

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
JANUARY 14, 2019**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Matthew Krasnow, Carrie Spear, Fritz Tegatz, Frank W Tenney (arrived 6:36 p.m.).

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Rita Pozirekides, Bill Stuono, Jenny Cole, Susan Smith, Gerald Bouchard, Duncan Murdoch, Jonathan Silverman, Nan Mason, Margaret Woodruff, Ed Sulva, Robert Mack, Patrice Machavern, Dick St George, Tom Cosinuke, Dan Cole, Rob Mullin, Frank Kester, Susanna Kahn, Daniella Menk, Shanley Hinge, Beth Merritt, Robert Smite, Katharine Cohen John Quinney, Julian Kulski, Tony Federica, Sarah Federica, Peter Richardson, Nancy Richard, Juliann Phelps, Scooter MacMillan, The Citizen; and others.

AGENDA

- 6:30 PM Interviews of applicants for Minutes Taker
- 7:05 PM Duncan Murdoch, Nature Connection Guide, LLC—request to use the Charlotte Park and Wildlife Refuge for guided walks/forest bathing on February 16, April 28, July 27, September 14 and November 9
- 7:15 PM Library addition Bond vote Authorization for Sketch Plan Review (by Planning Commission)
- 7:45 PM FY20 Budget
- 8:00 PM Warning for Town Meeting, 2019
- 8:20 PM Town Report, 2018—draft
- 8:35 PM Hire Teachers Tree Service to cut branches over Town Museum & clean gutters for \$350
- 8:40 PM Hire Minutes-Taker for Selectboard, Planning Commission & Zoning Board meetings
- 8:45 PM Minutes: January 7

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 6:34 p.m.

INTERVIEWS OF APPLICANTS FOR MINUTES TAKER

MOTION by Ms. Spear, seconded by Mr. Krasnow, to recess the regular meeting and to enter Executive Session for the purpose of discussing Personnel Matters where premature knowledge might place the Town of Charlotte at a disadvantage, and to invited the Town Administrator and Rita Pozirekides to attend.

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

The regular meeting was recessed and the Selectboard entered Executive Session at 6:35 p.m. Mr. Tenney arrived and joined Executive Session at 6:36 p.m.

MOTION by Mr. Krasnow, seconded by Ms. Spear, to adjourn Executive Session and to reconvene the regular meeting.

VOTE: 5 ayes; motion carried.

Executive Session was adjourned and the regular meeting reconvened at 6:56 p.m.

Mr. Morrison stated that no action was taken during Executive Session,

ADJUSTMENTS TO THE AGENDA

Add: Report on StageWorks charges for covering the Informational Meeting, March 4, 2019, and Town Meeting March 5, 2019.

Mr. Bloch reported that StageWorks will provide a sound system for the Town Informational Meeting on Monday, March 4, 2019 and at the 2019 March Town Meeting on March 5, 2019 for a charge of \$45 per hour (technical labor) for a 3 hour minimum plus \$1,066, and a 3 hour minimum at Town Meeting at \$45 per hour labor.

MOTION by Ms. Spear, seconded by Mr. Krasnow, to hire StageWorks for the Monday, March 4, 2019 Town Informational Meeting and the 2019 March Town Meeting at a \$45 hourly rate for a total amount not to exceed \$1,500, and to authorize the Charlotte Selectboard Chair to sign the documents on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

PUBLIC COMMENT

Bill Stuono, resident, thanked Lane Morrison for his years of service on the Charlotte Selectboard. Good things have happened under Lane's tenure, and Lane's attentive guidance and knowledge is appreciated, said Mr. Stuono.

DUNCAN MURDOCH, NATURE CONNECTION GUIDE, LLC—REQUEST TO USE THE CHARLOTTE PARK AND WILDLIFE REFUGE FOR GUIDED WALKS/FOREST BATHING ON FEBRUARY 16, APRIL 28, JULY 27, SEPTEMBER 14 AND NOVEMBER 9

Duncan Murdoch, resident and Nature Connection Guide, LLC representative, explained a request to renew a one year offering of Forest Bathing sessions at the Charlotte Park and Wildlife Refuge. He will coordinate his nature walks with the National Parks Rx for health and wellbeing, said Mr. Murdoch.

Mr. Morrison reviewed a previous discussion from the year before regarding a \$1 per participant donation to the Charlotte Recreation Commission, or a \$5 deduction off fees for Charlotte residents. Mr. Murdoch said that the fee reduction worked well and will continue.

Jenny Cole, Charlotte Park and Wildlife Refuge Committee representative, said that the Forest Bathing sessions had no impact and fit in well with the park activities. Duncan volunteers at the park, said Ms. Cole.

Mr. Tenney asked how many Forest Bathing participants signed up per session. Mr. Murdoch replied that a session averaged 5-8 participants.

MOTION by Mr. Krasnow, seconded by Ms. Spear, top approve a request by Duncan Murdoch, Nature Connection Guide, LLC, to use the Charlotte Park and Wildlife Refuge for guided walks/forest bathing on February 16, April 28, July 27, September 14 and November 9, 2019 as outlined in the application, to include a \$5 discount for Charlotte residents.

DISCUSSION:

Mr. Tenney pointed out that the insurance certificate provided would expire April 1, 2019. Mr. Murdoch said that he would verify the date and make sure his insurance was up to date.

VOTE: 5 ayes; motion carried.

LIBRARY ADDITION □ BOND VOTE □ AUTHORIZATION FOR SKETCH PLAN REVIEW (BY PLANNING COMMISSION)

Mr. Morrison said that the Town is finalizing the budget and there are questions regarding the Library's Bond Committee fundraising efforts.

Jonathan Silverman, Friends of the Library Chair, read a written statement into the record. Nan Mason handed out copies of the statement to the Selectboard members for review.

Ms. Mason said that the Library has raised \$350,000 in pledges and cash to date. Mr. Morrison asked what the plans were to raise the other \$350,000 if the Selectboard voted to add Article 8 for a \$700,000 bond to the Town Meeting Warning. Ms. Mason said that the Library has another month and half to raise the funds. If there is a short fall then the addition plans could be changed, said Ms. Mason.

Mr. Tegatz asked if the bond passes and there is a short fall what will happen. Ms. Mason said that the Town has up to a year to actually take out a bond as per the Bond Bank.

Mr. Bloch reported that the Town Attorney said that the Town could delay a bond vote until 2020, or do a winter pool. There are 11 months for a winter pool. If voted in March, then a bond could be requested in early May with a closing date in July, suggested Mr. Bloch.

Mr. Morrison reviewed that an Article by Australian ballot is voted up or down. The interest charge for the proposed bond is \$21,000 for the first year. It is included in the FY budget. If the Article fails voters would still be taxed for that \$21,000, said Mr. Morrison.

Mr. Krasnow read the proposed Article 8 into the record, and spoke in favor of moving forward. Mr. Tegatz, Mr. Tenney and Ms. Spear spoke in favor of moving forward.

Ms. Spear asked if the Library could charge for programs. Ms. Woodruff replied no. Ms. Spear asked if the proposed Library meeting/community room would increase the Library expenses. Ms. Woodruff said that the Library has an agreement that users must sign and agree to the terms.

In response to questions, Ms. Mason explained that it is expected to break ground for the addition next August. The architect said that the cost estimate is based on getting started this year. If not then the costs could increase, said Ms. Mason.

Ms. Spear expressed concern that there might be two construction projects happening at the same time across the street from each other – the proposed health center and the Library addition. There will need to be some planning and coordination, suggested Ms. Spear.

Mr. Morrison asked if the Selectboard needs to authorize a Sketch Plan Review since the Library is a Town property. Mr. Tenney explained the Sketch Plan process. The landowner must submit a Sketch Plan Review application, which should be listed as a public facility, show the various elements on the site map, such as the Town Hall, parking for the Library and Town Hall, road frontage, acreage, etc. The Selectboard should consult with Daryl Benoit, Town Planner, suggested Mr. Tenney. Mr. Bloch said that as per the Town Planner the Sketch Plan is mandatory unless waived.

Ms. Woodruff said that the Library addition application is schedule for a February 21, 2019 Planning Commission hearing.

MOTION by Mr. Tenney, seconded by Mr. Krasnow, to approve a Sketch Plan Review for the proposed Library addition project, waive the fee of \$50, and to authorize the Charlotte Selectboard Chair to sign the document on behalf of the Town of Charlotte.

DISCUSSION:

Mr. Tegatz said that a Selectboard member should be designated as the official representative at the Planning Commission hearing. Mr. Tegatz volunteered as the official representative.

VOTE: 5 ayes; motion carried.

FY20 BUDGET

Mr. Morrison reviewed that the Energy Committee has asked to have the proposed Energy budget request reconsidered.

Mr. Quinney, Energy Committee Treasurer, explained that the original amount requested was reduced from \$4,500 to \$1,000 by the Selectboard. The money in the Energy budget would allow the committee to do the work planned in FY20. The Energy Committee will work on the Library addition and conduct an energy audit at the Fire Station. A

weatherizing campaign will start in the spring. It is unknown what the responsibilities will be regarding ACT 174. It is expected that all the funds will be expended by the end of June, said Mr. Quinney.

Mr. Krasnow spoke in support of the \$4,500 budget for the Energy Committee. What is left unused should be turned back to the taxpayers. Christina Booher and the Town Administrator will be in contact with the Energy Committee regarding the Town Hall lighting issues, noted Mr. Krasnow.

Mr. Tegatz said that all committees were asked for a zero based budget, which means that committees should draft a scope of work, or guidelines to present. Budgets should be used for specific goals and the Board hasn't seen that from the Energy Committee, said Mr. Tegatz. Mr. Quinney replied that communication could be improved and when a scope of work is completed the committee will convey that better.

CHANGES:

- Restore \$4,500 to the Energy Committee line item

Mr. Morrison reviewed a draft Town Meeting Warning, Article 7, Ambulance bond for \$275,000, and noted that it was the consensus of the Selectboard to support the request.

CHANGES TO THE CVFRS SPREAD SHEET:

- CVFRS Capital Reserve Fund change from \$80,000 to \$100,000
- CVFRS Thermal Imaging funding was moved out a year
- \$35,000 for a power lift stretcher was deleted, the equipment upgrade was rolled into the \$275,000 for no change
- Retro-fit of the current A-1 ambulance will be purchased from Special Funds

TOWN BUDGET CHANGES:

- Add the cost of two bonds (Library and Ambulance) to Selectboard Legal Expenses \$10,000
- Planning Commission request for legal work – change from \$9,000 to \$10,000
- Planning Commission Septic Review – leave at \$12,000
- Cost of Living (COLA) CPI (updated by the Department of Labor) OF 2.23 percent was incorporated into employee salaries – no changes needed in payroll
- Debt Service – add “Library” and a line item “Library – Bond Interest”

RE-CALCULATIONS:

- The estimated tax rate increase was calculated at 6.2 percent, and will be set in August
- Selectboard budget, Expenses – increase of 3.8 percent over last year

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the FY20 Budget and Selectboard budget language of Article 3 amended as follows:

- **“Will the Town approve the Selectboard’s budget of \$3,264,779 for the fiscal year July 1, 2019 to June 30, 2020 of which an anticipated sum of \$1,881,789**

will be raised by taxes and an anticipated sum of \$1,382,994 will be raised by non-tax revenues, which approval shall not become effective until said budget is adopted by Australian ballot votes in accordance with the requirements of the charter of the Town of Charlotte.”

VOTE: 5 ayes; motion carried.

WARNING FOR TOWN MEETING, 2019

Mr. Morrison reviewed the 2019 Town Meeting Warning, Articles 1-5. Article 3 gets confirmed by Australian ballot on April 9, 2019 as per the Town Charter. Articles 6-8 are Australian ballot items voted at the March Town Meeting, said Mr. Morrison.

Mr. Bloch suggested that CVFRS and the Library Trustees present their bond requests 10 minutes before the voters take up the articles. The Selectboard could have a brief presentation, said Mr. Bloch.

MOTION by Mr. Tenney, seconded by Mr. Tegatz to accept the 2019 Town Meeting Warning with Article 3 as amended.

VOTE: 5 ayes; motion carried.

TOWN REPORT, 2018—DRAFT

Mr. Bloch said that the draft Town Report is due at the printers by January 28, 2019, and asked the Selectboard members to review the draft for errors/typos. The school reports will be provided by January 24th. No action is needed, said Mr. Bloch.

Mr. Tegatz asked staff to remind the school board that the school employee pay information is needed.

HIRE TEACHERS TREE SERVICE TO CUT BRANCHES OVER TOWN MUSEUM & CLEAN GUTTERS FOR \$350

MOTION by Mr. Tegatz, seconded by Ms. Spear, to hire Treachers Tree Service to cut branches hanging over the Town Museum and to clean the museum’s gutters for an amount not to exceed \$350 when weather permits.

VOTE: 5 ayes; motion carried.

HIRE MINUTES-TAKER FOR SELECTBOARD, PLANNING COMMISSION & ZONING BOARD MEETINGS

MOTION by Ms. Spear, seconded by Mr. Tegatz, to hire Rita Poziredides as the hourly contracted minutes-taker for the Charlotte Selectboard, Planning Commission and Zoning Board of Adjustment for a pay rate of \$21 per hour starting February 1, 2019.

VOTE: 5 ayes; motion carried.

MINUTES: January 7

MOTION by Ms. Spear, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of January 7, 2019, as written.

VOTE: 5 ayes; motion carried.

SELECTBOARD UPDATES

Ms. Spear asked to review a copy of the Affordable Housing Ad hoc Committee grant program recommendations.

Mr. Bloch reported that Capital Budget planning appears on the Selectboard agenda February 25, 2019. Mr. Morrison suggested to waiting and to take it up in the spring.

APPROVE WARRANTS TO PAY BILLS

The Selectboard approved warrant to pay bills,

ADJOURNMENT

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

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 8:36 p.m.

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