

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
JUNE 24, 2019**

APPROVED

SELECTBOARD MEMBERS: Matthew Krasnow, Chair; Fritz Tegatz, Louise McCarren, Carrie Spear (arrived 5:49 p.m.), Frank W Tenney (arrived 5:54 p.m.).

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Peter Trono, Nan Mason, Margaret Woodruff, Julian Phelps, David Zieglman, Liz DesLauriers, Chuck DesLauriers, Keith Kittredge, Ginny Paton, Doug Paton, Wes Snyder, Jim Hebert, Bob Sanders, James Barker, Jenn Higgins, Emily Vatis, Chris Vatis, Anne Colmenero, Mary Beth Gillian, Susan Ohanian, Hans Ohanian, Mike Cazayou, John Quinney, Hugh Lewis Jr, Scooter MacMillan, The Citizen; and others.

AGENDA:

- 5:31 PM Library addition—contract with ReArch, and Memorandum of Agreement (MOA) with Charlotte Library Board of Trustees and Friends of Charlotte Library, Inc.
- 6:00 PM Bond documents for Library addition and ambulance
- 6:20 PM Financial Management Questionnaire
- 6:25 PM Waive penalty for late filers of Homestead Declaration
- 6:35 PM Approve pay-rates and # of hours/week to be worked for all employees for FY20
- 6:45 PM Approve agreement with Sullivan, Powers, & Co. for a financial audit of municipal accounts for FY19 (year ending June 30, 2019)
- 6:50 PM Awarding of Town Hall cleaning contract
- 7:05 PM Addressing abandoned properties—discussion
- 7:25 PM National Multiple Sclerosis Society—request for fundraising bicycle ride on August 3, 2019
- 7:30 PM Interviews for appointment/reappointment □ Jim Donovan—reappointment as Representative to the Chittenden County Regional Planning Commission for term ending June 30, 2021 □ Dean Bloch—reappointment as Representative to the Technical Advisory Committee of Chittenden County Regional Planning Commission for term ending June 30, 2021 □ Fritz Tegatz—reappointment as Alternate Representative to the Technical Advisory Committee of Chittenden County Regional Planning Commission for term ending June 30, 2021 □ Daryl Arminius—reappointment as Alternate Representative to the Clean Water Advisory Committee of the CCRPC for term ending June 30, 2021 □ Josh Flore—reappointment as Constable for term ending June 30, 2021
- 7:45 PM Town net metering application
- 8:00 PM Discussion regarding affordable housing fund/committee
- 8:15 PM Submission of Site Plan Review and Zoning Permit applications for Library addition; waive fees
- 8:20 PM VTrans Structures Grant application for repairing Monkton Road
- 8:25 PM Request for Engineering Proposals for repairing Monkton Road

- 8:30 PM Letter of intent for Municipal Roads Grant-In-Aid for Lane's Lane culvert replacement
- 8:35 PM Animal Control Housing Agreement with Comfort Hill Kennel
- 8:40 PM Contract with Chittenden County Regional Planning for temporary staff support in the Planning & Zoning Office during the transition to a new Zoning Administrator
- 8:45 PM Plan site visits to Town properties

CALL TO ORDER

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

ADJUSTMENTS TO THE AGENDA

None.

LIBRARY ADDITION—CONTRACT WITH REARCH, AND MEMORANDUM OF AGREEMENT (MOA) WITH CHARLOTTE LIBRARY BOARD OF TRUSTEES AND FRIENDS OF CHARLOTTE LIBRARY, INC.

Nan Mason, Charlotte Library Trustee/Friend of the Library representative, and Margaret Woodruff, Charlotte Library Executive Director, appeared before the Selectboard regarding the proposed Library addition project.

Mr. Tegatz briefly reviewed proposed contract changes. The ReArch agreement is not a standard design build or a standard AIA contract, said Mr. Tegatz.

Mr. Krasnow said that Mary Mead has made some language changes to the proposed MOU. Ms. McCarren spoke in support of the MOU changes and thanked Ms. Mead for her efforts.

REVIEW AND CHANGES TO THE MOU:

- #1(d) – strike the word “total”, insert the word “contribution” after “funding
- #3(d), first sentence – correct the word “he” to read “the” in “Clerk of the Works”; last sentence – strike the words “in advance” and add “before taking effect” after “Selectboard”

Ms. Mead noted that there were extra costs included in the contract regarding an oil tank, furnishings, and landscaping. Most of those items are easily donated by residents and should not be in the contract. When there is a contractor it seems unlikely that those items would be donated services, stated Ms. Mead. Mr. Tegatz said that there are charges for flooring, and excavation as charitable contributions by the contractor.

In response to a question by Ms. McCarren, Mr. Bloch said that as per Bob Fletcher, Town Attorney, an emergency meeting could be called within 48 hours if necessary. Ms. Woodruff asked what “incremental” meant. Mr. Tegatz replied that it refers to anything that is a change to the contract related to funding.

MOTION by Mr. Tegatz, seconded by Ms. McCarren, to approve the Library Addition contract with ReArch entitled “Owners Agreement”, dated June 21, 2019. VOTE: 5 ayes; motion carried.

Mr. Tenney asked if a person donated \$100,000 in the name of the Town would that reduce the Town’s obligation. Ms. Mead replied no, explained that the person should direct those monies to pay for the bond principal and interest.

MOTION by Mr. Tenney, seconded by Ms. McCarren, to approve the proposed edited MOU between the Friends of the Charlotte Library, the Charlotte Library Trustees and the Town of Charlotte, dated June 24, 2019, and to authorize the Charlotte Selectboard Chair to sign the MOU document on behalf of the Town of Charlotte.

DISCUSSION:

Peter Trono asked if the library addition project will start before July 31st. Mr. Krasnow replied no; that the project should start at the end of August.

Peter Trono asked if the Friends money will be spent first before July 31st. Will the Library have their money by July 31st. The Town bond won’t be available until July 31st, said Mr. Trono. Ms. Mason explained that a Library bank loan won’t be available until the Library tax return is filed, which happens at the end of June. The tax return needs to be filed in order to apply for a bank loan, said Ms. Mason.

Mr. Trono asked what the conditions of a bank loan are. Ms. Mason said that the Library has \$200,000 in cash now that the Friends can draw on.

Mr. Trono asked if the \$450,000 in pledges is still a good number. Ms. Mason said that the \$200,000 in cash can be spent in June and July.

Mr. Trono asked how payments will be made; for example, \$50,000 from the Library and \$50,000 from the Town. Ms. Mead stated that it would not be 50/50. The Town has committed \$600,000 in the form of a bond as approved at the 2019 March Town Meeting, pointed out Ms. Mead.

Mr. Trono suggested that the Library could get a construction loan. Will the Town have to put up the Library building as collateral for a loan. There may be conditions in the loan that the Town may not like, said Mr. Trono. Ms. Woodruff said that the Friends would let the Town know the conditions of the loan.

Ms. Booher said that the Town is entering into the contract. If the Friends can’t raise \$600,000 and are taking a loan then will the Town be liable for repayment of the loan, asked Ms. Booher.

Mr. Trono said the project may take a year or two to com complete. The Library is approaching a bank for a loan. Will the Library take a full \$600,000 loan, asked Mr. Trono. Ms. Mason replied no.

Mr. Trono asked if the Town uses up the \$600,000 bond and the Library fundraising stalls at \$500,000, will the project be scaled back. Now is the time to talk about this, stated Mr. Trono. Mr. Krasnow said that the cash flow piece is the Town's responsibility. With the MOU document there is an understanding that the Library is covering \$600,000. The MOA would cover a theoretical problem, said Mr. Krasnow.

Ms. McCarren agreed that pledges and fundraising to cover the Library's portion is a risk. The Town is relying on the Friends funding, said Ms. McCarren. Mr. Trono said that on a construction loan you don't pay interest until you draw on it.

Ms. McCarren asked if the Friends have had a discussion with the bank. Ms. Mason said that the bank does this all the time. The amount is based on pledges. There is \$460,000-ish in pledges with \$150,000 to go. She believes the Library will get the support, said Ms. Mason. Ms. Mead said that she thought a bank will only loan on pledges, not cash.

In response to a question, Ms. Woodruff said that it is expected that the \$150,000 will be raised by the end of summer.

Mr. Trono asked when will the Friends hear from the bank regarding a loan and the terms of a loan. Ms. Mason reiterated that the Library needs to file tax returns first. Mr. Trono asked if they are 30 days away from a loan. Ms. Mason explained that it would take a month just to complete the paperwork.

Mr. MacMillan asked for clarification regarding pledges as collateral for a loan. Mr. Krasnow replied that the Library can use pledges not collected for a loan collateral, which is legal.

VOTE: 5 ayes; motion carried.

Mr. Bloch presented an updated MOU with the edits proposed this date for Selectboard and Library signatures.

Mr. Krasnow, Charlotte Selectboard Chair signed the MOU on behalf of the Town of Charlotte, and Ms. Mason, President of the Friends of the Charlotte Library, signed the MOU.

BOND DOCUMENTS FOR LIBRARY ADDITION AND AMBULANCE

Mr. Bloch explained that the bond documents for the Library addition and the CVFRS ambulance were generated by an attorney for Selectboard signatures.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to accept the bond documents as prepared by the Town Attorney for the Library addition and the CVFRS ambulance, and to authorize the documents to be signed by the Charlotte Selectboard on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

The Selectboard members and Mary Mead, Town Clerk/Treasurer signed the documents.

FINANCIAL MANAGEMENT QUESTIONNAIRE

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve the Financial Management Questionnaire document.

DISCUSSION:

Ms. McCarren asked if Ms. Booher was the Town Hall cleaner. Ms. Booher explained that her husband is the Town Hall cleaning contractor. He was paid through the Town payroll, and she is not a participant.

VOTE: 5 ayes; motion carried.

WAIVE PENALTY FOR LATE FILERS OF HOMESTEAD DECLARATION

MOTION by Ms. McCarren, seconded by Mr. Tegatz, to waive penalties for late filers of the Homestead Declaration for FY2019.

VOTE: 5 ayes; motion carried.

APPROVE PAY-RATES AND # OF HOURS/WEEK TO BE WORKED FOR ALL EMPLOYEES FOR FY20

Mr. Tegatz stated that his wife, Betsy Tegatz, Lister, appeared on the payroll. He would recuse himself if the Selectboard desired. Mr. Krasnow said that there were no objections.

Ms. Booher explained that a Vermont League of Cities and Towns lawyer suggested using a reference document for each employee when pay rates or working hours were increased. Mr. Krasnow said that supporting language will be required in the Town's Personnel Policy, and suggested delaying approval until the language was drafted. Mr. Krasnow asked staff to add approval of the documents to the July 8, 2019 Selectboard agenda.

Mr. Tenney suggested including a motion to have the Selectboard Chair update and sign the documents for each employee. Mr. Krasnow said that could be done after the annual approval of proposed pay rates/hours. The Assistant Treasurer would fill out the status change report for the files, said Mr. Krasnow.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the FY20 pay-rates and hours for all employees, and to also approve the use of the proposed payroll report form after the Personnel Policy is updated. VOTE: 5 ayes; motion carried

Ms. Booher pointed out that the approval form indicates that the Selectboard Chair signs the document.

APPROVE AGREEMENT WITH SULLIVAN, POWERS, & CO. FOR A FINANCIAL AUDIT OF MUNICIPAL ACCOUNTS FOR FY19 (YEAR ENDING JUNE 30, 2019)

In response to Selectboard questions, Mr. Bloch reviewed that Sullivan, Powers and Company are a Preferred Vendor. The general recommendation is for a town to contract with an audit firm on a three-year plan, and to change firms every three years. The Town is in the second year of a second three-year plan with Sullivan, Powers and Company, said Mr. Bloch.

MOTION by Mr. Tenney, seconded by Mr. Krasnow, to approve an agreement with Sullivan, Powers and Company for a Financial Audit of Municipal Accounts for FY19 for the year ending June 30, 2019.

VOTE: 5 ayes; motion carried.

The Selectboard members signed the document.

AWARDING OF TOWN HALL CLEANING CONTRACT

Mr. Bloch explained that the Town Hall Cleaning contract was put out to bid and advertised. One bid by Suzanne Ferland was received. Due to the high bid, it is suggested to do a 60-day test period for a \$35 hourly rate, and then the Selectboard could decide on a contract, or not. There are more work tasks in winter than summer, said Mr. Bloch.

Ms. Booher said that the usual contract has been for \$5,100 per year. Suzanne bid \$12,480. The Town Treasurer left \$6,000 in the budget for extra tasks, such as window cleaning, which is outside of a contract. The bid is a \$7,300 increase in payroll, said Ms. Booher.

Ms. Spear asked if someone is on the payroll don't they have to have insurance. Ms. Spear suggested advertising locally again. Mr. Bloch explained that contractor's sign a 'hold harmless' agreement and insurance is not needed.

Ms. Booher suggested hiring the new person for a trial period at \$35 per hour, which is a higher rate. The Town could run more advertisements if it is an excessive amount. The bid was over budget, said Ms. Booher.

MOTION by Mr. Tenney, seconded by Mr. Krasnow, to contract with Suzanne Ferland for a two month period a \$35 hourly rate, not to exceed \$1,040 per month to clean the Town Hall.

VOTE: 5 ayes; motion carried.

PUBLIC COMMENT

Ms. Booher reported that the Town Clerk will be changing the rates and fees. For example, recording, and vault fees. Preservation of documents and records is state mandated via state statutes, said Ms. Booher.

ADDRESSING ABANDONED PROPERTIES—DISCUSSION

Mr. Bloch briefly reviewed a Stockbridge community concern and a request for a Town ordinance regarding abandoned property. Aaron Brown, Zoning Administrator, has researched ordinances. The St Albans, Vermont ordinance defines abandoned and

neglected properties that give direction and procedures that may not be useful for Charlotte. A review of the subject property in Town records identified a covenant that speaks to maintaining the lot in the character of the neighborhood. The adjoining neighbors tried to work with the subject property owner and took the matter to court, said Mr. Bloch.

Ms. McCarren asked if the Town had made efforts to contact the lot owner. Mr. Bloch reported that property owner has paid the property taxes. The Town Clerk reached out to the owner, but there has been no other communication, said Mr. Bloch.

Chuck DesLauriers, 60 Stockbridge Road, read a written statement into the record regarding the 102 Stockbridge Road property history and current conditions of the property. Mr. DesLauriers noted that Noah Kolb who lives east of the property had also written a letter. The neighbors are seeking an ordinance/vehicle to impose penalties on the current property owner, said Mr. DesLauriers. Mr. DesLauriers handed a copy of the statement to the Selectboard for the record.

Ginny Paton, 4368 Lake Road, explained that there is an abandoned house and car on Island Farm Road behind her property. No one is living there. Wild Parsnip is spreading and people have noisy after dark parties there. She took photographs of the property, said Ms. Paton.

James Barker read a letter written by Noah Kolb into the record regarding the 102 Stockbridge property. Mr. Barker said that as a neighbor he has done everything to encourage the property owners to clean up. He is asking the Town to protect his rights as a property owner, stated Mr. Barker.

Jenn Higgins, Fire Pond Road, said that the Island Pond Road owners don't care about the property.

James Hebert, Stockbridge Road resident, said that he had met Mrs. Albee and asked her what she was doing about the property.

Mike Cazayou, 27 Fire Pond Road, said that the Stockbridge property sale was not an arms-length sale. It was not listed for sale on the market. The woman who bought the Albee property was a relative who paid an extraordinary amount for it, said Mr. Cazayou.

Mr. Krasnow asked what is an expected outcome of an ordinance and enforcement, or other settlement in court if that occurred again. Mr. DesLauriers replied that without an ordinance in Town that would mean the neighbors would have to go to court again. It cost \$20,000 in legal expenses to go to court before. If a Town ordinance is enforceable through fines that would be an inducement to these owners, suggested Mr. DesLauriers.

Ms. McCarren expressed a concern that any ordinance does impact folks in town who don't have the means to fix things up.

Mr. Bloch said that the Zoning Administrator is also the Charlotte Health Officer. An abandoned property doesn't appear to pose a risk to the health. That is an issue, said Mr. Bloch.

Mr. Tenney asked what happens regarding wild parsnip where a farmer lays a field fallow for a few years, for example. We need a rule to be fair and even for all, said Mr. Tenney.

Mr. Tegatz said that in a drive around town he saw 5-7 houses that might be abandoned. Mr. Tenney said that the St Albans ordinance gives the town the right to board up and fix properties.

Ms. Paton asked is it the house, or the owner, that is the problem. If they have 'more money than god', then a fine won't hurt them, said Ms. Paton.

Mr. Krasnow said he was not sure an ordinance is the mechanism that will help the situation. He is open to looking at other solutions. For example, if someone took care of a property for a period of years – 15 years – then that person could take 'adverse possession' of the property, said Mr. Krasnow.

Liz DesLauriers said that Mrs. Albee told her that no one could step foot on the property. Noah approached Mrs. Albee to cost share brush hogging the lot and she wouldn't do it. It is a legal problem, said Ms. DesLauriers.

Mr. Barker said that he had a copy of the St Albans ordinance. It doesn't mean that we can't define the problem regarding abandoned property. All we are asking is to define the situation, said Mr. Barker. Mr. Tenney noted that the St Albans ordinance has a \$100 per violation per day fine until the issue is fixed. Mr. Bloch said that the St Albans ordinance allows demolition of a structure.

Mr. Krasnow said that as a first short term step he would draft a letter to the Albee's and copy the neighbors that the Town of Charlotte is considering an ordinance.

Ms. Paton asked to be on the e-mail list as well. She will send copies of her photographs to the Town Administrator.

Mr. Bloch said that the neighbors and interested parties will be notified via a group list when the topic is on the Selectboard agenda; possibly the July 22, 2019 Selectboard meeting.

NATIONAL MULTIPLE SCLEROSIS SOCIETY—REQUEST FOR FUNDRAISING BICYCLE RIDE ON AUGUST 3, 2019

Wes Snyder, National Multiple Sclerosis ride manager, explained a request to use Charlotte Town roads for a fundraising bicycle ride on August 3, 2019.

There was discussion regarding the number of participants (125+/- riders); safety measures including ham radio operators, medically certified SAG drivers traveling on the route, signage posted, and trash pick up by the event operators.

In response to questions by Hans Ohanian, Charlotte resident, Mr. Snyder explained that the age minimum was 12 years old. Twelve to 18 years olds will need to ride with a guardian. There will be 125 cyclists biking over three routes. Police will monitor the Mt Philo Road/Hinesburg Road intersection. Cyclists ride on the right side of the road only. Most of the riders abide by the single file requirement, and teams of 3-5 people might ride two abreast. There are safety precautions that participants must follow. The event e-mails ride instructions regarding speed limits, passing, etc, two months in advance. Participants can ride in whatever clothing they are comfortable in. There are no known handicap riders at this point. Participants will sign waivers. Most of the riders use handle bar mirrors, said Mr. Snyder.

Mr. Tenney suggested additional signage at a blind spot at a left turn on Dorset Street off Hinesburg Road on the east side of the hill and west of the hill on Bean Road, and on Pond Road off Route 116. Mr. Snyder explained that he will coordinate with the person in charge of signs and the Town Administrator. The SAG vehicles will have hazard lights, the routes will be clearly marked, and there will be individuals stationed at the turns, said Mr. Snyder.

MOTION by Ms. Spear, seconded by Mr. Tegatz, to approve a request by the National Multiple Sclerosis Society for a fundraising bicycle ride on August 3, 2019 as presented, with additional signage as discussed.

VOTE: 5 ayes; motion carried.

INTERVIEWS FOR APPOINTMENT/REAPPOINTMENT □ **Jim Donovan—reappointment as Representative to the Chittenden County Regional Planning Commission for term ending June 30, 2021** □ **Dean Bloch—reappointment as Representative to the Technical Advisory Committee of Chittenden County Regional Planning Commission for term ending June 30, 2021** □ **Fritz Tegatz—reappointment as Alternate Representative to the Technical Advisory Committee of Chittenden County Regional Planning Commission for term ending June 30, 2021** □ **Daryl Arminius—reappointment as Alternate Representative to the Clean Water Advisory Committee of the CCRPC for term ending June 30, 2021** □ **Josh Flore—reappointment as Constable for term ending June 30, 2021**

MOTION by Mr. Tegatz, seconded by Ms. McCarren, to appoint and/or reappoint the following:

- **Jim Donovan—reappointment as Representative to the Chittenden County Regional Planning Commission for term ending June 30, 2021**
- **Dean Bloch—reappointment as Representative to the Technical Advisory Committee of Chittenden County Regional Planning Commission for term ending June 30, 2021**

- **Fritz Tegatz—reappointment as Alternate Representative to the Technical Advisory Committee of Chittenden County Regional Planning Commission for term ending June 30, 2021**
- **Daryl Arminius—reappointment as Alternate Representative to the Clean Water Advisory Committee of the CCRPC for term ending June 30, 2021**
- **Josh Flore—reappointment as Constable for term ending June 30, 2021**

VOTE: 5 ayes; motion carried.

TOWN NET METERING APPLICATION

John Quinney, Energy Committee representative, explained that the Energy Committee had engaged a consultant to explore solar panel options for up to 34 kW on the Library roof. The committee had sent recommendations to the Library and Selectboard to submit a Net Metering application by June 30th. The net metering application does not commit the Town to a project, but time to consider options to be completed by next year. If not, then it is null and void, said Mr. Quinney.

In response to Selectboard questions, Mr. Quinney said that only the Town signs the application. An installer can sign later if the Board decides to go ahead with solar panels for the Library. The Library Board Committee and Selectboard could decide to install more solar panels to provide electricity to other Town buildings or the Library in the future, said Mr. Quinney.

Ms. Spear suggested adding the Town Administrator to the form first, then a line for Mr. Quinney. Will the Town own the solar equipment, asked Ms. Spear. Mr. Quinney replied that there are different ways to pay for it. One option is for the Town to pay for it, or the Library, or a third party who could take tax credits and then sell it to the Town for a 30 percent discount, said Mr. Quinney.

MOTION by Mr. Tenney, seconded by Mr. Tegatz, to approve a Net Metering Application for the Library, and to authorize the Charlotte Selectboard Chair to sign the application on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

Mr. Quinney said that he will make the changes/edits to the application and add the Town Administrator's contact information. He will bring in the edited application to the Town Hall for Mr. Krasnow's signature on Tuesday, June 25, 2019.

DISCUSSION REGARDING AFFORDABLE HOUSING FUND/COMMITTEE

Ms. Spear explained that last year an Ad hoc Committee was formed to explore potential uses for the existing Affordable Housing Grant fund. A question is if an Affordable Housing Committee should be appointed. She has concerns that include an Ad hoc Committee suggestion to pay \$100,000 per unit when the existing fund balance is only \$140,000. Should an affordable unit be "affordable" for 10 years versus perpetually affordable, asked Ms. Spear.

Mr. Tenney spoke in support for units that are affordable in perpetuity.

Mr. Krasnow said that if this is something that the Selectboard members want to customize then it should be on the Selectboard agenda for one-half hour discussions over 3-4 meetings.

SUGGESTIONS:

- Add affordable units in the West and East Charlotte Village planning
- Consider depositing the existing Affordable Housing Trust funds into an interest bearing account
- Gage Selectboard member interest in pursuing discussion at future Board meetings
- Include mobile home park(s)

Mr. Krasnow suggested adding an Affordable Housing discussion to the July 22, 2019 agenda for one-half hour starting at 6:30 p.m.

SUBMISSION OF SITE PLAN REVIEW AND ZONING PERMIT APPLICATIONS FOR LIBRARY ADDITION; WAIVE FEES

In response to Selectboard member questions, Mr. Bloch said that the Site Plan Review fee is \$500 and the Zoning permit fee is \$350. If a wastewater permit is required it will be a \$250 fee, said Mr. Bloch.

Mr. Tegatz asked if there were any boundary infringement issues. Mr. Bloch replied that there were no issues.

MOTION by Mr. Tenney, seconded by Ms. Spear, to waive all fees for any potentially necessary permits from the Town, and to approve submission of Site Plan Review and Zoning Permit applications for the proposed Charlotte Library addition as presented.

DISCUSSION:

Mr. Bloch asked if a Fire Marshal permit is needed. Mr. Tegatz replied that the contractor was responsible for that permit.

VOTE: 5 ayes; motion carried.

VTRANS STRUCTURES GRANT APPLICATION FOR REPAIRING MONKTON ROAD

Mr. Bloch briefly reviewed a VTrans state grant that would provide 80 percent of an engineering evaluation and design for repairs to Monkton Road. The Town will pay 20 percent of the funding. Dubois and King have provided an estimate of \$50,000 for the engineering part, and a preliminary construction cost estimate of \$160,000. A bid could go out to get quotes, suggested Mr. Bloch.

Mr. Lewis explained that the Monkton Road becomes washed out and unstable seasonally. Gravel has been added as a 'band-aid' and it is now stable again. A concern is a big 20' drop-off on the road that is a safety issue and needs to be fixed, stated Mr. Lewis.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve a VTrans Structures Grant application for an engineering evaluation and design proposal for repairing Monkton Road as presented.

VOTE: 5 ayes; motion carried.

REQUEST FOR ENGINEERING PROPOSALS FOR REPAIRING MONKTON ROAD

MOTION by Mr. Tenney, seconded by Mr. Krasnow, to authorize the Charlotte Town Administrator to draft a Request For Engineering Proposal document for repairing the Monkton Road for consideration by the Charlotte Selectboard at the July 22, 2019 Selectboard meeting

VOTE: 5 ayes; motion carried.

LETTER OF INTENT FOR MUNICIPAL ROADS GRANT-IN-AID FOR LANE'S LANE CULVERT REPLACEMENT

Mr. Bloch briefly reviewed that a municipal roads grant is a program for roads that connect to surface water (streams or Lake Champlain). The Lane's Lane culvert goes to the lake. The grant will pay for 80 percent of the project, which includes a 3' diameter culvert 150' long. The Charlotte Road Commissioner will do the work. It is a reimbursement grant, explained Mr. Bloch.

Mr. Lewis said that in order to install the culvert an existing stone retaining wall near the lake will need to be removed and then replaced.

Mr. Tegatz asked if a state Shoreline Permit is needed. Mr. Bloch replied no. No trees will be removed, said Mr. Bloch.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to complete a Letter of Intent for a Municipal Roads Grant-In-Aid for a Lane's Lane culvert replacement as presented, and to authorize the Charlotte Selectboard Chair to sign the agreement on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

ANIMAL CONTROL HOUSING AGREEMENT WITH COMFORT HILL KENNEL

MOTION by Ms. Spear, seconded by Ms. McCarren, to approve an Animal Control Housing Agreement with Comfort Hill Kennel for FY19, and to authorize the Charlotte Selectboard Chair to sign the agreement on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

CONTRACT WITH CHITTENDEN COUNTY REGIONAL PLANNING FOR TEMPORARY STAFF SUPPORT IN THE PLANNING & ZONING OFFICE DURING THE TRANSITION TO A NEW ZONING ADMINISTRATOR

Mr. Bloch reviewed that a CCRPC staff person, Emily Nosse-Leirer, is available to provide temporary assistance for 12 hours per week at an hourly rate of \$50, which would be paid directly to CCRPC.

MOTION by Mr. Tegatz, seconded by Mr. Tenney, to approve a contract with Chittenden County Regional Planning for temporary staff support in the Planning and Zoning Office during the transition to a new Zoning Administrator, ending August 2, 2019.

DISCUSSION:

Mr. Bloch noted that the contract could be renewed after the August 2nd date if necessary. Reviewing applications is on the July 8th Selectboard meeting agenda.

VOTE: 5 ayes; motion carried.

PLAN SITE VISITS TO TOWN PROPERTIES

The Selectboard members scheduled the following site visits to Town properties:

- July 8, 2019, Senior Center
- July 22, 2019, Town Pound (Town Administrator to check on site access)

Delete the Charlotte Central School from the Town Properties list and map.

MINUTES: June 10, 2019

MOTION by Mr. Tenney, seconded by Mr. Krasnow, to approve the June 10, 2019 Charlotte Selectboard minutes as written, with edits:

- **Page 2, line 79 – replace the name “Frank” with “Fritz”;**
- **Page 3, lines 122, 123 – change to read “Margaret said that there are pledges of \$450,000, of which \$250,000 is cash on hand. Public pledges...”; line 124 – insert the word “more” between the “\$150,000” and “in”; line 127 – replace the name “Lane” with “Louise”.**

VOTE: 5 ayes; motion carried.

SELECTBOARD UPDATES 9:00 PM APPROVE WARRANTS TO PAY BILLS

Ms. Spear suggested allowing 30 minute parking at the Town Beach for quick visits. Mr. Tegatz asked how would visitors over staying 30 minutes be handled.

Ms. Spear asked if the landscaping at the Charlotte Solar farm has been monitored for dead trees. Mr. Bloch explained that the landscaping was required by the Public Utility Commission. It is unclear if it is being monitored, said Mr. Bloch.

The Selectboard members requested that the Town Administrator contact the solar farm owner regarding landscaping.

Ms. Spear suggested that VCAM cover one Selectboard meeting and one Planning Commission meeting per month versus the two monthly Selectboard meetings.

Following a brief discussion, Mr. Krasnow asked staff to contact the VCAM General Manager regarding Planning Commission coverage.

Ms. McCarren reported that Carol Huntington, Orchard Road resident in Shelburne, had her dog killed by a motorist. Ms. Huntington has the license plate number of the vehicle, said Ms. McCarren. Mr. Bloch said that the Vermont State Police, Williston Barracks, could track the number for Ms. Huntington. Ms. McCarren said that she will contact Ms. Huntington.

Mr. Tegatz said that he will contact the Charlotte Library for a copy of the Library Addition MOU with the proposed changes as discussed earlier at this meeting.

ADJOURNMENT

MOTION by Ms. Spear, seconded by Mr. Tegatz, to adjourn the meeting.

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 9:11 p.m.

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