

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
JANUARY 16, 2018**

**APPROVED**

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

**ADMINISTRATION:** Dean Bloch, Town Administrator; Daryl Benoit, Town Planner.

**OTHERS:** Mary Mead, Christina Booher, Rob Muehleck, Sue Smith, Theo Kovaleff, Charles Pughe, Peter Joslin, Marty Illick, and others.

**AGENDA ITEMS:**

- 6:05 PM Replacement of computer server for Town Hall
- 6:30 PM FY19 Budget
- 7:00 PM Review of proposed Town Plan
- 8:40 PM Town Meeting warning
- 8:45 PM Selectboard updates

**CALL TO ORDER**

Mr. Morrison called the meeting to order at 6:01 p.m.,

**ADJUSTMENTS TO THE AGENDA**

None.

**PUBLIC COMMENT**

Ms. Booher explained that residents have been complaining that the snow plows have been hitting mailboxes.

**REPLACEMENT OF COMPUTER SERVER FOR TOWN HALL**

Rob Muehleck, SymQuest representative, and Theo Kovaleff, NEMRC representative, reviewed options and costs for an in-house computer server system versus Cloud servers.

Mr. Muehleck handed out a spreadsheet of the current 2019 IT configuration and best practices. Options are as follows:

- Replacement of the current on-site server with 3 servers
- Cloud service via internet connections.

Mr. Kovaleff said that if it is a terminal server then it would be possible to access the NEMRC program from off-site.

There was discussion regarding client access licenses of a one-time \$140 fee per user that can be done at anytime; a Cloud model that is a data center that moves client data into the SymQuest server located in South Burlington and a backup site located in Portland,

Maine; risks for Option 2, Cloud service, related to internet connection outages, and deciding to use ComCast or Green Mountain Access (Mr. Muehleck said that the Town Hall has GMA DSL now) and benefits that include automatic updates and rapid data recovery; and the need for a strong internet connection for Cloud service.

In response to a question, Mr. Muehleck explained the differences in costs for Cloud servers versus an on-site server. The Cloud would cost \$31,000 over a 5-year period versus replacing on-site servers every 5-years.

Ms. Booher noted that the Town uses NEMRC for 75 percent of the work load. What is the cost per user for NEMRC on the Cloud versus SymQuest, asked Ms. Booher. Mr. Muehleck said that there is a formula based on the space used, office licenses per users and other factors.

Ms. Mead asked what happens if SymQuest is merged with a different company, or ceases to exist. Mr. Muehleck replied that data will be stored on a disk that would be provided to the Town.

Ms. Booher asked if three companies had bid on replacing the server. Mr. Bloch explained that an RFP was just for technical network support and a portion was for recommendations on servers.

Mr. Muehleck said that if the Town is putting the contract out to bid every year then that is not a good option with SymQuest. SymQuest would require a 3-year commitment. An on-site server gives more flexibility, said Mr. Muehleck.

Mr. Kovaleff said that NEMRC hosts a similar program through Remote App, which is presented as an app on your computer. It is for desk top control versus remote control. NEMRC uses Amazon to host the Cloud in Oregon with the backup to our own tech vault server. The Town doesn't have NEMRC Cloud now. NEMRC Cloud has a Disaster Recovery Plan at a \$10 per user per month cost, said Mr. Kovaleff.

Mr. Bloch handed out a budget spreadsheet regarding server options.

Mr. Krasnow spoke in support of an on-site server. There is \$8,000 in the FY17-18 budget for a server and only \$7,000 more would needed, said Mr. Krasnow.

**MOTION by Mr. Krasnow, seconded by Ms. Spear, to approve a proposal for an on-premises server with SymQuest for FY17/18 and FY18/19 as presented.**

**DISCUSSION:**

**Mr. Morrison said that Town Clerk/Treasurer and the Town Administrator will work out a budget.**

**VOTE: 5 ayes; motion carried.**

**FY19 BUDGET**

Ms. Mead said that there was a \$6,200 balance in the computer line item, and \$21,500 should be added in the FY19 budget.

### **REVIEW OF PROPOSED TOWN PLAN**

Following a review of an updated Town Plan draft and revised maps Mr. Morrison asked if there are any conflicting inputs.

Mr. Benoit explained the following:

- Wastewater in the West Village was modified to accommodate comments; specific strategies are generalizations pending 2017 Wastewater Committee recommendations in a final analysis
- There are differences in zoning versus a “village designation” in the East and West Village boundaries as shown in Figure 2 – West Charlotte Village and Figure 3 – East Charlotte Village proposed boundaries; Sheehan Green has single family dwellings and is not considered for a village designation
- Map 11 outlines zoning for the East Charlotte Village

### *TASKS:*

- The CCRPC to provide regulatory language to articulate protection of areas of High Public Value that will be incorporated into the draft Town Plan
- Energy Section – the Energy Committee to update language regarding ACT 174 related to renewable energy in the Town Plan
- Consider an annual review of the Town Plan to keep it a living document
- Create a list of corrections for a later update to the Town Plan following adoption
- “Natural and Cultural Features with High Public Value” areas to added as a visualization in a suite of maps with a disclaimer as an on-line resource
- Planning Commission to add a the cost of a future update on the East Charlotte Village into the Planning Commission budget

### *NEXT STEPS:*

- Warn a second public hearing for Monday, January 22, 2018
- Selectboard to approve a draft for 2018 Town Meeting article for a Town Plan vote
- Prepare newspaper articles explaining the draft Town Plan to the public; for example, 5 key items of the draft Town Plan

The Selectboard thanked the Planning Commission and Town Planner for their work on the draft Town Plan.

### **TOWN MEETING WARNING**

Mr. Bloch noted that edits made to the draft Town Meeting Warning at the last Selectboard meeting on January 8, 2018 have been incorporated. The Town Attorney needs to review the draft warning, said Mr. Bloch.

### *SUGGESTIONS/CHANGES:*

- Article 5, change to read “for the purpose of Recreational Capital Improvements”

- Have the Town Attorney review the draft Town Meeting warning
- Staff to clarify if the Charlotte Central School is available for a Tuesday, April 10<sup>th</sup> Australian ballot vote
- Consider holding an informational meeting on the Town Plan on Monday, April 9<sup>th</sup> at the Town Hall

### **SELECTBOARD UPDATES**

Mr. Morrison reported that the TDI Committee has proposed a bill, S. 274, to allow towns with shore frontage to collect taxes. Michael Yantachka will support the bill, said Mr. Morrison.

Mr. Bloch reported that a Selectboard member had a concern regarding the Hinsdale Highway Access Permit, Condition #6, related to the labeling of the mobile home lot as “affordable”. Mr. Tenney explained he had no issue with approving the curb cut access to the two proposed lots, and leaving the option for the mobile home lot to connect to the driveway at some future time. A question was why have the mobile home lot labeled as “affordable” in the HAP document.

The Selectboard asked staff to remove the label of “affordable” from the HAP document.

Ms. Spear requested staff to forward Zoning Administrator job applications to her for review. Mr. Bloch said he would send the applications to Ms. Spear after the January 26<sup>th</sup> deadline.

Ms. Spear asked why a charitable organization was given \$2,000. Mr. Krasnow explained that a former Selectboard member supported a monetary donation to a charitable organization. A new Selectboard had decided not to give a donation to any organization that didn’t ask for funding, said Mr. Krasnow. Ms. Spear said that charitable donations require further discussion. Mr. Morrison said that a discussion will be included in the Selectboard presentation at the 2018 Town Meeting.

Mr. Morrison asked staff to confirm the January 15<sup>th</sup> Cost of Living increase.

Ms. Spear asked staff to prepare a finalized updated budget for a Selectboard vote at the next Selectboard meeting, Monday, January 22, 2018.

### **MINUTES: January 8, 2018**

**MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of January 8, 2018, as written.**

**VOTE: 5 ayes; motion carried.**

### **APPROVE WARRANTS TO PAY BILLS**

The Selectboard members reviewed and signed warrants to pay bills.

### **ADJOURNMENT**

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

**VOTE: 5 ayes; motion carried.**

The meeting was adjourned at 8:38 p.m.

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