

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
October 6, 2014**

APPROVED

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

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Peter Trono, Bill Fraser-Harris, Robin Reid, John Hammer, Stephen Brooks, Betsi Oliver, Rayne Herzog, and others.

ITEMS TAKEN UP:

- 7:10 PM RaceVermont.com events on June 28th, August 16th, and September 12th.
Action under consideration: approve organizational plan
- 7:20 PM Mary Mead—request for reimbursement of travel and lodging expenses to Sharron Balaban. *Action under consideration: approve*
- 7:30 PM Library roof—contract and deposit (\$2,500) for spring start. *Action under consideration: approve*
- 7:45 PM Purchase of cameras for the Town Beach. *Discussion only*
- 8:00 PM CSI and Patterson Fuels preventive maintenance agreements. *Action under consideration: approve for one year renewals*
- 8:10 PM Appeal by Clark Hinsdale, III, Trustee of the Clark Hinsdale Jr. Testamentary Trust. *Discussion only. Executive Session is possible*
- 8:30 PM Grand list errors and omissions. *Action under consideration: approve*
- 8:40 PM Selectboard updates: FY16 budgeting process; holiday party; mowing of flea market

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 7:01 p.m.

ADJUSTMENTS TO AGENDA

None.

PUBLIC COMMENT

None.

MINUTES: September 18th, September 22nd, September 25th, and September 29th.

MOTION by Ms. Russell, seconded by Mr. Morrison, to approve the Charlotte Selectboard minutes of September 18, 2014, as written.

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

MOTION by Mr. Russell, seconded by Ms. Russell, to approve the Charlotte Selectboard minutes of September 22nd, 2014, as written, with edits:

- Page 2, line 70, add “raised in regards to” between the words “was” and “environmental” and line 76, replace “there” with “their”;
- Page 3, line 127, replace “To” with “to”;
- Page 4, line 178, remove the word “and” between the words “benefits” and “costs”;
- Page 5, line 186, change “Mr. Morrison” to “Mr. Snow”, continue to change “paid personnel was \$300,000” to read “payroll budget was approximately \$300,000”;
- Page 5, line 195 & 196, change “A business manager, or Executive Director would oversee Fire and Rescue and be one management location/person, said Mr. Snow” to read “A business manager, or Executive Director would oversee Fire and Rescue, said Mr. Snow”;
- Page 5, line 198, change “Mr. Tegatz asked if the scope of all services was determined...” to “Mr. Tegatz asked who determined the scope of all services...”;
- Page 5, line 217, change “the Medical Director” to “The District Medical Director” and change “30 days” to read “90 days”;

- Page 6, line 245, remove “emergency region” and replace with “regional emergency service”;
- Page 7, line 279, change “there were” to “there are now” and line 284 change “...and a pursing traffic...” to read “...and pursing traffic...”;
- Page 7, lines 298 and 299, end the sentence after the word “budget” and remove “to spend money as approved at the 2014 Town Meeting”;
- Page 9, line 364, change the words “...had done work” to “...was doing work”;
- Page 9, line 368, add “Mr. Tegatz explained that he had conducted business with the high bidder but felt that he did not have a conflict of interest”;
- Page 9, line 380, change “Town Manger” to “Town Administrator” and change “Selectboard Chair” to “Selectboard representative”;
- Page 9, line 381, remove the word “project” and then after “Vermont Roads and Fields”, add the words “and Green Mountain Power before commencing”;

VOTE: 5 ayes; motion carried.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of September 25th, 2014, as written.

VOTE: 5 ayes; motion carried.

MOTION by Mr. Tegatz seconded by Ms. Russell, to approve the Charlotte Selectboard minutes of September 29th, 2014, as written.

VOTE: 5 ayes; motion carried.

RaceVermont.com Events – action item

Rayne Herzog, representative of RaceVermont.com reviewed the race courses for the three proposed racing events to take place in Charlotte. The events will begin at the Shelburne Town Beach. Racers will utilize Beach Road, Orchard Road, Greenbush, Ferry Road, Lake Road, and Thompson’s Point Road. Mr. Herzog explained that the three events would be held on June 28th, 2015, August 16th, 2015 and September 12th, 2015.

Mr. Herzog noted the event originally scheduled for July 5th, 2015, would be moved to June 28th, 2015. The events scheduled for June 28th and August 16th would be longer, as they would be both sprint, and Olympic distances. Mr. Herzog explained that these races are anticipated to be between an hour and an hour and half long. The sprint racers would make the Greenbush, Ferry, and Lake Road, loop two times, and then return to Shelburne Beach. The Olympic participants will make the Greenbush, Ferry, and Lake Road loop two times, then head to the end of Thompson’s Point, before taking Greenbush back to Shelburne Beach. Mr. Herzog said that there will be fewer participants in the Olympic race, approximately 50.

Mr. Herzog indicates that there will be policemen at the intersections of Beach Road and Bostwick Road, Lake Road and Greenbush Road, and Greenbush and Ferry Road.

Mr. Morrison asked if RaceVermont.com if they would be utilizing the Charlotte Beach facilities.

Mr. Herzog explained that the headquarters for the events would be Shelburne Beach.

Mr. Herzog clarified that the half marathon would take place on September 12th, 2015. The half marathon route would be Beach Road, Orchard Road, Lake Road, down to Thompson’s Point and then back to Shelburne Beach.

Mr. Fraser-Harris asked if there would be a water table placed at the Charlotte Town Beach.

Mr. Herzog said that there would be a water table set up off to the side at the Charlotte Beach entrance.

Mr. Fraser-Harris asked if the trash from the water table would be taken off-site when the event was completed.

Mr. Herzog responded by saying that all trash would be removed and disposed of off-site. Mr. Fraser-Harris asked Mr. Herzog if he was up to date with his one dollar per participant donation.

Mr. Herzog said that he believed that he may owe a dollar.

Mr. Morrison asked how fees were assessed.

Mr. Herzog explained that RaceVermont.com paid one dollar per race participant, for both the triathlon, and the half marathon. Payments are made to the Recreation Department.

There was a discussion regarding a fee schedule and whether the one dollar fee should be updated. Mr. Russell suggested that the Selectboard look for recommendations from the Recreation Commission regarding an updated fee schedule.

Mr. Russell asked if something other than indelible orange paint could be used to mark the mileage on the roads. A paint that could be washed off would be better, said Mr. Russell.

Mr. Herzog said he would ask his engineer if there was another type of marker that could be used that would be less permanent.

Ms. Reid voiced her concern of the hill on Greenbush road by the Mack Farm. She explained that the hill was a dangerous area on the route for racers because traffic has a difficult time passing the racers. Ms. Reid explains that it may also be possible to have racers heading both south and north at the same time, as racers loop back from Thompson's Point.

MOTION by Mr. Krasnow, seconded by Mr. Russell, to approve the RaceVermont.com events scheduled for June 28th, 2015, August 16th, 2015, and September 12th, 2015.

VOTE 5 ayes, 0 opposed.

Purchase of cameras for the Town Beach. *Discussion only*

Mr. Fraser-Harris, Chairman of the Charlotte Recreation Commission, explains that the Charlotte Town Beach had been vandalized. Mr. Fraser-Harris explained that this is the third or fourth time the beach property has been vandalized this summer. Mr. Fraser-Harris told the Selectboard Mr. Krasnow had approached the Recreation Commission and suggested that there may be public safety funds to purchase cameras to monitor the beach property.

Mr. Krasnow explains that he had a conversation with Officer Katz regarding the vandalism at the Charlotte Beach. Officer Katz made the recommendation that if a camera was to be purchased by the Town, it should include night vision technology, and high pixel resolution. Officer Katz also noted that a hybrid camera, which can capture still shots, and short videos, would be of great advantage. Officer Katz recommended the Bushnell, 32 GB, 60' range camera. Mr. Krasnow explains that the camera has a 60' range.

There was a discussion regarding the possibility of the camera being stolen. Mr. Krasnow spoke to the camouflaged design of the camera, which helps it to blend into the natural setting.

Ms. Reid asked who would manage and monitor the camera.

Mr. Krasnow suggested that the Recreation Commission would manage and monitor the camera.

Mr. Russell asked if there was a model that could transmit images off-site for review. Mr. Krasnow explained that there were cameras that had this capability but they were more expensive.

Mr. Morrison suggested that Mr. Krasnow look further into camera options, and the legalities of notifying the public, before making a recommendation to the Selectboard.

Mr. Fraser-Harris said the Recreation Commission would be happy to manage the camera.

Mr. Krasnow explained that he did ask the State Police to spend more time patrolling the Charlotte Beach area for vandalism.

Request for reimbursement of travel and lodging expenses to Sharron Balaban- Action Item

Mr. Morrison explained that Mary Mead had sent the Selectboard a request to reimburse Sharron Balaban for her travel and lodging expenses. The expenses were accrued when Ms. Balaban traveled from California to Vermont to work in the Town Clerk's Office during Ms. Mead's vacation.

Mr. Russell suggested that the action be approved contingent on the receipt of invoices. Mr. Russell explained that the Selectboard should follow the same procedure as they do for all reimbursements.

MOTION: by Mr. Krasnow, seconded by Mr. Tegatz, to approve the reimbursement for travel and lodging expenses, for Sharron Balaban, upon receipt of invoices, reimbursement is to be paid from the Clerk Treasure's budget appropriation, for the dates of October 1st to October 11th.

DISCUSSION: Mr. Russell asks if the dates of travel were definitely within the dates of October 1st to October 11th. Mr. Krasnow reads the first line of Ms. Mead's request which reads "Request for reimbursement of travel expenses for Sharron Balaban for October 1-11, 2014"

VOTE: 5 ayes; Motion Carried

Library roof—contract and deposit (\$2,500) for spring start - Action Item

Mr. Tegatz suggests that the language "will provide an air-tight and watertight roof" be added to the scope of work.

Mr. Russell suggested that a professional conduct a final evaluation of the roof to ensure that it was built as specified.

Mr. Tegatz explained that there had been talk that the Energy Committee consultant would check in on the construction periodically to observe the construction.

Mr. Tegatz suggests that the word "holdback" be changed to "retention" in the contract. He explains that the word retention is an industry standard that has other implications.

Mr. Tegatz clarifies that the retention will be 10% of the total project. Retention will be held for each invoice of the project. Mr. Tegatz explained that when the roof is 50% complete the Town will retain 10% of that 50%.

There is a discussion as to whether to vote on the contract deposit. Mr. Tegatz suggests that the Selectboard first review the updated language and allow the contractor to review the new language before taking action.

Mr. Trono asks if the sidewalls of the library will be addressed.

Mr. Tegatz explains that the goal was first to fix the roof and see how that improves the energy efficiency.

Mr. Morrison explains that the roof was delineated as a top priority when an assessment of the project was initially completed.

Mr. Tegatz explains that the costs for the library repairs are significant and are limiting what can be done.

Mr. Trono asks if the wall in the upstairs bathroom, which is causing the pipes to freeze, will be addressed.

Mr. Morrison suggests that the Selectboard consult the energy audit and Energy Committee.

No Action taken. Item is to be taken up on the October 27th, 2014 agenda.

CSI and Patterson Fuels preventive maintenance agreements- Action Item

Mr. Bloch explains that CSI maintains the air-conditioning unit and Patterson Fuel maintains the boilers. Mr. Bloch continues to explain that there were two separate contracts and the prices would stay the same as last year's.

MOTION by Mr. Russell, seconded by Ms. Russell to approve the renewals for the preventative maintenance agreements with CSI and Patterson fuels systems for one year, at the same price as the previous year, effective November 1st, 2014.

DISCUSSION

Mr. Trono asked what the amounts were for the two contracts.

Mr. Tegatz explained the hourly rate for Paterson was \$165 for the first hour then \$127.50 for every hour after that.

Mr. Krasnow said that he understood that CSI will reduce their first hour labor rate from \$110 to \$85 and keep it at the \$85 rate for every hour after that.

Mr. Bloch explained that services happen once a year from Patterson and twice a year from CSI.

VOTE 5 ayes; motion carried.

Grand list errors and omissions- Action Item

Ms. Oliver read the letter from the Lister's Department to the Selectboard. Ms. Oliver explained that the data for two properties was not updated before the grand list was closed.

Ms. Oliver explained that the first property which needed its value updated was 240 Vineyard View Drive. In this instance, the property owners were converting part of the barn into living space, and constructing a detached garage. Ms. Oliver explained the data was never put into the software for assessing values. After the assessment, the property was valued at approximately \$120,000 more than the previous value. This value will impact the taxes due November 15th. The house went from 1,000 to 3,000 square feet.

The second property that needed updating is located on Lane's Lane. Ms. Oliver explained that because it was being built on the same footprint, it did not need a building permit. The property is currently assessed at \$15,000, which is only reflecting the value of the sewer, and water on the property. The property value has increased to approximately \$315,000.

Ms. Oliver explains upon Selectboard approval, the Listers' will send out a change in appraisal notice to these two property owners.

There is some conversation regarding whether the camp has been converted to a seasonal dwelling.

MOTION by Mr. Morrison, seconded by Ms. Russell to accept the errors and omission updates to the 2014-2015 grand list as outlined in the letter dated October 3rd, 2014 from the Charlotte Lister's Department.

VOTE 5 ayes; motion carried.

SELECTBOARD UPDATES

Mr. Bloch explained that he began drafting a letter to the various committees outlining the budgeting process and encouraging the committees to look for opportunities for savings. Mr. Bloch encouraged the Selectboard to review the letter and suggest improvements.

Ms. Russell would like committees to prioritize new projects and provide justifications. Mr. Morrison suggests committees address long term capital improvement plans as well.

Mr. Krasnow explains that Officer Trooper Katz has been promoted to detective and a new public liaison will be assigned. Mr. Krasnow explained that he extended the invitation to Officer Trooper Katz to attend the first public presentation of how police services are going. Public police services updates will be held during the first and third quarter. Mr. Krasnow would like this item to be added to the October 27th, 2014 agenda.

Ms. Russell reminds the Selectboard that the quarterly financial discussion for Fire and Rescue service should be scheduled as well.

Mr. Bloch suggests that that the meeting on October 27th, 2014 begin early, at 6:00pm, to accommodate the lengthy agenda.

Mr. Krasnow provided the Selectboard with an update on the speed cart. The quote exceeded the \$7,500 previously approved. Mr. Krasnow explains that the new total cost is \$7,889.

MOTION by Mr. Krasnow, seconded by Mr. Tegatz to approve the Safe-Pace 450 radar speed sign, with the solar power option, with an LT cruiser trailer, with the data collection software, theft prevention system, and freight, not to exceed \$8,000 in price.

DISCUSSION:

Mr. Russell suggests that Mr. Krasnow look into other speed cart competitors.

Ms. Russell asked if any other quotes were received.

Mr. Krasnow explains that no other quotes were received. Mr. Krasnow explained that the company came highly recommended and was knowledgeable regarding the legalities of collecting usable data. Mr. Krasnow clarified that if the Town purchased the speed cart, they would not have to contract out for data collection, and that would save money in the long run.

Mr. Trono stated that because the speed cart was a larger purchase, perhaps more quotes should be obtained before purchasing.

MOTION WITHDRAWN. Mr. Krasnow will research competitor pricing and report back to the Selectboard with his findings.

Mr. Tegatz informs the Selectboard that improvements to the Spear Street Bridge may not occur until next spring.

Mr. Tegatz reviews the changes to be made to the Carpenter Road Bridge, which includes expanding the area where vehicles enter the bridge and adding signage.

Mr. Tegatz explains the changes to be made to the Seguin Bridge, which include adding support beneath the bridge.

Mr. Morrison asked if the meeting had been rescheduled with Mr. Snow regarding Charlotte Fire and Rescue Management.

Mr. Tegatz suggests the Town hire a professional consultant to review Charlotte Fire and Rescue Management.

Mr. Trono suggests reaching out to neighboring towns to collect fire and rescue data.

Mr. Bloch announces that the co-housing trail is complete other than final compacting. The opening celebration will be held November 8th, 2014 at 1:00pm.

Mr. Tegatz asks if the renewable energy section of the Town Plan could be fast-tracked for completion. Mr. Bloch said that he could send the request out to the Planning Commission, via the Planning Commission Clerk, Jeannine McCrumb.

Mr. Bloch brought up the issue of garbage and mowing at the flea market. He noted that perhaps this should be considered when calculating the budget for next year.

Mr. Bloch discussed the annual holiday party. It was suggested that the Old Lantern be used as the venue to accommodate the large number of guest. It was decided that Mr. Morrison will be the point person for the holiday party. Mr. Tegatz suggested that Mr. Morrison consult Ms. Tegatz for party planning help.

9:15 PM - MOTION by Mr. Russell to enter into executive session to discuss litigation regarding the appeal by Clark Hinsdale III.

VOTE: 5 ayes; motion carried

9:35 PM- Motion by Mr. Russell, seconded by Ms. Russell to come out of executive session.

VOTE 5 ayes; motion carried

No action was taken.

ADJOURNMENT

9:36 PM- MOTION by Mr. Russell, seconded by Mr. Tegatz to adjourn the meeting.

VOTE: 5 ayes; motion carried.

Minutes respectfully submitted, Britney Tenney, Charlotte Administrative Assistant.