discussion only

Mr. Tegatz said that he had sent a letter to a person who had questions on the bridges. It was up to the Moderator to direct questions to the appropriate Selectboard member for answers, said Mr. Tegatz.

Mr. Hammer asked if there were any ideas or discussion on how to fast-track work on a possible Charter in response to Article 6. Mr. Morrison said that the Selectboard would discuss the topic under Board member work assignments and liaisons.

Ms. Reid asked how the public would give/receive information regarding a charter, or the progress of discussions. It was a narrow one-purpose charter and the timeline was a concern. Would it be completed for a vote at the Town Meeting, asked Ms. Reid. Mr.

Morrison replied that the process would be highly organized. The current Ad Hoc Committee would be formalized, and there would be at least two warned public hearings to gather public input, said Mr. Morrison. Mr. Krasnow clarified that a proposed charter would need to be voted on by the Town via Australian ballot before going to the legislature.

Ms. Cole said that the Selectboard and CVFRS power point budget presentations and explanations were very helpful. The changes to Town Meeting and balloting proposals were a concern related to an Australian ballot budget vote within 5 weeks of the Town Meeting budget discussions. A question was how to handle a defeated Town budget voted by Australian ballot. Those questions should be researched early on, said Ms. Cole.

GOALS, PRIORITIES, WORKPLAN, AND BOARD MEMBER ASSIGNMENTS.

Discussion only

WORKPLAN ADDITIONS and ASSIGNMENTS:

- Other Items - Interface with Town Employees, process and communications: Mr. Morrison
- Other Items – Town Plan Review Planning Commission meetings: Mr. Spell
- Other Items - Review Affordable Housing and mesh with Town Plan language: Mr. Spell
- Other Items – Town Charter: Mr. Morrison and Ad Hoc Committee
- Other Items – Financial Policies and Procedures Work Statement (monthly reconciliation, general journal entries): Mr. Morrison
- Other Items - Procurement Policy: Mr. Spell and staff
- Affordable Housing grant program: Mr. Morrison, Mr. Spell

FUTURE MEETING AGENDA ITEMS:

- Financial Policies Scope of Work
- CVFRS MOA Update
- Town Plan
- Affordable Housing
- Charter
- Village Wastewater System

OTHER BUSINESS:

Mr. Spell, Mr. Krasnow and Ms. Booher to attend a Town Auditor Meeting, Wednesday, March 11, 2015 at 5:00 p.m.

Mr. Russell asked that the Selectboard address a village wastewater system and allocation policy related to Town Plan language, commercial uses, village density, and financing a system. Mr. Bloch reviewed that the Town had applied for and didn't get a planning grant on how to implement a village wastewater system and a funding mechanism. The Town needed a Village Designation to be competitive for municipal planning grants, said Mr. Bloch.

Mr. Tegatz expressed concern that the septic system allocation should be written so that no one entity could receive all the capacity. Mr. Russell suggested that the Town Plan should incorporate language regarding the system and capacity, and consider adopting a Development Review Board so that the Planning Commission could address the issues.

In response to a question by Mr. Mack, Mr. Tegatz said that a town wide vote would be held regarding adoption of a village wastewater system.

SELECTBOARD LIAISONS TO COMMITTEES/COMMISSIONS/BOARDS.

Discussion only

BOARD MEMBER ASSIGNMENTS:

Community Safety Committee/Shelburne Police/State Police: Mr. Krasnow
Road Commissioner/Bridges: Mr. Tegatz
Thompson's Point Wastewater: Mr. Tegatz
Senior Center: Mr. Morrison
Library: Ms. Spear
CVFRS: Mr. Tegatz
Charlotte Park and Wildlife Oversight Committee: Mr. Krasnow
CCS/CVU/CSSU: Mr. Spell
Planning & Zoning: Mr. Spell
Conservation Commission: Mr. Spell
Energy Committee: Mr. Krasnow
Recreation: Ms. Spear
Trails Committee: Mr. Krasnow
Town Properties and Facilities: Mr. Tegatz

REAPPOINTMENTS. ACTION UNDER CONSIDERATION: approve reappointments for term indicated below.

Mr. Bloch said that individuals on a proposed re-appointment list have been contacted and have agreed to continue to service on their respective committees. Vacant seats would be advertised, said Mr. Bloch.

MOTION by Mr. Krasnow, seconded by Mr. Spell, to approve the re-appointments for the following individuals for the terms as indicated:

Larry Hamilton—Tree Warden, for a one-year term ending in March, 2016
Larry Hamilton—Fence Viewer, for a one-year term ending in March, 2016
Cali Griswold—Animal Control Officer (paid position), for a one-year term ending in March, 2016
Lucia Plante—Town Service Officer, for a one-year term ending in March, 2016
Catherine Hughes—Energy Committee, for a two-year term ending in March, 2017
David Pill—Energy Committee, for a two-year term ending in March, 2017
Jeff McDonald—Planning Commission, for a four-year term ending in March, 2019
Linda Radimer—Planning Commission, for a four-year term ending in March, 2019
Bill Fraser-Harris—Recreation Commission, for a three-year term ending in March, 2018
Greg Smith—Recreation Commission, for a three-year term ending in March, 2018

Mark McDermott—Recreation Commission, for a three-year term ending in March, 2018

Robin Pierce—Thompson’s Point Design Review Committee, for a three-year term ending in March, 2018

Stephany Hasse—Trails Committee, for a two-year term ending in March, 2017

Margaret Russell—Trails Committee, for a two-year term ending in March, 2017

Laurie Thompson—Trails Committee, for a two-year term ending in March, 2017

DISCUSSION:

Mr. Brooks expressed concern that the list as presented would close off the opportunity for other Town residents to apply for the positions. All the positions should be advertised, said Mr. Brooks.

Mr. Krasnow and Mr. Spell withdrew their motion.

Mr. Krasnow suggested advertising the list with the interested individual names and anyone else interested could apply as well.

Mr. Bloch reviewed that the method of filling positions has been discussed over the years. A concern was that someone who has served on a committee for 20 years wouldn’t reapply. The people put forward on the list are active and participating, explained Mr. Bloch.

There was further discussion regarding length of terms from one year to four years; concerns that pre-filling positions would discourage new people from applying; and a timeline for accepting candidates for open positions.

Mr. Krasnow, Mr. Morrison and staff would collaborate on advertisement language regarding all open positions.

Mr. Russell suggested creating a different process to fill Planning Commission and Zoning Board of Adjustment positions, which were quasi-judicial in nature.

Mr. Krasnow summarized:

- Create a draft advertisement.
- Advertise all positions.
- Everyone on the list that has already indicated interest in serving and should not need to do anything further.
- A 30-day turn-around from Friday, March 13, 2015.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to appoint Mr. Morrison, Mr. Krasnow and the Town Administrator to create a draft advertisement for all open positions.

VOTE: 5 ayes; motion carried.

Mr. Bloch noted that the Animal Control Officer was a paid position.

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to re-appoint Cali Griswold as the Charlotte Animal Control Officer (paid position), for a one-year term ending in March, 2016.

VOTE: 5 ayes; motion carried.

LAKE CHAMPLAIN COMMITTEE PADDLERS' TRAIL SITE DESCRIPTION AND SITE USE AGREEMENT. Action under consideration: approve

MOTION by Mr. Krasnow, seconded by Mr. Spell, to approve a Lake Champlain Committee Paddler's Trail Site Description and Site Use Agreement as amended:

- **Item 1: add "...nearest public launch site is the State of Vermont Converse Bay Fishing Access."**
- **Add: covered bridge**
- **Add: that there were no trash facilities.**

DISCUSSION:

Mr. Tegatz noted that there was a use fee for parking cars.

Ms. Reid suggested alerting the park staff regarding the Paddler's Trail site.

VOTE: 5 ayes; motion carried.

WHIT'S END, LLC D/B/A OLD BRICK STORE — APPLICATION FOR A SECOND CLASS LIQUOR LICENSE. Action under consideration (as liquor control board): approve

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to recess the regular Selectboard meeting and to convene as the Charlotte Liquor Control Board.

VOTE: 5 ayes; motion carried.

MOTION by Mr. Spell, seconded by Mr. Krasnow, to approve an application for a Second Class Liquor License for Whit's End, LLC d/b/a as the Old Brick Store.

VOTE: 5 ayes; motion carried.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to adjourn as the Charlotte Liquor Control Board and to reconvene the regular Selectboard meeting.

VOTE: 5 ayes; motion carried.

The Selectboard members signed the license documents.

SELECTBOARD UPDATES. Discussion only

Mr. Morrison explained that personal e-mails should not be used by Selectboard members to conduct Town business. E-mails were considered official documents and subject to Freedom of Information requests. Selectboard members should only use Town e-mail addresses, and e-mails were not to be a vehicle for debate or discussion, clarified Mr. Morrison

Staff and the Town Clerk's office would assist Selectboard members in setting up a Town e-mail address.

Mr. Morrison suggested that the newly elected Selectboard members should sign up for VLCT workshops, to be held March 21, 2015.

Mr. Bloch said that a 2014 Selectboard handbook was available for the newly elected Selectboard members.

APPROVE WARRANTS TO PAY BILLS

The Selectboard signed warrants to pay bills.

ADJOURNMENT

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to adjourn the meeting.

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 9:21 p.m.

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