

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
DECEMBER 17, 2018**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Matthew Krasnow, Carrie Spear, Frank W Tenney, Fritz Tegatz.

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Charlie Proutt, Elizabeth Proutt, Robin Reid, Bill Fraser-Harris, Jim Donovan, Nicole Conley, Jessie Bradley, Richard Steele, Bud Shriner, Laurie Thompson, John Limanek, Jim Donovan, Sue Smith, Mary Mead, Christina Booher, Margaret Russell, Moe Harvey, John Hemmelgarn, Margaret Woodruff, Nan Mason, Robert Smith, Danielle Menk, Catherine Hughes, Shanley Hinge, Emile Ferris, Susanna Kahn Jonathan Silverman, Beth Merritt, Lindsay Smith, Dick St George, Patrice Machavern Tom Cosinuke, Carl Cole, Robert Mack, and others.

NOTE: the agenda was heard out of order, but appears as published for continuity.

4:00 PM SITE VISIT: 6851 Spear Street (just west of Partridge Lane), for Highway Access Permit application by Charles Stearns Estate

AGENDA ITEMS:

- 5:30 PM Town Beach planning
- 6:00 PM Vermont Recreation Trails Grant Program—application for State Park Road Trail
- 6:15 PM Thompson’s Point Wastewater Disposal System □ FY20 Budget □ Renew contract for SJW Docks, LLC (Steve Williams), System Operator □ Renew contract for Civil Engineering Associates, System Engineer
- 6:30 PM Proposed Library addition
- 7:05 PM Estate of Charles Stearns—application for Highway Access Permit (HAP-18-11) at 6851 Spear Street
- 7:15 PM FY20 Budget Review
- 8:20 PM Articles for Town Meeting
- 8:35 PM Contract with StageWorks for a sound system at Town Meeting, 2019
- 8:40 PM Memorandum of Understanding with Vermont Crime Information Center for fingerprint supported record checks
- 8:55 PM Personnel (possible executive session)

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 5:35 p.m.

TOWN BEACH PLANNING

Bill Fraser-Harris, Recreation Commission representative, explained that the commission had contracted with Distinctive Landscaping Design, Inc., for a concept of what is

possible to create at the Town Beach. The presentation is informational and solicitation to move the project forward with a Town Beach master plan, said Mr. Fraser-Harris.

Charlie Proutt and Elizabeth Proutt, Distinctive Landscaping Design, Inc, narrated a power point presentation of a proposed master plan for the Town Beach property that included expanding the existing one-lane roadway to a parking lot relocated further north of the existing parking lot, repurposing the flat existing parking area as a space for benches, tables and bocce/games at the north end, providing three cross walks to the north, south and to the docks, rebuilding the play ground to the west of the existing area with new play elements in a tree shaded area that will not interfere with the disk golf fairways. Overflow parking could go on a grassy area, and the ball field could be used for events, suggested Mr. Proutt.

In response to questions, Mr. Proutt said that the trees that were planted at the existing playground could be moved and replanted at the new playground area. There had been talk about moving Lake Road away from the lake, which is complicated since it is a state road. People don't drive fast on Lake Road. He did not explore closing the covered bridge. On the lake side there have been various attempts to add riprap to prevent shoreline erosion. Large rocks could be placed that would allow people to use them to sit at the lake shore, suggested Mr. Proutt.

Robin Reid, resident, expressed concern regarding a survey done. There is not enough data, which should be done at the beach during the summer when people are using the beach, said Ms. Reid. Mr. Proutt said that nothing will be built tomorrow. The proposed plan is conceptual. The area most valued is the current parking lot. Moving the parking and rebuilding a playground makes it an experience. There could be a lawn game area, and new pickle ball courts at the current ball field in the north east. The plan improves the beach access. The road entrance stays the same, said Mr. Proutt.

Ms. Proutt displayed images of modern playground equipment. The new area improves movement and nature by incorporating play elements through the trees, said Ms. Proutt.

Richard Steele, resident, stated that he put in over 400 hours of time and effort putting in the disk golf course. The new playground is within the 9th fairway, the proposed upper parking lot is in a fairway, and the 4th fairway goes up to the ball field, said Mr. Steele.

Jessie Bradley, resident, asked if the new playground is in the wetlands. Could some of the playground modules be placed outside of the trees, asked Ms. Bradley.

Mr. Morrison thanked Mr. Proutt for his presentation.

Ms. Bradley asked if the Tiller Family Foundation that donated the money for a new play ground would rescind the funding if it was not used. There may be a lot of discussion regarding a master plan concept that could delay building anything for some time, said Ms. Bradley. Mr. Fraser-Harris replied it is possible.

Ms. Spear said that the playground funding is a generous donation. The Town Beach survey indicated that parking and the playground are the most important elements. As a parent of a young child, it is nice to have picnics. She knows of Richard's 400 hours of effort to develop a disk golf course and doesn't want it to go away. Plan a playground at the current location. The trees that were planted were for shade, said Ms. Spear.

Mr. Fraser-Harris reiterated that it is a concept plan. All ideas and input are valuable. The Tiller Foundation donation initiated the concepts and he is excited about the plan. The Town doesn't want a "Coney Island" recreation area. He thanked Mr. Proutt for a concept plan. At this time the commission is only moving forward with a new playground and it will be a public process. He had met with Richard Steele at the Town Beach to discuss Richard's concerns regarding the disk golf course. The proposed playground will not infringe on the course at all, said Mr. Fraser Harris.

NEXT STEPS:

- Forming a Playground Committee
- Scheduling a series of public informational meetings during Recreation Commission meetings – dates/times to be posted
- Scheduling a site visit at the Town Beach with the Selectboard and Recreation Commission regarding a playground

VERMONT RECREATION TRAILS GRANT PROGRAM—APPLICATION FOR STATE PARK ROAD TRAIL

Laurie Thompson, Trails Committee representative, reviewed changes to a Vermont Recreation Trails Grant application as follows:

- Removed the equestrian piece
- A master plan will be created at a later date
- Replaced the old Town Plan language with the updated Town Plan information
- Changed budget information to reflect volunteer 'in-kind' contributions and contractor costs for a lower Trails Reserve fund request amount of \$43,442
- Recalculated a 2 percent sponsor match in the amount of \$50,465

Mr. Krasnow asked how the proposed State Park Road trail would link to a Vermont Trail System. Ms. Thompson explained that the Trevor-Melissa Mack Trail has signage noting that it is part of the Vermont Trail system. Mr. Donovan explained that it is a Lake Champlain bike trail that encircles Lake Champlain and the Town trail will connect with that.

Mr. Tenney asked if there will be a cost difference if the trail ends at Mt Philo. Mr. Donovan said that there is no additional cost since the trail will follow the current alignment. There is discussion with the Steering Committee to save 7 trees, said Mr. Donovan.

Ms. Spear asked if there is any chance that the project will go over budget. Mr. Donovan replied that a 10 percent contingency is built into the cost estimate. If it is not needed then the cost will be reduced, said Mr. Donovan.

MOTION by Mr. Tenney, seconded by Mr. Krasnow, to apply for a Vermont Recreation Trails Grant Program for FY2019, to request a Sponsor Match for an amount not to exceed \$50,000, and to authorize the Charlotte Selectboard Chair to sign the document on behalf of the Town of Charlotte.

DISCUSSION:

Ms. Spear asked for clarification of the Town Administrator's in-kind contribution. Mr. Bloch explained that he budgeted 80 hours of time for the project for grant administration, the bid process, bid selection, contractor selection and project management. He has performed this service for past grants, said Mr. Bloch.

VOTE: 5 ayes; motion carried.

THOMPSON'S POINT WASTEWATER DISPOSAL SYSTEM □ FY20 Budget □ Renew contract for SJW Docks, LLC (Steve Williams), System Operator □ Renew contract for Civil Engineering Associates, System Engineer

Mr. Morrison reported that there are no significant changes to the Thompson's Point Wastewater Disposal System contracts.

Mr. Bloch pointed out that the FY20 budget includes a COLA increase for the operator, Steve Williams. The Wastewater System Committee discussed using a CPI and that is incorporated with the same wording in the contract, said Mr. Bloch.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the FY20 Thompson's Point Wastewater Disposal System budget to be updated when the COLA is known, and to authorize the Charlotte Selectboard Chair to sign the document on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to renew the contract for SJW Docks, LLC (Steve Williams), System Operator, and to authorize the Charlotte Selectboard Chair to sign the document on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to renew the contract for Civil Engineering Associates, System Engineer, and to authorize the Charlotte Selectboard Chair to sign the document on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

PROPOSED LIBRARY ADDITION

Nan Mason, Charlotte Library Trustee, Margaret Woodruff, Library Executive Director, Danielle Menk, Library Bond Committee member, and Robert Smith and John Hemmelgarn, Black River Design Architects, reviewed a proposed Charlotte Library expansion project for a proposed cost of \$1.4 million.

Ms. Menk narrated a power point presentation regarding a proposed Charlotte Library expansion, requests for additional library programs, a proposed community space, and

funding streams that included soliciting local foundations and a letter asking for donations from the Town at large. The committee will raise \$700,000 in private donations, and will ask the Town to approve a \$700,000 bond, explained Ms. Menk.

Mr. Krasnow asked if there is enough time to raise private money before a March Town Meeting bond vote. June 30, 2020 would allow 18 months to raise the funds, suggested Mr. Krasnow. Ms. Mason said that the point is that a bond vote in March will indicate if the Town wants an expanded library, or not.

Mr. Hemmelgarn, Black River Design architect, said that it will take five or more months of planning time to be able to provide a contractor with working plans, and then proceed to start foundation work next winter. If it is pushed back to another year then there are concerns related to increased construction costs. The proposed estimate is based on assumptions, said Mr. Hemmelgarn.

Mr. Krasnow said that the proposal is not included in the Selectboard's budget. The Library could ask for a separate article to get a public poll on interest for the project, or it could be done via a petition process. This is a project that the Selectboard is asked to endorse; it is not a Selectboard decision, said Mr. Krasnow. Mr. Morrison suggested that the Selectboard could decide to endorse the project for a Town Meeting article.

Ms. Mead said that the money is an issue. How can the Library ask for a \$700,000 bond article when they don't have the private funds raised yet. They could raise \$400,000, or \$1 million. It is not right to tell the voters that they have half the funding. She would like to see a "thermometer" sign in front of the building saying that the Library Trustees are fund raising and "this" is what has been raised so far. A concern is that only 200 people may be voting at Town Meeting, said Ms. Mead.

Ms. Menk said that the Bond Committee is following the protocol set out by the consultants. The consultants said to finish the quiet solicitation first, form a Bond Committee of ten citizens who could then reach out to 10-20 of their friends, and so on. Now is the time to open the appeal to the public at large. The committee is hoping for Town support. The Library has no space and has to expand, stated Ms. Menk.

Ms. Booher said that she likes and uses the library. If the Friends of the Library are fund raising, then they don't need the Selectboard. Which of the Selectboard members told you to use this process, asked Ms. Booher. The library is a Town building, pointed out Ms. Booher.

Shanley Hinge, Library Trustee, said that her kids used the library growing up and now they are off to college. It is a community space, which is lacking in Charlotte. The library is a gem, said Ms. Hinge.

Mr. Morrison said that he supports the project; he just didn't think the Library committee is ready to ask for a bond.

Mr. Krasnow said that the Library is proposing a Town Meeting pitch to have \$700,000 private money in hand and asking for a matching bond amount. The Town Report goes to print on January 24, 2019. That gives the Library committee two weeks for the next phase of raising funds from residents. It does seem to be a year too early. Is there time for a petitioned article, asked Mr. Krasnow.

Mr. Tenney said that there are zoning issues to consider; for example, what are the extra lot coverage square footage, additional roof coverage, and storm water runoff plan. The proposal will take up parking spaces. There isn't enough parking for Town buildings now. The Library is adding programs and the expansion makes it a bigger building. There are not enough spaces for vehicles for the programs offered now, said Mr. Tenney. Ms. Mason said that if the current footprint is kept, then it could only expand up. Mr. Hemmelgarn said to add a second story would require elevators and stairs, which would increase costs by \$100,000-200,000. It is a nice space now and it would be ruined if a second floor was added. It is a large parcel with open space. The limitations are the wetlands in terms of the site and the sidewalks. It is too early to design a full set of plans and be ready to go out to bid. The project estimator used current information for the costs and inflationary factors are best guesses. He has done a number of area libraries and schools and no one wants to go back to ask for more money. If the project is delayed to another season he is not confident that the costs would be the same, said Mr. Hemmelgarn.

Straw Poll:

Mr. Krasnow said that he would feel comfortable if the Bond Committee drafted a bond article and invite the committee to a January Selectboard meeting.

Mr. Tegatz said that the library must show it can raise the money. Whatever is in hand after the first of the year will affect a Town vote, said Mr. Tegatz.

Ms. Spear said that she has 10-12 questions that need answers. Ms. Mason said that Ms. Spear should come to the library.

Ms. Mason said that the Library Trustees are holding presentations on Tuesday, January 7, 2019 at the Senior Center, and January 8th at the Grange.

Ms. Mead noted that Australian ballots were scheduled for voting in April.

In response to questions regarding parking, Ms. Woodruff said that there are some things the committee didn't know; for example, what the roof will look like. Parking is a Town-wide problem, said Ms. Woodruff. Ms. Menk said that only two parking spaces will be lost with the proposal.

Mr. Morrison said that January 14, 2019, is latest that the Selectboard can wait to see what the Library Trustees have raised. Is the committee writing public informational articles for the Charlotte News, asked Mr. Morrison. Ms. Menk replied yes, and FaceBook, etc.

Mr. Morrison said that it is up to the Library to find the funding. The Selectboard signs bond documents, and if not enough money has been raised then the Board wouldn't sign for a bond. The more private funds raised the less a bond amount would be needed, said Mr. Morrison. Mr. Hemmelgarn clarified that a vote would authorize the Board to borrow "up to" an amount.

ADJUSTMENTS TO THE AGENDA

None.

PUBLIC COMMENT

Moe Harvey, resident, expressed a concern that the Town needs a master plan with financial spreadsheets regarding a Library expansion. What he heard leaves a lot of questions. The Trails Committee is asking for money, and that needs to be addressed. The Town has \$75,000 in funds with no plans for a new Town Hall roof, and a new heating system is needed. A 20-50 year life plan is needed. The Selectboard needs a Capital Expenditure Plan, said Mr. Harvey. Ms. Spear spoke in support of a Capital Expenditure Plan.

ESTATE OF CHARLES STEARNS—APPLICATION FOR HIGHWAY ACCESS PERMIT (HAP-18-11) AT 6851 SPEAR STREET

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve a request by the Estate of Charles Stearns for a Highway Access Permit, HAP-18-11, for a property located at 6889 Spear Street, conditioned that a slope no greater than 3 percent for the first 20' of the driveway to the edge of the right-of-way is done, and to authorize the Charlotte Selectboard to sign the document on behalf of the Town of Charlotte. VOTE: 5 ayes; motion carried.

FY20 BUDGET REVIEW

M. Mead reviewed a revised FY2020 budget that includes a library bond.

CNANGES:

- Increase the Selectboard Legal line item from \$45,000 to \$55,000
- Change the Audit Expense line item to \$15,250
- Town Lands, Landfill Monitoring – increase to \$8,000 from \$7,000 for state required PFOA testing
- Town Lands, Museum Maintenance – leave as is
- Library Salaries – will change once the COLA is known
- Donations – may change as written requests are received; level fund a Front Porch Forum request at \$200; reduce a request from the Charlotte News from \$1,000 to \$500; reduce a request by the Lund Fund from \$4,000 to \$2,000
- Conservation – leave in the following items Lewis Creek for \$2,700, Invasive program (Bob Hyams') at \$1,500, Green-up Day for \$300; delete \$500 for mapping, \$750 for wildlife road signs, \$500 for data entry
- Town Hall equipment – add \$2,000 as a place holder
- Line item 100-8000-51, Computers, licensing – change from \$15,000 to \$17,000

- Miscellaneous – Insurance – leave at \$42,000
- Traffic Enforcement – leave at \$30,000
- Energy Committee – reduce from \$4,500 to \$500
- Library Committee – use \$1,000 as a place holder and ask the committee to come back
- Reserve funds, Recreation – change from \$50,000 to \$30,000
- CVFRS Capital Reserve Fund, FY20/21, ambulance – change to \$100,000 and leave as scheduled, thermal imaging cameras shift from FY19/20 to FY20/21 for \$22,000, Equipment (striker stretcher rolled into the ambulance cost of \$275,000 for no additional expense) reduce to zero from \$35,000
- Improvement and Repairs - add \$25,000 for the Town Hall roof
- Trails Reserve fund – leave at \$5,000

NEXT STEPS:

- Following a discussion regarding maintenance of the CCS gym and skating rink Ms. Mead suggested deleting the \$5,000 mowing piece and highlighting the line item until more is known on how the school district consolidation affects the line item
- Mr. Tenney, as Selectboard liaison, to invite the Conservation Commission to defend the proposed budget
- Staff to request that the Library Committee return to discuss the Library budget
- Consider three options to fund seven miles of trails – 1. Explore a better fund raising process, 2. Provide an appropriation versus a reserve fund, 3. A petition for a Town Meeting Article

ARTICLES FOR TOWN MEETING

The following are proposed Town Meeting articles:

- Consider using Affordable Housing Trust funds for winterization or renovation projects – would require voter approval
- Library bond
- Ambulance bond

CONTRACT WITH STAGWORKS FOR A SOUND SYSTEM AT TOWN MEETING, 2019

Mr. Bloch pointed out that if the ambulance and library projects are bonded then the Town will need coverage for informational meetings in addition to the Town Meeting. Mr. Morrison suggested holding off approval until a quote for additional coverage is received.

MEMORANDUM OF UNDERSTANDING WITH VERMONT CRIME INFORMATION CENTER FOR FINGERPRINT SUPPORTED RECORD CHECKS

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to renew a Memorandum of Understanding with the Vermont Crime Information Center for fingerprint supported record checks, and to authorize the Charlotte Selectboard to sign the MOU document on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

MINUTES: December 10, 2018

MOTION by Mr. Tenney, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of December 10, 2018, as written.

VOTE: 5 ayes; motion carried.

SELECTBOARD UPDATES

Mr. Bloch reported that the Health Center engineer suggested moving the proposed building closer to Ferry Road, which will result in a shorter entrance road and a shared parking lot with the Town. Mr. Morrison suggested that no action was necessary now. It could be a year before there were any plans in place, said Mr. Morrison. Ms. Booher said that parking lot lighting, snow plowing, or maintenance expenses have not been factored in.

Mr. Bloch suggested adding an extra Selectboard meeting for January 7, 2019 at 6:00 p.m. – interview minutes taker candidates, 7:00 p.m. budget review

PERSONNEL (possible executive session)

MOTION by Mr. Tegatz, seconded by Ms. Spear, to recess the regular meeting and enter Executive Session for the purposes of discussing Personnel Matters where premature knowledge could place the Town at a disadvantage, and invite the Town Administrator to attend.

VOTE: 5 ayes; motion carried.

The Selectboard recessed the regular meeting and entered Executive Session at 9:45 p.m.

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to adjourn Executive Session and to reconvene the regular meeting.

VOTE: 5 ayes; motion carried.

Executive Session was adjourned and the regular meeting reconvened at 10:45 p.m.

Mr. Morrison noted that no action was taken in Executive Session.

APPROVE WARRANTS TO PAY BILLS

The Selectboard approved warrant to pay bills,

ADJOURNMENT

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to adjourn the meeting.

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 10:46 p.m.

Minutes respectfully submitted, Kathlyn L. Furr, Recording Secretary.