

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
DECEMBER 18, 2017**

APPROVED

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

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Mary Mead, Christina Booher, Betsy Tegatz, Moe Harvey, Bill Fraser-Harris, Nicole Conley, and others.

SITE VISIT 3:00 PM 1824 Hinesburg Road—to view proposed access for application HAP-17-11

AGENDA ITEMS:

- At the Library, 115 Ferry Road 6:00 PM Library Expansion
- At the Town Hall, 159 Ferry Road 7:00 PM Adjustments to the agenda
- 7:05 PM Selectboard updates
- 7:15 PM Board of Listers—Grand List Errors and Omissions
- 7:20 PM Clark Hinsdale, III—request for a Highway Access Permit HAP-17-11, west of 1824 Hinesburg Road
- 7:30 PM FY19 Budget Recreation facilities Selectboard’s budget Review of whole budget
- 8:15 PM Revisions to health insurance benefit Edits to reflect current practice for employees not on Medicare New provision for employees on Medicare
- 8:25 PM Chittenden County Regional Planning Commission’s FY19 Workplan—invitation to request assistance
- 8:35 PM Approve warning 2nd public hearing for amended Town Plan: January 22, 2018 at 6 pm
- 8:45 PM Extend “Agreement between Chittenden Regional Planning Commission and the Town of Charlotte for Professional Planning Services to the Town” to January 31, 2018.
- 8:50 PM Appoint Dean Bloch as Deputy Health Officer

CALL TO ORDER (At the Library, 115 Ferry Road)

The Selectboard met with the Charlotte Library Board of Trustees at 6:00 p.m. regarding a proposed library expansion.

CALL TO ORDER (At the Town Hall, 159 Ferry Road)

Mr. Morrison called the meeting to order at 7:05 p.m., and reported that the Selectboard had met with the Charlotte Library Board of Trustees at 6:00 p.m. regarding a proposed library expansion. A Feasibility Study is planned for January for a 2019 activity, said Mr. Morrison.

ADJUSTMENTS TO THE AGENDA

Additions:

- January 2018 meeting(s) regarding the Town Budget – discussion
- January 22, 2018, Final Town Budget
- Potential joint meeting with the Planning Commission December 21, 2017 at the regularly scheduled Planning Commission meeting – Zoning Administrator discussion

PUBLIC COMMENT

None.

SELECTBOARD UPDATES

None.

BOARD OF LISTERS—GRAND LIST ERRORS AND OMISSIONS

Betsy Tegatz, Charlotte Lister, reviewed Grand List Errors and Omissions.

MOTION by Mr. Krasnow, seconded by Mr. Tenney, to accept the FY2017/2018 Grand List Errors and Omissions as presented, December 18, 2017, pursuant to VSA Section 4261.

VOTE: 5 ayes; motion carried.

CLARK HINSDALE, III—REQUEST FOR A HIGHWAY ACCESS PERMIT HAP-17-11, WEST OF 1824 HINESBURG ROAD

A motion by Ms. Spear was withdrawn for clarification of questions as follows:

- Will an existing curb cut to the existing mobile home be closed
- Will a proposed curb cut be a shared driveway to the existing mobile home and two proposed building lots, and will it also serve a third agricultural lot located to the south of the proposed building lots

FY19 BUDGET **Recreation facilities**

Bill Fraser-Harris, Recreation Commission member, and Nicole Conley, Recreation Director, reviewed a proposed Recreation budget for FY2018/2019, and a recommendation to create a Recreation Capital Projects Fund to cover facility improvements as follows:

- Replace or upgrade the tennis courts (currently requires \$1,500-2,000 in annual maintenance)
- Proposed expansion to the beach parking lot on the northeast section
- Upgrades to the beach play ground
- Build a bocce sand court next to the horseshoe pit

Mr. Tegatz suggested improvements to the bath house.

Mr. Fraser-Harris said that the commission is researching fund raising to increase revenues beyond parking fees. One suggestion is to hold outside events at the recreation

facilities. The upper ball field could be used as parking for fee events. Repair and improvement projects will be prioritized. The tennis courts are a first need, said Mr. Fraser-Harris.

Mr. Morrison suggested that the commission could charge event sponsors fees for the time and effort that the Recreation Commission puts into signing forms and presenting at Selectboard meetings, suggested Mr. Morrison.

Mr. Morrison said that staff and Mr. Krasnow could assist the Recreation Commission in contacting the Town Attorney regarding the feasibility of commercial fund raising events at the recreational facilities

Following a lengthy discussion regarding funding options for replacing or repairing the tennis courts, Mr. Krasnow suggested bonding \$190,000 for 20 years to cover the cost of a 25-year guaranteed court quote, which could be put into the Recreation Capital fund. Another \$75,000 could be saved for the playground project. The Fire and Rescue found hybrid bonding worked very well, said Mr. Krasnow. Mr. Tegatz pointed out that a bond is not for funding a reserve fund. Just set up a fund line item and save money to pay for projects, said Mr. Tegatz.

Mr. Krasnow asked if there is an estimate for the playground upgrades. Mr. Fraser-Harris replied that Deb Stone had designed a plan and he is working on estimates.

Mr. Fraser-Harris asked if donations to Recreation will be tax deductible, and if so, how will the Town handle the donations. Ms. Mead said that a donation to the Town is tax deductible.

The Selectboard asked staff to add a discussion regarding the cost of bonding and possible vote to the next Selectboard meeting.

Selectboard's budget

Mr. Bloch reviewed a draft Selectboard budget for FY2018/2019 with the following recommendations:

- Reduce the Selectboard Minute Taker line item to \$3,500
- Legal Expenses - \$45,000
- Mowing contracts recommendation to increase to \$11,200
- Brush hogging contract recommendation for \$3,070
- Thompson's Point Road – research costs for installing signage at North Shore Road/Thompson's Point Road that dog owners carry out dog waste bags, and/or provide a year-round receptacle
- Add \$5000 to the Improvement and Repair Fund for the Town Hall roof for standing seam metal roofing
- Add the cost estimated at \$40,000 for two generators for emergency shelters (Senior Center and Town Hall) to the Improvement and Repair Capital Fund
- Town Appropriation for the CVFRS Operating budget – increase by 9.4 percent

□ **Review of whole budget**

Ms. Mead will update the draft FY2019 Town budget for the 6:00 p.m. January 8, 2018, Selectboard meeting-budget discussion.

REVISIONS TO HEALTH INSURANCE BENEFIT □ EDITS TO REFLECT CURRENT PRACTICE FOR EMPLOYEES NOT ON MEDICARE □ NEW PROVISION FOR EMPLOYEES ON MEDICARE

Mr. Morrison briefly reviewed health benefit questions regarding a new Senior Center Director position. A change to the Personnel Policy, Section 5.1.1 Health Insurance, and 5.1.2 Eligibility to allow for full-time employees and prorated for employees working less hours on Medicare. An employee would need to be reimbursed for Medicare Part A, Part B, the ‘gap’ and Part D since the Town can not pay for Medicare directly, said Mr. Morrison.

MOTION by Mr. Krasnow, seconded by Mr. Tenney, to amend the Charlotte Personnel Policy, Sections 5.1.1 and 5.1.2, dated December 18, 2017, as approved by the Selectboard as follows:

- **Section 5.1.2, Cost, 1st paragraph, 3rd sentence, – change to read “...50% to 86 percent...”**
- **Section 5.1.2, Cost, Employees on Medicare, 2nd paragraph, last sentence – insert the word “individual” between “the” and “premium” and add to the sentence end “prorated based on approved hours for full-time employees, or 50% to 86% for employees approved for 20 to 29 hours per week.”**

VOTE: 5 ayes; motion carried.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION’S FY19 WORKPLAN—INVITATION TO REQUEST ASSISTANCE

Mr. Bloch reviewed a Chittenden County Regional Planning Commission Work Plan for FY2019. Does the Selectboard want a scoping study and analysis of parking lots in the villages added to the plan, asked Mr. Bloch.

The Selectboard members spoke in favor of parking studies in the West and East Charlotte Villages.

Ms. Spear suggested a bike/pedestrian path study between the two villages.

APPROVE WARNING 2ND PUBLIC HEARING FOR AMENDED TOWN PLAN: JANUARY 22, 2018 AT 6 PM

Mr. Morrison reported that input and comments have been received. The Town Planner said that the comments can be incorporated in the draft Town Plan by the January 8, 2018 Selectboard meeting. A second public hearing would need to be warned by January 3. Should the Selectboard wait to review the draft on January 8th, and/or approve the draft on January 22nd, asked Mr. Morrison.

There was discussion on how to incorporate conflicting comments into the draft; a time line for warning a second public hearing; coordinating the printing of the 2018 Town

Report by January 29th for the 2018 March and April Town Meetings; and that the draft has to be approved by March 2018. Mr. Bloch explained that there is no penalty for not approving the draft by March 2018, however, the Town Plan could not be used to support zoning or for siting energy project locations.

Mr. Morrison said that an Article III, Town Plan, could be added to the Town Warning. A public hearing could be warned for January 22, and then warned for an April ballot vote. Mr. Morrison suggested a short December 16th Selectboard meeting at 6:00 p.m. to discuss the Town Plan.

Mr. Morrison suggested that CVFRS present an explanation regarding a proposed \$200,000 air pack apparatus expense. Mr. Tegatz will ask CVFRS what survey method they would use at Town Meeting. Mr. Bloch reported that the Town Attorney said not to have an advisory article.

Mr. Morrison suggested that the Selectboard should consider attending the regularly scheduled Planning Commission meeting on December 21 to discuss points of view regarding Planning and Zoning.

Selectboard members spoke in favor of the following meeting dates:

- Monday, January 8, 2018, at 6:00 p.m. – Town Budget and Zoning Administrator discussions
- Tuesday, January 16, 2017, 6:00 p.m. – Town Plan review/discussion
- Monday, January 22, 2018, Town Plan Second Public Hearing (Mr. Morrison said that he will be out of town)

EXTEND “AGREEMENT BETWEEN CHITTENDEN REGIONAL PLANNING COMMISSION AND THE TOWN OF CHARLOTTE FOR PROFESSIONAL PLANNING SERVICES TO THE TOWN” TO JANUARY 31, 2018.

MOTION by Mr. Tenney, seconded by Mr. Tegatz, to amend the contract and extend the Agreement between the Chittenden Regional Planning Commission and the Town of Charlotte for Professional Planning Services to the Town to January 31, 2018, and to authorize the Town Administrator to sign the document on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

APPOINT DEAN BLOCH AS DEPUTY HEALTH OFFICER

Mr. Morrison nominated the Town Administrator as the Acting Health Officer. By default the Selectboard Chair is the Health Officer, said Mr. Morrison.

Ms. Spear nominated Christina Booher as the Health Officer. Ms. Booher said that she believed that Calli Griswold is the Deputy Health Officer.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to appoint the Town Administrator as the Acting Health Officer.

VOTE: 5 ayes; motion carried.

MINUTES: December 11, 2017

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve the Charlotte Selectboard minutes of December 11, 2017, as written, with edits:

- **Page 2, line 50 – change to read “...increasing Thompson’s Point rent revenues to account for the state education tax increase of 9.4 cents...”**

VOTE: 5 ayes; motion carried.

APPROVE WARRANTS TO PAY BILLS

The Selectboard members reviewed and signed warrants to pay bills.

ADJOURNMENT

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

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 9:45 p.m.

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