

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
May 20, 2019**

**APPROVED**

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

**ADMINISTRATION:** Dean Bloch, Town Administrator

**OTHERS:** The Charlotte News, The Citizen, Hugh Lewis Jr., Bill Stuono, Nicole Conley, Bill Frasier-Harris, Megan Price, Christina Booher, Frank Mosier, Margaret Woodruff, Beth Merritt, Peter Trono and others

**AGENDA ITEMS:**

5:30 PM Site visit: Guinea Road (easterly side) near the intersection with Hinesburg Road, for proposed agricultural access  
6:00 PM Site visit: Charlotte Beach to view Beach Access Ramp location  
6:30 PM Adjustments to the agenda  
6:35 PM Proposed Highway Access Permit for agricultural access and letter of support for property owned by DG Lockhart & BA C Lockhart Trust on the easterly side of Guinea Road near the intersection with Hinesburg Road  
6:50 PM Town Beach Access Ramp  
7:00 PM Public Comment  
7:05 PM Approve contract for reconstruction of the playground at the Town Beach  
7:25 PM Request for Bids for Cleaning Town Hall/Town Office—proposed edit regarding insurance requirement  
7:35 PM Library Addition—Memorandum of Agreement Between Town of Charlotte Selectboard, Charlotte Library Board of Trustees, and the Friends of Charlotte Library, Inc.  
8:00 PM Discuss improving Requests for Proposals  
8:30 PM Actionable items from road safety discussion  
9:00 PM Executive session (personnel issue)  
9:30 PM Adjournment

**CALL TO ORDER**

Chair Matthew Krasnow called the meeting to order at 6:36 p.m.

**Adjustments to the agenda**

Cancelation of 6:35 PM item. Postponed until sale of the property.

**Library Addition**

Selectboard member Fritz Tegatz read three bids aloud for the library addition. Breadloaf Construction came in at \$1,066,200, ReArch \$889,901, and Naylor and Breen \$1,256,222

**Selectboard updates**

Louise met with trails committee and said there is progress with walking access in some areas.

Fritz said the State transportation agenda includes Ferry Road.

**Minutes**

Minutes from May 13 meeting were edited.

**MOTION by Carrie, seconded by Louise, to approve the May 13 Selectboard Meeting Minutes as amended. VOTE: 4 ayes, 1 abstention (Fritz); motion carried.**

**Town Beach Access Ramp**

Bill Frasier-Harris said the reasons behind installing a permanent stone ramp are access to the beach to allow the putting in of small boats, and for driftwood removal. He said he spoke with Road Commissioner Junior Lewis about it and their conclusion together was that a stone ramp is a good value with greater access for everyone. Bill said the gradual stone ramp could accommodate a seasonal wooden or aluminum ramp on top. Bill asked to have a stone ramp installed this year since it is less than \$1,000 and for beach improvement. The funds would come out of the capital fund. Matt Krasnow said he was inclined to wait and see what is researched before the Selectboard (SB) commits to any construction at the beach. Matt said he would like to see comparisons of an instantaneous ramp with rails that can be removed each year and an earthen ramp that will take a beating and require annual maintenance. Bill agreed to research dock options.

**Public Comment**

Megan Price said she wants to thank everyone for the sign that is slowing people down in front of her home. She still wants the speed limit to be 35. Louise said the list of items like no passing signs, fog lines, stop signs, other ideas to slow down the vehicles instead of dropping the speed limit make sense.

Where the speed carts were located and are now located was discussed. The traffic study was discussed. Megan asked for speeds to be monitored during the warmer months.

Christina Booher said Sojourn Bicycle Tours is located on Ferry Road and they ride six abreast. She spoke about her troubles with trying to run on the road. Afternoon traffic on Ferry Road is dangerous, she said.

Bill Stuono said 50 mph is too fast. If the study shows most people are going under the speed limit, it actually indicates the speeds need to be reduced, he said.

Mark Moser said years ago there was a safety committee implemented that made a slew of recommendations to reduce speeds. He spoke about speed tables that force drivers to slow down. They are an elongated speed bump. Many towns use them, he said. They can be removed easily for snowplows.

**Approve contract for reconstruction of the playground at the Town Beach**

Bill said the donors approved a playground design and have given the recreation committee full authority with the design. The desired design will be \$91,000 which is over the \$75,000 budgeted amount. Bill said the playground is 30 years old and is a cornerstone of the park being built upon. He said it is very good value for the Town to have a 50% donation of a capital investment even at \$91,000.

Louise asked if they only had \$75,000 what would they eliminate. Nicole said they could switch some of the items out. Louise asked if they could defer a few of the items in the design and add them later.

Bill said let's do it once and let's do it right. He said right now there is about \$108,000 in the capital fund budget. Frank asked about the tennis courts and the \$16,000 left in the budget after this playground. Bill said cracking at the courts have been repaired and that some money in the capital fund is for tennis court maintenance.

Louise asked Nicole for her opinion. Nicole said there are a few designs that are acceptable but don't include the hub that is not commonly found in Vermont. There are other options but ultimately the value is definitely there. She raised concerns for future projects and depleting the budget.

Matt suggested that Justin, the playground architect, could come to the next meeting and discuss options. Nicole said she has some great designs to show the board. Justin can't do real time changes and pricing. Bill said there are enough options and there are still places to save money. Bill said the plan with the tennis courts is evolving and the rec department doesn't have any projects on the horizon. The tennis courts are now just a maintenance issue over a long period of time.

Matt said accessibility is very important and that he likes the design. He said the options are to approve this or to come back next meeting and look at the different designs.

**MOTION by Louise, seconded by Fritz, to approve the contract for reconstruction of the playground at the Town Beach not to exceed \$90,000. VOTE: 5 ayes; motion carried.**

**Library Addition—Memorandum of Agreement Between Town of Charlotte Selectboard, Charlotte Library Board of Trustees, and the Friends of Charlotte Library, Inc.**

The Memorandum of Agreement (MOA) was reviewed. Louise pointed out that the Town Treasurer was not present but was an integral part of pulling all of this together.

Frank said they have funding listed that might not be in place in the time frame it's needed. Beth Merritt spoke about the pledges and donations. There is \$440,000 cash and pledges total and of that there is \$200,000 available now. These are private donations so

far. Beth said TD Bank loans would be a fairly simple process if they needed to go that route. Frank asked if it was a 50/50 venture. The answer was yes.

Matt said the idea with this MOA is to look at the structure of the arrangement without hard numbers, and to be able to accommodate the actual numbers when they come in.

Fritz said assuming they proceed and come up with a contractor they can begin to trim work and achieve the funding goals by working with them on saving money. Also the timing and thinking about the long game should be part of the process as opposed to it all happening all at once.

Frank asked if funds for construction would be used for book shelves and other things. Fritz said there are other expenses and they will need to come up with a more accurate bottom line.

Margaret Woodruff discussed how in-kind contributors would work for the project. In kind donations of qualified serves are being offered in some cases. There is a precedent for that happening.

The MOA needs key pieces still, Frank said. He would like to see hard numbers. The SB acknowledged that some questions have been resolved in crafting the document.

#### **Discuss improving Requests for Proposals**

Fritz said if it involved advice from any of the town commissions they should submit in writing concrete opinions about the bidders. He said the SB should draft a document stating why their decision was made. He said the SB should evaluate the RFP and only use the criteria in that document.

Carrie said she appreciated the timeframe being included in the bids. Fritz said putting dates in the RFP phase is important.

Louise said the VLCT guidelines were helpful. She mentioned robust conversations should be made prior to motions and that people with the expertise need to say what they think.

The Charlotte Selectboard rules and procedures were discussed about when to motion.

Regarding opening of bids, Frank said he liked opening and reading the bids in the SB meeting. The process and whether it should be publicly warned was discussed. Louise said she wasn't sure if we needed to take board time to read the bids.

Matt asked if language needs to be added to the rules and procedures about warnings of bid openings.

Peter Trono asked if the SB was happy with the way they compile information for the RFP. He asked if there should be discussion about how they compile information to get

accurate bids. He used examples of the vestibule at the senior center, the roof at the library and generators costing less than anticipated. He asked if the SB thought it was their responsibility to get closer to ballpark on the bids and get closer to the actual final costs. He asked if there is a need for compiling more accurate bid documents.

Louise held up a document that indicated what the meat of an RFP should include. She said they will work with the VLCT document and their suggestions moving forward.

Matt said the homework comes project by project rather than designing a boiler plate way of writing an RFP.

Peter Trono spoke about the Ash Tree bidding situation and when folks offer free services in meetings above and beyond what is in the RFP. Contributions should not be accepted with the understanding it might get someone in the door, he said. A lot of time went into the purchasing policy and I think the Town should use the policy, he said.

Peter asked if the library was bound by the policy. Matt said the Friends of the Library are a nonprofit and they are not bound to the policy. They are the fundraising arm of the library.

Louise said the RFP for the library was pretty detailed.

Peter asked about the library permits needed. Frank said they have already gone through part of it. Peter said they don't have site plan approval. He said he did not understand how this money could be raised without the appropriate approvals.

Peter asked about forming a committee committed to the RFP writing process.

#### **Actionable items from road safety discussion**

Matt said speed tables have been looked at in the past. They went through an iterative process and fire and rescue said they would complicate transport and farmers had issues due to equipment with low ground clearance.

Speed tables can be adjusted Mark Moser said.

Matt said they have done fog lines in the past and it was cost effective. It creates a narrower affect and people drive slower and it offers a second line that increases their capacity for pulling people over.

Fritz said the faded crosswalks are a problem. Junior said they are supposed to be done by July 1.

Matt said a sign that says "welcome to the village" and to have the speeds painted on the road and the fog lines are easy things we could try.

Carrie said American flags on utility poles slows traffic down. She recommended walkers wear safety vests.

Fritz said when he was a kid there were some roads too fast to play around. He asked if there was something that says all roads in a village need to be safe for pedestrians. He also asked if a traffic study needs to be done for installing stop signs. Dean said, yes.

Peter Trono said the presence of police cars slows down traffic. The state is auctioning off some police cars and we could ask they park them in Charlotte at certain locations.

Junior Lewis said speed tables are loud for residents. Also people drive out into the grass around them. Fog lines are a good idea. But we need to make sure there is enough room for trucks. And make sure there is room to do the fog lines. They help people see the roads better which makes them drive faster at night. Junior said everyone who lives in Town needs to slow down and that everyone is guilty of speeding.

Louise and Megan Price spoke about dangerous bicyclists and Frank added it is the drivers. People not respecting rules of the road or staying in their lane, passing.

Matt said in the five years he has been on the board they have done traffic studies, fog lines, speed carts and more. He asked, what do we want to do this year to improve safety on our roads?

Fritz asked about reflective paint. Carrie asked about how long it lasts. Junior said a couple years and it depends on location. They need to be redone at least every two years.

Fritz asked about solar powered speed signs.

A speed study for Ferry and Church Hill are being looked into. Church Hill has been in the queue for a year.

Yellow curb warning signs were discussed and arrows showing a sharp curve. Junior said if you put up too many signs you get sign clutter and people start to ignore them all. Painting on the road would be a plus. He added folks slow down in Shelburne because they have a police force.

Matt suggested having Lake Champlain Ferries put up a sign. There is a constant delivery of cars that are coming from a state where the speeds are higher, he said.

Megan said to let people know when the races and parades are happening. She suggested giving them surveys to find out what they thought about biking through town.

Roads in queue for the speed study were discussed. It was asked if there was a limit. Dean said no there is not a limit.

It was confirmed that the Town does not pay for patrolling on route 7 to answer Megan's concern on the subject. She asked about how they patrol, where and what time and who got tickets. Were they townspeople and what ages? She asked for a scope of services and charges for the Town and statistics broken out from rest of town. She asked for Shelburne to patrol town. She asked for cruisers to be placed around town as Peter Trono suggested.

**Request for Bids for Cleaning Town Hall/Town Office—proposed edit regarding insurance requirement**

Dean asked for the option to not have insurance. It is preferred in the new draft. Employees have to have workers comp. Bid opening will be at the June 10 SB meeting.

**MOTION by Carrie, seconded by Fritz, to approve the proposed edit regarding insurance requirement in the Request for Bids for Cleaning Town Hall/Town Office. VOTE: 5 ayes; motion carried.**

**MOTION by Louise, seconded by Carrie, to enter into Executive Session at 9 p.m. VOTE: 5 ayes; motion carried.**

**MOTION by Frank, seconded by Fritz, to come out of Executive Session. VOTE: 5 ayes; motion carried.**

**ADJOURNMENT**

The Selectboard meeting was adjourned at 9:59 p.m.

Minutes respectfully submitted, Lynn Monty, Recording Secretary.