

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
July 22, 2019**

**APPROVED**

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

**ADMINISTRATION:** Dean Bloch, Town Administrator

**OTHERS:** Juliann Phelps, Scooter McMillan, G.A. Bouchard, Bill Frasier-Harris, Peter Joslin, Dorothy Naylor, Miriam Murray Monk, Dave Vanzandt, Hugh Lewis, Jr., David Marshall, Karen Frost, Mark Frost, Andrea Regan, Peter Carreiro, Sue Smith, Jeff Herzberger, Richard Brigham

**AGENDA ITEMS:**

5:15 PM Site visit: Town Pound  
6:00 PM Adjustments to the agenda  
6:01 PM Capital budget—discussion  
6:30 PM Update re: Nordic Holstein vs. Town of Charlotte  
6:40 PM Bill Fraser-Harris—request to use the Town Beach on July 25 and August 1 for concerts featuring members of the Vermont Symphony Orchestra  
6:50 PM Thompson’s Point Association’s water system—easement from Town to TPA  
7:00 PM Public Comment  
7:05 PM Select contractor for Town wastewater system maintenance contract  
7:15 PM RFP for engineering services for Monkton Road repair  
7:30 PM Village wastewater system/ordinance  
8:05 PM Discussion of Town Pound  
8:10 PM Tree mulching contract—change from Chris’s Lawncare to Mow! Mow! Mow!  
8:15PM Zoning Administrator:•Job description—possible revisions•Job evaluation scoring—possible revisions•Offer of employment (3-year appointment)  
8:35 PM Appeal by Andrew Zins of PC-19-57-SA; Docket No. 85-7-19-Vtec  
8:40 PM Forms for employee annual reviews8:45PM Minutes: July 8, 2019  
8:50 PM Selectboard updates  
8:55 PM Executive session -personnel  
9:00 PM Approve warrants to pay bills  
9:05PM Adjournment

**CALL TO ORDER**

Chair Matthew Krasnow called the meeting to order at 6:09 p.m.

**Adjustments to the agenda**

None

**Capital budget—discussion**

Richard Brigham was in attendance to offer guidance in creating a capital plan. He said first there needs to be an establishment and assessment of needs, then a timeframe and preliminary costs needs to be considered. Dean Bloch said he had listed the buildings and roads and hadn't gotten to the assessments. Health, safety and roads are well managed by those in charge, Matt Krasnow said. The Road Commissioner and Fire Department maintain their own capital budgets. Richard said capital budgets should be reevaluated every year. He said he loved how Charlotte had it broken out but the capital budget will still need to be monitored.

Richard said smaller items like furniture are too small to be listed in a capital plan. Those should be included in operation and maintenance. Focus on the large dollar volume, he said. Items over \$20,000. Major building improvements should be focused on. Build in inflation and track reserves, he said. It is best to keep reserves flat and consistent. Richard suggested the Town should look at the costs of borrowing. Once you set the capital plan in motion, it will only need to be look at it a couple of times a year, keeping in mind the needs of the Town are constantly changing, Richard said. If it becomes a regular part of the SB's process, it can be a valuable tool, he said. It's about knowing what assets are there, and establishing a spreadsheet that is structured in a way that it is easy to understand and flexible. The next five years is what should be focused on because that will have the biggest impact on the tax rate.

Matt asked about a comfortable reserve. Richard said that it is normal for budgets to be drained at times. It will just need to be built back up. It is a delicate balance, Richard said. It's about managing debt load and looking forward to what the needs will be in the future. It's about making sure you are saving enough, he said.

The capital budget has not been refreshed in quite some time, Louise said, this should be in place to avoid spikes in the budget.

Frank said the Town needs an assessment of assets and what needs to be done. He spoke about road construction and paving that needs to be done in Town. It's a good idea to identify what expenses will be coming up, he said. Fire and Rescue, and the Road Commissioner will bring their expertise while SB would need to tackle all of the Town buildings. Frank added there will be things above and beyond the regular road budget as well. Matt said the beach will need to be considered. Matt asked if the structure was good or should the capital budget be all under one document done by the SB. Richard said it is fine to have Fire and Rescue and the Road Commissioner do their own capital budget.

#### **Update re: Nordic Holstein vs. Town of Charlotte**

**MOTION by Frank, seconded by Louise, to go into executive session due to litigation and invite Betsy Tegatz, head lister. VOTE: 5 ayes; all in favor; motion carried.**

**MOTION by Frank, seconded by Fritz, to come out of executive session. VOTE: 5 ayes; all in favor; motion carried.**

No action.

**Bill Fraser-Harris—request to use the Town Beach on July 25 and August 1 for concerts featuring members of the Vermont Symphony Orchestra**

**MOTION by Louise, seconded by Matt, to approve use of the Town Beach on July 25 and August 1 for concerts featuring members of the Vermont Symphony Orchestra. VOTE: 5 ayes; all in favor; motion carried.**

**Thompson's Point Association's water system—easement from Town to TPA**

A private water system has been in existence since 1939. ThompsonPoint.org has a list and history of camps. Water has been pumped out of the lake since 1921. The system is antique and out of date, members of the association said. The state is helping them with an upgrade and they have invested in engineers to design a plan. Fritz asked where the pipes are located. Maps were shown.

**MOTION by Louise, seconded by Carrie, to approve an easement for the Thompson's Point Association's water system with approval from the Town Attorney and with permission for the Chair to sign. VOTE: 5 ayes; all in favor; motion carried.**

**Public Comment**

None

**Select contractor for Town wastewater system maintenance contract**

Three bids were received. Dean's spreadsheet was reviewed. This is the first time the Town has contracted for this service. It is an annual contract. The idea is to be proactive instead of reactive, Dean said. The most basic urgent items are cleaning and inspecting filters in the tanks and maintaining the pump stations. Wind River Environmental was the lowest bidder.

**MOTION by Fritz, seconded by Frank, to approve Wind River for items 1-5 with the balance to be deferred to the following year for Town wastewater system maintenance contract not to exceed \$2,075. VOTE: 5 ayes; all in favor; motion carried.**

**RFP for engineering services for Monkton Road repair**

Dean did a draft request for bids. The estimate is around \$50,000 for this step. The Town is eligible for a grant from the state to cover 80%. The rest will come out of the highway budget.

**MOTION by Fritz, seconded by Carrie, to approve RFP for engineering services for Monkton Road repair. VOTE: 5 ayes; all in favor; motion carried.**

**Discussion of Town Pound**

This is a 33-acre, landlocked portion of woods. It has a gravel path and historic rock wall. There is a lot of ledge and the soil is clay. It would be worth investigating water and sewer options, Louise said. Property to the west of this parcel is for sale. In 1988, it was discovered that the Town owned it. Historically, loose cattle and livestock would be impounded there. For many years no one realized the Town owned it. It might be a good area for additional Town water, wastewater, trails, parks, or all of the above. To be continued.

#### **Village wastewater system/ordinance**

Dave Marshall was in attendance to provide an overview. He said his committee has been working on the proposed ordinances to allow homeowners to gain access to the system. The idea is for the Village area to meet its fullest potential. Wastewater for certain areas is a concern in the Town Plan. He spoke about the background and ordinances.

The challenges right now are in regard to the Children's Center and proposed Health Center. The wastewater committee has reopened the discussion about conditions and if they are too stringent with the hope of creating some flexibilities. Matt asked if the wastewater committee had surveyed or interviewed users and any applicants. Dave said not many interviews have been done.

Dave explained how the current system works and State of Vermont programs. Gallons per day for Town Hall, Fire Station and Senior Center were discussed. Dave explained that the State uses bedrooms as a template for residential gallons per day needed and commercial use is more challenging to predict. The State has a very large database for design flows, Dave said. The goal is that on peak days wastewater doesn't start bubbling out of the ground. Not everyone will be reaching maximum levels every day, Dave said. The Town would require any new building coming on the system to have a meter so the Town can track their flows to recognize how much of the resource they are using. Dave said he recommends the Town use the State's design flows. Daily readings for a year are required if you didn't want to use state design flows. They cull from that information peak days and create the design flow from that data. Matt asked about Town buildings having meters. Fritz said it would be simple. Fritz said they may be able to figure out flows without a meter. This system is only being offered in the Village commercial district. Peter Joslin said it is for the Town's and commercial use only. The system the committee is looking into is 6,500 gallons per day.

Frank said if it was allocated to businesses there would not be any left over to help homeowners. Fritz said it is a Town resource, a Town asset. Town assets should not be used to fix a couple of residential lots, Fritz said. Dave said because of the limited amount of resource, with regard to water quality, until there was an inherent public health issue there is not a public health need that would be the basis to help those who don't have any other recourse.

Matt said the 6,500 gallons per day could happen without changing infrastructure. Longer term issues should be looked at. Dave said the system was built in 2001. The existing

system has a replacement area next to it and it has a 20 to 40 year design life. There is a lot more design life left to it, Dave said.

Reviewing the ordinances and deliberating will take place on Aug. 5.

**Tree mulching contract—change from Chris’s Lawncare to Mow!Mow!Mow!**

Dean explained that Chris is unable to do all of the trees and MowMowMow has expressed interest. At this point in the season the growth will entail additional labor. 127 trees were on the contract. 17 have been done by Chris. 46 are not going to be done. There are 64 trees left to do that need more edging and woodchips. The cost is \$1,500 for the Town. Mulching the 7 trees in front of the Old Lantern included. Half of the trees will take twice the work, so the price stays the same.

**MOTION by Carrie, seconded by Louise, to change the Tree mulching contract from Chris’s Lawncare to Mow!Mow!Mow!. VOTE: 5 ayes; all in favor; motion carried.**

**Zoning Administrator: Job description—possible revisions, Job evaluation scoring—possible revisions, Offer of employment (3-year appointment)**

The Palmer Manual and scoring of the Zoning Administrator job was discussed.

**MOTION by Fritz, seconded by Carrie, to go into executive session. VOTE: 5 ayes; all in favor; motion carried.**

**MOTION by Carrie, seconded by Fritz, to come out of executive session. VOTE: 5 ayes; all in favor; motion carried.**

**MOTION by Fritz, seconded by Louise, to offer the Zoning Administrator job to Daniel Morgan with a two-week training period with the current Zoning Administrator and an offer letter signed by the Selectboard Chair. VOTE: 5 ayes; all in favor; motion carried.**

**Appeal by Andrew Zins of PC-19-57-SA; Docket No. 85-7-19-Vtec**

**MOTION by Fritz, seconded by Matt, to request the Town Attorney make an appearance for Appeal by Andrew Zins of PC-19-57-SA; Docket No. 85-7-19-Vtec. VOTE: 5 ayes; all in favor; motion carried.**

**Forms for employee annual reviews**

Dean suggested looking at the forms and suggestions from other Towns. Carrie and Louise to look over.

**Minutes: July 8, 2019**

**MOTION by Fritz, seconded by Frank, to approve minutes from July 8, 2019 as amended. VOTE: 5 ayes; all in favor; motion carried.**

**Selectboard updates**

Town cleaner is a positive experience so far, Dean said.

East burial ground is still not tended to, Carrie said.

Louise said she had an outing with the trails committee and VTRANS. They walked along State Park Road.

The meeting to set the tax rate is Aug 5.

**MOTION by Matt, seconded by Fritz, to go into executive session. VOTE: 5 ayes; all in favor; motion carried.**

**MOTION by Matt, seconded by Frank, to go exit executive session. VOTE: 5 ayes; all in favor; motion carried.**

**ADJOURNMENT**

**MOTION by Matt, seconded by Fritz, to adjourn. VOTE: 5 ayes; all in favor; motion carried.**

The Selectboard meeting was adjourned at 9:45 p.m.

Minutes respectfully submitted, Lynn Monty, Recording Secretary.