

**DBCHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
MEETING CONDUCTED ENTIRELY VIA TELECONFERENCE  
MAY 26, 2020**

**APPROVED**

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

**ADMINISTRATION:** Dean Bloch, Town Administrator

**OTHERS:** VCAM, Gretchen Morse, James Morse, Hugh Lewis, Jr., Bill Stuono, Christina Booher, Marty Illick, Mary Mead, Nicole Conley, Bill Fraser-Harris, James Donovan, Roy Marble, Marcia Marble, Margaret Woodruff, Jonathan Silverman, Katherine Cohen, Nan Mason, Suzy Hodgson, Margaret Russell, Robert Smith

**AGENDA ITEMS:**

5:30 PM Site visit: request for Highway Access Permit at 3453 Spear Street  
6:00 PM Adjustments to the agenda  
6:01 PM Public Comment  
6:05 PM Open paving bids  
6:10 PM Public hearing for paving “aprons” of covered bridges on Monkton Road and Roscoe Road  
6:20 PM Award paving contract  
6:30 PM Pay rate for Assistant Clerk/Treasurer  
7:00 PM Town Beach—update on planning for the summer  
7:15 PM Beach Event Policy  
7:30 PM Roy Marble—request for Highway Access Permit (HAP-20-02) at 3453 Spear Street for a shared driveway access to serve two proposed building lots  
7:35 PM James Donovan and Marty Illick—regional planning issues  
7:50 PM Hutchins open space agreement  
8:00 PM Library re-opening plan  
8:15 PM Library addition—replace Builder’s Risk insurance with VLCT PACIF coverage  
8:20 PM Budget Austerity Discussion•energy dashboard and Energy Committee’s planned expenses for FY20 and FY21  
8:35 PM Electrical costs to operate the pump for the well at the former flea market  
8:45 PM Results of Solar Net Metering RFP  
8:50 PM Minutes: April 27, May 11, May 18, 2020  
9:00 PM Selectboard updates  
9:05 PM Approve warrants to pay bills  
9:10 PM Adjournment

**CALL TO ORDER**

Selectboard Chair Matt Krasnow called the meeting to order at 6:13 p.m.

**Adjustments to the agenda**

- Dean Bloch requested a discussion on the Thompson's Point Association rescinding of an application and request for application fee refund.
- Carrie Spear requested discussion about a crosswalk in East Charlotte.
- James Faulkner requested an executive session to discuss a personnel issue.

**Public Comment**

Dean read comments sent to him about the Energy Dashboard from Fritz Tegatz. This will be added to an agenda item later in the meeting. Dean said Peter Trono asked for an appraisal on the library addition and one is scheduled for the purposes of insurance later in the summer, he said. This will be discussed later in this meeting.

**Open paving bids**

Dean opened the bids:

- Frank Whitcombe for \$68.80 per ton
  - DF Excavating and Paving for \$62 per ton
  - Pike Industries for \$58.48 per ton
  - SD Ireland for type three is \$74.40 and for type four it is \$75.40
- Hugh Lewis, Jr. advised going with Pike Industries.

**Public hearing for paving "aprons" of covered bridges on Monkton Road and Roscoe Road**

These are designated scenic roads. Gretchen Morse asked if the aprons are endorsed by the historic preservation group and VTRANS. She asked if the aprons are the right solution and if these entities were consulted on the matter. Marty Illick said she wanted to make sure the Town is following the appropriate procedures. Dean sent the rules and statutes to interested parties prior to the meeting via email. He summarized the process. Modification to scenic roads, and when it is appropriate to remove scenic road designation, was discussed. Marty said there should have been a packet to go with this agenda item with documentation from the files of prior considerations for scenic road modification. Gretchen said there needs to be a public record that historic preservation and VTRANS approved of the aprons. Dean said he does not have record of any State approval. Marty said it would be good for the future of Charlotte to get a memo on the record with indication of how this should be done in the future.

**Award paving contract**

**MOTION by Matt Krasnow, seconded by Carrie Spear, to award the paving contact to Pike Industries for \$58.48 per ton with permission for Hugh Lewis, Jr. to discern tonnage needed with authorization for the Road Commissioner, Hugh Lewis, Jr., and Vice Chair, Frank Tenney, to sign. VOTE: 5 ayes; all in favor; motion carried.**

**Pay rate for Assistant Clerk/Treasurer**

Louise McCarren asked if the requested changes should be made by someone outside of the Selectboard. Matt Krasnow said it has been suggested to have five-year reviews for each position and he thinks it is a good idea to have a professional human resources

company look at this. Matt said this is the first time there is a request to use the Palmer Evaluation method to work the process backward and it doesn't seem like a fair system and it destabilizes the method. It would set a deficient precedent and encourage every employee to ask for this to be done in this way which is counter productive to the intent of the method. James Faulkner asked for research on how much it would cost to hire a professional. Dean will reach out to Gallagher, Flynn and Company. The scoring of the Zoning Administrator's position was discussed as well.

Christina Booher said Chittenden County pay rates were not considered when her position was being ranked. She said the job was never graded correctly. She is slated to leave at the end of August and said there should be a sense of urgency. Matt said this solidifies that the right path forward would be to hire professionals to make it more fair in time. Dean will add this to the June 8 agenda.

#### **Town Beach—update on planning for the summer**

Nicole Conley said the beaches can be open as long as they follow State guidelines. She and her team are planning a phased timeline to open. She reviewed a few options which included limiting the number of cars allowed to park and limiting the use of cash. Bill Fraser-Harris said the State guidelines change almost daily and they are doing their best to keep up with these guidelines. He said selling online passes and having a second attendant would be prudent. He suggested alerting the public as to how these passes will be processed. Matt said unintended consequences could be overpacked cars and parking on the side of the road. Nicole said she is happy to enforce whatever the Selectboard would agree on but that beach attendants shouldn't necessarily be required to act as social distancing police. Matt said he supports an approach of Nicole's choosing and asked for regular updates. His goal is to be flexible and evaluate the phased plan regularly. He suggested signage and education for folks to understand how to social distance at the beach. The water needs to be tested before the bathrooms can be opened and that could happen as soon as Friday, Nicole said. Last year 694 day passes were sold. The State is discouraging the opening of playgrounds because they cannot be sanitized.

#### **Beach Event Policy**

Edits to this policy were discussed. No events will happen this summer. Alcohol use, hunting, dogs and other issues were clarified. This will be added to the June 22 agenda.

#### **Roy Marble—request for Highway Access Permit (HAP-20-02) at 3453 Spear Street for a shared driveway access to serve two proposed building lots**

Dean discussed the site visit and said Hugh Lewis, Jr. assessed the request. Specifics for the condition of approval were summarized. No culvert is required. Frank Tenney asked about the slope approval and guidelines. Roy Marble said it was their intention to follow State guidelines. The slope is a condition and the address will change after the subdivision is complete.

**MOTION by Frank Tenney, seconded by James Faulkner, to approve Roy Marble's request for Highway Access Permit (HAP-20-02) at 3453 Spear Street for a shared driveway access to serve two proposed building lots with a condition that the slope**

**match VTrans specification B-71 with regard to slope. VOTE: 5 ayes; all in favor; motion carried.**

**James Donovan and Marty Illick—regional planning issues**

James Donovan said this was the annual review. Studies that regional planning has conducted for the Town consisted of eight water quality and fifteen transportation studies overall. A complete list will be shared via email. He highlighted that back in 2016 there was a stop sign analysis done and a speed study in 2013. Updates and recommendations from these can be presented at an upcoming meeting. CCRPC approved its UPWP (FY21 workplan) last Wednesday. Charlotte had no projects in that plan. There are regional projects Charlotte qualifies for and it is a good time to think about this for next year. Marty Illick talked about the funds allotted for the Chittenden regional water quality efforts. She also spoke about future East Charlotte Village traffic calming measures.

**Thompson's Point Request for a Refund for an Application**

**MOTION by Louise McCarren, seconded by Matt Krasnow, to approve Thompson's Point Request for a Refund for an Application. VOTE: 5 ayes; all in favor; motion carried.**

**Library re-opening plan**

Jonathan Silverman said based on State mandates, and checking with other libraries in the State, the library has come up with a phase-one process that is curbside and will open the library when the time is right. Margaret Woodruff said this is based on guidance from the State Department of Libraries and the CDC. Nan Mason said the site work is allowed to be completed around the library now. Asphalt is to be removed, rain barrels will be added and parking remediation will be conducted. RFPs will go out. Fritz Tegatz will oversee the process.

**Library addition—replace Builder's Risk insurance with VLCT PACIF coverage**

Dean explained the process and that at this point the inspector needs to do an evaluation for this to be on the permanent VLCT insurance. Matt read an email from Peter Trono. An appraisal is scheduled.

From Peter Trono: "Last week I suggested that the library should have an appraisal done on their entire building now that the addition is completed and expenses are in. Tonight you are going to talk about replacing the Builders Risk insurance with the permanent coverage. This is a good decision as builders risk is very expensive. Interestingly that insurance during construction is usually paid for by the contractor. For some reason the expense was negotiated to be the library responsibility? You have the burden to now place a value for insurance purposes, on the entire structure less contents. The contents are a separate value. You have a responsibility to the Town's people to insure the building for the cost that we have put in. That needs to include donations that have been made for the initial construction, roof project, and recent addition. The library is now approximately 4,200 square feet. With the approval of money for the addition it has been established that you folks think the value is \$700 per square foot. Based on that amount

it is assumed that you should be seeking coverage of just under three million dollars. The problem that might arise is that the insurance company will not insure the structure for more than replacement cost. Its doubtful that they will recognize \$700 per square foot as an acceptable cost. I would guess that there is going to be a considerable gap between replacement cost and what has been invested. It is your responsibility to the Town that in case of a catastrophic event the coverage will be sufficient to replace the structure. An appraisal would be helpful to reach that number.”

**MOTION by Louise McCarren, seconded by Matt Krasnow, to cancel Builder’s Risk insurance for the library and replace it with VLCT PACIF coverage. VOTE: 5 ayes; all in favor; motion carried.**

**Budget Austerity Discussion•energy dashboard and Energy Committee’s planned expenses for FY20 and FY21**

Rebecca Foster spoke about the Community Energy Dashboard for the library and clarified confusion about a previous and unrelated energy dashboard. James Faulkner asked for clarity on this pilot program. Suzy Hodgson said the Energy Action Committee has done the heavy lifting and this is an opportunity for Charlotte to be a leader in modeling for other local communities how to be involved with and interact with the valuable data on the site. It is an educational and outreach effort. This is the final communication that culminates five years of research and effort, Suzy said. These programs have already been approved, Rebecca said. If not for the austerity measures, this would have gone through already. Margaret Russell said that as a committee member she feels there is some micromanagement happening under the guise of austerity for this small dollar amount.

**MOTION by Louise McCarren, seconded by Matt Krasnow, to approve the Community Energy Dashboard and the Low Income Weatherization projects that are part of the Energy Committee’s planned expenses for FY20 and FY21. VOTE: 5 ayes; all in favor; motion carried.**

**Electrical costs to operate the pump for the well at the former flea market**

Louise said she reviewed documentation and the Town is not responsible for these costs. The two users need to enter into an agreement on how this gets paid, she said. The electric bill needs to be transferred into their names with plenty of warning. Dean said if in the future the Town needs to use it for any reason it is important to not take any action that will impede the potential right to use the well. Frank said the Town owns the well and that would be decided if that is ever the case.

**Results of Solar Net Metering RFP**

Three bids were received from Norwich, Bullrock Solar and Green Lantern. The comparison analysis is slated to be reviewed at the next Selectboard meeting.

**Minutes: April 27, May 11, May 18, 2020**

**MOTION by Matt Krasnow, seconded by Frank Tenney, to approve the Selectboard meeting minutes for April 27 as amended. VOTE: 5 ayes; all in favor; motion carried.**

**MOTION by Matt Krasnow, seconded by Frank Tenney, to approve the Selectboard meeting minutes for May 11 as amended. VOTE: 5 ayes; all in favor; motion carried.**

**MOTION by Matt Krasnow, seconded by Frank Tenney, to approve the Selectboard meeting minutes for May 18 as amended. VOTE: 5 ayes; all in favor; motion carried.**

#### **Crosswalk East Charlotte**

Carrie said there are a number of children in the area who could utilize a crosswalk to play in the side yard of Sheehan Green safely, she said. She offered to pay for this. Hugh Lewis, Jr. said it is a crosswalk to nowhere because there is no sidewalk at that location. He asked for careful consideration. Louise suggested turning the project over to the Road Commissioner to come up with the safest solution. Frank said it should be part of the Planning Commission's future plans. Matt said he cannot authorize something that will make the Town less safe and this is unknown at this time. Standard distance setbacks and measurements are needed at this point. Dean offered to reach out to regional planning. There were questions raised about how this fits with the East Charlotte village planning process. Carrie withdrew the request.

#### **Selectboard updates**

James Faulkner said he spoke to James Donovan about the trails committee project. He advises developing a reserve fund should any issues arise.

#### **Approve warrants to pay bills**

**MOTION by Louise McCarren, seconded by James Faulkner, to enter into executive session to discuss a personnel matter at 9:48 p.m. VOTE: 5 ayes; all in favor; motion carried.**

**MOTION by Frank Tenney, seconded by James Faulkner, to exit executive session at 10:30 p.m. VOTE: 4 ayes (Louise McCarren had left the meeting); motion carried.**

#### **Adjournment**

**MOTION by Frank Tenney, seconded by James Faulkner, to adjourn. VOTE: 4 ayes (Louise McCarren had left the meeting); motion carried.**

The meeting was adjourned at 10:30 p.m.

Minutes respectfully submitted, Lynn Monty, Recording Secretary.