

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
SEPTEMBER 28, 2015**

APPROVED

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

ADMINISTRATION: Britney Tenney.

OTHERS: Ellie Russell, Mary Mead, Moe Harvey, George Gardner, Trooper Matt Daley, Mel Huff, Susan Blood, Margaret Russell, Charles Russell, Jenny Cole, Sue Smith, Lynn Jaunich, Karin Frost, Beth Merritt, Nan Mason, Alex Bunten, Charlotte News; and others.

ITEMS TAKEN UP:

- 7:10 PM George Gardner, George's Lock and Security; Front door handle. Action under consideration: approve purchase of new handle
- 7:30 PM Vermont State Police — biannual update and public discussion on police services within the town. Discussion only
- 7:45 PM Speed Cart — presentation of data collected. Discussion only
- 8:00 PM Susan Blood — interview for vacancy on the Conservation Commission. Action under consideration: appoint for a term ending April, 2017.
- 8:10 PM Conservation Commissioners' terms. Action under consideration: adjust commissioners' terms to even out turnover
- 8:15 PM Charlotte Park & Wildlife Refuge — Appendix A to Agricultural Lease. Action under consideration: approve
- 8:30 PM Friends of the Charlotte Library — the future of Town Party. Discussion only
- 8:40 PM Waldorf School Path. Action under consideration: approve Corrective Easement Agreement
- 8:45 PM VTrans Bicycle & Pedestrian Grant of \$50,000 to fund a scoping study for making connections to the Town Link Trail along State Park Road and to the west village. Actions under consideration: approve Project Commitments Form which includes a commitment to providing a local match of \$5,000
- 8:50 PM VTrans Town Highway Structures Program Grant Agreement for repairs to Bridge 30 (Carpenter Road). Action under consideration: approve grant agreement providing \$175,000 towards the deck replacement project of \$277,128
- 8:55 PM Accounting, Auditing and Financial Reporting Policy. Action under consideration: approve
- 9:00 PM East Charlotte Tractor Parade. Actions under consideration: approve as town event for the purpose of providing insurance; approve committee members; approve road closures; and approve traffic control plan

CALL TO ORDER

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

ADJUSTMENTS TO AGENDA

None.

PUBLIC COMMENT

Ms. Tenney reported that a Thompson's Point Road resident has asked that the Selectboard, as the land owners, sign a Shoreland Permit application to the state.

Mr. Russell suggested that the Selectboard should carefully read the details of the permits as the land owners. Past Selectboards have looked at those applications to make sure there were not any adverse ramifications, said Mr. Russell.

Mr. Morrison asked the Selectboard members if they were comfortable if he and Ms. Tenney reviewed the permit application. Ms. Spear, Mr. Spell and Mr. Krasnow replied yes.

**MINUTES: September 3, September 10, September 14, September 21, 2015
MOTION by Mr. Krasnow, seconded by Mr. Spell, to approve the Charlotte Selectboard minutes of 09/03/2015 as written.**

VOTE: 4 ayes, 1 absent (Mr. Tegatz); motion carried.

MOTION by Mr. Krasnow, seconded by Ms. Spear, to approve the Charlotte Selectboard minutes of 09/10/2015 as written.

VOTE: 4 ayes, 1 absent (Mr. Tegatz); motion carried.

MOTION by Mr. Krasnow, seconded by Mr. Spell, to approve the Charlotte Selectboard minutes of 09/14/2015 as written.

VOTE: 4 ayes, 1 absent (Mr. Tegatz); motion carried.

MOTION by Mr. Krasnow, seconded by Ms. Spear, to approve the Charlotte Selectboard minutes of 09/21/2015 as written, with the following corrections:

- Page 2, line 86 – change to read “...we believe it was...”;
- Page 5, lines 200 and 201 – change to read “...to approve the Sunset Provision as a Section 7...”.

VOTE: 3 ayes, 1 abstention (Mr. Spell), 1 absent (Mr. Tegatz); motion carried.

GEORGE GARDNER, GEORGE'S LOCK AND SECURITY; FRONT DOOR HANDLE. Action under consideration: approve purchase of new handle

Mr. Gardner, George's Lock and Security representative, explained a short term fix to the Town Hall front door and differences between three company's products to replace the old 'crash' bar handle. If a Trilogy exit keyless lock was chosen then all the keyed door handles would need to be replaced, said Mr. Gardner.

Ms. Mead recommended spending the least amount of money to get the job done. She preferred a locking key push bar in brushed chrome, said Ms. Mead.

Mr. Gardner said that it would be \$738 installed. The replacement would leave holes in the outside door. He would use a stainless steel plate to cover the holes, said Mr. Gardner.

Ms. Mead asked if Mr. Gardner could replace the cylinder in the nonfunctioning handle. Mr. Gardner replied that the cost was \$60 per cylinder with new keys. If additional keys were needed then the cost was \$10 per key. He could do the job within two weeks, said Mr. Gardner.

Mr. Krasnow asked if the new door handle met ADA requirements. For example, the CVU high school has a blue push button for handicapped access, said Mr. Krasnow. Mr. Gardner explained that such a system was a low power opener unit. It could be done after installing the new door handle, said Mr. Gardner.

MOTION by Ms. Spear, seconded by Mr. Krasnow, to approve the purchase of a new handle to be installed by George Gardner, George's Lock and Security, for a Marks M9900 device with the MESC 600 trim in brushed chrome for an installed price of \$738.

VOTE: 4 ayes, 1 absent (Mr. Tegatz); motion carried.

VERMONT STATE POLICE — BIANNUAL UPDATE AND PUBLIC DISCUSSION ON POLICE SERVICES WITHIN THE TOWN. Discussion only

Trooper Matt Daley reviewed the violations report for August, June and July. The program was going smoothly, and there appeared to be fewer break-ins. The speed cart has been helpful in slowing down motorists on Greenbush Road, said Trooper Daley.

The Selectboard thanked Trooper Daley for the presentation.

SPEED CART — PRESENTATION OF DATA COLLECTED. Discussion only

Mr. Krasnow reported that there has been a technical difficulty in downloading data from the speed cart to the Town computers. The speed cart blue tooth device was incompatible with the Town's Windows 8 program. It was downloadable to a privately owned VISTA computer. The cart could be programmed for use. The cart may be moved to East Charlotte for two-week intervals, said Mr. Krasnow.

Ms. Frost, Greenbush Road resident, said that people were slowing down due to the speed cart. Motorists were speeding on Ferry Road way too fast, and the cart should be positioned there. A second stationary cart should be purchased. The Town should ask the Lake Champlain Transportation Company to help fund a second cart, suggested Ms. Frost.

Mr. Harvey, Community Safety Committee member, said that the committee has had discussions on purchasing a solar powered stationary cart already.

SUSAN BLOOD — INTERVIEW FOR VACANCY ON THE CONSERVATION COMMISSION. Action under consideration: appoint for a term ending April, 2017.

The Selectboard interviewed Susan Blood, a candidate for a vacancy on the Conservation Commission.

(NOTE: Mr. Spell briefly departed the meeting from 8:00 p.m. to 8:02 p.m.)

MOTION by Mr. Krasnow, seconded by Mr. Spell, to appoint Susan Blood to fill a vacancy on the Conservation Commission for a term ending April, 2017.

VOTE: 4 ayes, 1 absent (Mr. Tegatz); motion carried.

CONSERVATION COMMISSIONERS' TERMS. Action under consideration: adjust commissioners' terms to even out turnover

MOTION by Mr. Krasnow, seconded by Ms. Spear, to adjust the ending term for Mel Huff, Conservation Commission member, to end in 2016 as presented.

VOTE: 4 ayes, 1 absent (Mr. Tegatz); motion carried.

CHARLOTTE PARK & WILDLIFE REFUGE — APPENDIX A TO AGRICULTURAL LEASE. Action under consideration: approve

Mr. Krasnow reported that the Charlotte Park and Wildlife Refuge Committee has prepared draft language regarding Appendix A of the park agricultural lease to Nordic Holsteins, LLC. Jenny Cole should be thanked for her efforts on the appendix language, noted Mr. Krasnow.

MOTION by Mr. Krasnow, seconded by Mr. Spell, to approve proposed amendments to Appendix A, Charlotte Park and Wildlife Refuge Agricultural Lease between the Park Oversight Committee and Nordic Holsteins, LLC, dated 09/28/2015.

VOTE: 4 ayes, 1 absent (Mr. Tegatz); motion carried.

FRIENDS OF THE CHARLOTTE LIBRARY — THE FUTURE OF TOWN PARTY. Discussion only

Ms. Mason and Ms. Merritt, Friends of the Charlotte Library, said that the 2015 Town Party was not well attended, and briefly reviewed a Library Party history to raise funds for a town library, which morphed into a joint Town Party. New blood and ideas were needed in order to continue, stated Ms. Mason.

Ms. Merritt said that CVFRS would rather showcase their skills and equipment versus cooking the food. The "Friends" were happy to do just the library book sale and activities, said Ms. Merritt.

Mr. Morrison asked if the Recreation beach party that followed the Town Party was successful.

Mr. Krasnow asked if the library would still do the book sale with, or without, a Town Party. Ms. Mason replied yes; the book sale would still be held.

Mr. Krasnow suggested combining a volunteer appreciation party with the Town Party. Ms. Mason explained that a big tent didn't engender the same 'party' atmosphere that several small tents did. The Library purchased two little tents at \$50 each and that worked out well, said Ms. Mason.

Following further discussion regarding additional attractions, such as a bouncing house, disc golf, or a farmer's market at the Town Party to increase participation, Ms. Cole suggested getting the word out to the community and surveying what people wanted.

Mr. Morrison asked Ms. Spear, as the Selectboard/Recreation Commission liaison, to coordinate with the Recreation Commission on possible Town Party ideas/scenarios.

WALDORF SCHOOL PATH. Action under consideration: approve Corrective Easement Agreement

MOTION by Mr. Krasnow, seconded by Ms. Spear, to approve a Waldorf School Path Corrective Easement Agreement that changed the easement width from 30' to 20'.

VOTE: 4 ayes, 1 absent (Mr. Tegatz); motion carried.

VTRANS BICYCLE & PEDESTRIAN GRANT OF \$50,000 TO FUND A SCOPING STUDY FOR MAKING CONNECTIONS TO THE TOWN LINK TRAIL ALONG STATE PARK ROAD AND TO THE WEST VILLAGE. Actions under consideration: approve Project Commitments Form which includes a commitment to providing a local match of \$5,000

Ms. (Margaret) Russell, Trails Committee representative, reviewed that the VTrans Bicycle and Pedestrian grant application for a scoping study to link trails along State Park Road and in the West Village was successful for \$50,000. A Town local match was 10 percent. The study would fund the design, layout, and archeological and wetlands reviews to get the project(s) 'shovel' ready, said Ms. Russell.

There was lengthy discussion regarding funding sources for a required 10 percent local match; an annual \$5,000 allocation to the Trails budget; Trails Committee fundraising efforts to enhance the Town allocation; and questions related to a timeline that the Town needed to act by. Ms. Spear asked how soon the Town Administrator would need before sending in a letter of acceptance.

Mr. Spell asked questions related to the VTrans re-imbusement grant, \$2,500 in Trails funds and possible 'in-kind' services. If a dollar value was placed on volunteer hours would that off-set some, or all, of the 10 percent Town match., asked Mr. Spell.

Mr. Krasnow read the Project Commitments Form, paragraph 3, in-kind services. Seems like there is time once the Town accepts the grant. The acceptance was a first step in entering into the agreement to accept the grant funds, clarified Mr. Krasnow.

Mr. Spell asked Ms. Russell if the Co-housing trail washout had been fixed yet. Ms. Russell replied she would need to look.

Mr. Morrison said that the Selectboard should vote on the matter at this meeting. A 10 percent match would be programmed into the new Town budget, said Mr. Morrison. Mr. Spell said that in-kind services were usually presented in advance. He was in favor of the grant. He would like further clarification, said Mr. Spell. Ms. Russell stated that she didn't know how much of the \$5000 matching funds that VTrans would need. Dean Bloch could answer these questions, said Ms. Russell.

Mr. Krasnow pointed out that the agreement would need to be signed before a project manager was assigned. Charlotte was awarded the grant. The agreement talks about the future, said Mr. Krasnow. Mr. Morrison noted that the agreement provided for 'options that could be negotiated'. The \$5,000 match could be applied to the FY2016 budget, said Mr. Morrison.

MOTION by Mr. Krasnow, seconded by Mr. Spell, to approve a Project Commitments Form which includes a commitment to providing a local match of \$5,000 with the understanding the Town of Charlotte would pursue donations or in-kind services as a part of the local match commitment, and to authorize the Charlotte Selectboard Chair to sign the agreement document on behalf of the Town of Charlotte.

VOTE: 4 ayes, 1 absent (Mr. Tegatz); motion carried.

VTRANS TOWN HIGHWAY STRUCTURES PROGRAM GRANT AGREEMENT FOR REPAIRS TO BRIDGE 30 (CARPENTER ROAD). Action under consideration: approve grant agreement providing \$175,000 towards the deck replacement project of \$277,128

Following a brief discussion, Mr. Spell asked if there was an on-going list of grants and matching funds that could be reviewed as an administrative tool. For example, the Selectboard recently approved \$4,000 for a wastewater study, and a \$50,000 trails grant with a \$5,000 local match. Such a list would be stellar when working with VTrans if the Town showed we had all the i's dotted and t's crossed, said Mr. Spell.

Mr. Morrison explained that the Town Administrator managed grants for the Selectboard.

Mr. Krasnow pointed out that the Selectboard approved grant applications, Mary Mead cut the checks, which the Selectboard then reviewed and signed off the warrants. It was a full circle process, said Mr. Krasnow.

MOTION by Mr. Krasnow, seconded by Ms. Spear, to approve a VTrans Town Highway Structures Program Grant Agreement for repairs to Bridge #30, Carpenter Road Bridge that provides \$175,000 towards the deck replacement project totaling \$277,128.

VOTE: 4 ayes, 1 absent (Mr. Tegatz); motion carried.

ACCOUNTING, AUDITING AND FINANCIAL REPORTING POLICY. Action under consideration: approve

MOTION by Mr. Spell, seconded by Mr. Krasnow, to approve an Accounting, Auditing and Financial Reporting Policy as amended at the 09/14/2015 Selectboard meeting.

VOTE: 4 ayes, 1 absent (Mr. Tegatz); motion carried.

EAST CHARLOTTE TRACTOR PARADE. Actions under consideration: approve as town event for the purpose of providing insurance; approve committee members; approve road closures; and approve traffic control plan

Ms. Spear reviewed a request to hold the East Charlotte Tractor Parade as a town event for the purpose of insurance, closing roads for one hour, approve the parade committee members and to approve a traffic control plan. Northern Vermont Traffic Control was hired this year and would coordinate with Josh Flores, said Ms. Spear.

MOTION by Mr. Spell, seconded by Mr. Krasnow, to approve the East Charlotte Tractor Parade on Sunday, October 11, 2015, from 11:00 a.m. to 5:00 p.m. as a Town event for the purpose of providing insurance; to approve committee members Carrie Spear, Deb Christie, Cindy Bradley, and June Bean; to approve road closures from 1:30 pm. to 2:30 p.m.; and to approve a traffic control plan as outlined in a memo from Ms. Spear, dated 09/24/2015.

VOTE: 4 ayes, 1 absent (Mr. Tegatz); motion carried.

SELECTBOARD UPDATES. Discussion only

Mr. Morrison said that Selectboard members that attended the Recreation Coordinator, Planning and Zoning Assistant, Town Planner, and Town Administrator employee evaluation reviews should sign the respective review documents. The Town Administrator has the employee folders if Board members wished to look at them, said Mr. Morrison.

The Selectboard members that attended the employee reviews signed the documents.

Mr. Spell suggested having quarterly or monthly employee conversations/reviews initiated by the Selectboard as an opportunity for employees to discuss issues, concerns or updates outside of a formal performance review. Mr. Morrison pointed out that each Selectboard member was assigned as a liaison to committees, etc. That was one way to work with Town organizations/employees. Any concerns expressed could be brought back to the Selectboard as necessary, suggested Mr. Morrison.

Mr. Krasnow reported that he had volunteered along with Nicole to work at the 8th grade concession stand during the CCS soccer jamboree. It was a rewarding experience, stated Mr. Krasnow.

Mr. Krasnow volunteered to work at the Tractor Parade on October 11th.

Mr. Krasnow asked to revisit the Town Charter issue and November 3rd ballot vote date. He had talked to a number of constituents. No one seemed to know about the charter. The Selectboard has done the statutory requirements, provided newspaper articles and held

meetings. A question was how to educate the Charlotte voters, said Mr. Krasnow. Mr. Morrison said that he and Mike Yantachka planned to do a presentation at the Charlotte Senior Center breakfast. A commitment was needed on moving forward, said Mr. Morrison.

Ms. Spear said that she had talked to 15 more people and no one knew about the charter, or what it would do. It appeared that there has been a rush, said Ms. Spear. Mr. Spell suggested that a communication plan or a fact guide was needed to inform people about the charter. A vote on the charter should be done at Town Meeting. If someone forwarded a petition it would go before the voters at Town Meeting, said Mr. Spell.

Mr. Krasnow said he wanted to present a process at the Town Meeting when more people would be able to listen. He regretted voting for a November 3rd date. The issue should be put on the agenda for another Selectboard meeting as an action item, said Mr. Krasnow. Mr. Morrison suggested the October 19th Selectboard agenda. A Second Hearing was set for October 26th with November 3rd for an Australian ballot town vote, said Mr. Morrison.

APPROVE WARRANTS TO PAY BILLS

The Selectboard signed warrants to pay bills.

ADJOURNMENT

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

VOTE: 4 ayes, 1 absent (Mr. Tegatz); motion carried.

The meeting was adjourned at 9:18 p.m.

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