

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
OCTOBER 20, 2014**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Charles Russell, Ellie Russell, Fritz Tegatz, Matthew Krasnow (arrived 7:02 p.m.).

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Sue Smith, Norman LeBeouf, Laurel Jaunich, Frank Tenney, Derk Berquist, Matt Sucker, Shirley Bruce, Hugh Lewis Jr, Jenny Cole, John Hammer, Charlotte News; Robin Reid, Charlotte Citizen; and others.

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

ITEMS TAKEN UP:

7:15 PM Interview Laurel Jaunich for appointment to the Energy Committee. Action under consideration: approve appointment ending in September, 2015.

7:25 PM Michael Garner & Susan Bayer, 910 Flat Rock Road—proposed shoreline damage plan. Action under consideration: authorize registration with VT Shoreland Permit Program and application to Zoning Board of Adjustment for Conditional Use Review

7:40 PM Derk Bergquist—interview for vacancy on the Conservation Commission (Gary Pittman’s seat). Action under consideration: approve appointment for term ending in April, 2018.

7:55 PM Matt Zucker—interview for vacancy on the Zoning Board of Adjustment (Ben Pualwan’s seat). Action under consideration: approve appointment for term ending in April, 2017

8:10 PM Ferry Road Pedestrian Path and Stormwater Management Study. Action under consideration: approve Agreement to Provide Local Match (20% = \$2,316)

8:20 PM Two-week pay period. Action under consideration: approve to begin 1st pay period of 2015

8:25 PM Travel reimbursement request for Sharron Balaban. Action under consideration: approval of receipts and payment

8:35 PM Installation of Signs for Bridge 30 (Carpenter Road) as recommended by engineer. Action under consideration: approve purchase (\$705) and installation

8:40 PM Revised cost estimate for monitoring the Plouffe Lane landfill due to additional reporting requirement. Action under consideration: approve as a “not to exceed” contract

8:45 PM New road name for existing road that isn’t named: Quinlan Farm Road.

Action under consideration: approve

8:50 PM The Old Lantern Reservation and Rental Contract. Action under consideration: approve contract for holiday party, with \$200 deposit

8:55 PM Appointment of Joe Gallagher as Green-Up Day Coordinator, 2015. Action under Consideration: approve

CALL TO ORDER

Mr. Morrison explained that he had a sore throat and asked Mr. Russell to moderate the meeting.

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

ADJUSTMENTS TO AGENDA

None.

PUBLIC COMMENT

None.

MINUTES: October 6, October 9, October 16

MOTION by Ms. Russell, seconded by Mr. Tegatz, to approve the Selectboard minutes of 10/06/2014 as written, with edits:

- Page 2, line 85 - change "Ms. Ellie" to read "Ms. Russell";
- Page 3, line 142 - insert the word "indelible" between the words "than" and "orange" and add a sentence "Paint that could be washed away should be used."; line 148 – change to read "Ms. Reid voiced..."; line 171 – correct the spelling of "highbred" to "hybrid";
- Page 5, line 261 – change the word "they" to "there".

VOTE: 5 ayes; motion carried.

MOTION by Ms. Russell, seconded by Mr. Tegatz, to approve the Selectboard minutes of 10/09/2014 as written.

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

MOTION by Ms. Russell, seconded by Mr. Tegatz, to approve the Selectboard minutes of 10/16/2014 as written.

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

INTERVIEW LAUREL JAUNICH FOR APPOINTMENT TO THE ENERGY COMMITTEE. Action item.

The Selectboard interviewed Laurel Jaunich for an appointment as a CVU student representative to the Energy Committee.

MOTION by Ms. Russell, seconded by Mr. Krasnow, to appoint Laurel Jaunich as the CVU student representative to the Energy Committee for a term ending September, 2015.

VOTE: 5 ayes; motion carried.

MICHAEL GARNER & SUSAN BAYER, 910 FLAT ROCK ROAD—PROPOSED SHORELINE DAMAGE PLAN. Action item

Norman LeBeouf, agent, explained a proposed shoreland stabilization project application by Michael Garner and Susan Bayer, Lot 124, Thompson's Point, and briefly reviewed a cover letter submitted by Mr. Garner and Ms. Bayer. He had met with representatives of the Watershed Management Division at the property where the embankment was observed and the proposed plan was discussed. The project met two criteria for a Shoreland Permit Program registration application: it would create less than 100 square feet of impermeable surface and more than 25' of setback from the mean high water mark of 95'. The Town owns the land and would need to co-sign the registration and Conditional Use review documents, said Mr. LeBeouf.

There was discussion regarding the submitted site plan sketches that included proposed sea wall modifications that would be similar to the neighboring Waters sea wall; trees located within the impermeable surface area would be counted in the calculation formula; and a 6' wide lake access corridor that was not included in the formula.

Mr. LeBeouf said that the fill behind the sea wall was considered permeable.

Mr. Bloch asked if the photographs submitted with the application were a simulation. Mr. LaBeouf replied that he took a photograph of the existing Waters' sea wall and photo-shopped the proposed sea wall.

Mr. Russell asked if the completed sea wall would have vegetation covering the wall. Mr. LeBeouf said yes, and explained that the plan was to make the view from the lake appear as it did before.

Mr. Tegatz asked if for some reason the applicants could not complete the project would the Town be responsible to finish the project. Mr. LeBeouf replied no.

MOTION by Ms. Russell, seconded by Mr. Krasnow, to authorize registration with the Vermont Shoreland Permit Program and application to the Zoning Board of Adjustment for a Conditional Use Review, and to authorize the Charlotte Selectboard Chair to sign the documents on behalf of the Town of Charlotte.
VOTE: 5 ayes; motion carried.

DERK BERGQUIST—INTERVIEW FOR VACANCY ON THE CONSERVATION COMMISSION (GARY PITTMAN'S SEAT). Action item
The Selectboard interviewed Derk Bergquist, a candidate to replace Gary Pittman on the Conservation Commission.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to appoint Derk Bergquist to the Conservation Commission to replace Gary Pittman, for a term ending in April, 2018.
VOTE: 5 ayes; motion carried.

MATT ZUCKER—INTERVIEW FOR VACANCY ON THE ZONING BOARD OF ADJUSTMENT (BEN PUALWAN'S SEAT). Action item

The Selectboard interviewed Matt Sucker, a candidate to replace Ben Pualwan on the Zoning Board of Adjustment.

MOTION by Mr. Krasnow, seconded by Ms. Russell, to appoint Matt Zucker to the Zoning Board of Adjustment to replace Ben Pualwan, for a term ending in April, 2017.

VOTE: 5 ayes; motion carried.

FERRY ROAD PEDESTRIAN PATH AND STORMWATER MANAGEMENT STUDY. Action item

Mr. Bloch reviewed a proposal for a Ferry Road pedestrian path and stormwater management study, which was included on the Chittenden County Regional Planning work plan.

MOTION by Mr. Morrison, seconded by Ms. Russell, to approve an agreement to provide a local match of 20 percent for an amount of \$2,316, for a proposed CCRPC Ferry Road pedestrian path and stormwater management study.

DISCUSSION:

Ms. Smith asked if the pedestrian path was proposed as a path to a park and ride area. Mr. Bloch explained that CCTA won't go to the current park and ride located at the Charlotte railroad station. A park and ride location has not been decided yet. The path and drainage sections were not contingent upon each other, but were important for planning purposes, said Mr. Bloch.

Ms. Smith asked how a decision for a park and ride would be made. Mr. Russell said that there would be a public process to gather input.

There was lengthy discussion regarding Ferry Road rain runoff issues.

Ms. Bruce, a Ferry Road land owner, said that a problem was that the existing culvert was higher than the ditch bottom. She owned 53 acres behind the Post Office lot and two other lots. All the water coming down from Greenbush Road and Ferry Road ended up on her properties. There was now a pond and bridges in wet land when in the past it was dry cow pastures, said Ms. Bruce. Mr. Russell said that the study should help mitigate the drainage issues.

Mr. Bloch clarified that a previous study done by David Marshall for a sidewalk plan was available for review as well. The CCPRC would consider what was possible following public meetings, said Mr. Bloch.

Ms. Russell asked for clarification regarding "12 hours of engineer time" as outlined in the CCPRC study proposal. There could be a savings if the CCRPC used the information from the previous study, suggested Ms. Russell.

Mr. Tegatz asked if it was possible to apply for county funds once the CCRPC study was completed. Mr. Bloch replied it could.

Ms. Reid asked if there would be a Town Meeting vote regarding a possible pathway. Mr. Morrison pointed out that a pedestrian path was included in the study scope of work. Ms. Russell noted that the study was to be completed in February.

Mr. Tegatz asked if the Town had the opportunity to direct the conceptual plans. Mr. Bloch replied yes.

VOTE: 5 ayes; motion carried.

TWO-WEEK PAY PERIOD. Action item

Mr. Morrison briefly reviewed that he had talked with Mary Mead, who had no objections to a two-week pay period beginning on the first pay period of 2015. It was recommended by NEMRC and the auditor, said Mr. Morrison.

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve a two-week pay period to begin the first pay period of 2015.

VOTE: 5 ayes; motion carried.

Mr. Krasnow suggested that the time sheet policy should be changed to reflect the use of a two-week time sheet.

TRAVEL REIMBURSEMENT REQUEST FOR SHARRON BALABAN. Action item

Mr. Morrison reviewed that Ms. Balaban had submitted copies of airline tickets and accommodation costs while filling in for Mary Mead who was on vacation.

MOTION by Ms. Russell, seconded by Mr. Tegatz, to approve a travel reimbursement request by Sharron Balaban for airfare as documented.

DISCUSSION:

Mr. Morrison explained that the airfare ticket documents included \$473 for a Jetblue round trip ticket from Burlington to San Jose, California and back to Burlington. Ms. Balaban changed the ticket to a return date of 10/15/2014 for \$80 plus other expenses. She worked in the Town offices from 10/01-10/2014. He understood that Ms. Balaban had returned to Charlotte for multiple reasons. Mr. Morrison suggested that the Town only pay for a round trip fare versus a round trip plus one-way fare.

Ms. Russell asked for clarification of what was actually paid for. Mr. Morrison suggested paying for one-half of the \$473 original fare and \$384 for the later return trip, for a total of \$620.80.

AMENDMENT by Ms. Russell, seconded by Mr. Tegatz, to approve \$620.80 for a 'round' trip airfare.

VOTE: 5 ayes; motion carried.

Mr. Morrison explained that Ms. Balaban was paid a full salary and was still considered a Town employee while filling in for the vacationing Town Clerk. She has requested a per diem of \$70 for food and gas, said Mr. Morrison.

Mr. Krasnow said he was not opposed to paying a per diem cost since she was not living 'in' her house. Mr. Morrison said she was here to sell furniture and still had use of her car, which she was here to sell. He had asked for receipts and she provided a per diem request, said Mr. Morrison.

No action was taken regarding a per diem request.

INSTALLATION OF SIGNS FOR BRIDGE 30 (CARPENTER ROAD) AS RECOMMENDED BY ENGINEER. Action item

Mr. Tegatz explained that the current signage at the Bridge 30 approaches were in faded condition and hard to read. There should be additional signs at the Spear Street and Dorset Street intersections warning motorists of a "Narrow Bridge" ahead, suggested Mr. Tegatz.

Mr. Bloch reviewed that there was a total cost of \$1,200 for installation of signs plus an additional cost of \$570 for 13 posts.

MOTION by Mr. Tegatz, seconded by Mr. Morrison, to approve the purchase and installation of signs for Bridge #30 as recommended by the engineer, with the addition of "Narrow Bridge" signage at the Spear Street and Dorset Street intersections, for a cost not to exceed \$1,500.

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

REVISED COST ESTIMATE FOR MONITORING THE PLOUFFE LANE LANDFILL DUE TO ADDITIONAL REPORTING REQUIREMENT. Action item

Mr. Bloch explained a revised cost estimate for monitoring the Plouffe Lane landfill due to an additional reporting requirement related to the landfill liner. The base amount of \$5,500 was covered in the budget. The total cost was \$6,150, said Mr. Bloch.

MOTION by Ms. Russell, seconded by Mr. Tegatz, to approve a revised cost estimate for monitoring the Plouffe Lane Landfill for an amount not to exceed \$6,200, and to authorize the Charlotte Selectboard Chair to sign the contract on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

NEW ROAD NAME FOR EXISTING ROAD THAT ISN'T NAMED: QUINLAN FARM ROAD. Action item

MOTION by Ms. Russell, seconded by Mr. Tegatz, to approve a new road name for an existing unnamed road off of Spear Street as Quinlan Farm Lane as requested.

VOTE: 5 ayes; motion carried.

THE OLD LANTERN RESERVATION AND RENTAL CONTRACT. Action item MOTION by Ms. Russell, seconded by Mr. Tegatz, to approve the Old Lantern Reservation and Rental contract for the Town holiday party with a \$200 deposit as presented.

VOTE: 5 ayes; motion carried.

APPOINTMENT OF JOE GALLAGHER AS GREEN-UP DAY COORDINATOR, 2015. Action under Consideration: approve

The Selectboard reviewed the candidate's qualifications.

MOTION by Mr. Morrison, seconded by Mr. Krasnow, to appoint Joe Gallagher as the 2015 Green-Up Day Coordinator.

VOTE: 5 ayes; motion carried.

SELECTBOARD UPDATES

Mr. Krasnow asked for an update regarding a proposed local Emergency Management Plan. Mr. Bloch explained that an update was on the Selectboard's October 27th meeting agenda. Britney Tenney has been updating the contact list in the current plan. In order to be eligible for additional FEMA funds the updated plan required Selectboard approval by October 23rd, which created a three-day gap, said Mr. Bloch.

MOTION by Mr. Tegatz, seconded by Ms. Russell, to approve a local Emergency Operations Plan, pending review for possible changes by the Town Administrator and the Charlotte Selectboard Chair on or before October 23, 2014, and to authorize the Charlotte Selectboard Chair to sign the plan on behalf of the Town of Charlotte.

DISCUSSION:

Ms. Russell pointed out that, as an action item, approval should be done as warned for the October 27th meeting.

Mr. Hammer asked if a current plan existed, or does it expire by October 23rd. The Selectboard could extend the current plan pending approval of an updated plan, suggested Mr. Hammer. Mr. Bloch clarified that the current plan was not updated sufficiently to get the additional FEMA funds.

VOTE: 5 ayes; motion carried.

Ms. Russell reported on a Charlotte Library Board meeting. The August and September minutes of the meetings were available.

Ms. Russell reported that the CVFRS Board would meet next Tuesday.

Mr. Russell reported that Mr. Morrison, Mr. Bloch and he had met with John Snow. Mr. Snow presented a financial break down of both the Fire and Rescue services, said Mr. Russell.

Mr. Morrison reported that Dean Bloch had met with Scott Brinkman, Stowe EMS representative, for a tour of the Stowe rescue facility. Stowe has municipal fire and rescue services, which was in District 4. Dean, Mr. Morrison and Mr. Russell would meet with Scott again on Thursday at 10:00 a.m. They would take a list of any Selectboard questions with them, said Mr. Morrison.

Mr. Morrison said that he would like a meeting with the District 3 Board and state representatives regarding expectations for running a paramedic service, or what might work better for Charlotte.

Mr. Bloch asked Mr. Lewis, Charlotte Road Commissioner, to review possible wording for signs at the road intersections near Bridge #30. Mr. Lewis said that signs should say something to discourage tractor trailers from using the bridge. Posting signs at the intersections before a truck got to the bridge was a good idea, said Mr. Lewis. Mr. Krasnow suggested restricting weight limits for the bridge. Mr. Lewis replied that the bridge was now repaired and there were no weight limits. Mr. Tegatz suggested contacting VTrans regarding signage language.

Mr. Morrison asked for an update on the purchase of a traffic speed cart. Mr. Krasnow said that he asked the company to consider a cost of \$7,000 for the cart. With freight costs that would bring the total down to \$7,500. He was waiting to hear back. There did not appear to be a company with a comparable product at this point, said Mr. Krasnow.

APPROVE WARRANTS TO PAY BILLS

The Selectboard signed warrants to pay bills.

ADJOURNMENT

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

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 8:34 p.m.

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