

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
June 10, 2019**

**APPROVED**

**SELECTBOARD MEMBERS:** Chair Matthew Krasnow, Vice Chair Frank Tenney, Fritz Tegatz, Louise McCarren, Carrie Spear (Matt and Louise attended meeting by speakerphone)

**ADMINISTRATION:** Dean Bloch, Town Administrator

**OTHERS:** Scooter MacMillan, Peter Trono, VCAM, Juliann Phelps, Margaret Woodruff, Susan Smith, Christina Booher, Nan Mason, Jonathan Silverman, John Quinney, Deirdre Holmes, Bill Stuono, Carl Herzog, Bill Frasier Harris, Zeke Davisson, Hugh Lewis, Jr., Mel Huff, Peter Joslin and others

**AGENDA ITEMS:**

- 6:00 PM Adjustments to the agenda
- 6:01 PM Contract for Library addition
- 6:20 PM Memorandum of Agreement between the Town, Library Board of Trustees, and Friends of the Charlotte Library
- 6:35 PM Bond commitment letter for Library addition
- 6:45 PM Town policy on holiday leave (schedule of holidays to be taken)
- 7:00 PM Public Comment
- 7:05 PM Charlotte Recreation Commission•Request to use the Town Beach for the Charlotte Beach Party—July 13<sup>th</sup> (rain date: July 14th)•Request to use the Town Beach for Mozart at the Beach—July 18th, July 25th and August 1<sup>st</sup>
- 7:10 PM Removal of danger trees at Town Beach—potential Emergency Purchase of arborist services
- 7:20 PM Kelly Brush Ride—request to use town roads for fundraising for adaptive sports grants on September 7, 2019
- 7:25 PM Approve Grant Agreement #P01921, from VTrans' Town Highway Class 2 Roadway Program, to pave a portion of Ferry Road; grant is \$108,425.60 (80%) and Town match is \$27,106.40 (20%)
- 7:30 PM Interviews for appointment/reappointment•Marty Illick—reappointment as Alternate Representative to the Chittenden County Regional Planning Commission for term ending June 30, 2021; and reappointment as Representative to the Clean Water Advisory Committee of the CCRPC•Mel Huff—appointment to Conservation Commission for term ending April 30, 2021
- 7:40 PM Town Plan—continuation of Selectboard's 1<sup>st</sup> public hearing for proposed amendment
- 8:40 PM Open bids for Town Hall cleaning contract
- 8:45 PM Contracts up for renewal on July 1<sup>st</sup>
- 8:50 PM Thompson's Point agricultural lease—potential reconsideration
- 8:55 PM Monkton Road—update—potential Emergency Purchase of engineering service

9:00 PM Minutes: June 3, 2019  
9:05 PM Selectboard updates  
9:10 PM Approve warrants to pay bills  
9:15 PM Adjournment

### **CALL TO ORDER**

Chair Frank Tenney called the meeting to order at 6:02 p.m.

### **Adjustments to the agenda**

None

### **Contract for Library addition**

Fritz met with ReArch about a contract draft. He will keep everyone posted. More work needs to be done. This will be taken up at the next Selectboard meeting on June 24. Dean said the bond bank will issue a letter tomorrow and they would like a response by the 19<sup>th</sup>. Fritz said the money isn't slowing it down, the issue is standard AIA and the contract needs updated language for the Town to retain their discounts. It will take a week at least but the dollar amount will not change.

John Quinney asked about the number presented at the last SB meeting. He asked if it will stand and the answer was yes. Fritz said he is confident the numbers won't change with the contract. Matt said the numbers were very straightforward. Dean asked Margaret Woodruff about this and she said it was all laid out in the Memorandum Of Understanding.

Mary Mead asked about the contract price and why furniture was included when the vote was on construction only. Fritz said the cabinets were taken out to save money and they were replaced with furnishings and that it was a better option for the Town moneywise while still keeping with the desired design. Mary said that should be the Library's responsibility since the vote was for construction.

Fritz said flooring, carpeting and lighting for the entire building are also being included. The goal of the RFP was to meet the energy use factors. When the energy modeling happened some work had to be done to the existing structure. The goal is for the entire building to be energy efficient, he said.

Christina Booher said whether it is built-in or furniture there are a lot of questions with the numbers that are outside of the construction of the addition. Whether it is part of the RFP or energy plan that is not how it was put to the voters, she said. She said there will never be enough detail in those numbers. Fritz said it will be up to the Selectboard and it will come down to RFPs. There will be written proposals and all that goes with it, he said.

John Quinney said the Friends of the Library are raising half the money and the Town's portion is purely construction. The Library is paying for the rest. He added that now that the Solar is gone out of the bid, that will be on the Library. He said the Town needs to

recognize the really good deal they are getting and the generosity of The Friends of the Library and others in Town who are donating time and money.

Peter Trono asked if site work was included. Frank said yes. Peter said he is confused about the numbers. Fritz said these are the same numbers put up in the last meeting. Peter said there has been no work done on getting approvals from the Planning Commission. Fritz said the Site Plan is a donation from Dave Marshall and was ready two weeks ago. Peter asked questions about parking spaces. Fritz said the site work includes the worst-case scenarios. Peter asked about the foundation. Fritz said that is part of the construction.

Susan Smith asked if there was any money to move trees. Fritz said there might be a plan to bid that out separately. There is money there to cover unanticipated expenses, he said.

Mary said the bond bank wants a number by the 19<sup>th</sup>.

**MOTION by Fritz, seconded by Carrie, to assign a Library addition bond amount of \$600,000. VOTE: 5 ayes; motion carried.**

#### **Memorandum of Agreement between the Town, Library Board of Trustees, and Friends of the Charlotte Library**

Frank asked if the MOA had changed. The answer was no. Mary said it still needed to be reviewed and that some things needed to be nailed down. Frank asked if there was a committee who worked on this. Matt and Louise were on that committee and were asked if they needed more time with it. Louise said it won't be that difficult to handle. Matt said there are not that many moving parts to plug in.

Mary asked what the Library had for cash on hand. Margaret said they have pledges of \$450,000, of which \$250,000 is cash on hand. Public pledges haven't opened up yet. The Library needs to secure \$150,000 in public pledges before the addition is complete.

Peter asked when the SB would review the conditions of the Library loans. Fritz said when they sign the contract. Louise said the pledges are a commitment that the bank has nothing to do with.

Peter said he did his own research and thought they would need to use the Library building as collateral not just the pledges. Margaret Woodruff said the Library will come up with their portion. Frank said right now the \$150,000 shortage is expected to be raised by the end of 2020. Louise said there is a high degree of confidence that these funds will be raised but it does raise a cashflow issue. Margaret said the Library is completely willing to work with TD bank to answer more questions but they are on track with fundraising goals right now. Mary said the Town is not able to front that \$150,000 to wait for pledges.

Margaret said she is happy to talk to the bank and research other Library projects as well for the MOA committee. That information will be ready for the June 24 meeting. Matt agreed to have the Town attorney look at the draft MOA.

**Bond commitment letter for Library addition**

**MOTION by Fritz, seconded by Carrie, to have the bond letter filled out with the \$600,000 number to be signed by the Vice Chair. VOTE: 5 ayes; motion carried.**

**Town policy on holiday leave (schedule of holidays to be taken)**

Christina Booher said Town employees are not paid overtime unless it's a worked 40 hours. Holiday schedules are different for Town Hall, Senior Center and the Library. Floating holidays are hard to track and are not in the Town personnel policy. Christina is requesting employees get paid for working a holiday instead of getting a floating holiday. According to the policy employees should be getting paid double time, Frank said. Mary said supervisors should not be telling employees to take a day off if they worked a holiday. Budgets need to be adjusted accordingly to pay employees for working on holidays, she said.

**Public Comment**

Mary said she received a school field mowing bill for the entire year. It was \$9,600 up from the usual \$5,000 prior to the school consolidation. She said this needs to be brought up to the school board so the Town can have documentation and an agreement from the SB.

**Charlotte Recreation Commission•Request to use the Town Beach for the Charlotte Beach Party—July 13<sup>th</sup> (rain date: July 14<sup>th</sup>)•Request to use the Town Beach for Mozart at the Beach—July 18<sup>th</sup>, July 25<sup>th</sup>and August 1**

**MOTION by Fritz, seconded by Carrie, to approve the Request to use the Town Beach for the Charlotte Beach Party—July 13<sup>th</sup> with a rain date of July 14<sup>th</sup>. VOTE: 5 ayes; motion carried.**

**MOTION by Fritz, seconded by Carrie, to approve the Request to use the Town Beach for Mozart at the Beach—July 18<sup>th</sup>, July 25<sup>th</sup> and August 1. VOTE: 5 ayes; motion carried.**

**Removal of danger trees at Town Beach—potential Emergency Purchase of arborist services**

Susan Smith and Bill Frazier Harris said trees at the beach have become an emergency. Nicole Conley brought up concerns of dead trees a few months ago. None of the trees are in the roadway so it is not the Road Commissioner's concern. These are in the parking lot. Carrie suggested site visits to Town lands would have been beneficial. Having an arborist inspect the Town for dead and dying trees is a budget discussion, Fritz said. Frank said the Tree Warden should do it. Sue said that might be something they could

consider. Carrie asked where the money is coming from and that it was not in the Recreation Department budget.

Matt's speakerphone connection was lost.

**Motion by Fritz, seconded by Louise, to approve the removal of dangerous trees at the Town Beach with the potential Emergency Purchase of arborist services not to exceed \$1,880 with mandatory coning off of the area in danger immediately with Nicole Conley supervising the project. VOTE: 3 ayes, 1 abstain (Carrie); motion carried.**

**Kelly Brush Ride—request to use town roads for fundraising for adaptive sports grants on September 7, 2019**

**MOTION by Carrie, seconded by Fritz, to allow the Kelly Brush Ride to use Town roads for fundraising for adaptive sports grants on September 7, 2019. VOTE: 4 ayes; motion carried.**

**Approve Grant Agreement #P01921, from VTrans' Town Highway Class 2 Roadway Program, to pave a portion of Ferry Road; grant is \$108,425.60 (80%) and Town match is \$27,106.40 (20%)**

**MOTION by Carrie, seconded by Fritz, to Approve Grant Agreement #P01921, from VTrans' Town Highway Class 2 Roadway Program, to pave a portion of Ferry Road; grant is \$108,425.60 (80%) and Town match is \$27,106.40 (20%) with authorization for the Vice Chair to sign. VOTE: 4 ayes; motion carried.**

**Interviews for appointment/reappointment•Marty Illick—reappointment as Alternate Representative to the Chittenden County Regional Planning Commission for term ending June 30, 2021; and reappointment as Representative to the Clean Water Advisory Committee of the CCRPC•Mel Huff—appointment to Conservation Commission for term ending April 30, 2021**

**MOTION by Fritz, seconded by Carrie, to reappoint Marty Illick as Alternate Representative to the Chittenden County Regional Planning Commission for term ending June 30, 2021; and reappointment as Representative to the Clean Water Advisory Committee of the CCRPC. VOTE: 4 ayes; motion carried.**

**MOTION by Frank, seconded by Carrie, to appoint Mel Huff to Conservation Commission for term ending April 30, 2021. VOTE: 4 ayes; motion carried.**

**Town Plan—continuation of Selectboard's 1<sup>st</sup> public hearing for proposed amendment**

**MOTION by Fritz, seconded by Carrie, to close the Selectboard's 1<sup>st</sup> public hearing for proposed amendment and schedule the final hearing on Aug. 12. VOTE: 4 ayes; motion carried.**

**Open bids for Town Hall cleaning contract**

One bid was received from Susan Furland for \$1,040 per month and \$35 an hour for any additional services. This will be under discussion for the next meeting.

**Contracts up for renewal on July 1<sup>st</sup>**

Contracts up for renewal are:

- Town Hall Cleaning: to be determined
- Water System Maintenance (for Town Hall, Library): Lincoln Applied Geology
- Landfill Monitoring: Lincoln Applied Geology
- Computer Network Support, Monitoring & Back-up: TechGroup
- Police Services: Vermont State Police
- Minutes Taker: Lynn Monty
- Wastewater Design Review (Planning & Zoning): Lamoureux & Dickinson

**MOTION by Fritz, seconded by Carrie, to approve all contracts up for renewal on July 1 except for the Town Hall cleaning contract. VOTE: 4 ayes; motion carried.**

**Thompson's Point agricultural lease—potential reconsideration**

Dean gave a brief review of the meeting prior where Robert Mack had proposed growing hemp on leased land. As a result, the SB awarded the lease to Chris' Lawn Care. Since that time Robert said he would grow only hay. Frank said Robert should have been at that previous meeting before that vote to represent himself. No lease was signed and no deposit has been paid. Frank said the SB didn't do anything out of order and there was nothing on the table that led him to want to change anything. Louise suggested staying with Chris' Lawn Care. The SB decided not to reconsider. No motion was made.

**Monkton Road—update—potential Emergency Purchase of engineering service**

The Road Commissioner said Monkton Road is in bad shape and images were shown of the extensive road damage. The failure is not known, he said. This is an ongoing problem and a grant is needed to repair this. Soil samples are needed. Potential cost is around \$30,000 and \$100,000 to have an engineer come, Junior said. Filling this in is no longer going to fix this problem, he said. An engineer is needed to figure out what is going on. Dean said he is on it and has contacted four engineers and is waiting to hear back.

**Minutes: June 3, 2019**

**MOTION by Frank, seconded by Carrie, to approve Selectboard meeting minutes for June 3, 2019. VOTE: 4 ayes; motion carried.**

**Selectboard updates**

None

**ADJOURNMENT**

**MOTION by Fritz, seconded by Carrie, to adjourn. VOTE: 4 ayes; motion carried.**

The Selectboard meeting was adjourned at 9:08 p.m.

Minutes respectfully submitted, Lynn Monty, Recording Secretary.

DRAFT