

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
AUGUST 13, 2018**

**APPROVED**

**SELECTBOARD MEMBERS:** Lane Morrison, Chair; Carrie Spear, Frank W Tenney.

**ABSENT:** Matthew Krasnow, Fritz Tegatz.

**ADMINISTRATION:** Dean Bloch, Town Administrator.

**OTHERS:** Michael Russell, Kate Lampton, Peter Richardson, Nancy Wood, Michael Hinsdale, Clark Hinsdale, Melody Danaher, Eric Buttery, Elizabeth Buttery, Dick St George, Tom Cosinuke, Patrice Machavern, Madeline Hughes, The Citizen; and others.

**5:30 PM Site visit: 1824 Hinesburg Road for shifting of private right-of-way to the east**

**AGENDA ITEMS:**

- 6:00 PM Charlotte Housing Trust Fund Grant Program—update to Policies and Procedures
- 7:05 PM Charlotte Volunteer Fire & Rescue Services—presentation of end-of-year financials
- 7:50 PM Eric and Elizabeth Buttery—request for Highway Access Permit to shift private right-of-way at 1824 Hinesburg Road approximately 50 feet to the east
- 7:55 PM Approve name of private road: Maple's Way
- 8:00 PM Melody Danaher, Turn the Towns Teal, Ovarian Cancer Awareness Month—request for permission to hang teal bows in the Ferry Road area and in east Charlotte
- 8:05 PM Purchase of spam filter service
- 8:10 PM Ballek & Echeverria appeal of Planning Commission decision on 3-lot subdivision—decide whether to have Town Attorney enter an appearance & identify subcommittee
- 8:15 PM Budget review process—discussion
- 8:35 PM Selectboard updates
- 8:45 PM Minutes: July 23, July 30

**CALL TO ORDER**

Mr. Morrison, Chair, called the meeting to order at 6:08 p.m.

**CHARLOTTE HOUSING TRUST FUND GRANT PROGRAM—UPDATE TO POLICIES AND PROCEDURES**

Michael Russell, Kate Lampton, Nancy Wood and Peter Richardson, Charlotte Housing Trust Working Committee members, reviewed a draft memo and proposed resolutions guide, and a draft Charlotte Housing Trust Fund Policies and Procedures Amendment, dated July 16, 2018.

Mr. Morrison asked what the difference is regarding a definition of Senior Housing and Affordable Housing. Mr. Russell explained that “Senior Housing” has an age qualification and “Affordable Housing” is determined by a formula of median income for an area. Mr. Richardson noted that there is some overlapping between the two definitions.

Mr. Tenney asked if there is a size limitation for the units. He would like to see a complete picture versus pieces. There is no definition for senior housing in the Zoning Bylaws. He understood that there is federal language regarding senior housing related to the age of 55 years. The Zoning Bylaws do define affordable housing. A question is if the current Trust Fund program contains language for senior housing, said Mr. Tenney. Mr. Richardson replied that there is no explicate unit size language in the program. Most are smaller physical units. The program language doesn’t exclude senior housing. Language could be added to the policy, suggested Mr. Richardson. Ms. Wood said that the Town Plan addresses senior housing, and there are specific definitions.

Ms. Spear said that she liked visuals, and asked where affordable housing could happen in the West Village. Mr. Russell replied that units could happen at the Mason and Leboeuf properties.

There was discussion regarding the current “perpetually affordable” requirement (Mr. Richardson said that requirement is covered by a non-profit developer contract, but should be changed for a resident’s proposal to eliminate redundancy); five conclusions as outlined in the Charlotte Housing Trust Working Committee draft; a committee proposal #4, to allow local residents an option to repay a grant after 5 years to remove the affordability from a unit; promoting the grant program via print newspapers, open houses, and on social media; committee proposal #3, to increase maximum awards from \$10,000 to \$30,000 for a single unit and up to \$100,000 for multiple units; and a committee suggestion to appoint a screening committee to review grant applications with final approval by the Selectboard.

Mr. Morrison suggested that if the proposed policy changes are agreed upon, then funds should be added to the grant fund.

Mr. Tenney pointed out that Land Use Regulations, Section 4.4, regarding density bonuses, should be coordinated with the Planning Commission process regarding PRD and PUD applications; for example a line on the application. Ms. Wood said that according to the regulations if there is a density bonus then it would be perpetually affordable.

Following a discussion regarding a request for Selectboard approval to form a committee, Mr. Morrison said that there were two Selectboard members absent. The matter will be taken up at the next Selectboard meeting to allow all board members time to review the proposed changes/solutions.

Mr. (Clark) Hinsdale, resident, said that the Selectboard should take a vote on the draft policy and procedures at the next Selectboard meeting, use the current committee

members for this transitional junction, and note that a few East Charlotte applications will be submitted.

#### **ADJUSTMENTS TO THE AGENDA**

None.

#### **PUBLIC COMMENT**

None.

#### **CHARLOTTE VOLUNTEER FIRE & RESCUE SERVICES—PRESENTATION OF END-OF-YEAR FINANCIALS**

Dick St George, Patrice Machavern and Tom Cosinuke, CVFRS representatives, reviewed an FY2018 End-of-Year Preliminary versus Actuals budget report, and a new unified Fire/Rescue/Corporate structure with one set of draft bylaws that are in-line with the MOA. Once the bylaws are finalized, the document will be sent to the board for voting, said Mr. Cosinuke.

Ms. Machavern reviewed highlights from the budget report regarding EMT payroll, Patient Billing, Dispatching, Capital Acquisition, and the surplus/deficit calculation formula.

In response to questions regarding the new pumper truck, Mr. St George explained that delivery has been delayed and the firm fined for \$100 per day as per the contract.

Mr. Morrison suggested that the fines should be returned to the taxpayer. The Town Meeting Article approved was for spending up to \$625,000 for the pumper and fittings, said Mr. Morrison. Ms. Machavern said that the Town bonded an amount of \$599,000 for the pumper itself, not for outfitting it.

Mr. St George said that outfitting the pumper would cost \$16,000 and the equipment will be mounted in-house for a savings. Either the Town takes the fines, or CVFRS will have to find funding for the fittings, said Mr. St George. Mr. Tenney suggested that the fines should go into the budget to reduce the Town's appropriation next year.

Mr. St George said that CVFRS wrote a successful grant for \$60,000 to replace an aging compressor and air replacement equipment. There will be no cost to the Town, stated Mr. St George. Mr. Morrison congratulated the department for a successful grant application.

#### **ERIC AND ELIZABETH BUTTERY—REQUEST FOR HIGHWAY ACCESS PERMIT TO SHIFT PRIVATE RIGHT-OF-WAY AT 1824 HINESBURG ROAD APPROXIMATELY 50 FEET TO THE EAST**

Eric Buttery and Elizabeth Buttery explained a request to shift an approved access 50' east onto the former mobile home lot.

**MOTION by Ms. Spear, seconded by Mr. Tenney, to approve a request by Eric and Elizabeth Buttery for a Highway Access Permit, HAP-18-09, to shift a private right-**

of-way approximately 50' to the east at 1824 Hinesburg Road, replacing a previously approved Highway Access Permit, HAP-17-11, to eliminate the existing original driveway at 1824 Hinesburg Road, and with the condition to install a 15" X 30' culvert as recommended by the Charlotte Road Commissioner.

**VOTE: 3 ayes, 2 absent (Mr. Krasnow, Mr. Tegatz); motion carried.**

**APPROVE NAME OF PRIVATE ROAD: MAPLE'S WAY**

Mr. Bloch explained that Maple's Way was the originally proposed road name, which was too close to Maple Knoll. The request was changed to Cayman's Way. The E-911 Coordinator and Town Clerk have reviewed the name request, said Mr. Bloch.

**MOTION by Mr. Tenney, seconded by Ms. Spear, to approve a request to name a private road Cayman's Way, located off Hinesburg Road, and the document to be signed by the Charlotte Selectboard members.**

**VOTE: 3 ayes, 2 absent (Mr. Krasnow, Mr. Tegatz); motion carried.**

Mr. Morrison, Ms. Spear and Mr. Tenney signed the document.

**MELODY DANAHER, TURN THE TOWNS TEAL, OVARIAN CANCER AWARENESS MONTH—REQUEST FOR PERMISSION TO HANG TEAL BOWS IN THE FERRY ROAD AREA AND IN EAST CHARLOTTE**

Melody Danaher, Turn the Towns Teal representative, explained a request to hang teal bows and posters in the Ferry Road and East Charlotte areas.

**MOTION by Ms. Spear, seconded by Mr. Tenney, to approve hanging Turn the Towns Teal bows and posters in the Ferry Road area and East Charlotte area as presented.**

**VOTE: 3 ayes, 2 absent (Mr. Krasnow, Mr. Tegatz); motion carried.**

(NOTE: the Selectboard Chair called a break from 8:08 p.m.-8:12 p.m.)

**PURCHASE OF SPAM FILTER SERVICE**

Mr. Bloch explained that SymQuest has provided a spam filter service that will expire at the end of August. Techgroup has provided three quotes for a spam filter ranging from \$3,000 per year, \$540 per year, and \$308 per year. Techgroup doesn't recommend the low quote, reported Mr. Bloch.

Mr. Tenney suggested eliminating any e-mail boxes that past Selectboard members or employees have to stay under the 25 number.

**MOTION by Mr. Tenney, seconded by Ms. Spear, to accept Techgroup Managed Spam Filter service for a quote of \$540 per year, Quote # 0TGQ6849.**

**VOTE: 3 ayes, 2 absent (Mr. Krasnow, Mr. Tegatz); motion carried.**

**BALLEK & ECHEVERRIA APPEAL OF PLANNING COMMISSION DECISION ON 3-LOT SUBDIVISION— DECIDE WHETHER TO HAVE TOWN ATTORNEY ENTER AN APPEARANCE & IDENTIFY SUBCOMMITTEE MOTION** by Mr. Tenney, seconded by Ms. Spear, to authorize the Town Attorney to enter an appearance in the Ballek and Echeverria appeal of a Planning Commission Decision of a 3-Lot subdivision.

**VOTE: 3 ayes, 2 absent (Mr. Krasnow, Mr. Tegatz); motion carried.**

**BUDGET REVIEW PROCESS—discussion**

Mr. Bloch explained a Selectboard process to review proposed committee/commission budgets over the last two years. Does the Selectboard want to continue that procedure to meet with committees/commissions, asked Mr. Bloch.

Mr. Tenney asked if committees were meeting Open Meeting Laws and posting minutes. The Selectboard should meet with committees for an update on activities before hearing budget proposals, suggested Mr. Tenney. Mr. Bloch said that Town committees seem to follow Open Meeting Laws.

Mr. Morrison asked staff to schedule committee/commission ‘meet and greets’ starting September 10, 2018 for 15 minutes each starting at 6:00 p.m. at the start to a Selectboard meeting as proposed.

**SELECTBOARD UPDATES**

Ms. Spear reported on monthly events at the Grange Hall in East Charlotte.

Ms. Spear suggested that the Town investigate a Google Calendar for posting events, such as bicycle rides, Library sales, Town Party, etc. Mr. Bloch pointed out that Techgroup uses Microsoft 360 and is not sure the program has a calendar. Mr. Tenney said that there is a g-mail account calendar.

**MINUTES: July 23, July 30**

**MOTION** by Ms. Spear, seconded by Mr. Tenney, to approve the Charlotte Selectboard minutes of July 23, 2018, as written.

**VOTE: 3 ayes, 2 absent (Mr. Krasnow, Mr. Tegatz); motion carried.**

Approve of the July 30, 2018 minutes was deferred due to no quorum.

**APPROVE WARRANTS TO PAY BILLS**

The Selectboard reviewed and signed warrants to pay bills.

**ADJOURNMENT**

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

**VOTE: 3 ayes, 2 absent (Mr. Krasnow, Mr. Tegatz); motion carried.**

The meeting was adjourned at 8:55 p.m.

Minutes respectfully submitted, Kathlyn L. Furr, Recording Secretary