

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
MEETING CONDUCTED VIA TELECONFERENCE
APRIL 13, 2020**

APPROVED

SELECTBOARD MEMBERS: Chair Matthew Krasnow, Vice Chair Frank Tenney, Carrie Spear, James Faulkner, Louise McCarren

ADMINISTRATION: Dean Bloch, Town Administrator

OTHERS: Hugh Lewis Jr., Juliann Phelps, Bill Fraser-Harris, Dale Knowles, Vanessa Knowles, VCAM, Chris Davis, Edward Krasnow, Bill Stuono, Sue Hoxie, Art Peterson from WCVT, Betsy Tegatz, Jason Barnard, Jenny Cole

AGENDA ITEMS:

6:00 PM Adjustments to the agenda

6:01 PM Public Comment

6:05 PM Discussion: budget austerity measures for current fiscal year

6:30 PM Renew Local Emergency Management Plan

6:45 PM Road Maintenance Plan

7:00 PM Reappointments to committees, boards & commission—see list on page 2 of agenda

7:05 PM KR Properties, LLC•License Agreement to install utilities under Mount Philo Road to serve development•Naming of private road (amendment to Road Naming Ordinance): Parkview Place

7:15 PM Addison County Relocalization Network—request to use Town highways for fundraising bicycle ride “Tour de Farms” on September 19, 2020

7:25 PM Waitsfield and Champlain Valley Telecom—request to place approximately 1060 feet of conduit for underground fiber optic cable along Dorset Street from near the intersection with North Olde Carriage Road to WCVT pole number 24/6-1

7:30 PM Transition from Board of Listers to Assessor•Approve job description•Hire Betsy Tegatz on temporary basis as Assessor

8:00 PM Appointment:•Richard Tonino—Thompson’s Point Wastewater Advisory Committee, for term ending April 30, 2023

8:10 PM Carolyn S. Coleburn—request for authorization to drill well to serve Lots 194-197, Thompson’s Point and apply for necessary permit

8:15 PM Thompson’s Point lease renewal: Lots 42& 43 at 72 Tall Pines Way—renew 20 year lease to Pauline M. Bacon

8:20 PM Liquor license renewals:•PBM Acquisition, LLC d/b/a Point Bay Marina—renewal of 2nd Class License to Sell Malt and Vinous Beverages, May 1, 2020—April 30, 2021•Tenney Enterprises—renewal of Tobacco License to Sell Tobacco, May 1, 2020—April 30, 2021•Tenney Enterprises—renewal of 2ndClass License to Sell Malt and Vinous Beverages, May 1, 2020—April 30, 2021

•Whit’s End, LLC d/b/a Old Brick Store—renewal of 2nd Class License to Sell Malt and Vinous Beverages, May 1, 2020—April 30, 2021

8:30 PM Revisit notice requirements for Town committees, boards and commissions

8:35 PM Minutes: March 18, March 23, April 3, April 6

8:45 PM Selectboard updates

8:55 PM Approve warrants to pay bills

9:00 PM Adjournment

CALL TO ORDER

Selectboard Chair Matt Krasnow called the meeting to order at 6:06 p.m.

Adjustments to the agenda

-Town Road discussion on safety.

-Mowing contract discussion.

-Railroad Crossing work and road closure discussion.

-Discussion on Zoning Admin's certificate of compliance processing during the Governor's Stay-At-Home order.

Mow Mow Mow Discussion

Mowing contractors are considered property services who are allowed to work during the Governor's Stay-At-Home order to mitigate tick and poison parsnip infestation.

Minimum distances, separate vehicles for workers, and wiping equipment are required.

May 1st is the date they will be ready to start to be in compliance with State requirements.

MOTION by Matt Krasnow, seconded by James Faulkner, to start the contract for the mowing of Town lands on May 1, 2020. VOTE: 5 ayes; all in favor; motion carried.

Public Comment

None

Discussion: budget austerity measures for current fiscal year

Matt Krasnow said that it had been discussed at an earlier meeting to put a hold on some spending due to the Coronavirus in preparation for tax shortfalls. The Road Commissioner, Hugh Lewis, Jr. (Junior), said some paving could wait. An email from Mary Mead highlighting her concerns was discussed. The entire revenue budget is about \$320,000 short as a result of outstanding taxes, it read. A list of expenses Mary listed were reviewed as possible areas to cut spending. Louise McCarren said it would be prudent to stay on track with regular maintenance expenses. Junior spoke about Monkton Road and grant-funded work important to the Town's road budget. He said cold patching some Town roads could work and agreed to make a cut in the \$235,000 road budget as long as cuts were also made across the board. He said he would appreciate "not being the only one to take a hit." Louise advised the Selectboard to help Junior keep his road crew together, keep them paid, and keep Charlotte roads safe. Matt said if every budget took a 5% reduction that would represent \$150,000 of the entire Town budget. Matt suggested that a memo go out to all boards, commissions, and committees to request everyone take a 5% decrease in their budgets as an austerity measure in anticipation for a tax loss in November to save on "top down" management. James Faulkner said CVFRS might need

to be exempt due to the added time and equipment they need to have implemented during the current pandemic.

Renew Local Emergency Management Plan

Chris Davis discussed minor changes to the basic plan. There is an addendum planned for items to include in the plan in the future regarding the pandemic. He met with local support agencies to bring together the pressing needs of the community at this time and to put together a list of resources for residents. Service agencies are keeping up with the needs in Charlotte at this time but that could change. There is concern that these agencies could deplete their budgets in the coming months. It was noted that residents seem to be wearing masks and social distancing as directed. For Emergency Management purposes, Matt briefed Chris on Thompson Point and the Governor's Stay-At-Home order as he understood it in detail and some activity in that area. A 14-day quarantine is expected for people crossing state lines. Dean Bloch suggested reaching out to the State and getting information on how to get this information to residents. Maps and a railroad spill plan will be discussed at a later time.

MOTION by Frank Tenney, seconded by James Faulkner, to Renew the Local Emergency Management Plan as amended with authorization for the Chair to sign. VOTE: 5 ayes; all in favor; motion carried.

Road Maintenance Plan

FEMA requested a document be in place for grant eligibility. It is a thumbnail of the necessary maintenance in keeping Town highways in good condition in all seasons and to be in conformance with State and Town regulations.

MOTION by Frank Tenney, seconded by Carrie Spear, to approve the Road Maintenance Plan. VOTE: 5 ayes; all in favor; motion carried.

Reappointments to committees, boards & commission

Cali Griswold—Canine Control Officer; term ending April 30, 2021

MOTION by Matt Krasnow, seconded by Frank Tenney, to reappoint Cali Griswold as the Canine Control Officer for the term ending April 30, 2021. VOTE: 5 ayes; all in favor; motion carried.

Mark Dillenbeck—Tree Warden; term ending April 30, 2021

MOTION by Matt Krasnow, seconded by Louise McCarren, to reappoint Mark Dillenbeck as the Tree Warden for the term ending April 30, 2021. VOTE: 5 ayes; all in favor; motion carried.

Matt Zucker—Zoning Board of Adjustment; term ending April 30, 2023

MOTION by Frank Tenney, seconded by Matt Krasnow, to reappoint Matt Zucker for the Zoning Board of Adjustment for the term ending April 30, 2023. VOTE: 5 ayes; all in favor; motion carried.

Kevin Burget—Conservation Commission; term ending April 30, 2024

MOTION by Frank Tenney, seconded by Louise McCarren, to reappoint Kevin Burget to the Conservation Commission for the term ending April 30, 2024. VOTE: 5 ayes; all in favor; motion carried.

KR Properties, LLC

•License Agreement to install utilities under Mount Philo Road to serve development

Matt recused himself as he is related to members involved. Louise said she is satisfied with the license agreement. All members reviewed the agreement.

MOTION by Frank Tenney, seconded by James Faulkner, to approve the license agreement to install utilities under Mount Philo Road to serve development according to the license agreement as presented to be signed by the Vice Chair. VOTE: 4 ayes; 1 abstain (Matt Krasnow); motion carried.

•Naming of private road (amendment to Road Naming Ordinance): Parkview Place

MOTION by Louise McCarren, seconded by James Faulkner, to approve naming of private road (amendment to Road Naming Ordinance): Parkview Place. VOTE: 4 ayes; 1 abstain (Matt Krasnow); motion carried.

Addison County Relocalization Network—request to use Town highways for fundraising bicycle ride “Tour de Farms” on September 19, 2020

The Road Commissioner and CVFRS have signed off on this. All paperwork is in place and requirements met.

MOTION by Louise McCarren, seconded by Matt Krasnow, to approve Addison County Relocalization Network’s request to use Town highways for fundraising bicycle ride “Tour de Farms” on September 19, 2020. VOTE: 5 ayes; all in favor; motion carried.

Waitsfield and Champlain Valley Telecom—request to place approximately 1060 feet of conduit for underground fiber optic cable along Dorset Street from near the intersection with North Olde Carriage Road to WCVT pole number 24/6-1

This has been approved by the Road Commissioner.

MOTION by Louise McCarren seconded by Matt Krasnow to approve Waitsfield and Champlain Valley Telecom’s request to place approximately 1060 feet of

conduit for underground fiber optic cable along Dorset Street from near the intersection with North Olde Carriage Road to WCVT pole number 24/6-1. VOTE: 5 ayes; all in favor; motion carried.

Friendly amendment to the above motion to give permission for the chair to sign. VOTE: 5 ayes; all in favor; motion carried.

Transition from Board of Listers to Assessor

- Approve job description
- Hire Betsy Tegatz on temporary basis as Assessor

MOTION by Frank Tenney, seconded by James Faulkner, to appoint Betsy Tegatz as interim assessor and to have the job description be approved at a later date. VOTE: 5 ayes; all in favor; motion carried.

Minutes: March 18, March 23, April 3, April 6

MOTION by Frank Tenney, seconded by Carrie Spear, to approve the Selectboard meeting minutes for March 18 as amended. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Frank Tenney, seconded by Carrie Spear, to approve the Selectboard meeting minutes for March 23 as amended. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Matt Krasnow, seconded by Carrie Spear, to approve the Selectboard meeting minutes for April 3 as amended. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Matt Krasnow, seconded by James Faulkner, to approve the Selectboard meeting minutes for April 6 as amended. VOTE: 5 ayes; all in favor; motion carried.

Selectboard Updates

-Louise said the beach is looking good and she will be removing some trash this week. People are social distancing. The Library and Senior Center are cooperating and it is hard on many having these closed.

-Carrie asked about a well pump and broken check valve at the old flea market. A plumber needed to be called. The Town is not using the well and it is only being used by landowners near the Old Lantern. The electric bill needs to be offloaded onto the beneficiaries. The long term issue is that the well is on Town property that the Town does not use, Dean said. Dean to look into what was agreed upon and what can be done.

Appointment:

- Richard Tonino—Thompson's Point Wastewater Advisory Committee, for term ending April 30, 2023

MOTION by Louise McCarren, seconded by Frank Tenney, to appoint Richard Tonino to the Thompson's Point Wastewater Advisory Committee, for term ending April 30, 2023. VOTE: 5 ayes; all in favor; motion carried.

Carolyn S. Coleburn—request for authorization to drill well to serve Lots 194-197, Thompson's Point and apply for necessary permit

Jason Barnard explained the project. It serves two camps and an accessory structure. Louise said she thought there were not going to be any more wells drilled on Thompson's Point. Jason said he was not aware of a policy. The structures, water fixture demands, and legality of the well were discussed. Dean said it is required to gain Selectboard permission for leaseholders to drill wells on Town land. About 32 camps are on the private water treatment system and the rest are on wells or using lake water. There are about 200 camps in total. Jason said the cost is the biggest factor as to why people do or do not hook onto the private water system. Matt said there needs to be a commitment to making a policy on drilling wells. Dean is to add this to the workplan and to investigate a good policy on approving any new wells. This will be communicated to the Thompson's Point Association: no new wells will be approved until a policy is in place.

MOTION by Matt Krasnow, seconded by Frank Tenney, to authorize Carolyn S. Coleburn to drill a well to serve lots 194-197 and to apply for necessary permits with the caveat that no new wells will be drilled within the Thompson's Point Association service area after this one until a policy is approved by the Selectboard. VOTE: 5 ayes; all in favor; motion carried.

Thompson's Point lease renewal: Lots 42 & 43 at 72 Tall Pines Way—renew 20 year lease to Pauline M. Bacon

MOTION by Louise McCarren, seconded by Carrie Spear, to authorize a Thompson's Point lease renewal for lots 42 & 43 at 72 Tall Pines Way and to renew a 20-year lease to Pauline M. Bacon with authorization for the Chair to sign. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Louise McCarren, seconded by Matt Krasnow, to adjourn as the Selectboard and to reconvene as the Liquor Control Board. VOTE: 5 ayes; all in favor; motion carried.

Liquor license renewals:

•PBM Acquisition, LLC d/b/a Point Bay Marina—renewal of 2nd Class License to Sell Malt and Vinous Beverages, May 1, 2020—April 30, 2021

MOTION by Frank Tenney, seconded by James Faulkner, to approve PBM Acquisition, LLC d/b/a Point Bay Marina's renewal of 2nd Class License to Sell Malt and Vinous Beverages, May 1, 2020—April 30, 2021. VOTE: 5 ayes; all in favor; motion carried.

•**Tenney Enterprises—renewal of Tobacco License to Sell Tobacco, May 1, 2020—April 30, 2021**

•**Tenney Enterprises—renewal of 2nd Class License to Sell Malt and Vinous Beverages, May 1, 2020—April 30, 2021**

MOTION by Matt Krasnow, seconded by Carrie Spear, to approve Tenney Enterprises’ renewal of Tobacco License to Sell Tobacco, May 1, 2020—April 30, 2021 and Tenney Enterprises’ renewal of 2nd Class License to Sell Malt and Vinous Beverages, May 1, 2020—April 30, 2021. VOTE: 4 ayes; 1 abstain (Frank Tenney); motion carried.

•**Whit’s End, LLC d/b/a Old Brick Store—renewal of 2nd Class License to Sell Malt and Vinous Beverages, May 1, 2020—April 30, 2021**

MOTION by Frank Tenney, seconded by Louise McCarren, to approve Whit’s End, LLC d/b/a Old Brick Store’s renewal of 2nd Class License to Sell Malt and Vinous Beverages, May 1, 2020—April 30, 2021. VOTE: 4 ayes; 1 abstain (Frank Tenney); motion carried.

MOTION by Louise McCarren, seconded by Matt Krasnow, to adjourn as the Liquor Control Board and reconvene as the Selectboard. VOTE: 5 ayes; all in favor; motion carried.

Revisit notice requirements for Town committees, boards and commissions

Dean updated the Selectboard on concerns he’s received with the new requirements enacted for meeting warnings during the Governor’s Stay-At-Home order. Some folks thought the process was “a little overboard.” Frank said three times or a week in advance wasn’t necessary and to keep in mind not everyone looks at FPF every day. Matt said all boards, committees, and commissions should set a regular meeting schedule and post a calendar for the year on the Town website. The Town meeting and agenda calendar should be used, Frank said, with the agenda and materials. Bill Frasier-Harris said he would like assistance with getting his Recreation Committee meetings on the Town website calendar. He said his meeting for this Tuesday had to be canceled because it did not meet the new warning requirements. A statutory 48 hours would be better for everyone, Dean said, and to be posted in the calendar section, and to still be posted once on Front Porch Forum. Setting up a standardized process for virtual meetings will be discussed again at the next Selectboard meeting. Dean will help folks get their agendas on the Town calendar on the Town website. There will be a designated person appointed on each committee to enter the meetings on the Town website calendar.

MOTION by Matt Krasnow, seconded by Louise McCarren, to require meetings for boards, committees, and commissions be warned no less than 48 hours prior to the meeting, once on Front Porch Forum, and on the Town website calendar with the Zoom meeting ID and password, and with an annual schedule of planned meeting dates, with times and location. VOTE: 5 ayes; all in favor; motion carried.

Approve warrants to pay bills**Selectboard Updates**

Dean said the company doing the work on the railroad is requesting lane closure to complete the service work. Thompson's Point Road would be detoured to Ferry Road. Junior said campers will be coming in and the marina will be opening and it would be a problem to close the road. As well as the Ash tree removal is set to begin. Junior said that Ash tree removal shouldn't be essential work during the Governor's Stay-At-Home order. Matt said the impending infestation will prove to be a monumental problem and should be handled now. Any work on a Town highway is considered essential, Matt said. James said it was \$20,000 that could have been trimmed to help with the Covid19 issues. Matt said the \$20,000 in the upcoming budget could be cut to fulfill that need. Junior said the issue is moot because the work was approved at the last meeting. James suggested the Selectboard learn from the bad timing of the decisions made in the last meeting.

Daniel Morgan would like to not come to the town office during the Governor's Stay-At-Home order. Certificates of Compliance are still needed. He proposed preparing the forms and having Dean sign and give it to the Town Clerk. He has all of the tools he needs and could mail it or drop it off in the slot at Town Hall. He would need a printer for this. Daryl is all set up as well.

Mary emailed Matt about changing the date for the vote on the budget to be held at Town Hall. Matt advised a June 23rd election to avoid another cancelation should the Governor's Stay-At-Home order be extended. An informational hearing will need to be held prior to that at a regular meeting on June 22.

The adoption of annual budget and budgeted related articles was discussed.

Matt said he would like the Town to help with testing for COVID19 and antibodies. The more people who have immunity would be able to get back to business unrestricted, he said. As those resources become available he would like to encourage this.

Adjournment

MOTION by Frank Tenney, seconded by James Faulkner, to adjourn. VOTE: 5 ayes; all in favor; motion carried.

The meeting was adjourned at 9 p.m.

Minutes respectfully submitted, Lynn Monty, Recording Secretary.