

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
NOVEMBER 17, 2015**

APPROVED

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

OTHERS: Mary Mead, Christina Booher, Charles Russell, Jenny Cole, Jeannine McCrumb, Betsy Tegatz, Charlie Baker, Marty Illick, Michael Russell, Margret Russell, Stephanie Hasse, Laurie Thompson, Stephen Brooks, Howard Seaver, Tom Kessler, Chris Boffa, Jordan Blucher, Valarie Cyr, Charles Mandel, Susan Crockenberg, Charlotte News, and others.

ITEMS TAKEN UP:

5:30 PM Employee performance reviews.

6:30 PM Review monthly financial reports from Town Treasurer

6:50 PM Contract with NEMRC for town-wide reappraisal

7:05 PM Charlie Baker, Executive Director, Chittenden County Regional Planning Commission — update and request for feedback on regional and local issues.

7:20 PM UVM Cycling Road Race to be held on April 23, 2016 on Hinesburg Road, Spear Street and Mount Philo Road.

7:30 PM CVFRS — capital purchases totaling \$22,106

7:35 PM CVFRS surplus/deficit for FY15; confirm calculation

7:45 PM Budget Review.

Planning & Zoning

Trails Committee

Conservation Commission

Animal Control Officer & Health Officer

Constable

Charlotte Little League

Cemetery Commission

9:20 PM Release of Request for Proposals for Senior Center Addition

9:25 PM Schedule hearings for amendments to Town Plan and Land Use Regulations

9:30 PM Minutes: October 26

9:35 PM Selectboard updates: CUSI Annual Meeting

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 5:30 p.m.

EMPLOYEE PERFORMANCE REVIEWS

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to recess the regular meeting and enter Executive Session for the purpose of discussing employee performance reviews.

VOTE: 5 ayes; motion carried.

The regular meeting was recessed and the Selectboard entered Executive Session at 5:34 p.m.

MOTION by Mr. Spell, seconded by Mr. Krasnow, to adjourn Executive Session and reconvene the regular meeting.

VOTE: 5 ayes; motion carried.

The Selectboard adjourned Executive Session and reconvened the regular meeting at 6:25 p.m.

No action was taken.

REVIEW MONTHLY FINANCIAL REPORTS FROM TOWN TREASURER

Ms. Mead reviewed budget status reports that included reserve fund transfers, Special Fund activities, revenues, equipment and bank notes, Recreation Capital donations, and Improvement and Repair balances.

Ms. Mead recommended that the Selectboard, or Town Auditors, review general journal postings monthly.

CONTRACT WITH NEMRC FOR TOWN-WIDE REAPPRAISAL

MOTION by Mr. Tegatz, seconded by Mr. Spell, to approve a Reappraisal Update Agreement contract with NEMRC.

VOTE: 5 ayes; motion carried.

Selectboard members signed the agreement document.

ADJUSTMENTS TO AGENDA

None.

PUBLIC COMMENT

None.

CHARLIE BAKER, EXECUTIVE DIRECTOR, CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION — UPDATE AND REQUEST FOR FEEDBACK ON REGIONAL AND LOCAL ISSUES.

Charlie Baker, Chittenden County Regional Planning Commission Executive Director (CCRPC), and Marty Illick, Charlotte's CCRPC Alternate Representative, reviewed an FY2015 CCRPC report related to projects and work done on behalf of the Town of Charlotte.

There was discussion regarding the Route 7 reconstruction project (currently working on the utility phase) and a potential FY2016/2017 construction start; the Sequin Bridge project; the CCRPC TIP list and priorities to be presented in January, 2016; an upcoming

legislative forum; and FY2017 project requests that are transportation to include stormwater and road inventories.

Mr. Baker said that Better Back Road program funds could be used for inventorying roads.

Ms. Illick suggested that an agreement with VTrans and the Town was needed to better manage invasive plants within the Route 7 right-of-way. Mr. Bloch said that a current VTrans work permit allowing the Town to eliminate invasive plants in the right-of-way was sufficient.

In response to questions, Mr. Baker said that the CCRPC could act as a liaison for the Town and the state regarding a state rail plan. Emergency Management funding might be a source for western rail corridor safety issues.

Ms. McCrumb noted that Charlotte Planning and Zoning commissions were working on updates to Town Plan related to transportation issues, such as mapping and road inventories. Better definitions for scenic byways and view standards were needed, said Ms. McCrumb. Mr. Baker noted that the Scenic Byways program had been cut.

UVM CYCLING ROAD RACE TO BE HELD ON APRIL 23, 2016 ON HINESBURG ROAD, SPEAR STREET AND MOUNT PHILO ROAD.

Charles Mandel and Valarie Cyr, UVM Cycling Club representatives, reviewed a proposed UVM cycling road race for Sunday, April 10, 2016. It would be an intercollegiate only race, said Mr. Mandel

MOTION by Mr. Krasnow, seconded by Ms. Spear, to approve a UVM Cycling Road Race to be held on Sunday, April 10, 2016, on Hinesburg Road, Spear Street and Mount Philo Road consistent with the application, pending a state permit for cotillion riding of two-abreast and that there would be no conflict with events at the Charlotte Central School.

VOTE: 5 ayes; motion carried.

CVFRS — CAPITAL PURCHASES TOTALING \$22,106

Fritz Tegatz, as a CVFRS representative, reviewed a summary cost comparison of three capital items that included protective gear, thermal imaging cameras and a state required IV pump. The \$139,800 was the total balance. The IV pumps were purchased by the state for a group price. The other two items were competitively bid as per the new CVFRS purchasing policy, said Mr. Tegatz.

Ms. Mead suggested that the IV pump funding should come from the Barrows fund versus the Capital budget.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve a CVFRS Capital purchase totaling \$22,106 as presented.

DISCUSSION:

In response to a Board question related to the service life for the IV pump, Mr. Tegatz said that the department would put what was needed into the Capital program for the future year(s).

Mr. Morrison said that a discussion was needed regarding the Capital projects funding, which was cut from \$180,000 to \$100,000 last year.

VOTE: 3 ayes, 1 nay (Ms. Spear), 1 abstention (Mr. Spell); motion carried.

CVFRS SURPLUS/DEFICIT FOR FY15; CONFIRM CALCULATION

Charles Russell, CVFRS Treasurer, reviewed an error in the CVFRS surplus/deficit calculation, which should have been a \$49,752 surplus for the past three years. The CVFRS ran a deficit for FY2015. The CVFRS auditor has requested a letter from the Town stating that CVFRS did not owe the Town money, said Mr. Russell.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to accept an FY2015 CVFRS calculation regarding a surplus/deficit loss of \$23,398.03 as presented, and that no money was owed by CVFRS to the Town of Charlotte, and to authorize the Charlotte Selectboard Chair to sign a letter of acknowledgment.

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

Mr. Spell asked if CVFRS had sent bank statements for the last 12 months to the Town for review. Mr. Tegatz explained that it was not possible due to sensitive data contained in the statements.

Mr. Morrison signed a letter of acknowledgement.

BUDGET REVIEW

PLANNING & ZONING

A discussion of the Planning and Zoning proposed budget was deferred.

TRAILS COMMITTEE

Margaret Russell, Stephanie Hasse and Laurie Thompson reviewed a proposed budget similar to the previous budget of \$1,000.

Ms. Mead suggested that the Trails Committee could use the Town's postage for development mailings. The brush hogging/mowing line item could be a part of the Town's land maintenance line item, said Ms. Mead.

CONSERVATION COMMISSION

Amos Barre, Conservation Commission representative, reviewed a proposed budget that included increases of \$300 and \$750 for invasive species work and mapping. The Charlotte Invasive Collaborative (CIC) and the Lewis Creek Association (LCA) contribution funds could be rolled into the Conservation Commission budget, suggested Mr. Barre.

There was discussion regarding ground profiling (Ms. McCrumb said that the data has been collected and needed to be entered into the wildlife mapping layers); concerns that land owners should be notified of any invasives on private property; I-Naturalist, a citizen's science program; and a \$2,700 contribution to LCA for water quality, frog bit and special projects.

Ms. Mead reviewed that the Town should have a contract with the LCA for the \$2,700 line item for FY2015/20106 that outlines what the funds were used for and that the Selectboard should sign off on the expenditures. Mr. Barre reported that the commission was working with Ms. Mead on a draft contract and would make recommendations to the Selectboard.

Mr. Krasnow asked to review a draft contract and spoke in support of rolling the CIC and LCA budgets into the Conservation Commission budget.

ANIMAL CONTROL OFFICER & HEALTH OFFICER

Ms. Mead suggested a \$3,000 salary line item and adding a \$1,200 mileage reimbursement amount in the Dogs/Miscellaneous line item.

The Selectboard reviewed a Health Officer \$1,300 stipend line item.

CONSTABLE

A level funded budget of \$1,800 was reviewed.

CHARLOTTE LITTLE LEAGUE

Chris Boffa, Charlotte Little League representative, presented a level funded request.

CEMETERY COMMISSION

Stephen Brooks, Charlotte Cemetery Commission representative, presented a proposed budget increase from \$9,000 to \$11,550. The commission overspent the budget by \$143, which could be repaid via private funding, said Mr. Brooks.

There was discussion regarding the on-going work at the cemeteries that included stone repair, mowing expenses, a proposal to purchase software to map each grave site, and the value of in-kind volunteer hours.

Mr. Morrison asked Mr. Brooks to prepare a line item comparison of the \$9,000 budget with actuals, and the proposed increased budget of \$11,550.

RELEASE OF REQUEST FOR PROPOSALS FOR SENIOR CENTER ADDITION

There was a review of a draft RFP for a Senior Center addition.

EDITS:

- Strike "...negotiate with the successful bidder...";

- Add “Friends of the Senior Center” to the requirements for insurance section, page 8.

MOTION by Mr. Krasnow, seconded by Mr. Spell, to authorize the Charlotte Senior Center and the Friends of the Senior Center to release a Request for Proposal as drafted by Vermont Integrated Architecture, as amended.

VOTE: 5 ayes; motion carried.

SCHEDULE HEARINGS FOR AMENDMENTS TO TOWN PLAN AND LAND USE REGULATIONS

MOTION by Mr. Krasnow, seconded by Ms. Spear, to schedule hearings for amendments to the Town Plan and Land Use Regulations as follows:

- **Hearings for the Town Plan and Land Use Regulations to be warned on November 25, 2015.**
- **First Hearing on the Town Plan amendments and Land Use Regulation amendments for December 15, 2015, at 7:00 p.m.;**
- **Second Hearing for the Town Plan amendments on January 7, 2016 at 7:00 p.m.**

VOTE: 5 ayes; motion carried.

MINUTES: October 26

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of 10/19/2015 as written, with edits

VOTE: 5 ayes; motion carried

SELECTBOARD UPDATES:

Mr. Morrison reported that it was discovered that Vermont Railway was storing 40 loaded propane tank cars at the Charlotte siding, not 20 cars. Chris Davis has pointed out errors in the EPA report regarding the state rail plan, and has written a report that identified 4-5 safety issues. The Selectboard would review the Davis letter for endorsement and distribution to relevant parties, said Mr. Morrison.

Following a discussion regarding possible consultation with the Town Attorney related to legal options, Mr. Morrison suggested warning a Selectboard meeting for November 24th at 4:00 p.m. to review the EPA report and the draft Davis letter and to send copies to the Town Attorney for comments.

Mr. Morrison reported on a possible re-organization of the Planning and Zoning office and workload, and a Zoning Clerk vacancy.

Mr. Spell reviewed an update regarding the TDI NE contract.

Mr. Spell suggested building a Lewis Creek access and parking area on Town owned land on the west side of the Quinlan Covered Bridge in collaboration with the Vermont Fish and Wildlife Agency.

Mr. Bloch reported that the Town Attorney needed the Selectboard's approval to contact the Vermont Land Trust regarding a draft Burns Property easement.

APPROVE WARRANTS TO PAY BILLS

The Selectboard signed warrants to pay bills.

ADJOURNMENT

MOTION by Mr. Krasnow, seconded by Ms. Spear, to adjourn the meeting.

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 10:25 p.m.

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