

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
JANUARY 13, 2020**

APPROVED

SELECTBOARD MEMBERS: Chair Matthew Krasnow, Vice Chair Frank Tenney, Louise McCarren, Carrie Spear and Fritz Tegatz

ADMINISTRATION: Dean Bloch, Town Administrator

OTHERS: Mary Mead, Juliann Phelps, Bill Frasier Harris, George Aube, Tom Cosinuke, Patrice Machavern, Hugh Lewis, Jr., Margaret Woodruff, Bill Stuono, Laurie Thompson, John Limanek

AGENDA ITEMS:

- 4:30 PM Site visit: property of George and Claire Aube, Dorset St. just south of Carpenter Rd. for proposed Highway Access Permit
- 5:30 PM FY21 Budget
- 6:00 PM Adjustments to the agenda
- 6:01 PM George and Claire Aube—request for a Highway Access Permit (HAP-20-01) on Dorset Street for driveway to proposed single family dwelling on existing building lot
- 6:05 PM Budget for Thompson’s Point wastewater system
- 6:10 PM Contract with Civil Engineering Associates as System Engineer of the Thompson’s Point wastewater system
- 6:15 PM Contract with SJW Docks as System Operator of the Thompson’s Point wastewater system
- 6:20 PM Installation of Electric Vehicle Charging Station at the Town Hall parking lot—town’s cost is \$2,029
- 6:25 PM Replace lighting in Town Hall and in parking lot with LED
- 6:35 PM Continuation of FY21 Budget
- 7:00 PM Public Comment
- 7:05 PM Continuation of FY21 Budget
- 7:30 PM Warning for March Town Meeting, 2020
- 7:45 PM Draft Town Report
- 7:55 PM UPWP application for traffic calming study in east Charlotte village
- 8:05 PM Hazard Mitigation Assistance Grant—certification of \$2,000 match (maximum)
- 8:10 PM Request for Bids for Bridge Repairs
- 8:20 PM Highway Access Policy and Procedure—amend for new Town Road and Bridge Standards
- 8:30 PM Highway Access Ordinance—preliminary review
- 8:35 PM Animal Control Intake Contract w/ Humane Society of Chittenden County-for stray dogs
- 8:40 PM Thompson’s Point leases
- Lot 153+ sm lot e/s North Shore Road at 241 North Shore Road—renew 20-year lease to David Winters McMath

- Lots 12 & 13 at 2752 Thompson's Point Road—renew 20 year lease to John Currier and William Currier
- Unnumbered lot at 561 North Shore Road—renew 20-year lease to North Shore Tennis Association
- Lots 194-197 at 1108 North Shore Road-Terminate lease to Carolyn S. Coleburn, Carolyn R. Coleburn & William C. Coleburn Approve a new 20-year lease to William C. Coleburn
8:45 PM Minutes: November 4, December 16, 2019; January 6, 2020
8:50 PM Selectboard updates
- Charlotte Solar
8:55 PM Approve warrants to pay bills
9:00 PM Personnel issue (executive session is likely)
9:15 PM Adjournment

CALL TO ORDER

Chair Matthew Krasnow called the meeting to order at 5:37 p.m.

FY21 Budget

This is a working session. The goal is to have this finalized budget by Jan. 27. Matt Krasnow made note of the increases in each subsection and asked Mary Mead about the 15% increase in the Town Clerk's budget. She said the two items were NEMRC and the proposed added administrative assistant position. Matt noted this was not due to an increase in workload. He asked about having two part-time assistant clerk/treasurers. Mary said that wouldn't work. Matt said adding the assistant at this time is not a necessity since the Selectboard is looking at an 8% increase in the overall budget. He said this might not be the year to present to the public with a 15% budget increase for the Town Clerk. He said he had spent hours upon hours looking at the budget to discern what was a wish list and what was a necessity in the budget. Fritz said Christina might be moving and that is why another assistant might be needed. Mary said when she started in the 80s she had two full-time assistants. Mary said she leaves the decision up to the discretion of the Selectboard. Louise asked where the bulk of Mary's time was spent. Mary described her duties during elections and tax season and noted that it is difficult to handle the workload when she is alone in the office.

Matt said the Planning and Zoning legal fees proposed budget went up and asked why. Dean said it was based on actual figures. Matt asked why village mowing was increased and Mary said air spading. Louise asked about the school fields and the recreation budget. Mary explained that the town had historically paid a certain amount of maintenance on the school fields for recreation. Now that they are a district, the town is no longer getting billed for maintenance, the charge is for their programs. Also, it was noted that library custodial services went up.

Adjustments to the agenda

A presentation about CVFRS services for the Town of Hinesburg Selectboard will be added to the agenda.

George and Claire Aube—request for a Highway Access Permit (HAP-20-01) on Dorset Street for driveway to proposed single family dwelling on existing building lot

George Aube was present. The tree warden has taken a look at what trees would need to be removed and has approved. Dean Bloch asked George to coordinate with Junior for traffic control.

MOTION by Fritz Tegatz, seconded by Louise McCarren, to approve George and Claire Aube’s request for a Highway Access Permit (HAP-20-01) on Dorset Street for driveway to proposed single family dwelling on existing building lot with authorization for the chair to sign. VOTE: 5 ayes; all in favor; motion carried.

CVFRS services for the Town of Hinesburg Selectboard presentation

Tom Cosinuke and Patrice Machavern presented. Tom said the Town of Hinesburg Selectboard is hosting a meeting for possible rescue providers on Wednesday. Saint Michael’s Rescue is stepping back from that responsibility and the Hinesburg Selectboard needs to find a replacement. Charlotte is contemplating an offer. Tom presented his research and how it would affect Charlotte if Hinesburg Selectboard were added. This would be temporary until they can acquire their own ambulance. This is a short-term engagement. Possible financial considerations and scope of services were presented in a handout. This would add about 130 calls in the course of a year. CVFRS is proposing to offer services west of Route 116 to include CVU. This would be about \$52,000 of billable revenue. A formalized mutual aid handout was explained and reviewed. This is a different approach than just providing mutual aid. Fritz said he would attend the Selectboard meeting in Hinesburg on Wednesday and will report back.

Budget for Thompson’s Point wastewater system

Dean said the advisory committee approved the budget included in the packet based on two revenue sources; connection fee and per gallon fee. The main upgrade is a programmable logic control, the computer that runs the system. It’s a net wash. Main items to address would be the two fees.

MOTION by Matt Krasnow, seconded by Fritz Tegatz, to approve the FY20-21 budget for the Thompson’s Point wastewater system with a \$.061 per gallon fee and a \$750 per connection fee. VOTE: 5 ayes; all in favor; motion carried.

Contract with Civil Engineering Associates as System Engineer of the Thompson’s Point wastewater system

Dean said Civil Engineering Associates has estimated a fee of \$7,000. They bill on an “as needed” basis. Usually it is less than this.

MOTION by Fritz Tegatz, seconded by Frank Tenney, to approve Contract with Civil Engineering Associates as System Engineer of the Thompson’s Point wastewater system for the FY20-21 operating season, with permission for the chair to sign. VOTE: 5 ayes; all in favor; motion carried.

Contract with SJW Docks as System Operator of the Thompson's Point wastewater system

MOTION by Fritz Tegatz, seconded by Carrie Spear, to approve the contract with SJW Docks as System Operator of the Thompson's Point wastewater system for the FY20-21 operating season, contingent on adjustments to be made due to probable CPI changes Jan. 15, with permission for the chair to sign. VOTE: 5 ayes; all in favor; motion carried.

Installation of Electric Vehicle Charging Station at the Town Hall parking lot—town's cost is \$2,029

The grant for this charging station was approved by the state. The amp load would require a \$5000 upgrade to the library panel, but the panel on the corner of Town Hall has more than enough amp load. The charging station would be farther away from the library but would be a cheaper option. This is a \$16,934 grant. The difference is \$2,029 that the town would pay for this charging station. Louise asked why the town needs a charging station and Matt and Fritz explained that it is part of the Town Plan and that it would help the town with their energy efficiency goals, and it would be the only one in town for everyone in town to use. Mary asked when the grant was coming in. Dean said FY2020. Dean said he will research the specifics. Fritz said to take it out of the improvement and repair fund. Margaret Woodruff said the plan was for the library to still pay half of the \$2,029 cost to the town for its installation.

MOTION by Matt Krasnow, seconded by Frank Tenney, to approve Installation of Electric Vehicle Charging Station at the Town Hall parking lot for \$18,963. VOTE: 4 ayes; 1 opposed (Louise McCarren); motion carried.

Replace lighting in Town Hall and in parking lot with LED

Dean said Cummings Electric provided a quote for inside and outside work which was less than the estimate provided in 2018 by JFS Electric. To be voted on at the next meeting.

Continuation of FY21 Budget

Matt said the \$30,000 for the Conservation Fund should be discussed. It has been underfunded for the past couple of years, but the projects have not been moving through at a fast pace. It has been comfortable to have enough money in there but given the budget constraints it is worth another look, he said. Fritz suggested removing the \$30,000 allocation this year, and revisiting next year.

The improvement and repair fund was discussed. The Town Hall roof, Senior Center roof and heat pumps, and air conditioning unit needs were explained. Storm windows for the museum were discussed. Matt said the Senior Center was conservatively planning for their future needs and suggested the Senior Center present once more to the Selectboard for another look into their needs.

Public Comment

None

Continuation of FY21 Budget

Trails Committee members were present to address the requested budget for the Trails Reserve Fund. The town attorney said a multiple year budget for the proposed trails is not advised. No five-year article will be allowed. So the total proposed budget is \$62,000, of which \$57,000 will be a Town Meeting Day article and \$5,000 is the annual proposed budget. Carrie requested a trails map.

Other matters discussed were that the Town Clerk recording fees are going up because the state is charging more; legal fees should remain in the lister's subcategory; the possibility of replacing a lister with an accessor; town lands; village wastewater system maintenance.

Mary asked about town mowing and requested lowering it down to \$5,000. Matt agreed.

In the Town Hall budget, the \$9,000 line item will be changed to \$7,000 because of the lighting.

Dean said the computer room switch is ten years old and should be added to the budget.

Frank asked about the Recreation increase for the tennis courts. Matt said they went with a professional service to do the crack filling rather than doing it themselves.

CVFRS energy efficiency costs were discussed as well as a \$1,000 grant they received. The Energy Committee can reduce their budget by \$1,000 because CVFRS' special funds would be used to cover this, Fritz said.

On the last page, Matt requested a revision of the spreadsheet for greater ease of reading.

Warning for March Town Meeting, 2020

Carrie Spear asked if West Charlotte Village wastewater could be put on as an article to be discussed and voted on the floor. Mary explained the articles process and requested that the Selectboard add an article for the town to vote on repealing the West Charlotte Village ordinances. She said there is a population out there that would like to be a part of the discussion. She said there was not a lot of people who were a part of the process of putting the ordinances in place.

Matt said the ordinances were approved in a timely manner so there would be time for a petition. Dean said the statute indicates that the ordinance petition is to be discussed at Town Meeting.

Dean said that the vote on Article 7, to change from listers to an accessor, has to be by paper ballot from the floor.

Draft Town Report

Photo is not terrific, Carrie said. Donations will be broken out separately in the budget. Dean asked about market updates for pay rates. There will be a global review. To be picked up at a future meeting.

UPWP application for traffic calming study in east Charlotte village

The PC requested this to research ways to make the future of the East Charlotte Village more pedestrian friendly and to slow traffic. It would be an application to regional planning requiring a 20% allocation from the town. It is not in the budget right now. Frank said it seemed like a long and expensive process. Carrie suggested referring back to the safety study done a few years ago. Fritz said the town could spend 40,000 and still not get anywhere. The speeds won't be reduced for five years, and not at all if it is appealed. Bill Stuono agreed with Fritz that there are not many cost effective options. Juliann Phelps said the Selectboard should consider the speeds town wide not just in the East Charlotte Village. She said having speeds at 35 mph at entry points, like all other adjoining towns, is an issue that has been brought up previously. In Charlotte it is 45 mph, she said. She said handling speed control matters internally like Shelburne and Ferrisburgh Selectboard is also an option. Fritz said the major issue is trying to slow people down from going 45 in a 25.

Matt explained the focus on East Charlotte Village is due to discussing changing the boundary lines. This was one of the factors of their entire study. If the village grows, as they hope, they are aiming to slow traffic to make for a peaceful and thriving village. Dean said there cannot be a town wide speed study at this time so it is being sectioned out. He will see if Peter Joslin can attend the next Selectboard meeting

Hazard Mitigation Assistance Grant—certification of \$2,000 match (maximum)

The state is applying to FEMA to update the Chittenden County Hazard Mitigation plan in which Charlotte is included. They said the town may need to contribute up to \$2,000 to match. This looks at the protentional for flooding and erosion and those issues.

MOTION by Fritz Tegatz, seconded by Frank Tenney, to approve a certification of \$2,000 match (maximum) for a hazardous mitigation assistance grant, with permission for chair to sign. VOTE: 5 ayes; all in favor; motion carried.

Request for Bids for Bridge Repairs

This is for the Roscoe Road and Dorset Street bridge abutments, where erosion has occurred. This issue to be picked up at a future meeting.

Highway Access Policy and Procedure—amend for new Town Road and Bridge Standards

MOTION by Fritz Tegatz, seconded by Carrie Spear, to approve Highway Access Policy and Procedure amendment for new Town Road and Bridge Standards. VOTE: 5 ayes; all in favor; motion carried.

Highway Access Ordinance—preliminary review

The Town Attorney advised that policy and procedures be set up as a Highway Access Ordinance to control issues of drainage and signage and the like, basically whatever people do in their right-of-way. Fritz said the statute says people cannot do anything in the right-of-way, but as of now the only means of enforcement is to file suit. The ordinances give the town some control before litigation needs to come into play. This will be put on a future agenda.

Animal Control Intake Contract w/ Humane Society of Chittenden County-for stray dogs

MOTION by Louise McCarren, seconded by Fritz Tegatz, to approve Animal Control Intake Contract w/ Humane Society of Chittenden County-for stray dogs, with authorization for the chair to sign. VOTE: 5 ayes; all in favor; motion carried.

Thompson's Point leases

MOTION by Fritz Tegatz, seconded by Louise McCarren, to approve the 20-year Thompson's Point leases for Lot 153+ sm lot e/s North Shore Road at 241 North Shore Road to David Winters McMath; Lots 12 & 13 at 2752 Thompson's Point Road to John Currier and William Currier; Unnumbered lot at 561 North Shore Road to North Shore Tennis Association, with authorization for the chair to sign. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Fritz Tegatz, seconded by Louise McCarren, to Terminate the lease to Carolyn S. Coleburn, Carolyn R. Coleburn & William C. on Lots 194-197 at 1108 North Shore Road, with authorization for the chair to sign. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Fritz Tegatz, seconded by Louise McCarren, to Approve a new 20-year lease to William C. Coleburn for Lots 194-197 at 1108 North Shore Road, with authorization for the chair to sign. VOTE: 5 ayes; all in favor; motion carried.

Minutes: November 4, December 16, 2019; January 6, 2020

MOTION by Matt Krasnow, seconded by Fritz Tegatz, to approve the Selectboard meeting minutes from Nov. 4 as amended. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Fritz Tegatz, seconded by Matt Krasnow, to approve the Selectboard meeting minutes from Dec. 16 as amended. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Matt Krasnow, seconded by Fritz Tegatz, to approve the Selectboard meeting minutes from Jan. 6 as amended. VOTE: 5 ayes; all in favor; motion carried.

Selectboard updates

- Charlotte Solar: Louise is still researching the subject.
- Matt would like to add employee reviews to an agenda.
- Dean will set up a meeting with the Recreation Committee to review rules and procedures at 5:45 pm on Jan. 27.
- The Zoning Admin's six month review will be coming up soon. Matt asked that he attend the Feb. 10 Selectboard meeting at 5:45 pm.

MOTION by Carrie Spear, seconded by Louise McCarren, to enter into executive session to discuss a personnel issue at 9:29 pm. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Carrie Spear, seconded by Frank Tenney, to come out of executive session at 9:59 pm. VOTE: 5 ayes; all in favor; motion carried.

ADJOURNMENT

MOTION by Louise McCarren, seconded by Frank Tenney, to adjourn at 10:00 pm. VOTE: 5 ayes; all in favor; motion carried.

Minutes respectfully submitted, Lynn Monty, Recording Secretary.