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**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
MAY 12, 2014**

APPROVED

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

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Michael Winslow, Tom Moreau, Sharron Balaban, Moe Harvey, Mary Mead, Bill Fraser-Harris, Ed Cafferty, Bob Hyams, Rim McCullough, Peter Jacobsen, Mark Bean, Bob Heiser, Mel Huff, Mary Vons, Dr Ruth Uphold, Stephen Brooks, David McNally, Kate Lampton, Carrie Spear, Joanna Cummings, Brett Sigmund, Charlotte Citizen; and others.

NOTE: the published agenda was heard out of order, but appears in order for continuity.

ITEMS TAKEN UP:

- VT Cares' Champ Ride—request to use town roads for fund-raising bicycle ride on June 14, 2014. *Action under consideration: approve organizational plan*
- Charlotte Land Trust and Vermont Land Trust—request for funding for Bidinger Conservation project from the Conservation Fund. *Action under consideration: approve paying \$60,000 from the Conservation Fund*
- Lake Champlain Committee—request to allow the Charlotte Town Beach to be used as a Paddlers' Trail site for the 2014 season and to have the site listed in the 2014 Lake Champlain Paddlers' Trail Guidebook & Stewardship Manual and other related materials. *Action under consideration: approve agreement*
- Mel Huff—interview for Conservation Commission (vacant seat). *Action under consideration: appoint for term ending in April, 2018*
- CVFRS
 - Update on paramedic licensing situation. *Discussion only*
 - Amendments to the Agreement. *Action under consideration: approve two amendments:* (1) pertaining to the purchase of capital assets (under Section 4) and (2) pertaining to notification (under Section 5).
- Police Services Contract. *Discussion only*
- Trails Committee—Request for Proposals (RFP) to construct the remainder of the Cohousing Trail to Route 7. *Action under consideration: approve distribution of the RFP*
- Thompson's Point Wastewater System Operator Contract. *Action under consideration: approve contract with Steven Williams, d/b/a SJW Docks, LLC*
- Senior Center Activities Director. *Actions under consideration:*
 - *Approve new job description*
 - *Approve increase of "approved hours" from 20 to 25/week.*
- Senior Center Volunteer Coordinator. *Action under consideration: approve job description*
- Grand list. *Action under consideration: certify no appeal or suit pending*
- Thompson's Point leases. *Actions under consideration:*
 - Terminate lease to Paul W. Arthaud for Lots 127 & 128 at 1002 & 1012 Flat Rock Road
 - Approve new lease to Norman Ernsting and Nina Cucchiari for Lot 127 at 1002 Flat Rock Road
 - Approve new lease to Paul W. Arthaud for Lot 128 at 1012 Flat Rock Road

CALL TO ORDER

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

ADJUSTMENTS TO AGENDA

Delete the Resolution of unpaid leave agenda item.

62 **PUBLIC COMMENT**

63 Ms. Balaban, speaking on behalf of a Charlotte resident, asked if all Charlotte residents
64 would be sent to collections for ambulance service balances beyond what their insurance
65 would pay for. The resident received a notice and was billed for a balance by Newport
66 Ambulance Service, explained Ms. Balaban.

67
68 Ms. Russell explained that David McNally, CVFRS Corporate President, had said that no
69 Charlotte residents would be sent to collections for balances due. She would bring the
70 matter to Mr. McNally's attention, said Ms. Russell.

71
72 **MINUTES: April 14, April 17, April 21, April 28, April 29, April 30, May 1**
73 **MOTION by Ms. Russell, seconded by Mr. Tegatz, to approve the Selectboard**
74 **minutes of 04/14/2014 as written, with edits:**

- 75 • **Page 1: correct Sue Smith in OTHERS;**
- 76 • **Page 2, line 67: replace the word "absent" with "abstention";**
- 77 • **Page 4, line 141: change the sentence to read " Work would be put on the**
78 **Town books when it was done.";**
- 79 • **Page 6, line 231: replace "\$3,500" and "4,500" with "\$35,000" and "45,000";**
- 80 • **Page 7, line 275: change the word "town" to "towns".**

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

82
83 **MOTION by Ms. Russell, seconded by Mr. Tegatz, to approve the Selectboard**
84 **minutes of 04/17/2014 as written.**

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

86
87 **MOTION by Ms. Russell, seconded by Mr. Krasnow, to approve the Selectboard**
88 **minutes of 04/21/2014 as written, with edits:**

- 89 • **Page 3, line 103: insert the words "Fish and" between "Vermont" and**
90 **"Wildlife";**
- 91 • **Page 5, line 215: change the word "thought" to read "thoughtful".**

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

93
94 **MOTION by Ms. Russell, seconded by Mr. Tegatz, to approve the Selectboard**
95 **minutes of 04/28/2014 as written, with edits:**

- 96 • **Page 2, line 82: replace "\$5,000" with "\$50,000"; line 83: end the sentence**
97 **after "Meeting" and delete "or by the Selectboard."; line 90: end the**
98 **sentence after "purchases", and start the next sentence "'Purchases above**
99 **\$5,000 from the Fire and Rescue operating fund...";**
- 100 • **Page 3, line 129: change to read "...comments regarding the application...".**

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

102
103 **MOTION by Mr. Tegatz, seconded by Mr. Russell, to approve the Selectboard**
104 **minutes of 04/29/2014 as written, with the edit in the heading "Absent: Mr.**
105 **Krasnow".**

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

107
108 **MOTION by Mr. Russell, seconded by Mr. Krasnow, to approve the Selectboard**
109 **minutes of 04/30/2014 as written, with the edit in the heading "Absent: Mr. Tegatz,**
110 **Ms. Russell".**

111 **VOTE: 3 ayes, 2 abstentions (Mr. Tegatz, Ms. Russell); motion carried.**

112
113 **MOTION by Mr. Russell, seconded by Mr. Tegatz, to approve the Selectboard**
114 **minutes of 05/01/2014 as written, with the edit in the heading "Absent: Mr.**
115 **Krasnow".**

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

117
118 **CSWD BUDGET FOR FY15 – Action under consideration: approve**
119 Tom Moreau, CSWD Executive Director, reviewed a proposed CSWD FY2105 budget,
120 implementation of ACT 148 requirements and proposed hauling contract changes.

121
122 Mr. Morrison asked how the budget increase would impact Charlotte. Mr. Moreau replied
123 that nothing would come from Charlotte's budget. Revenue from compost sales,

124 increased recycling, TIP fees and the trash taxes would offset budget increases, clarified
125 Mr. Moreau.

126

127 **MOTION by Mr. Russell, seconded by Ms. Russell, to approve the proposed**
128 **Chittenden Solid Waste District FY2015 budget.**

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

130

131 **VT CARES' CHAMP RIDE—REQUEST TO USE TOWN ROADS FOR FUND-**
132 **RAISING BICYCLE RIDE ON JUNE 14, 2014 - Action under consideration:**
133 **approve organizational plan**

134 Peter Jacobsen, VT Cares' representative, reviewed a fundraising ride request for June
135 14, 2014. There were 26 cyclists that would go through Charlotte, explained Mr.
136 Jacobsen.

137

138 **MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve a request by VT**
139 **Cares' to use Town roads for the VT Cares' Champ Ride fund-raising bicycle ride**
140 **on June 14, 2014.**

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

142

143 **CHARLOTTE LAND TRUST AND VERMONT LAND TRUST—REQUEST FOR**
144 **FUNDING FOR BIDINGER CONSERVATION PROJECT FROM THE**
145 **CONSERVATION FUND - Action under consideration: approve paying \$60,000 from**
146 **the Conservation Fund**

147 Kate Lampton, Charlotte Land Trust representative, and Bob Heiser, Vermont Land Trust
148 representative, reviewed an application for funding a proposed Bidinger conservation
149 project from the Charlotte Conservation fund. The funds were available, said Ms.
150 Lampton.

151

152 **MOTION by Mr. Tegatz, seconded by Ms. Russell, to approve a request by the**
153 **Charlotte Land Trust and Vermont Land Trust for \$60,000 to fund a Bidinger**
154 **Conservation project from the Conservation fund as presented.**

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

156

157 **LAKE CHAMPLAIN COMMITTEE—REQUEST TO ALLOW THE**
158 **CHARLOTTE TOWN BEACH TO BE USED AS A PADDLERS' TRAIL SITE**
159 **FOR THE 2014 SEASON AND TO HAVE THE SITE LISTED IN THE 2014**
160 **LAKE CHAMPLAIN PADDLERS' TRAIL GUIDEBOOK & STEWARDSHIP**
161 **MANUAL AND OTHER RELATED MATERIALS - Action under consideration:**
162 **approve agreement**

163 Michael Winslow, Lake Champlain Paddlers' Committee representative, explained that
164 there were 40 paddlers' trail sites along the Lake Champlain shoreline currently. A
165 Charlotte site would be included in the guidebook, said Mr. Winslow.

166

167 Mr. Fraser-Harris, Recreation Committee member, said that the committee has reviewed
168 the proposal with Bob Hyams on where to locate signage at the Town Beach for a rest
169 site south of the beach. Private and public property at the beach would be well defined in
170 the guidebook, said Mr. Fraser-Harris.

171

172 **MOTION by Ms. Russell, seconded by Mr. Krasnow, to approve a request by the**
173 **Lake Champlain Committee to allow the Charlotte Town Beach to be used as a**
174 **Paddlers' Trail site for the 2014 season and to have the site listed in the 2014 Lake**
175 **Champlain Paddlers' Trail guidebook and stewardship manual and other related**
176 **materials.**

177 **DISCUSSION:**

178 **Mr. Fraser-Harris asked what the timeframe for use of the site was. Mr. Winslow**
179 **said that the requests were renewed annually.**

180

181 **Mr. Bloch said that the Town Beach potable water source had been tested. The**
182 **report would be received in a few weeks. If the water was not potable a notice would**
183 **be posted, said Mr. Bloch.**

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

185

186 **MEL HUFF—INTERVIEW FOR CONSERVATION COMMISSION (VACANT**
187 **SEAT). *Action under consideration: appoint for term ending in April, 2018***
188 The Selectboard reviewed the candidate's qualifications.

189
190 **MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to appoint Mel Huff to a**
191 **vacant seat on the Conservation Commission for a term ending in April, 2018.**
192 **VOTE: 5 ayes; motion carried.**

193
194 **CVFRS**

- 195 • **Update on paramedic licensing situation. *Discussion only***
- 196 • **Amendments to the Agreement. *Action under consideration: approve two***
197 ***amendments: (1) pertaining to the purchase of capital assets (under Section 4)***
198 ***and (2) pertaining to notification (under Section 5).***

199 **Update on Paramedic Licensing Situation**

200 Dr. Ruth Uphold reviewed that she had met with the District 3 Board and the Charlotte
201 Rescue leadership. She would meet with Dr. Plante regarding remedial actions taken by
202 the Rescue Squad to date. The District 3 Board wants to see how CVFRS would follow
203 policies and reporting formats over a period of time. The District 3 Board notice stands
204 for now, said Dr. Uphold.

205
206 In response to Selectboard questions, Dr. Uphold explained that she would meet with the
207 District 3 Board again on Wednesday, or Thursday. It was hoped that the paramedic
208 service requirements would be clarified, said Dr. Uphold.

209
210 Mr. McNally said that he had communicated with Meg Modley. Meg would update the
211 Charlotte service's plan in response to Dr. Plante's letter, said Mr. McNally.

212
213 Mr. Brooks asked for a copy of an October, 2013 e-mail.

214
215 Mr. Bloch distributed the copies as requested to the assemblage.

216
217 Ms. Mead pointed out that the reporting requirements were not new and were well
218 known. What was the snag, asked Ms. Mead. Dr. Uphold replied that when there was a
219 better understanding of the issue then the District 3 Board and Rescue leadership would
220 meet together. Rescue has computerized the system and implemented a quality control
221 procedure. She would report back to the Selectboard regarding any meetings, said Dr.
222 Uphold.

223
224 **Amendments to the Agreement. *Action under consideration: approve two***
225 ***amendments: (1) pertaining to the purchase of capital assets (under Section 4)***
226 ***and (2) pertaining to notification (under Section 5)***

227 Ms. Russell explained that she had drafted MOA language and incorporated changes,
228 which were sent to Fire and Rescue for review. Fire and Rescue have returned revised
229 amendment language. If the Selectboard agreed with the proposed changes then the draft
230 would go back for a vote by the Fire and Rescue membership, said Ms. Russell.

231
232 Following a review of proposed language changes to the second paragraph in Section 5 of
233 the MOA, it was suggested to remove the word "official".

234
235 **MOTION by Mr. Russell, seconded by Ms. Russell, to approve revised language**
236 **pertaining to the second paragraph in Section 5 of the CVFRS/Charlotte MOA, with**
237 **the word "official" removed:**

238 **That CVFRS shall provide the Selectboard copies of all notifications from**
239 **supervisory or regulatory agencies regarding compliance with certifying or**
240 **licensing agency requirements that affect or may potentially affect the ability**
241 **of CVFRS to provide the full level of services agreed to in Section 3 of this**
242 **agreement. Such copies shall be provided to the Selectboard within two**
243 **business days of receipt by CVFRS.**

244 **VOTE: 4 ayes, 1 nay (Ms. Russell); motion carried.**

245
246 Ms. Russell explained that the second amendment modified the first paragraph of Section
247 4 to clarify confusing language regarding capital equipment purchased by CVFRS.

248

249 Mr. Tegatz suggested that "...the Selectboard shall be notified of an emergency capital
250 purchase within 24 hours."

251

252 Ms. Russell would redraft the second amendment and send it to Fire and Rescue for
253 review. A revised draft would be available for Selectboard review at the next Selectboard
254 meeting scheduled on May 19th, said Ms. Russell.

255

256 Mr. Brooks asked if a conditional license, referred to in the October 14, 2013 e-mail, was
257 issued. Dr. Uphold replied yes. The conditional license was issued by the state for a
258 period of 6 months, dated January 1, 2014, said Dr. Uphold.

259

260 **POLICE SERVICES CONTRACT - *Discussion only***

261 Mr. Krasnow reviewed a meeting held on Wednesday, May 7, 2014 with the Shelburne
262 Police Department and on Friday, May 9, 2014, with the Vermont State Police regarding
263 police services to the Town. Shelburne Police would like to readjust the price for
264 services, reported Mr. Krasnow.

265

266 Mr. Krasnow reviewed a proposed Scope of Work for services that Charlotte would need,
267 or want. A draft RFP would go out to the Hinesburg Police Department, Vermont State
268 Police, and Shelburne Police Department. A July 1, 2014 date was targeted to have a
269 contract in place. The state police would review the Scope to make sure that what
270 Charlotte asked for coordinated with what they could provide, said Mr. Krasnow.

271

272 Mr. Morrison reviewed a proposal of \$63 per hour for state police services and a \$158
273 per hour versus the current \$50 per hour for services by Shelburne Police. Shelburne
274 would like a long term commitment. Charlotte would like a 12 month period. There was
275 \$25,000 in the budget, with \$12,000 spent to date, and \$30,000 in the next FY budget,
276 said Mr. Morrison.

277

278 Mr. Cafferty said that at the 2014 Town Meeting he recalled that the voters expressed
279 interest in expanded police service in addition to safety-type programs for \$70,000. Mr.
280 Morrison reiterated that the Town budgeted \$30,000 for police services and \$40,000 was
281 added to continue the work of the Community Safety Committee (CSC) related to traffic
282 calming and traffic studies. It was agreed to wait for CSC recommendations, said Mr.
283 Morrison.

284

285 Following further discussion, Mr. Tegatz pointed out that Shelburne Police Department
286 had provided one-half of the service time that was contracted for.

287

288 Selectboard suggestions included the following:

289

- 290 • To look at 500 hours of time at \$25,000 versus an hourly rate.
- 291 • Add language to the Scope of Work that "...up to 500 hours...", or "...2 to 8
292 hours per week..."
- 293 • Clarify potential conflicts regarding points #4, to make the summer a priority,
294 and #5, during school hours.
- 295 • Point #6, consider using a different word for "enforce".
- 296 • Paragraph 1, rephrase as "...these are the expectations over time..."

297

298 The Selectboard members spoke in favor of revising the RFP Scope, and reviewing it
299 again at a Thursday, May 15th meeting for a vote at the May 19th regular Selectboard
300 meeting.

301

302 **TRAILS COMMITTEE—REQUEST FOR PROPOSALS (RFP) TO CONSTRUCT**
303 **THE REMAINDER OF THE CO-HOUSING TRAIL TO ROUTE 7 - *Action under***
304 ***consideration: approve distribution of the RFP***

305

306 Mr. Krasnow reviewed that the Trails Committee has raised the necessary funds to
307 complete the Co-housing trail section to Route 7.

307

308 **MOTION** by Mr. Krasnow, seconded by Mr. Russell, to approve the distribution of
309 an RFP prepared by the Trails Committee to construct the remaining section of the
310 Co-housing Trail to Route 7.

311 **DISCUSSION:**

312 There was discussion regarding a requirement to use blue stone; a suggestion to add
313 language to the RFP that "...or a less expensive alternative stone..." to the bottom
314 of Page 1; add "(cost savings)" to G, 2nd bullet item; deleted "blue stone" in D,
315 general specifications, and replace with "crushed stone that has similar
316 characteristics of blue stone."

317

318 **AMENDMENT** by Mr. Krasnow, seconded by Mr. Russell, to designate the Town
319 Administrator and Mr. Krasnow to revise the RFP language regarding the stone to
320 be used.

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

322

323

324 **THOMPSON'S POINT WASTEWATER SYSTEM OPERATOR CONTRACT -**
325 *Action under consideration: approve contract with Steven Williams, d/b/a SJW Docks,*
326 *LLC*

327 Mr. Morrison reviewed that the Thompson's Point Wastewater system account invoices
328 would come directly to the Town.

329

330 **MOTION** by Mr. Russell, seconded by Mr. Tegatz, to approve a Thompson's Point
331 Wastewater System Operator contract with Steve Williams, d/b/a SJW Docks,
332 LLC, for an amount not to exceed \$36,872, from April, 2014 to December 31, 2014
333 as presented.

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

335

336 **SENIOR CENTER ACTIVITIES DIRECTOR - Actions under consideration:**

337 • *Approve new job description*

338 • *Approve increase of "approved hours" from 20 to 25/week.*

339 **MOTION** by Mr. Russell, seconded by Mr. Krasnow, to approve a new job
340 description for the Senior Center Activities Director with the following edits:

341 • 1st paragraph, 4th line, change to read: "...activities offer...";

342 • #7, change to read "...offered resources...".

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

344

345 **MOTION** by Mr. Russell, seconded by Ms. Russell, to approve an increase of
346 "approved hours from 20 hours per week to 25 hours per week for the Senior
347 Center Activities Director position.

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

349

350 **SENIOR CENTER VOLUNTEER COORDINATOR - Action under consideration:**
351 *approve job description*

352 **MOTION** by Mr. Krasnow, seconded by Mr. Russell, to approve the Senior Center
353 Volunteer coordinator job description with edits as follows:

354 • "...fewer than 20 hours..."

355 • "Salary commensurate with qualifications and experience...".

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

357

358 Ms. Russell suggested a review of the job title next year.

359

360 **GRAND LIST - Action under consideration: certify no appeal or suit pending**

361 **MOTION** by Mr. Russell, seconded by Mr. Tegatz, to certify that there were no
362 appeals, or suits pending before the Selectboard regarding the Grand List for the
363 period of April 1, 2013 to 2014.

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

365

366 The Selectboard members signed the documents.

367

368 **THOMPSON'S POINT LEASES - Actions under consideration:**

369 • Terminate lease to Paul W. Arthaud for Lots 127 & 128 at 1002 & 1012 Flat

370 Rock Road
371 • Approve new lease to Norman Ernsting and Nina Cucchiari for Lot 127 at 1002
372 Flat Rock Road
373 • Approve new lease to Paul W. Arthaud for Lot 128 at 1012 Flat Rock Road
374 **MOTION by Mr. Russell, seconded by Mr. Tegatz, to terminate a lease to Paul W.**
375 **Arthaud for Lots 127 and 128 at 1002 and 1012 Flat Rock Road.**
376 **VOTE: 5 ayes; motion carried.**
377
378 **MOTION by Ms. Russell, seconded by Mr. Tegatz, to approve a new lease to**
379 **Norman Ernsting and Nina Cucchiari for lot 127 at 1002 Flat Rock Road.**
380 **DISCUSSION:**
381 **Ms. Cummings, Conservation Commission member, asked if there was any**
382 **stipulation in the lease regarding how the shoreline was treated. Mr. Russell read**
383 **the lease document and noted that the lease language conformed to the Charlotte**
384 **Land Use Regulations and that any vegetation/tree cutting would require consulting**
385 **with the Charlotte Tree Warden. The Town was required to comply with the new**
386 **state Shoreline Bill, said Mr. Russell.**
387 **VOTE: 5 ayes; motion carried.**
388
389 **MOTION by Mr. Russell, seconded by Mr. Krasnow, to approve a new lease to Paul**
390 **W. Arthaud for lot 128 at 1012 Flat Rock Road.**
391 **VOTE: 5 ayes; motion carried.**
392
393
394 **APPROVE WARRANTS TO PAY BILLS**
395 The Selectboard signed warrants to pay bills.
396
397 **ADJOURNMENT**
398 **MOTION by Mr. Russell, seconded by Mr. Krasnow, to adjourn the meeting.**
399 **VOTE: 5 ayes; motion carried.**
400
401 The meeting was adjourned at 9:36 p.m.
402
403 Minutes respectfully submitted, Kathlyn L. Furr, Recording Secretary.
404