

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
JANUARY 8, 2018**

APPROVED

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

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Eric Buttery, Greg Smith, Clark Hinsdale III, Mary Mead, Christina Booher, Nicole Conley, Patrice Machavern, Tom Cosinuke, Charles Pughe, Jonathan Fisher, Stuart Bennett, Jenny Cole, Jon Davis, and others.

AGENDA ITEMS:

- Clark Hinsdale, III—request for a Highway Access Permit HAP-17-11, west of 1824 Hinesburg Road
- 6:10 PM Chittenden County Regional Planning Commission’s FY19 Workplan—application for assistance to conduct a scoping study of parking areas in both villages
- 6:20 PM Recreation Revenue Structure
- 6:30 PM FY19 Budget
- 8:00 PM Zoning Administrator—next steps approve job description advertising the position interview process
- 8:20 PM Town Meeting warning
- 8:30 PM Selectboard’s annual report for Town Report
- 8:40 PM Contract with Steven J. Williams d/b/a SJW Docks, LLC to operate the Thompson’s Point wastewater system for calendar year 2018
- 8:45 PM Contract with Civil Engineering Associates for engineering services for the Thompson’s Point wastewater system for calendar year 2018
- 8:50 PM FY19 budget for Thompson’s Point wastewater system
- 8:55 PM Vermont Watershed Grant
- 9:00 PM Thompson’s Point leases: Lots 102 & 103 at 556 Flat Rock Road—renew 20 year lease to Douglas Mariboe Lots 4 & 5 plus additional land described in Volume 20 page 361—renew 20 year lease to Miriam Murray and Stan Monk Lot 167 at 560 North Shore Road—renew 20 year lease to Lee Jensen and Karl Jensen Lots 187, 188 & 189 (shared) at 988 North Shore Road—renew 20 year lease to Jennifer KS Scott and Kimberly B Stoerker

CALL TO ORDER

Mr. Morrison called the meeting to order at 6:03 p.m.,

ADJUSTMENTS TO THE AGENDA

None.

PUBLIC COMMENT

None.

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

Clark Hinsdale III explained a proposed curb cut as access to a 25-acre parcel on the south side of the Hinesburg Road across from the conserved Bean Farm as follows:

- Two residential lots are proposed as Lots 2 and 3
- A 5-acre lot with an existing mobile home, 1824 Hinesburg Road, abutting the parcel on the east is not a part of the proposal and has its own existing driveway
- A conserved agricultural lot, Lot 1, abuts the two proposed lots to the west
- The mobile home could be served by the proposed new access at some future time if the existing driveway is thrown up
- The HAP application is a Nordic Farm, LLC application.

Mr. Bloch said that if the mobile home at 1824 Hinesburg Road uses the new access then the new driveway would need a name since it would serve three or more lots. Mr. Hinsdale replied yes.

MOTION by Mr. Krasnow, seconded by Mr. Tenney, to approve a Highway Access Permit request by Clark Hinsdale III, HAP-17-11, with the following condition:

- **That if the abutting mobile home lot located at 1824 Hinesburg Road wishes to connect to the new access the existing curb cut/driveway to the existing mobile home shall be thrown up;**
- **If the new access becomes a shared driveway for 3 lots that includes the existing mobile home lot then the new access shall be named as per the Land Use Regulations.**

DISCUSSION:

Mr. Tenney suggested that the motion should only address an access to Lots 2 and 3.

Following a brief discussion Mr. Tenney said that the motion by Mr. Krasnow is fine as stated.

Mr. Bloch asked if the new driveway will be used to access Lot 1 for agricultural purposes. Mr. Hinsdale replied yes; that is the intent.

Mr. Bloch noted that the new access will require an E-911 road name in the future, and that the Charlotte Road Commissioner has recommended an 18"x30' culvert.

AMENDMENT by Mr. Krasnow, seconded by Mr. Tenney, and to install an 18"x30' culvert as per the Charlotte Road Commissioner.

VOTE: 5 ayes; motion carried.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION'S FY19 WORKPLAN—APPLICATION FOR ASSISTANCE TO CONDUCT A SCOPING STUDY OF PARKING AREAS IN BOTH VILLAGES

Mr. Morrison reviewed that the Town could ask the Chittenden County Regional Planning Commission to conduct a scoping study for alternate parking in the West

Village for a cost of \$22,000 that will require a Town match of \$4,400. Currently, the funding for the study is not in the budget, explained Mr. Morrison.

In reply to questions, Mr. Bloch said that the \$22,000 is an estimate from Dubois and King. CCRPC will put the scoping study out to bid. CCRPC works with 4-5 pre-certified firms that they have a relationship with, said Mr. Bloch.

No action was taken.

RECREATION REVENUE STRUCTURE

Nicole Conley, Recreation Director, and Greg Smith, Recreation Commission member, explained that they have research bonding information and asked if a presentation should be ready for March Town meeting.

There was lengthy discussion regarding the legality for charging fees to hold events at the Town Beach; an opinion from the Vermont League of Cities and Towns that it is appropriate to create a fund in the Town budget for revenue generated at the Town Beach for transparency versus a separate Recreation fund; and a suggestion by Mary Mead to deposit Beach revenue in a Town Beach – revenue line item with an off-set to the Transfer into Recreation Capital Funds.

Ms. Spear and Mr. Krasnow spoke in favor of waiting a year before starting to charge fees. Mr. Bloch said that the Town Attorney has not been consulted yet and the matter is not resolved at this time.

Ms. Mead said that if Recreation makes money next year then the revenue can be left as is. Recreation has proposed projects and the Town has underfunded it for years. Currently the Recreation line item has a \$4,500 balance. If a bond is done the Town does not have money in the fund to pay the principle and interest, stated Ms. Mead.

Mr. Morrison reviewed a proposed Article 11 request for a bond for Tennis Courts and a Playground at the Beach. He has talked with Bill Fraser-Harris who has indicated that the projects are not ready yet, said Mr. Morrison. Mr. Smith said that the tennis courts can get by for 3-4 years with the increased repair work. A plan is needed for the future, said Mr. Smith.

Mr. Morrison said that he did not recommend moving forward with Article 11 at this time. The Town can provide seed funding of \$5,000-6,000, suggested Mr. Morrison.

Ms. Spear spoke in favor of planning first.

Mr. Krasnow spoke in favor of proposing two separate bonds: \$190,000 for three new tennis courts, and an additional \$75,000 for an updated playground. Recreation could present a well researched list of options at Town Meeting. Articles allow the Town to discuss and decide if they want to fund projects, or not, said Mr. Krasnow.

Following further discussion, the Selectboard suggested adding \$2,000 in the Receptions operating budget for site planning, and adding \$30,000 for seed money for improvements to the Town Beach in a Recreation Capital Reserve Fund.

Mr. Smith said that he is considering a spring survey regarding Recreation projects.

FY19 BUDGET

Mr. Morrison briefly reviewed expenses and revenues for FY2018/2019, which is an increase of 12-13 percent over last year.

SUGGESTIONS/CHANGES:

- CVFRS – reduce the CVFRS Capital Reserve Fund amount of \$120,000 to \$80,000
- Zero out the Conservation Fund
- Improvement and Repair Fund – add \$25,000 for one-half of the Town Hall roof repair costs
- Article 5, keep \$50,000 for two generators for the Senior Center and Town Hall
- Add to the January 16, 2018 Selectboard meeting - discussion on the computer server upgrade
- Cemetery Maintenance, Town Budget, page 3 of the spreadsheet – change to \$15,000
- Add a review of the health care insurance to a Selectboard agenda for next year – MVP versus BC/BS as an example
- Charitable donations list – leave as is for a discussion and vote by the Town voters at Town Meeting
- Energy Commission budget, page 13, leave at \$4,000

ZONING ADMINISTRATOR—NEXT STEPS

approve job description

Mr. Pughe, Charlotte Planning Commission member, reviewed an updated Zoning Administrator job description.

SUGGESTIONS/CHANGES:

- #3 and #4 – no changes
- #7, Duties - Mr. Fisher, Zoning Board of Adjustment member, said that a dedicated clerk is better than the Zoning Administrator “advising the Zoning Board of Adjustment on applications for Conditional Use and Variance”.
- Merge #11 with #8, to read – “...manage, maintain and implement digital storage of records...”
- Resolve a question of paying an employee (Zoning Administrator) a stipend as Health Officer in addition to payroll; consider a single hourly pay rate

MOTION by Mr. Tenney, seconded by Mr. Krasnow, to approve the Zoning Administrator draft job description as presented January 8, 2018, for a Zoning Administrator/Health Officer/E-911 Coordinator.

VOTE: 5 ayes; motion carried.

□ Advertising the position

It is the consensus of the Selectboard to advertise the position of Zoning Administrator/Health Officer/E-911 Coordinator in Seven Days as presented.

□ interview process

Mr. Pughe explained a proposed Planning Commission concept to appoint a committee consisting of 5 Planning Commission members, the Town Administrator, 1 Selectboard member and 1 Zoning Board of Adjustment member. The committee will discuss and pass candidate recommendations to the Selectboard for interviews, said Mr. Pughe.

Mr. Krasnow suggested replacing the Selectboard member with a second Zoning Board member. The Selectboard will conduct a second interview of Planning Commission recommended candidates. The Planning Commission should decide the process, said Mr. Krasnow.

TOWN MEETING WARNING

- Articles 1 and 2 – no changes
- Article 3 – delete
- Article 4 – budget
- Article 5 – add “...for the purchase of installing...”
- Article 6 – no change
- Article 7 – no change
- Article 8 – no change
- Article 10 – Town Plan: Selectboard meeting January 16, 2018, to review the draft Town Plan; schedule a second public hearing on January 22, 2018
- Article 11 – change to \$30,000

Staff to make revisions and re-number the articles as appropriate.

SELECTBOARD’S ANNUAL REPORT FOR TOWN REPORT

Mr. Morrison reviewed a draft Selectboard Annual Report for the 2018 Town Report.

SUGGESTIONS/CHANGES:

- Delete names in the first paragraph
- Add a break down of votes (ayes and nays) and total voter numbers at the 2017 Town Meeting in March and at the Australian ballot vote held in April to compare pre and post Town Charter voting data
- Ms. Booher will provide a 5-year average of voting statistics for comparison purposes
- Mr. Krasnow to review and edit for punctuation and typographic corrections
- Page 2, 1st sentence – change to read “...for her outstanding...”
- Regarding the Trail Scoping Project – change “...Melissa and Trevor Mack Trail...” to read “...from the Town Hall to the State Park...”; 2nd paragraph-change to read “...goes to the State Park Road.”

CONTRACT WITH STEVEN J. WILLIAMS D/B/A SJW DOCKS, LLC TO OPERATE THE THOMPSON'S POINT WASTEWATER SYSTEM FOR CALENDAR YEAR 2018

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve a contract with Steven J. Williams, D/B/A SJW Docks, LLC, to operate the Thompson's Point Wastewater System for the Calendar Year 2018, and to authorize the Charlotte Selectboard Chair to sign the contract document on behalf of the Town of Charlotte.

DISCUSSION:

Mr. Tegatz asked why it is a calendar year. Mr. Bloch explained that it is the calendar year that the operator actually works. Sullivan and Powers Company said that the fiscal year is used for planning, clarified Mr. Bloch.

VOTE: 5 ayes; motion carried.

CONTRACT WITH CIVIL ENGINEERING ASSOCIATES FOR ENGINEERING SERVICES FOR THE THOMPSON'S POINT WASTEWATER SYSTEM FOR CALENDAR YEAR 2018.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve a contract with Civil Engineering Associates for engineering services for the Thompson's Point Wastewater System for the calendar year 2018, and to authorize the Charlotte Selectboard Chair to sign the contract document on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

FY19 BUDGET FOR THOMPSON'S POINT WASTEWATER SYSTEM

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the FY2019 for the Thompson's Point Wastewater System as presented.

VOTE: 5 ayes; motion carried.

VERMONT WATERSHED GRANT

Jenny Cole, Charlotte Park and Wildlife Refuge Oversight Committee member, reviewed a request for a Letter of Support and approval for a Vermont Watershed Grant application. The deadline is January 15, 2018, said Ms. Cole.

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve a 2018 Vermont Watershed Grant application and Letter of Support on behalf of the Charlotte Park and Wildlife Oversight Committee, and to authorize the Charlotte Selectboard Chair to sign the Letter of Support on behalf of the Town of Charlotte.

DISCUSSION:

Ms. Spear asked if a Town contribution/match is required. Mr. Morrison replied no.

VOTE: 5 ayes; motion carried.

THOMPSON'S POINT LEASES: □ Lots 102 & 103 at 556 Flat Rock Road—renew 20 year lease to Douglas Mariboe □ Lots 4 & 5 plus additional land described in Volume 20 page 361—renew 20 year lease to Miriam Murray and Stan Monk □ Lot 167 at 560 North Shore Road—renew 20 year lease to Lee Jensen and Karl Jensen □ Lots 187, 188 & 189 (shared) at 988 North Shore Road—renew 20 year lease to Jennifer KS Scott and Kimberly B Stoerker

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve a Thompson's Point 20-year lease renewal to Douglas Mariboe for Lots 102 and 103, located at 556 Flat Rock Road, and to authorize the Charlotte Selectboard Chair to sign the lease document on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

Mr. Morrison signed the lease document.

MOTION by Mr. Krasnow, seconded by Mr. Tenney, to approve a Thompson's Point lease renewal to Miriam Murray and Stan Monk for Lots 4 and 5 plus additional land as described in Volume 20, Page 361, and to authorize the Charlotte Selectboard Chair to sign the lease document on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

Mr. Morrison signed the lease document.

MOTION by Mr. Tenney, seconded by Mr. Krasnow, to approve a Thompson's Point 20-year lease renewal to Lee Jensen and Karl Jensen for Lot 167, located at 560 North Shore Road, and to authorize the Charlotte Selectboard Chair to sign the lease document on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

Mr. Morrison signed the lease document.

MOTION by Ms. Spear, seconded by Mr. Krasnow, to approve a Thompson's Point 20-year lease renewal to Jennifer KS Scott and Kimberly B Stoerker for Lot 187, 188 and 189 (shared) located at 988 North Shore Road, and to authorize the Charlotte Selectboard Chair to sign the lease document on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

Mr. Morrison signed the lease document.

SELECTBOARD UPDATES

Mr. Morrison reviewed an email from Mary Mead, Town Clerk, regarding the Personnel Policy related to changes/additions to the Medical Section in the policy. There may be more changes, said Mr. Morrison. Mr. Tegatz suggested changing "BC/BS" to "current carrier". Ms. Booher suggested that the Selectboard contact Ms. Mead regarding what can be offered, or not, for Medicare coverage related to a "20 employee" factor. Mr. Morrison asked Staff to check with Ms. Mead.

Mr. Morrison reported on a meeting with the Fire and Rescue departments regarding the MOA and issues resolved.

Mr. Bloch handed out an office supply catalog and noted potential chair replacements at Town Hall. The new rugs will be installed on Thursday or Friday, said Mr. Bloch.

Mr. Bloch reported that he and Ms. Mead will talk with the Town Attorney regarding an update of the Thompson's Point Ordinance related to fund collection for the Capital Improvement line item.

MINUTES: December 18, 2017

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of December 18, 2017, as written, with edits:

- **Page 3, line 109 – change to read “...\$190,000...” and another \$75,000 for playground upgrades”**
- **Page 6, line 228 – delete the word “Deputy”.**

VOTE: 5 ayes; motion carried.

APPROVE WARRANTS TO PAY BILLS

The Selectboard members reviewed and signed warrants to pay bills.

ADJOURNMENT

MOTION by Mr. Tenney, seconded by Mr. Tegatz, 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.