

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
MEETING CONDUCTED ENTIRELY VIA TELECONFERENCE
MAY 11, 2020**

APPROVED

SELECTBOARD MEMBERS: Chair Matthew Krasnow, Vice Chair Frank Tenney, Carrie Spear, James Faulkner, Louise McCarren

ADMINISTRATION: Dean Bloch, Town Administrator

OTHERS: VCAM, Ken Spencer, Susan Smith, Dale Knowles, Debra Kassabian, Abby Foulk, Hugh Lewis Jr., Chea Evans, Bill Stuono, Megan Price, Bill Fraser-Harris, Nicole Conley, Rebecca Foster, Deirdre Holmes, Laurie Thompson, Mary Mead, Margaret Russell, Margaret Woodruff, Peter Joslin, Eddie Krasnow

AGENDA ITEMS:

6:00 PM Adjustments to the agenda

6:01 PM Public Comment

6:05 PM Interviews for appointments:

- Ken Spencer-interview for appointment as Charlotte's Representative to Chittenden Solid Waste District, for term ending May 31, 2022

- Abby Foulk-interview for appointment as Charlotte's Alternate Representative to Chittenden Solid Waste District, for term ending May 31, 2022

6:15 PM Schedule road safety audit of Ferry Road by VTrans Traffic Safety Engineer & CCRPC

6:20 PM Formal response to the request to use the old flea market for overflow parking for Charlotte Crossings

6:30 PM Waive penalty for late filers of Homestead Declaration

6:35 PM Budget austerity measures for current fiscal year

7:00 PM Donations from for profit events to Recreation scholarship fund—request to change back from \$2/participant to \$1/participant

7:05 PM Town Beach—plan for the summer

7:20 PM Request for Bids for trail construction adjacent to State Park Road

7:35 PM Contracts to be renewed or to go out to bid

7:40 PM All Committees and Officials Meeting—discussion of scheduling

7:50 PM Reappointment of Richard St. George as Town Forest Fire Warden for a term starting on July 1, 2020 and ending June 30, 2025

7:55 PM Reappointment correction: Roeluf Boumans—to Conservation Commission for term ending 4/30/2024 (rather than 2023)

8:00 PM Advertisement of Town Planner position

8:15 PM Liquor license renewals:

- Philo Ridge Farm—renewal of 1st Class Restaurant/Bar License to Sell Malt and Vinous Beverages, May 1, 2020—April 30, 2021

- Philo Ridge Farm—renewal of 3rd Class Restaurant License to Sell Spirituous Liquors, May 1, 2020—April 30, 2021

- Philo Ridge Farm—renewal of Outside Consumption Permit, May 1, 2020—April 30, 2021
- 8:20 PM Solar net metering options
- 8:35 PM Amend requirements for committees during Governor’s Executive Order to not require recording of meetings (except Selectboard)
- 8:40 PM Minutes: April 27, 2020
- 8:45 PM Selectboard updates
- 8:50 PM Request by KR Properties for partial refund of permitting fees due to designation of open space
- 8:55 PM Discussion: (1) personnel issues; (2) potential litigation—possible executive session
- 9:10 PM Approve warrants to pay bills
- 9:15 PM Adjournment

CALL TO ORDER

Selectboard Chair Matt Krasnow called the meeting to order at 6:07 p.m.

Adjustments to the agenda

- Switch Selectboard updates to be last on the agenda, Matt said.
- Louise McCarren said she would like to discuss the well at the old flea market on the Burns property later in the agenda and move to take action on it.

Public Comment

Megan Price was present to address the speed issues on Ferry Road. Matt said a road safety audit is set to happen, and this is a little bit later on the agenda.

Dale Knowles would like some “slow” speed signs installed due to the families and bikers on the roads.

Submitted by Peter Trono via email: "It appears that the library project is either finished or very close to being done. I understand that the final cost will soon be determined and reported to the public. I suggest that a private appraisal of the building be done to determine the value. This would be a valuable tool to guide the board in the future to realize the value of projects that tax payers money is being spent on."

Interviews for appointments:

- Ken Spencer-interview for appointment as Charlotte’s Representative to Chittenden Solid Waste District, for term ending May 31, 2022**

MOTION by Matt Krasnow, seconded by Carrie Spear, to appoint Ken Spencer as Charlotte’s Representative to Chittenden Solid Waste District, for term ending May 31, 2022. VOTE: 5 ayes; all in favor; motion carried.

- Abby Foulk-interview for appointment as Charlotte’s Alternate Representative to Chittenden Solid Waste District, for term ending May 31, 2022**

MOTION by Louise McCarren, seconded by Carrie Spear, to appoint Abby Foulk as Charlotte's Alternate Representative to Chittenden Solid Waste District, for term ending May 31, 2022. VOTE: 5 ayes; all in favor; motion carried.

Schedule road safety audit of Ferry Road by VTrans Traffic Safety Engineer & CCRPC

Dean Bloch said Regional Planning and the Charlotte Road Commissioner will be involved in the audit and a date needs to be chosen.

MOTION by Matt Krasnow, seconded by Carrie Spear, to request that Dean Bloch schedule with the Road Commissioner, Hugh Lewis, Jr., a date for the road safety audit of Ferry Road by VTrans Traffic Safety Engineer & CCRPC and to contact all who are to be involved including Megan Price. VOTE: 5 ayes; all in favor; motion carried.

Formal response to the request to use the old flea market for overflow parking for Charlotte Crossings

This is an issue brought before the previous Selectboard, Matt said. The Selectboard at the time had decided to take "no action." Frank Tenney asked if their site plan had changed and if they would need to go before the Planning Commission again. Carrie Spear requested a site visit. Frank said creating a parking lot needs to go under a site plan review.

Debra Kassabian, one of the owners of Charlotte Crossings, was present. She asked about next steps. She asked for a description of the formal process.

Matt said there are some other plans in the works for that land, one of which is a Town salt shed.

Carrie said there are many needs that have come to the forefront in the past months regarding the flea market property. She said it is not the time to make any decisions about the property. She asked why the parking wasn't discussed during the Planning Commission meetings. She asked to take the discussion out fifty years and walk it back.

Matt asked that Debra be personally invited to any future site visits or meetings that address the flea market property. He suggested that the train station has unregulated parking and there is opportunity to immediately and informally utilize this as an avenue to solve parking issues for Charlotte Crossings.

Carrie suggested making a parking lot at Little Garden Market.

James Faulkner asked to discuss the uses of the flea market area and make it a priority in the next few months. Frank asked for all of the abutting land owners and all other interested parties to be involved in the agenda discussion regarding the flea market land uses.

To be added to a future agenda.

Waive penalty for late filers of Homestead Declaration

The penalty is unnecessarily punitive and may cause undue hardships, Mary Mead said.

MOTION by James Faulkner, seconded by Carrie Spear, to waive penalty for late filers of Homestead Declaration. VOTE: 5 ayes; all in favor; motion carried.

Budget austerity measures for current fiscal year

Matt said he is trying to get in touch with Front Porch Forum to update their listing of Town Officers. He will get the austerity measures notice out as soon as he is able to post on Front Porch Forum.

Margaret Woodruff asked if for the remainder of the year boards, committees and committees need to request to spend funds in place of a freeze or a 5 % cut in budgets across the board.

The Energy Committee's Rebecca Foster requested funds for window dresser inserts to improve comfort and reduce costs to subsidize people who would like to participate but don't have the funds. Transition Town Vermont facilitates the program. It was a resolution passed prior to the austerity measure discussions. Matt said the money spent on something like this would help people and could be considered part of the austerity measures.

Frank Tenney mentioned it was a donation of \$500 to Transition Town and not part of their budget. Mary Mead said there is no money in the 2020 Energy Budget for Transition Town but there is in 2021. Rebecca read the resolution from the 2019-2020 budget about their donation to Transition Town Vermont for the 2020-2021 season.

Carrie asked about the cut off amount for the low income range. Rebecca said it is conducted on the honor system.

Mary said the resolution is fine but the checks are cut when the work is done. The window dressers should invoice the Town. Rebecca said it is not a fee for service and that Transition Town will need to weigh in. She said buying the materials happens before the installation.

Mary said if Transition Town can't pay the materials up front the Town can open an account. There are ways to make it work but the money is coming out of the 2021 budget, she said.

Sue Smith listed a few items that need tending to for the park. To be added to the May 26 meeting agenda.

Mary said people are struggling and out of work and she predicts delinquent taxes and a tighter position for the Town. She said as of now delinquent taxes are \$145,000.

Matt said 89% to 90% of the tax base is passed directly through to the State. It is a disproportionate burden to the Town.

Margaret Russell asked for a report of the delinquency trends to be better informed. She would like data before any more boards, committees, commissions are squeezed unnecessarily.

Matt said spending helps the economy. Every dollar spent locally could be part of the solution, he said. Stopping spending might seem prudent but might not be the best thing for Charlotte's economy. More discussion needs to be had, Matt said.

Rebecca Foster said the energy committee passed two more resolutions for which they are asking for approval. Since the window dressers have been taken out there is a 34% reduction, much more than the 5% originally requested of them. The energy committee is doing their part, she said.

In support of Act 174 initiatives around Town, the Energy Committee would like to allocate \$900 to the library to purchase a computer to display a community energy dashboard which is a Vermont initiative to monitor Town energy goals. It will engage the community and this, being piloted with the library, will get people involved at a high level with the library offering the technical support. It is an efficient and cheap way to get an educational initiative going in Town. Rebecca said that the Energy Committee has spent years working on getting the Town plan up to speed and this initiative will help with meeting the goals they have set.

Austerity measures will be on every agenda every two weeks to discuss spending, Matt said. Analyzing these spending requests is a level of micromanagement that is beyond what is normally required of the Selectboard and he suggested outlining a process since the status quo has been suspended.

Peter Joslin asked about the educational purpose of the computer and dashboard the Energy Committee is asking to install at the library. He said it would make more sense to have it be a part of the Town website. Rebecca said that approach isn't working around the State and it requires an available facilitator of the dashboard. The Energy Action Network has said they are excited Charlotte is attempting to get this off the ground, she said.

Sue Smith asked what the dashboard would show. Rebecca said it is a database of what every single Town in Vermont is engaged in and how to monitor how Charlotte is making progress toward goals and interacting with stories and it also engages people at different levels. This idea is more than a link to a website, she said. It is about having dynamic interaction.

More on this to be addressed at the next Selectboard meeting.

Donations from for profit events to Recreation scholarship fund—request to change back from \$2/participant to \$1/participant

MOTION by Louise McCarren, seconded by James Faulkner, to change donations from for profit events to Recreation scholarship fund back from \$2/participant to \$1/participant. VOTE: 5 ayes; all in favor; motion carried.

Town Beach—plan for the summer

Nicole Conley said the beach and playground are not open and she is waiting to hear from the State on what is happening after May 15. Memorial Day may not be possible for opening day of the beach this year. She asked for permission to spend money on cleaning supplies. There is also a struggle to find supplies, she said. Carrie said the austerity measures do not include restricting spending on cleaning supplies.

Request for Bids for trail construction adjacent to State Park Road

Laurie Thompson said the Request for Bids has been updated. Matt expressed the minor changes he would like made to the document. Certificates of insurance were discussed and it was noted that these are not necessary until the project is awarded.

James asked if there was money set aside in case of a failure. If the job is not done to specifications, the contractor will be obligated to fix this in a year's time, Dean said. It was also noted that the cost of the project will not take the entire reserve fund, Laurie said.

VOSHA certificates will be required to comply with the Stay Home Stay Safe order. Other copy edits were addressed. Buffers and rights-of-way were discussed as they pertain to the Town maintaining the trails as to not build in a situation of conflict. The discussion should plan for and head off these kinds of issues, Matt said.

The Road Commissioner said there are two culverts that need to have extensions installed. He is able to do this but needs to talk to the abutting landowners. He needs permission to dig ditches. And Vineyard View Drive needs a culvert installed. This should be done before the trails get started, he said.

Laurie said a project like this might take two to three weeks. The Trails Committee thinks they can build the boardwalk at any time but it would be better to have it brought in after the trail is completed. Once the boardwalk is in place the Trails Committee will facilitate the working of the ends of the trail that meet up with the boardwalk. That would not be difficult, Laurie said but she would want to work with the contractor and be in sync with their needs. It was noted that the contractor is responsible for calling DigSafe. Junior said the boardwalk will be installed right from the road and no trail damage should be incurred. One Lane of State Park Road will be kept open at all times. One flagger will be stationed at larger road obstructions. Waivers will be signed by any volunteers using power equipment.

MOTION by Frank Tenney, seconded by Louise McCarren, to approve the publication of Request for Bids for trail construction adjacent to State Park Road as amended. VOTE: 5 ayes; all in favor; motion carried.

Contracts to be renewed or to go out to bid

The legal contract was added. Lynn Monty was added as a preferred vendor.

All Committees and Officials Meeting—discussion of scheduling

To be postponed to August.

Reappointment of Richard St. George as Town Forest Fire Warden for a term starting on July 1, 2020 and ending June 30, 2025

MOTION by Matt Krasnow, seconded by James Faulkner, to reappoint Richard St. George as Town Forest Fire Warden for a term starting on July 1, 2020 and ending June 30, 2025. VOTE: 5 ayes; all in favor; motion carried.

Reappointment correction: Roeluf Boumans—to Conservation Commission for term ending 4/30/2024 (rather than 2023)

MOTION by Matt Krasnow, seconded by Frank Tenney, to amend the reappointment of Roeluf Boumans to Conservation Commission for term ending 4/30/2024 rather than 2023 as previously motioned. VOTE: 5 ayes; all in favor; motion carried.

Advertisement of Town Planner position

Dean said Daryl Arminius will leave his post as Town Planner on June 15. Preferred candidates will be specified on May 27. An offer will be made on June 8. Dean is using the 2018 job description. An advertisement for the position will be posted in Seven Days newspaper and on Indeed.com. Peter Joslin said time is of the essence and that there are a lot of applications in the works.

MOTION by Louise McCarren, seconded by Carrie Spear, to thank Daryl Arminius for all of his hard work. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Louise McCarren, seconded by Frank Tenney, to authorize advertising for the position of Town Planner. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Matt Krasnow, seconded by Louise McCarren, to suspend the Selectboard meeting and convene as the Liquor Control Board. VOTE: 5 ayes; all in favor; motion carried.

Liquor license renewals:

•**Philo Ridge Farm—renewal of 1st Class Restaurant/Bar License to Sell Malt and Vinous Beverages, May 1, 2020—April 30, 2021**

•**Philo Ridge Farm—renewal of 3rd Class Restaurant License to Sell Spirituous Liquors, May 1, 2020—April 30, 2021**

•**Philo Ridge Farm—renewal of Outside Consumption Permit, May 1, 2020—April 30, 2021**

MOTION by Louise McCarren, seconded by Matt Krasnow, to approve renewal of Philo Ridge Farm’s 1st Class Restaurant/Bar License to Sell Malt and Vinous Beverages, for May 1, 2020—April 30, 2021; renewal of Philo Ridge Farm’s 3rd Class Restaurant License to Sell Spirituous Liquors, for May 1, 2020—April 30, 2021; and renewal of Philo Ridge Farm’s Outside Consumption Permit, for May 1, 2020—April 30, 2021. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Matt Krasnow, seconded by Frank Tenney, to adjourn as the Liquor Control Board and reconvene as the Selectboard. VOTE: 5 ayes; all in favor; motion carried.

Solar net metering options

Rebecca Foster and Deirdre Holmes were present from the Energy Committee. To be deferred to the next meeting.

Amend requirements for committees during Governor’s Executive Order to not require recording of meetings (except Selectboard)

Selectboard is the only meeting that is required by the State to be digitally recorded through the Zoom platform for archives. Right now all Charlotte boards, commissions and committees have been recording their meetings and there is limited space on the Zoom cloud. It is a data management issue. Bill Stuono requested the Planning Commission meetings still be recorded. Frank Tenney said the ZBA will record their meeting. It was suggested to suspend Zoom recording for all boards, commissions and committees except for Planning Commission and ZBA. This is Town policy.

MOTION by Frank Tenney, seconded by Matt Krasnow, to suspend Zoom recording requirements for all boards, commissions and committees except for Planning Commission and ZBA. VOTE: 5 ayes; all in favor; motion carried.

Minutes: April 27, 2020

Postponed to next meeting

Request by KR Properties for partial refund of permitting fees due to designation of open space

To be added to the next agenda.

Discussion: (1) personnel issues; (2) potential litigation—possible executive session

MOTION by Matt Krasnow, seconded by James Faulkner, to enter into executive session. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Frank Tenney, seconded by Louise McCarren, to exit executive session. VOTE: 5 ayes; all in favor; motion carried.

Approve warrants to pay bills

Adjournment

MOTION by Frank Tenney, seconded by Carrie Spear, to adjourn. VOTE: 5 ayes; all in favor; motion carried.

The meeting was adjourned at 10:12 p.m.

Minutes respectfully submitted, Lynn Monty, Recording Secretary.