

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
April 8, 2019**

APPROVED

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

ADMINISTRATION: Dean Bloch, Town Administrator

OTHERS: Rich Ahrens, Jonathan Fisher, Laurie Thompson, Margaret Russell, Tom Maffitt, Bill Stuono, Stephanie Hasse, Viki Zulkoski, Carle Falk, Hans Ohanian, Sue Smith, Andrew Sawyer, Chris Davis, Miles Waite, Rick Pete, Lane Morrison, Shawn Coyle, Charlie Pughe, Mark Dillenbeck, Ajat Tariyal and others

AGENDA:

6:00 PM Adjustments to the agenda
6:01PM Open Bids for Removal of Hazard Ash Trees, and Selection of Contractor
6:15PM Library addition and ambulance purchase updates•Approval of Design/Build Request for Proposals (RFP) for Library addition•Memorandum of Agreement between the Town and Friends of the Charlotte Public Library•Bond applications
6:30PM Charlotte Park & Wildlife Oversight Committee—committee size and length of terms
6:35PM Interviews for Appointments
7:00PM Public Comment
7:05PM Awarding of Town mowing contract, cemetery mowing and Town brush-hogging contracts
7:15 PM Public Informational Hearing for Australian ballot vote on FY20 municipal budget(vote to be held on April 9, 2019)
7:30PM Paving plan for Town roads; Request for Paving Bids
7:45PM VTrans Structures and Class 2 Roadway Grant Applications
7:55 PM Annual Financial Plan-Town Highways
8:00 PM Local Emergency Management Plan (LEMP)
8:40 PM Whit’s End, LLC d/b/a Old Brick Store—renewal of 2ndClass License to Sell Malt and Vinous Beverages, May 1, 2019 –April 30, 2020 (to be acted on as Board of Liquor Control)
8:45PM Minutes: March 25, 2019
8:50 PM Selectboard updates
8:55PM Approve warrants to pay bills
9:00PM Adjournment

CALL TO ORDER

Chair Matthew Krasnow called the meeting to order at 6:04 p.m.

ADJUSTMENTS TO THE AGENDA

No adjustments to the agenda

Open Bids for Removal of Hazard Ash Trees, and Selection of Contractor

Matt opened the envelopes for five bids. Tree Warden, Mark Dillenbeck, said the timeframe was extended to the end of June so there was more time to consider the bids. Matt clarified the work was scheduled to be completed by the end of June. Matt read bid specifics in price order from Barret's Tree Service, Vermont Arborists, Gregory Smith, Chris's Lawn Care, and Teacher's Tree Service. Completion times varied from five days to ten.

Carrie said she would rather go with a local Charlotte company like Chris' Lawn Care or Teachers Tree Service. Fritz said those two bids are about \$25 apart. Louise asked about conditions of bidding and whether these companies were bonded to do the work. It was confirmed that this was specified in the RFP.

Chris Fortin said his price included taking all of the ash trees not just the ones that are marked and Mark said that would be an advantage. Mark said Chris was a big help in marking the trees. Mark said he was assuming Teachers would be removing just the marked trees. Trees not marked for removal were trees not leaning towards the roadway.

Louise said she would like a spreadsheet to consider the comparisons. Matt clarified that Chris had submitted something other than what was requested and that other bidders would have the opportunity to do the same. Mark said he can wait two weeks.

MOTION by Louise, seconded by Fritz, to supply a side by side comparison for the Bids for Removal of Hazard Ash Trees, and Selection of Contractor. VOTE: 5 ayes; motion carried.

Approval of Design/Build Request for Proposals (RFP) for Library addition

Dean said he received comments from the Energy Committee who had just found out about this RFP on Saturday morning. They worked on modifications to the document right up to 3pm the day of this Selectboard meeting. The committee concluded that the process has been rushed and asked for a more thoughtful consideration to meet the needs of the library before the vote. They would prefer to have more time devoted to the RFP and for all concerned parties to be involved in the process.

Louise asked Dean about the Bond Bank sequence of events. Dean explained the application is in May and in early June the Bond Bank will want a commitment letter confirming the amount. There is about a week to finalize the RFP, Matt said. April 18 is the deadline for the RFP and May 6 is the deadline for the bond application. There are only two funding rounds, Matt said. The second deadline is in December. It would cost more to wait to December, he said. Construction costs go up and getting commitments

more than a year out, rather than three months out, causes padding for inflation and contingencies.

The Energy Committee referred to a letter from the Town of Shelburne about their multi-layer insulation and high efficiency heat pumps, illustrating the building materials used were considered in the overall energy efficiency of their addition. The Energy Committee's desire is to have The Charlotte Library be a beacon for Charlotte and serve as a model for all of the other buildings in Town.

Matt said energy efficiency and renewables have been a part of Black River Design's work for the Town on this project from the beginning and asked if the Energy Committee had reviewed their plans. He suggested the committee meet with Black River Design and talk to them. He then suggested a special meeting on the 15th to revisit the issue. The committee admitted they have been working off of just the RFP.

Fritz said the Energy Committee is focused on the entire building and once something is already built there are big contingencies. He suggested all energy recommendations focus solely on the addition, not the entire building.

John said the committee would clarified that their concerns were for specifically the addition. Apologies were given for the miscommunicating. Energy modeling will need to have a blended rate to get the right sized heat pumps, he said.

Matt said it should only take a couple of days to hammer this out. John will work with Margaret and Fritz and Louise. Fritz said there will be a significant bid review and that needs to be considered before the RFP goes to publication April 18. Louise volunteered to continue to help.

There will be a meeting to continue the discussion on April 15 at 7 p.m. Bids are due May 20 and a decision will be made on June 3.

Memorandum of Agreement between the Town and Friends of the Charlotte Public Library

Frank asked about money matters and Matt discussed how the bond works. At a meeting on April 22 Matt said a meeting should be set up to work with Mary and other parties to look at and dissect the issues. Louise said a memorandum of understanding is necessary

Mary said when the bond application is submitted there is a number that has to go into the document. She asked about the cost and how the bond would work without knowing where the money is coming from. Would that number be 1.4 million or 700,000, she asked. Matt said that is not known now and accepting the bond without knowing the numbers is not going to happen and this is why the April 22 meeting was set up.

Mary pressed the issue and Matt said the numbers have not been determined yet. Matt said we have looked at the issues and will go over this at the April 22 meeting and spend some more time on these issues.

Mary wanted to know if the treasurer would be filling out the paperwork. Mary said the ambulance is a ten year bond. She asked if Bob Fletcher had been contacted for legal council and Dean said he has but has not been given a green light.

Mary said the board was all good to go with the two bond applications by May 6.

Charlotte Park & Wildlife Oversight Committee—committee size and length of terms

MOTION by Frank, seconded by Louise to recommend 3 year terms and a nine member committee. Assignments were made for expiration of terms: 3 years - Julian Kulski, Andrew Milliken, vacancy 2 years - Mark Dillenbeck, Greg Smith, Jessie Bradley 1 year - Jenny Cole, Sue Smith, Dorothy Hill. VOTE: 5 ayes; motion carried.

Interviews for Appointments

Rich Ahrens—reappointment to the Recreation Commission for term ending April 30, 2022

MOTION by Louise, seconded by Fritz, to reappoint Rich Ahrens to the Recreation Commission for term ending April 30, 2022. VOTE: 5 ayes; motion carried.

Laurie Thompson—reappointment to the Trails Committee for term ending April 30, 2021

MOTION by Louise, seconded by Carrie, to reappoint Laurie Thompson to the Trails Committee for term ending April 30, 2021. VOTE: 5 ayes; motion carried.

Margaret Russell—reappointment to the Trails Committee for term ending April 30, 2021

MOTION by Louise, seconded by Frank, to reappoint Margaret Russell to the Trails Committee for term ending April 30, 2021. VOTE: 5 ayes; motion carried.

Stephany Hasse—reappointment to the Trails Committee for term ending April 30, 2021

MOTION by Louise, seconded by Carrie, to reappoint Stephany Hasse to the Trails Committee for term ending April 30, 2021. VOTE: 5 ayes; motion carried.

Tom Maffitt—appointment to the Thompson’s Point Wastewater Advisory Committee for term ending April 30, 2022

MOTION by Fritz, seconded by Frank, to appoint Tom Maffitt to the Thompson’s Point Wastewater Advisory Committee for term ending April 30, 2022. VOTE: 5 ayes; motion carried.

Miles Waite—appointment to the Thompson’s Point Wastewater Advisory Committee for term ending April 30, 2021

MOTION by Frank, seconded by Carrie, to appoint Miles Waite to the Thompson’s Point Wastewater Advisory Committee for term ending April 30, 2021. VOTE: 5 ayes; motion carried.

Rick Pete--appointment to the Thompson’s Point Wastewater Advisory Committee for term ending April 30, 2020

MOTION by Fritz, seconded by Carrie, to appoint Rick Pete to the Thompson’s Point Wastewater Advisory Committee for term ending April 30, 2020. VOTE: 5 ayes; motion carried.

Frank Tenney—reappointment to the Zoning Board of Adjustment for term ending April 30, 2022

Frank Tenney recused himself from the vote.

MOTION by Carrie, seconded by Louise, to reappoint Frank Tenney to the Zoning Board of Adjustment for term ending April 30, 2022. VOTE: 4 ayes; motion carried.

Lane Morrison—appointment to the Zoning Board of Adjustment for term ending April 30, 2022

MOTION by Louise, seconded by Fritz, to appoint Lane Morrison to the Zoning Board of Adjustment for term ending April 30, 2022. VOTE: 5 ayes; motion carried.

Andrew Swayze—appointment to the Zoning Board of Adjustment as Alternate Member for term ending April 30, 2022

Andrew Swayze was not present and had applied to be an alternate. Alternates fill in if a member cannot make a meeting.

MOTION by Fritz, seconded by Louise, to appoint Andrew Swayze to the Zoning Board of Adjustment as Alternate Member for term ending April 30, 2022. VOTE: 5 ayes; motion carried.

**Charlie Pughe, Shawn Coyle, Bill Stuono and Ajat Tariyal—
reappointment/appointment to the Planning Commission for term ending April 30,
2023**

Charlie Pughe said he was finishing up his first term and has served 18 months as Vice Chair.

Shawn Coyle said he has served on the board for a year and his government background will continue to be an asset to the commission.

Bill Stuono said he has lived in Charlotte for three years and has served on committees in Shelburne and Burlington and holds a masters degree in planning. He suggested the Selectboard consider expanding the number of members on the Planning Commission.

Ajat Tariyal has lived in Charlotte for a couple of years, he said, and enjoys working with the town. He is an industrial engineer. He is interested in preserving pastoral landscapes and would love the opportunity to help channel development and balance goals with property rights in town. He also loves working with maps. He appreciated the suggestion of a 9 member committee by Bill.

MOTION by Fritz, seconded by Frank, to enter into Executive Session. VOTE: 5 ayes; motion carried.

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

MOTION by Fritz, seconded by Carrie to reappoint Charlie Pughe and Shawn Coyle to the Planning Commission for terms ending April 30, 2023 and to consult with the Planning Commission about increasing the commission's size before voting on Bill Stuono, Ajat Tariyal and Sue Smith. VOTE: 5 ayes; motion carried.

Sue Smith—appointment to the Charlotte Park & Wildlife Refuge Oversight Committee for term ending April 30, 2020

Sue Smith said she has a passion for native plants and removing non-native plants and in general making Charlotte a beautiful place for people and critters to live. She said she would like to keep working on it.

MOTION by Fritz, seconded by Louise, to appoint Sue Smith to the Charlotte Park and Wildlife Refuge Oversight Committee for a term ending April 30, 2020. VOTE: 5 ayes; motion carried.

Public Comment

Hans Ohanian said he has lived in town for 25 years and would like to make an urgent request for an ordinance that would require bicycles to be equipped with rear view mirrors. Matt said it would be researched and considered.

Awarding of Town mowing contract, cemetery mowing and Town brush-hogging contracts

MOTION by Fritz, seconded by Louise to award cemetery mowing to the lowest bidder Chris' Lawn Care.

Victoria said the low bidder was unknown because of the weed whacking. She said Adam did a great job last year and wants to stay with him. Chris said if Adam wanted the contract that was fine with him.

The questions came up about multi-year contracts being allowed. It would save time and energy when there is a preferred vendor like in this situation. Matt said the Town can only commit to an annual budget.

MOTION to withdraw the motion by Fritz, seconded by Carrie. VOTE: 5 ayes; motion carried.

MOTION by Louise, seconded by Fritz to award cemetery mowing to Adam Dantzsch. VOTE: 5 ayes; motion carried.

MOTION by Frank, seconded by Carrie to award Town mowing and land maintenance to Mow!-Mow!-Mow!.

Sue Smith listed the trees that need to be edges and mulched. This year it is 127 trees total. None have to be edged. Discussion about mulching and brush hogging took place.

The question of why weed whacking was done and if the goal was to make it more attractive. Adam said he weed wacked around the trees last year and it should really be done a couple times a year. Not leaving the path of grass is a concern between the roadside mowing and the farmer.

Matt said these are good questions that may not be able to be decided this year. Dean made a note for this discussion to happen in February for next year. Matt suggested site visits during the season before the February discussion.

Sue said the Tree Tribe visited 500 of the new trees planted in town and took an inventory of size and condition. A lot had black mesh had slashes in them. The mesh may look like weed whacking protectors but they are not, she said.

Chris added that technically the mulch needs to be removed and replaced. Sue disagreed.

Matt said he would like to introduce an amendment that all or none of a bid can be considered.

MOTION by Frank, seconded by Carrie to introduce an amendment that all or none of a bid can be considered.

Adam said more consideration needs to be given for all of the moving parts. Sue asked if Parks had a separate bid. Matt said not this year. Bid numbers were discussed.

MOTION by Frank, seconded by Fritz to approve the Town mowing and Land Maintenance bid to Mow!Mow!Mow! with the exception of Trails and Tree Mulching, and to award those to Chris's Lawncare and Mini-Excavating. VOTE: 5 ayes; motion carried.

MOTION by Louise, seconded by Fritz to approve the Town brush hogging to Chris' Lawncare. VOTE: 5 ayes; motion carried.

Public Informational Hearing for Australian ballot vote on FY20 municipal budget (vote to be held on April 9, 2019)
Nobody was present for this hearing

Paving plan for Town roads; Request for Paving Bids

Junior handed out information about roads needing paving. A total 5.7 miles of paving needs to be done for the bid not to exceed \$235,000 to be completed this fiscal year.

MOTION by Fritz, seconded by Carrie to approve RFP for paving Town roads. VOTE: 5 ayes; motion carried.

VTrans Structures and Class 2 Roadway Grant Applications

Junior prepared two culvert grant applications for Greenbush Road and Garen Road, and a paving grant application for Ferry Road.

MOTION by Fritz, seconded by Carrie to authorize the applications for VTrans Structures and Class 2 Roadway Grants and permission for the Chair to sign. VOTE: 5 ayes; motion carried.

Financial Plan-Town Highways

Dean explained the budget and road classes and what the State and Town are responsible for.

MOTION by Fritz, seconded by Carrie to approve the Annual Financial Plan for Town Highways. VOTE: 5 ayes; motion carried.

Local Emergency Management Plan (LEMP)

Dean explained the local emergency plan had changed in format. It is more concise in terms of documentation about how the Town will respond, role definition, vulnerable populations and shelters. Chris Davis requested having a coordinator role appointed, explaining that there are several duties the Town does not have positions for. They all fall by default to the director now. Chris said the plan is designed to help everyone understand all of the parts. Chris said it is a work in progress and there is fine tuning to do and that the plan needs to be submitted in May.

MOTION by Fritz, seconded by Louise to approve the Local Emergency Management Plan (LEMP). VOTE: 5 ayes; motion carried.

Whit's End, LLC d/b/a Old Brick Store—renewal of 2ndClass License to Sell Malt and Vinous Beverages, May 1, 2019 –April 30, 2020 (to be acted on as Board of Liquor Control)

MOTION by Fritz, seconded by Louise to convene as Liquor Control Board. VOTE: 5 ayes; motion carried.

MOTION by Louise, seconded by Fritz to approve Whit's End, LLC d/b/a Old Brick Store—renewal of 2ndClass License to Sell Malt and Vinous Beverages, May 1, 2019 –April 30, 2020. VOTE: 5 ayes; motion carried.

MOTION by Fritz, seconded by Carrie to reconvene as Selectboard. VOTE: 5 ayes; motion carried.

Minutes

MOTION by Fritz, seconded by Carrie to Approve March 25, 2019 minutes as amended. VOTE: 5 ayes; motion carried.

Selectboard updates

Carrie asked for a copy of the updated work plan and Dean said he hasn't had a chance to do that but will.

It was established that the responsibility for the train station is the railroad and that it is State property. Fritz asked to get terms of the lease. Louise suggest everyone go take a look at the property.

Dean said he received an email from the Champlain Valley School District about removing the Quonset hut. Matt said it might be an eye sore but to put up a similar building today would be an outrageous cost. He suggested a boundary adjustment. He asked where the line was between the ice rink and Quonset hut. He said that the recreation department has a long standing relationship with the agreements to use these

things so the Selectboard needs a bigger picture of this. Frank asked who owns the building and who owns the land. Matt asked about back story and then suggested contacting the district to discuss their vision. There is no consensus that it needs to be removed with the Selectboard at this time.

Free access to legal insights at Vermont League of Cities and Towns was discussed. Matt said they should all be using this resource. It is a municipal resource center.

Fritz said he looked into banking and interests and bill paying fees. He suggested the Selectboard look into RFPs for banks. This was set for a future agenda.

ADJOURNMENT

MOTION by Fritz, seconded by Carrie, to adjourn the meeting. VOTE: VOTE: 5 ayes; motion carried.

The meeting was adjourned at 9:30 p.m.

Minutes respectfully submitted, Lynn Monty, Recording Secretary.